PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 09 OF 2019
DATE ISSUED: 08 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.

AMENDMENTS:

LIMPOPO: DEPARTMENT OF SPORT, ARTS AND CULTURE: Kindly note that the internship position of Archives Services advertised in Public Service Vacancy Circular 08 dated 01 March 2019, the requirements were wrongly advertised. The correct requirements are as follows: Requirements: Degree/ diploma in archives and records management / information science or in formation studies. Enquiries:
general enquiries about the advertised posts should be directed to Ms Ramavhande ND @ 015 284 4038 And Mr Mohlake L @ 015 284 4216. **FREE STATE: DEPARTMENT OF POLICE, ROADS & TRANSPORT:** Kindly take note that the post of Director: Internal Audit with Ref No: FSPR&DIA/01/01/2019 advertised in Public Service Vacancy Circular 08 dated 01 March 2019, the requirements should read as follows: A relevant tertiary qualification (NQF Level 7) as recognized by SAQA. Membership of the Institute of Internal Auditors South Africa (IIA SA). Registration as a Certified Internal Auditor (CIA) Plus 5years internal Audit management experience; or Certification in Control Self-Assessment (CCSA), Certified Government Auditing Professional (CGAP), Certified Information Systems Auditor (CISA). **GAUTENG: DEPARTMENT OF COMMUNITY SAFETY:** kindly note that the posts of Director: Human Resource Management: Directorate: Human Resource Management with Ref No: REFS/003646, Director: Corridor Coordination Road Traffic: Directorate: Traffic Management with Ref No: REFS/003647 and Director: Corridor Coordination Road Traffic: Directorate: Traffic Management with Ref No: REFS/003648, advertised in Public Service Vacancy Circular 06 dated 15 February 2019, the closing date has been extended to the 15 March 2019.
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**ANNEXURE A**

**DEPARTMENT OF BASIC EDUCATION**

The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through filling of these posts and candidates whose transfer, promotion, or appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees.

**APPLICATIONS**: Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Education, 222 Struben Street, Pretoria. Please visit the Department of Education’s website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za

**FOR ATTENTION**: Ms M Thubane

**CLOSING DATE**: 22 March 2019

**NOTE**: Applications must be submitted on Form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of ID and qualifications. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with shortlisted applicants. Shortlisted candidates will be required to undertake a writing test as part of the interview process. Applications received after the closing date, e-mailed or faxed applications will not be considered.

**OTHER POSTS**

**POST 09/01**: CHIEF ENGINEER GRADE A-B (CIVIL/STRUCTURAL) REF NO: 25621/02

Branch: Accelerated School Infrastructure Delivery Initiative (ASIDI)

**SALARY**: R991 281 – R1 880 367 per annum (all-inclusive package as per Occupational Specific Dispensation requirements)

**CENTRE**: Pretoria

**REQUIREMENTS**: An appropriate Bachelor's degree or equivalent qualification in Engineering. Registered as a Professional Engineer. 6 years post qualification experience and 5 years’ experience at a supervisory level is required. An understanding of the relevant legislation and prescripts and experience in the planning and execution of capital infrastructure and maintenance projects. In addition, the incumbent will need to have the following competencies: excellent communication skills (written and verbal), good interpersonal relation skills, an ability to work independently under pressure and adhere to deadlines, together with an ability to organise and direct groups of professionals in the built environment sector. Experience and a qualification in construction programme and project management will be an advantage. A valid driver’s license will be a prerequisite for this post.

**DUTIES**: To assist in the planning, implementation, monitoring and reporting on the delivery of the infrastructure built environment programmes and projects in line with the IDMS Framework. Manage processes relating to the management of infrastructure in the sector. Monitoring of matters relating to planning, design, procurement, construction, operation and maintenance of education infrastructure. Analyse and evaluate infrastructure planning documents like the User Asset Management Plans, Infrastructure Programme Implementation Plans, Construction Procurement Strategies, and Conditional Grant Evaluation Reports. Lead the sector processes relating to the implementation of the performance based incentive system. Analyse and evaluate physical resources planning frameworks, prioritisation model(s), Business Cases and Project Briefs. Manage the implementation of a facilities maintenance and management policy and provide guidance for the preparation of maintenance plans and disaster management plans. Participate in the procurement of Professional Service Providers and Contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management Committees of IAs and the Department of Basic Education. Monitor the implementation of Programmes and Projects by the Implementing Agents [IA] and the adherence to
the Service Delivery Agreements. Manage implementation of projects that are not allocated to an Implementing Agent [IA]. Lead task teams comprising education and built environment professionals on reviewing and evaluating education infrastructure guidelines, facility maintenance and best practice guidelines. Conduct the inspections of existing education facilities infrastructure and prepare reports thereon. Render specialist advice, guidance and assistance with regard to technical matters within the field of education infrastructure, external to the directorate and the Department. Monitor the implementation of norms and standards for school infrastructure. Conduct research to develop and formulate policies, procedures and programmes directly related to education infrastructure.

ENQUIRIES : Ms M Thubane Tel No: (012) 357 3297/ Mr A Tsamai Tel No: (012) 357 3321

POST 09/02 : CHIEF QUANTITY SURVEYOR GRADE A-B REF NO: 25621/01
Branch: Accelerated School Infrastructure Delivery Initiative (ASIDI)

SALARY : R854 154 – R1 596 294 per annum (all-inclusive package as per Occupational Specific Dispensation requirements)

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor’s degree or equivalent qualification in quantity surveying or relevant qualification. Registration as a Professional Quantity Surveyor. 6 years Quantity Surveying post qualification experience is required. At least 5 years relevant experience at a supervisory level. An understanding of the relevant legislation and prescripts and experience in the planning and execution of capital infrastructure and maintenance projects. In addition, the incumbent will need to have the following competencies; excellent communication skills (written and verbal), good interpersonal relation skills, an ability to work independently under pressure and adhere to deadlines, together with an ability to organize and direct groups of professionals in the built environment sector. Experience and a qualification in construction programme and project management will be an advantage. A valid driver’s license will be a prerequisite for this post.

DUTIES : To assist in the planning, implementation, monitoring and reporting on the delivery of the infrastructure built environment programmes and projects in line with the IDMS Framework. Participate in the procurement of professional service providers and contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management Committees of IAs and the Department of Basic Education. Monitor the implementation of Programmes and Projects by the Implementing Agents [IA] and the adherence to the Service Delivery Agreements. Manage implementation of projects that are not allocated to an Implementing Agent [IA]. Review and recommend Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the infrastructure unit; Recommend authorisation of payments in line with the conditions of the appointments, contract management practices and within financial delegations. Prepare and submit progress reports [financial and non-financial]. Monitor that infrastructure projects are planned within available funds. Monitor application of cost norms. Monitor expenditure on infrastructure projects within budgets. Control cost and scope variances on infrastructure projects. Analyse and evaluate infrastructure planning documents like the User Asset Management Plans, Infrastructure Programme Implementation Plans, Construction Procurement Strategies, and Conditional Grant Evaluation Reports. Conduct the inspections of existing education facilities infrastructure and prepare reports thereon. Render specialist advice, guidance and assistance with regard to technical matters within the field of education infrastructure, external to the directorate and the Department. Monitor the implementation of norms and standards for school infrastructure. Conduct research to develop and formulate policies, procedures and programmes directly related to education infrastructure.

ENQUIRIES : Ms M Thubane Tel No: (012) 357 3297/ Mr A Tsamai Tel No: (012) 357 3321
POST 09/03 : DEPUTY DIRECTOR: STRATEGIC PLANNING AND REPORTING REF NO: DBE/13/2019

Branch: Office of the Director-General
Directorate: Strategic Planning and Reporting

SALARY : R826 053 per annum (All-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS :
An appropriate three-year Bachelor’s Degree or a three year relevant post matric qualification. A minimum of 4 years’ relevant experience at a supervisory/middle managerial level with at least 2 of those years in the use of performance information management, planning and reporting in a substantive service delivery department. The successful candidate will have; proven experience in managing, evaluating and analysing performance information in a concurrent function department or a similarly complex organisation with at least 600 people with decentralised units; strategies for enriching detail in sectoral plans and reports, initiate interventions with relevant networks and structures, strategies of ensuring that performance information and reporting is optimised, knowledge of Government Planning Frameworks, and Strategic Management within the Public Sector, excellent written and verbal communication skills; excellent understanding of the link between institutional performance and sector performance in a concurrent function; proven ability to produce quality assured work under pressure and manage deadlines; proven experience of analysing performance information for alignment and verification; evidence of showing attention to detail; Proven ability to identify opportunities for improvement in performance information and to develop networks for conducting capacity building efforts spanning a range of performance information and indicators.

DUTIES :
Manage all performance planning and performance reporting activities of the DBE in line with the strategic objectives of the DBE and the sector, as well as the relevant mandates; Carry out effective strategic analysis to improve performance reporting, information and planning alignment, compliance and effectiveness; Manage all performance planning of the Department in line with the Strategic objectives of the DBE and sector, as well as the relevant mandates; Produce quality credible plans on DBE mandates for quality basic provision; Institutionalise an integrated strategic planning process and deliver strategic performance planning, reporting and monitoring support to Senior Management in the DBE; Advocate for, and improve the use of performance information and analyses of provincial plans in respect of medium and long term strategic goals, priorities and objectives, and to advise on strengthening performance information use in planning process in the DBE and the broader sector. The individual appointed will do the following in discharging their duties in relation to key stakeholders and programme managers: Refine and provide advice on refining indicator descriptions for performance information to be used in planning and reporting obligations of the DBE and Sector Programme Performance Measures (PPMs). Support processes and tools to deepen performance information use including inputs for programme and branch reviews dealing with Performance Information and improvement processes among others. Analyse and report on alignment of plans and reports of provinces and public entities. Develop performance information management, verification and registry systems and documentation to support the performance information function and use these to support provincial and national efforts to improve institutional performance through better performance information in departments in the sector. Prepare presentations, plans, reports, updates and progress reports using performance information.

ENQUIRIES :
Ms M Thubane Tel No: (012) 357 3297/ Mr A Tsamai Tel No: (012) 357 3321

NOTE :
All shortlisted candidates will be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance.

POST 09/04 : ASSISTANT DIRECTOR REF NO: DBE/14/2019
Directorate: Education Management Information Systems (EMIS)

SALARY : R444 693 per annum
CENTRE : Pretoria
REQUIREMENTS

An appropriate three-year Bachelor’s degree or a three-year relevant post matric qualification in Computer Science; Computer Studies or a related field is preferred. Three year relevant experience in software development and/or testing experience is required coupled with extensive proven experience in Microsoft Development Environment (VB.net, VB6, ADO, CHM, MS Access, and SQL); Advanced knowledge of Microsoft Office products (Word, Excel, Outlook, PowerPoint); Experience with reviewing requirements; as well as developing and automating test cases based on those requirements; White and Black box testing experience at the unit as well as integration and system levels; Extensive knowledge of SA-SAMS; Proven knowledge of user and database support; Experience in the Education sector; Strong written and verbal communication skills; Ability to multitask and meet deadlines in a fast-paced start-up environment; Attention to detail and strong problem-solving skills are critical; The ability to work as a team player is essential; Initiative and the ability to work with minimal guidance; A valid driver’s license.

DUTIES

The successful candidate will design and develop ad hoc survey and reporting tools as required. Lead a team of support specialists on testing and support of DBE programs in particular SA-SAMS and in-house developed software. Evaluate and tests new or modified software programs and software development procedures used to verify that programs function according to user requirements and conform to established guidelines. Write, revise and verify quality standards and test procedures for program design, product evaluation and quality assurance. Plan, design and author effective test cases and develop automated tests for your test cases and integrate your automations into test suites. Design and develop tools for test management, execution and reporting to enhance the overall software testing process. Monitor program performance after implementation to prevent reoccurrence of program operating problems and ensure efficiency of operation. Write documentation to support program evaluation, testing and correction. Facilitate problem-solving between end user and SA-SAMS developers. Write monthly reports on the status and progress on the support, testing and ad hoc development. Support SA-SAMS databases and warehouse. Trouble shoot and fixing of Access and SQL databases

ENQUIRIES

Ms M Thubane Tel No: (012) 357 3297/ Mr A Tsamai Tel No: (012) 357 3321

NOTE

Shortlisted candidates will be required to undergo a test and will be subjected to a security clearance.
DEPARTMENT OF COOPERATIVE GOVERNANCE

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

APPLICATIONS
Applications may be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: cogta36@ursonline.co.za or via fax: 086 415 5709.

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

CLOSING DATE
29 March 2019

NOTE
All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. 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, certified ID and copies of all qualifications. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant’s responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department. This is a Senior Management post. Candidates should therefore possess managerial skills. Candidates who are short-listed, could expect to undergo management competency assessments. Management competencies: Strategic capacity and leadership. People management and empowerment. Advanced programme and project management. Change management. Financial management. Knowledge management. Service Delivery Innovation. Advanced problem solving and analysis. Client orientation and customer focus. Advanced communication (written and verbal). Advanced presentation/public speaking skills.

MANAGEMENT ECHELON

POST 09/05
DIRECTOR: MEDIA ENGAGEMENT REF NO: 25812/01

SALARY
R1 005 063 per annum (Level 13) (An all-inclusive remuneration package). The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines.

CENTRE
Pretoria

REQUIREMENTS
An undergraduate qualification (NQF Level 7) in Communication/Journalism/Public Relations or equivalent qualification as recognised by SAQA with 5 years relevant experience in a communication environment at middle/senior management level. Technical Competencies: Communication landscape and interest in media and communication trends, including research, South African political and media landscape, Government’s Programme of Action, Electronic media coverage, Media and stakeholder relationship management. Content management and analysis.
DUTIES : The successful candidate will perform the following duties: Build, maintain and strengthen relationships with the media (Local and International) to promote platforms for the Department of Cooperative Governance to communicate its programmes and plans. Set and influence the media agenda through a robust, proactive and efficient media engagement approach. Provide strategic leadership on the development of key content products, such as media statements, opinion pieces, speeches, media plans, strategies and messages, etc. on the Department of Cooperative Governance programmes and activities. Oversee the provision of media support to the Department of Cooperative Governance and ensure proactive management of rapid response.

ENQUIRIES : Mr L. Leso Tel No: 012 334 0765
ANNEXURE C

DEPARTMENT OF DEFENCE

CLOSING DATE : 29 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 POSTS

POST 09/06 : LEARNER MEDIA DEVELOPMENT GRAPHIC DESIGNERS REF NO: 10/19 (X2 POSTS)

SALARY : R299 709 per annum (Level 08)
CENTRE : SANDF COLET, Centurion
REQUIREMENTS : Grade 12 and applicable certificate/Diploma/Degree (graphic design related) will get preference. NQF Level 5. Special requirements (skills needed): Graphic design computer skills, knowledge of video graphics, creativity, initiative and language proficiency will be an advantage. Excellent interpersonal skills are essential (verbal and written). Problem solving ability, adaptability and initiative skills are essential. Experience in the layout of training (educational) material will be an advantage. Basic photography skills. Prolonged use of a computer is a physical demand of the post.

DUTIES : Plan (design) and produce (develop) educational media according to a written job card/story-board. Gather reference material, compile concepts. Design interactive computer graphic work and paper–based art. Basic photography tasks in support of the unit. Maintain and administer products developed. Conduct quality assurance.

ENQUIRIES : Col S.M. Mdhluli Tel No: (012) 654 4050
Dr A. Voges Tel No: (012) 654 4050

APPLICATIONS : South African National Defence Force College of Educational Technology (SANDF COLET), Private Bag X1, Valhalla, 0137 or hand in the applications in person to
SANDF COLET: Corner of Old Johannesburg Road and Driver Street, Clubview, Centurion.

**POST 09/07**

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

**CENTRE**
Military Academy Saldanha

**REQUIREMENTS**
A minimum of Grade 12 and appropriate experience in Logistics environment. Good understanding of procurement procedures and purchasing. Special requirements (skills needed): Computer literate (MS Word, Excel and Power Point), good communications and interpersonal skills. Ability to work under pressure, sense of responsibility and loyalty. Ability to work individually and in a team. Knowledge of Public Finance Management Act (PFMA) will also be an added advantage.

**DUTIES**
Calculate personnel and quantify of rations to be procured. Prepare ration of petty Cash purchases. Reconciliation of Cash Purchases. Record keeping and database compilation of ration purchased.

**ENQUIRIES**
Capt R.C. Selomo Tel No: (022 702 3999)

**APPLICATIONS**
HR Section, Military Academy, Private bag X2, Saldanha, 7395 or hand deliver to:
HR Section Military Academy, Main Building Room 12, Frans Erasmus drive, Saldanha, 7395

**POST 09/08**

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

**CENTRE**
Military Academy Saldanha

**REQUIREMENTS**

**DUTIES**

**ENQUIRIES**
Capt R.C. Selomo Tel No: (022 702 3999)

**APPLICATIONS**
HR Section, Military Academy, Private bag X2, Saldanha, 7395 or hand deliver to:
HR Section Military Academy, Main Building Room 12, Frans Erasmus drive, Saldanha, 7395

**POST 09/09**

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

**CENTRE**
Military Academy

**REQUIREMENTS**
Grade 10 ABET Level 1-4. A valid driver's license, Military driver's license is an advantage. Minimum of two to three years driving experience. Previous working experience related to the post will be an advantage. Special requirements (skills needed): Good interpersonal relations skills verbal and communication skills, Analytical skills, problem solving and communication (verbal and written) skills. Time management skills.

**DUTIES**
Render an effective driving service to the Training Command Military Academy. Ensure vehicle security and maintenance. Render general administrative and/or messenger services for Training Command, Military Academy, including dispatching documents and any other items as directed.

**ENQUIRIES**
Capt R.C. Selomo Tel No: (022 702 3999)

**APPLICATIONS**
HR Section, Military Academy, Private bag X2, Saldanha, 7395 or hand deliver to:
HR Section Military Academy, Main Building Room 12, Frans Erasmus drive, Saldanha, 7395
POST 09/10 : GROUNDSMAN REF NO: 13/19/03 (X2 POSTS)

SALARY : R96 549 per annum (Level 02)
CENTRE : Military Academy
REQUIREMENTS : Grade 10 ABET Level 1-4. Previous working experience related to the post will be an advantage. Special requirements (skills needed): Good communication (verbal/written) and interpersonal skills. Must be physically fit to perform duties.
DUTIES : Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding, and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Maintain neatness of unit areas.
ENQUIRIES : Capt R.C. Selomo Tel No: (022 702 3999)
APPLICATIONS : HR Section, Military Academy, Private bag X2, Saldanha, 7395 or hand deliver to: HR Section Military Academy, Main Building Room 12, Frans Erasmus drive, Saldanha, 7395

POST 09/11 : HOUSEHOLD AID REF NO: 03/19/01

SALARY : R96 549 per annum (Level 02)
CENTRE : Military Academy Saldanha
REQUIREMENTS : Grade 10 ABET Level 1-4. Previous working experience related to the post will be an advantage. Special requirements (skills needed): communicate effectively. Must be physically fit and healthy.
DUTIES : Prepare and present/serve food items/products. Clean and sanitise the kitchen and dining area environments (ie. Keep the fridge clean daily, tables, cutlery, crockery and stoves.
ENQUIRIES : Capt R.C. Selomo Tel No: (022 702 3999)
APPLICATIONS : HR Section, Military Academy, Private bag X2, Saldanha, 7395 or hand deliver to: HR Section Military Academy, Main Building Room 12, Frans Erasmus drive, Saldanha, 7395

POST 09/12 : LAUNDRY AID REF NO: 03/19/02

SALARY : R96 549 per annum (Level 02)
CENTRE : Military Academy
REQUIREMENTS : Grade 10 ABET Level 1-4. Previous working experience related to the post will be an advantage. Special requirements (skills needed): 2-5 years cleaning and operating of laundry machines.
ENQUIRIES : Capt R.C. Selomo Tel No: (022 702 3999)
APPLICATIONS : HR Section, Military Academy, Private bag X2, Saldanha, 7395 or hand deliver to: HR Section Military Academy, Main Building Room 12, Frans Erasmus drive, Saldanha, 7395

POST 09/13 : GROUNDSMAN REF NO: 03/19/03

SALARY : R96 549 per annum (Level 02)
CENTRE : Military Academy
REQUIREMENTS : Grade 10 ABET Level 1-4. Relevant experience in gardening and landscaping. Physically fit to stand/walk long hours. Able to work chemicals for gardening purposes and gardening equipment (running blades and gardening utensils). Good communication skills and valid code 8/10 driver’s license will be an advantage. Special requirements (skills needed): Good communication (verbal/written) and interpersonal skills. Must be physically fit to perform duties.
DUTIES : Landscape maintenance, cutting of lawn areas with lawnmower, trim with hand cutter or motorised cutter. Raking and removal of refuse. Planting of flowers. Maintenance of irrigation systems. Watering gardens and sports field areas. Maintenance/application of power equipment. Adherence to safety aspects with the use of power equipment.
ENQUIRIES:
Capt R.C. Selomo Tel No: (022 702 3999)

APPLICATIONS:
HR Section, Military Academy, Private bag X2, Saldanha, 7395 or hand deliver to:
HR Section Military Academy, Main Building Room 12, Frans Erasmus drive,
Saldanha, 7395
ANNEXURE D

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

OTHER POSTS

POST 09/14 : SPECIALIST SCIENTIST: CHEMICAL OCEANOGRAPHY REF NO: (OC65/2018)
Re-Advertisement: Those who applied previously are encouraged to re-apply.

SALARY : R1 185 210 (All inclusive remuneration package, conditions apply)
CENTRE : Cape Town
REQUIREMENTS : An appropriate recognized PhD degree in Chemistry (Inorganic Chemistry/Biogeochemistry) or equivalent qualification. At least 10 years post qualification experience. Sound knowledge of the application of chemistry to the marine environment. A proven record of scientific research output and human capital development. Proven strategic management and leadership skills. Extensive experience in establishing research programmes. The successful incumbent must pass a medical examination for seafarers (Act No.57 of 1951). Registration with SACNASP as a Professional/Certificated Natural Scientist is compulsory. Willingness and ability to go to sea regularly and for extended periods. A valid code 08/EB driver’s license. The following will be an advantage: Proven extensive experience with marine chemistry research. A sound understanding of ecosystem processes and functioning in the oceans surrounding Southern Africa and impacts of global change.

DUTIES : Manage research activities and perform final review and approval of scientific projects. Establish research projects on chemical oceanography as applied to/within the marine environment. Conduct basic and applied research. Give scientific advice and advocacy in respect of the marine environment including the issues of climate change and ocean acidification. Provide strategic leadership at national, regional and international research activities. Publish and present research findings in local and international conferences. Mentor, train and develop junior scientists, technical support and students to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice.

ENQUIRIES : Jimmy Khanyile Tel No: 021 819 5003 / Ashley Johnson Tel No: 021 819 5003
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 : 25 March 2019

POST 09/15 : SPECIALIST SCIENTIST: BIOLOGICAL OCEANOGRAPHY REF NO: (OC64/2018)
Re-Advertisement: Those who applied previously are encouraged to re-apply.

SALARY : R1 185 210 (All inclusive remuneration package, conditions apply)
CENTRE : Cape Town
REQUIREMENTS : An appropriately recognised PhD in Marine Sciences, Biological Sciences, Zoology, Oceanography or related field. At least 10 years post qualification experience researching marine biology and biodiversity particularly plankton in South Africa, regionally and in the Southern Oceans. Extensive relevant research
and Sound knowledge of marine biology. A proven record of scientific research output and human capital development; Demonstrated experience in establishing in situ oceanographic programmes. Extensive record of research and development in the ocean environment with existing funded projects. A good knowledge and understanding of the biological oceanography in the region and ability to integrate with other relevant disciplines for scientific and management purposes. Extensive ability to utilize oceanic observations and measurements in addressing scientific or practical problems. A proven track record of relevant research output including publications and human capital development. Ability to develop, promote and communicate research results to stakeholders, policymakers, scientists, and the general public. Demonstrated strategic management and scientific leadership. The successful incumbent must pass a medical examination for seafarers (Act No.57 of 1951). Registration with SACNASP as a Professional/Certificated Natural Scientist is compulsory. The following will be an advantage: Knowledge in establishing national or regional research programmes. Ability to respond and contribute to the development of internal and external cooperation projects. Experience in marine data and information handling and statistically analyzing data.

**DUTIES**

Conduct, supervise and manage monitoring programmes and time-series studies in respect of fluctuations in the marine environment in general and in plankton populations in particular, and examine their linkages with ecosystem variability and climate change. Integrate and develop research programmes pertaining to ocean processes and dynamics with an emphasis on integration with other disciplines. Develop programmes/projects on applied biological oceanography including theoretical, modeling, instrumentation and field programs spanning basic and applied research. Provide strategic scientific leadership and direction at national, regional and international levels. Participate in sea-going research cruises, field trips and related activities. Develop projects to address knowledge gaps in South Africa. Conduct and lead applied research into the biological oceanography around southern Africa with application to the earth systems approach. Develop research and environmental monitoring activities complementing and/or improving existing activities including developing applications from the marine information and data. Participate in working groups and scientific fora as required and delegated by the Department. Publish scientific results in peer-reviewed journals and present at conferences. Provide scientific advice pertaining to oceanography and play a leading role in advocacy. Manage research activities in oceanography and evaluate scientific efficiency. Mentor, train and develop junior scientists and technicians with emphasis on internal staff and students. Develop, implement and operationalize an in situ measurement strategy for South Africa comprising fixed and mobile platforms with strong local, regional and international links, and integration with biogeochemical modeling. Lead Research and Development into new in situ measurement technologies, platforms, and data processing, validation and dissemination methodologies. Participate in teaching at secondary to graduate level within his/her field of research.

**ENQUIRIES**

Jimmy Khanyile Tel No: 021 819 5003 / Ashley Johnson Tel No: 021 819 5003

**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**

25 March 2019
POST 09/16 : BIODIVERSITY OFFICER PRODUCTION GRADE A: WORLD HERITAGE COMPLIANCE AND ENFORCEMENT REF NO: BC05/2018

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 preferably in Heritage Conservation (natural and/or cultural) and related Sciences. Knowledge of the World Heritage Convention Act, PFMA and other related prescripts Computer literacy and administration, organisational, project management and reporting skills. Good communication (verbal and written), interpersonal and analytical thinking skills as well as the willingness to adapt to work schedule in accordance with office requirements. Ability to work under pressure. A valid code 8 or B driver’s license.

DUTIES : Facilitate and co-ordinate the development and implementation of policies, legislation and regulatory tools relating to World Heritage Management. Ensure compliance with relevant legislation by World Heritage Management authorisations. Manage threats to listed properties in order to maintain their outstanding universal value. Provide oversight of management authorities. Facilitate development and approval of Integrated Management Plans. Establish and maintain reporting system and coordinate compilation of periodic reports, State of Conservation and other reports. Ensure effective implementation of the World Heritage Convention domestically.

ENQUIRIES : Ms P Mohafa Tel No: (012) 399 9533

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 JM van Schalkwyk

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 : 25 March 2019
GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

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

CLOSING DATE: 25 March 2019, 12H00 No late applications will be considered. No faxed / e-mailed / late applications will be considered.

NOTE: Requirement of applications: Applications must be submitted on form Z83, obtainable on the internet at http://www.gpaa.gov.za (Originally signed). The relevant reference number must be quoted on all applications. Application should consist of a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details, original certified copies of all qualifications (including matriculation), Identity document, valid driver’s license (where driving/travelling is an inherent requirement of the job) and proof of citizenship if not RSA Citizen. Note: Copies of certified documents will not be accepted – all copies must be originally certified in the past 3 months. Failure to submit the above information will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must be available for interviews at a date and time determined by GPAA. Applicants must note that pre-employments checks and references will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

POST 09/17: PAYROLL: SENIOR STATE ACCOUNTANT REF NO: PAY-SSA/2019/03-1P
Finance

SALARY: R299 709 per annum (basic salary)
CENTRE: Pretoria Office
REQUIREMENTS: An applicable 3 year B. Degree or equivalent three year qualification (in the Finance field 360 credits) with 3 years’ experience in salary administration/payroll of which one year should be in a supervisory role. A relevant payroll diploma/certificate would serve as an advantage. Experience in PERSAL/ACCPAC/BAS will serve as an advantage. Computer literacy in Microsoft Office especially MS Excel. Knowledge of Government Financial and Payroll

DUTIES:
The successful candidate will be responsible for providing comprehensive payroll services to all GPAA employees and stakeholders. Duties will include, but not limited to the following: Approve payments of allowances, benefits, third-party payments, SMS and MMS arrears payment: Verify supporting documentation. Verify payment amount per allowance. Approve transaction on PERSAL in line with SOPs, legislation, policies, official rates and salary notches. Verify payments and approve memo for payments on the financial systems. Verify package structure and start date. Verify and approve arrears according to allowances and contributions. Monitor the processing of debts: Review the acknowledgement of debt form. Review debt created on financial system. Ensure follow-ups on and recover debt. Review the calculation and approve interest batch. Check and approve the allocated invoices, receipt, adjustment and credit/debit notes on the system. Check prepared documents for summons to legal section. Write off of irrecoverable and uneconomical debt. Ensure the tracking and tracing of debtors. Create statement, receipts and invoices on the system. Review progress report on status of debt. Review age analysis report for year end on in-service, out of service and third party. Review the salary file and sign-off. Monitor the process of PAYE (pay as you earn): Approve payments under correct IRP5 code. Prepare monthly EMP201 for submission. Prepare bi-annual and year end EMP501. Approve accumulations on manual payments on the relevant tax year IRP5. Approve the transaction to balance the IRP5 by ensuring that SITE PAYE and total PAYE balance. Approve the correction of the IRP5 start and end date. Approve the recalculation of the IRP5. Approve the refund or recovery of PAYE. Approve the amendments of the tax indicator as recurring or non-recurring. Approve income tax numbers on salary records. Approve the bank account where salaries are deposited, according to the SARS standards. Approve memo for manual SARS payments. Monitor the processing of employer contributions, third party, debtors and departmental deductions: Review the reconciliation of medical arrears. Check and approve the beneficiaries on the garnishee and maintenance. Approve balances on garnishee, administration, and maintenance orders. Review calculations on employer contributions on medical aid and GEPF. Approve new membership on trade unions and medical aid. Approve transactions on the system. Approve the termination of deductions on the system. Review and approve calculations and deductions of overpayments, debt and interest. Ensure the Termination of service on payroll transactions: Review the calculations of leave credits and gratuities. Recalculate leave without pay and leave taken in excess. Approve pro-rata service bonus and salaries. Review recalculations of employer and member contribution on GEPF. Review and recall salaries via the Reserve Bank. Approve the processing of partial or full salary reversal. Review calculations of final payments according to exit type and approve payment on the system. Review the calculations of total debt and approve debt advice. Supervision of staff: Allocate work according to skills and competencies of subordinates. Manage staff performance. Develop, train and coach. Maintain discipline. Ensure that subordinates are informed about changes in the work environment or management decisions. Provide general query resolution and other related matters on payroll. Assist with audit queries. Solving general inquiries. Provide payroll journals to the relevant business unit. Ensure that payroll internal controls are adhered to.

ENQUIRIES:
Felicia Mahlaba Tel No: 012 319 1455

APPLICATIONS:
Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, or Private Bag x63, Arcadia, Pretoria, 0001

FOR ATTENTION:
Ms Felicia Mahlaba--Recruitment
NOTE: Employment Equity target for the post is Indian, Coloured or White male candidates or Coloured or Indian females or a person with disability. Candidates of the specified groups are encouraged to apply.

POST 09/18: ADMINISTRATOR: TAXATION (PROCESSES) REF NO: ADM/TAX/03-1P
Finance

SALARY: R196 407 (basic salary) (Level 06)
CENTRE: Pretoria Head Office

DUTIES: The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Effective administration of Garnishee orders from SARS. Implement garnishee orders from SARS (AA88's and IT88) (create); Compile IT88 and AA88 reports to SARS after every payment run; Ensure that proper collection of overpayments from SARS is done timeously. Process tax adjustment daily. Create/authorize tax refunds and recoveries; Create voluntary tax deductions as per pensioner instructions (TS01); Create journals on tax. To effectively administer the manual and electronic calculation of tax. Collation of individual information with regards to income tax; undertake the effective calculation of income tax electronically and manually; Capture data on electronic and manual tax calculation; Reconcile payment profile with tax master; Attend to audit queries and resolve them timeously. Provide the effective resolution of income tax related enquiries. Timeously attend to income tax related enquiries; Administrate continued adherence to relevant client care directives; Provide answers to call center, Walk-In Centre and regional offices on tax related issues. Request manual tax directives on ODS platform daily. Ensure that all ODS Tax requests are done daily; Ensure that once directive received Tax & payments are created in time and confirmed on the same day; Authorize tax deductions on Lump sum payments and update tax master correctly.

ENQUIRIES: Mapule Mahlangu Tel No: 012 399 2639
FOR ATTENTION: Ms Mapule Mahlangu–Recruitment
NOTE: One position for an Administrator: Taxation is currently available at Finance Section in GPAA. The position will be filled as a permanent position. Employment Equity target for the post is Indian or Coloured males and people with disability. Candidates of the specified groups are encouraged to apply.

POST 09/19: CUSTOMER SERVICE AGENT WESTERN CAPE REGIONAL OFFICE (CAPE TOWN) REF NO: CSA/WC/03-1P
Client Services

SALARY: R196 407 (basic salary) (Level 06)
CENTRE: Western Cape Regional Office: Cape Town
REQUIREMENTS: An appropriate three year tertiary qualification (at least 360 credits) with 18 months proven experience in processing life insurance/employee benefits or client relationship management/client care OR Grade 12 Certificate/Senior Certificate (Matric) with three years proven experience in processing life insurance/employee benefits or client relationship management/client care. Knowledge of GEPF products and services will be an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products. Proficiency in English is a requirement and the ability to speak any of the other official languages in the province applying for, would be an added advantage. The applications of individuals currently residing in Western Cape Province may receive preference. Excellent problem solving skills. Excellent presentation skills. Excellent
communications skills, both verbal and written. Ability to communicate with clients. Time management skills. Self-management – being able to work independently. Knowledge of Employee Benefits. Knowledge of client relations management. Geographical knowledge of the Province applying for.

**DUTIES**

The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Provide quality customer service within CRM. Handle all face to face enquiries received effectively. Follow up and finalize enquiries referred to other business units, within the agreed time frames. Respond to emails, web queries, posted queries/courier services, faxes within allocated time frame. Update on all the relevant GPAA systems. Provide Client liaison services within the office. Respond to escalated queries within allocated time frame. Interact with the departments and members regarding outstanding queries. Relationship management on any changes happening in the various sections. Provide/ request feedback to various clients and stakeholders. Follow-up with business units and provide feedback to clients until cases are finalized. Effective and efficient administration of documents received. Provide administrative support at outreach initiatives. Provide data inputs in the compilation of the reports. Report any issues/make recommendations with regards to ongoing service improvements and maintain a high level of client care. Compile and submit daily, weekly and monthly production statistics to the supervisor. Check and update consolidated/escalation lists to the supervisor.

**ENQUIRIES**

Mapule Mahlangu Tel No: 012 399 2639

**FOR ATTENTION**

Ms Mapule Mahlangu – Recruitment

**NOTE**

One Customer Service Agent position is currently available at Western Cape Regional office of the GPAA. The position will be filled as a permanent position. Employment Equity target for the post is Indian or White males/females and people with disability. Candidates of the specified groups are encouraged to apply.

**POST 09/20**

ADMINISTRATORS: TRACING REF NO: TA/2019/03-5C

12 months contract

**SALARY**

R196 407 per annum (basic salary) plus 37% in lieu of benefits, (Level 06)

**CENTRE**

Finance Unclaimed Benefits, Pretoria Office

**REQUIREMENTS**

An appropriate three year tertiary qualification/degree/national diploma (at least 360 credits) (Finance related) with 18 months proven experience in accounting/financial management of which 6 months should be in administration OR Senior Certificate/Grade 12 coupled with 3 years appropriate proven experience in accounting/financial management field of which 6 months should be in administration. Computer literacy that would include a good working knowledge of Microsoft Office products, especially Microsoft Excel and Word. Knowledge of PFMA. Knowledge of Public Service Act (PSA). Integrity. Analytical Skills. Customer orientation. Ability to prioritize. Time management skills. Effective communication skills (written and verbal). Ability to work in a team. Problem solving skills. Ability to work under pressure. Deadline driven.

**DUTIES**

The purpose of the post is to provide administrative assistance in the tracing of beneficiaries to enable the processing of unclaimed and unpaid benefits for GPAA. The incumbent of this position will be responsible for a wide variety of financial administrative tasks which include the following, but not limited to: Trace beneficiaries, Find contact details on ITC in order to identify candidates for unclaimed benefits. Contact potential candidates, confirming their personal particulars, in order to validate their status as beneficiaries. Rectify errors by updating the system with the correct information, provided by clients. Send unclaimed benefit cases successfully traced for re-issue. Check the system against documentation provided in order to avoid issues with processing. Send death benefit form to client in accordance with benefit to which he/she is entitled. Capture accurate information onto database with respect to beneficiaries eligible for re-issues based on documentation provided. Prepare cases for processing. Provide administrative support by collating the documentation required to process cases not traced to unclaimed benefits. Verify cases. Perform data integrity checks, following standard processes. Generate weekly and monthly unclaimed benefit reports, reflecting the status of cases for the attention of the Assistant Manager.
ENQUIRIES : Mr Lesiba Sehlapeloe Tel No: 012 399 2710
FOR ATTENTION : Mr Lesiba Sehlapeloe– Recruitment
NOTE : Employment Equity target for the post is Coloured or Indian males or people with disability. Candidates of the designated groups are encouraged to apply.
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 : 25 March 2019
NOTE : Interested applicants may visit the following website: www.justice.gov.za or www.dpsa.gov.za to view the full job specification of the above positions. Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 form & CV must be accompanied by original certified copies of qualifications, identity document and a driver’s licence where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. The foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. Reasonable accommodation shall be applied for People with Disabilities including where drivers licence is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

ERRATUM: kindly note that the post of Court Manager with Ref No: 2019/04/MP advertised in Public Service Vacancy Circular 07 dated 22 February 2019, the Key Performance Area: Manage courts and places of sitting within the Sub-district of Maphumulo Local Municipality has been withdrawn as the Maphumulo Local Municipality is located in Durban. The closing date of the post still remain unchanged. We apologies for any inconvenience caused.

OTHER POSTS

POST 09/21 : ADMINISTRATIVE OFFICER REF NO: 13/19/NC

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

CENTRE : Magistrate Office Olifantshoek

REQUIREMENTS : A three (3) year National Diploma / Degree in Public Administration / Management or relevant equivalent qualification; Three (3) years relevant experience in Office and District Administration and Departmental Financial Management systems; Experience in Vote and Trust Account will be an added advantage; Valid driver’s license. Skills and Competencies: Supervisory skills; Computer literacy (MS Office, MS Excel); Excellent communication skills (written and verbal); Good interpersonal relations; Accuracy and attention to detail; Ability to work under pressure.

DUTIES : Key Performance Areas: Ensure control movement of documents. Draft correspondence with members of the public, other organizations and other state departments; Render advice/assistance on a wide spectrum of matters within occupational class context; Facilitate training and development of clerical personnel; Manage reserve stock.

ENQUIRIES : Mr R. Muller Tel No: (053) 8021300
APPLICATIONS : If applying for more than one post, please state the name of the office and reference number as well as order of preference. A separate application must be submitted for each post. Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300 OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Email or faxed applications will not be considered.
NOTE : Officials already on salary levels as per advertisement must please note that if successful the appointment /transfer will be at own cost. Candidates who are interested in transfers are advised to apply for vacancies. Applicants who previously applied are encouraged to re-apply. Officials already on salary levels as per advertisement must please note that if successful the appointment /transfer will be at own cost. Candidates who are interested in transfers are advised to apply for vacancies. Applicants who previously applied are encouraged to re-apply.

POST 09/22 : CHIEF ADMINISTRATION CLERK REF NO: 14/19/NC

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

CENTRE : Magistrate Office Kathu

REQUIREMENTS : Grade 12 certificate or equivalent qualification; Three (3) years’ experience: Experience in a court environment will be an added advantage; Knowledge of the Public Finance Management Act, Basic Accounting System (BAS), DFI, JDAS, JYP and Transport Policies; Sound knowledge of Human Resources, Financial, Asset and Risk Management; a valid driver’s license will serve as an advantage. Skills and Competencies: Good written and communication skills; Good interpersonal relations; Computer literacy (MS Excel, PowerPoint and word); Ability to work under pressure and work independently.

DUTIES : Key Performance Areas: Render efficient and effective support to the court; Maintain discipline and resolve complaints and grievance; Manage the performance Management System in the office; Draft memoranda, submission and reports; Control utilization and maintain the assets and accommodation of the office.

ENQUIRIES : Mr. R. Muller Tel No: 0538021300

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300 OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301.

NOTE : If applying for more than one post, please state the name of the office and reference number as well as order of preference. A separate application must be submitted for each post. Email or faxed applications will not be considered. Officials already on salary levels as per advertisement must please note that if successful the appointment /transfer will be at own cost.

POST 09/23 : SENIOR COURT INTERPRETER REF NO: 24/18/NC

This post is a re-advertisement; candidates who previously applied are encouraged to re-apply.

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

CENTRE : Magistrate Office Springbok

REQUIREMENTS : Grade 12/ NQF Level 4; National Diploma: Legal Interpreting at NQF Level 5 or any other relevant tertiary qualification at NQF Level 5; Three (3) years’ practical experience as a Court Interpreter; Knowledge of Policies, prescripts, legislation, court proceedings and cultural diversity; Drivers’ license will be an added advantage; Language Requirements: isiXhosa, Tswana, English, Afrikaans are compulsory; Sotho, Sepedi, XiTsonga, Tshivenda and isiZulu will be an added advantage. Skills and Competencies: Computer literacy (MS Office); Good communication (written and verbal); Administration and organizational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail.

DUTIES : Key Performance Areas: Render interpreting services; Translate Legal Document and Exhibits; Develop Terminology; Assist with the reconstruction of Court Records; Perform Specific Line and Administrative Support Functions; Control and Supervision of Interpreters.

ENQUIRIES : Ms. C Mashibini Tel No: (053) 802 1300

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300 or hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301.
NOTE : Applicants will be subjected to a Language test.
The Department of Mineral Resources (DMR) is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Sector through the filling of this post. Persons whose transfer/promotion/appointment will promote representivity will therefore receive preference. An indication in this regard will be vital in the processing of applications. People with disabilities and women are encouraged to apply.

APPLICATIONS: Please forward your application, quoting reference, addressed to: The Director-General, Department of Mineral Resources, Private Bag X59, Arcadia, 0007 or hand delivered to Trevenna Campus, corner Mentjies and Francis Baard Street, former Schoeman. N.B: Faxed and emailed applications will not be considered.

CLOSING DATE: 25 March 2019

NOTE: Applications must be submitted on form Z.83, obtainable from online from DMR Website or at www.gov.za as well as any Government Department. All sections of the Z83 must be completed (In full, accurately, legibly, signed and dated), signed and accompanied by certified copies of qualification(s), Identity Document (certified within the past 3 months); Proof of citizenship if not RSA citizen; a comprehensive CV and three reference persons with the following information: name and contact numbers and indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Where a valid driver’s license is a requirement, a clear certified copy must be attached (also certified within the past 3 months) All shortlisted candidates for SMS posts will be subjected to a technical exercise(s) that intends to test relevant technical elements of the position, the logistics of which will be communicated by the Department. Following the interviews and technical exercise, the selection panel will recommend candidates to attend a generic managerial Competency Assessment. Failure to submit the copies mentioned above will result in the application being disqualified. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) on application. Note that correspondence will only be conducted with the short-listed candidates. If notification of an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criterion for shortlisting will depend on the proficiency of the applications received. Applicants must note that personnel suitability checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes of these checks, which include security screening, security vetting, qualification verification, criminal records and financial records checks. Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered. If an applicant wishes to withdraw an application, He/ She must do so in writing. The Department reserves the right not to fill an advertised post at any stage of the recruitment process.

OTHER POST

POST 09/24: INSPECTOR: MINE EQUIPMENT REF NO: (DMR/19/0023)

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

CENTRE: Eastern Cape, Port Elizabeth

REQUIREMENTS: Applicants must be in a possession of a Government Certificate of Competency (Mining) in Electrical and/or Mechanical Engineering with appropriate experience in the Industry or the person must be a Professional Engineer (Electrical or Mechanical) PLUS the following competencies: Knowledge: Extensive Knowledge of Mine Equipment used on all types of mines, surface and underground, Knowledge of Winders, Boilers, Elevators and Chairlifts. Basic knowledge of Labour relations and human resources; Skills: Mechanical and Electrical Engineering relating to Mining Operations; Communication: Ability to communicate verbally and in writing at all levels to mine officials and public on the Mine Health and Safety Act as well as matters regarding types of mines equipment used in the mining industry, exemptions, Permissions and proposed legislation; Creativity:
Ability to analyse workload and work related problems and to draft and implement a strategy to ensure an improvement. Ability to work under pressure. Candidates must be in possession of a valid Code 08 driver’s license).

**DUTIES**

The appointee’s primary responsibility will be the enforcement of the Mine Health and Safety Act, 1996 (Act No 29 of 1996). Administering all mine equipment related activities. Conducting inspections and safety audits on mine, Conducting statutory Inspections on mine equipment, Evaluating Codes of Practices in terms of guidelines and instructions issued by Chief Inspector of Mines. Conducting inquiries and Investigations into accidents, incidents of health threatening occurrences at mines and establish latent causes. Managing information systems, Supporting and developing a transformation process within the regional office.

**ENQUIRIES**

Mr T Doyle Tel No: (041 403 6607

**NOTE**

Woman, Coloureds, Indians as well as people with disabilities are encouraged to apply.
The Municipal Infrastructure Support Agent (MISA) is a Government Component within the Ministry for Cooperative Governance and Traditional Affairs. It is a Schedule 3 entity regulated in terms of the Public Service Act, 1994, as amended. MISA’s primary function is to support municipalities in infrastructure planning implementation, operations and maintenance.

**CLOSING DATE**
25 March 2019 at 16:00

**NOTE**
Please forward your application, quoting the relevant reference number, to the emails provided for each post. All applicants must be SA citizens/ permanent residents. Applications must be submitted on Z83 form obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a recently updated comprehensive CV (with contactable references and certified copies of all qualifications, Identity Document (ID) not older than three months, including Drivers' license (where it is required). It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and the evaluation certificate from SAQA must be attached. Failure to sign Z83 and submit the requested documents will result in your application not being considered. Candidates whose appointments will promote representativity in terms of race, gender and disability will receive preference. Correspondence will only be entered into with short-listed applicants. 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, qualification/study verification and previous employment verification). Note: all shortlisted candidates for Senior Management Service posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. The successful candidate will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. MISA invites suitable candidates to apply for the following positions, based in MISA Head Office in Centurion, Pretoria and other provinces. Candidates should therefore possess managerial skills on different levels of proficiency of the posts. Short listed candidates, could be expected to complete management competency assessments.

**MANAGEMENT ECHELON**

**POST 09/25**

**DIRECTOR: PROJECT MANAGEMENT AND COORDINATION**

**REF NO:**
MISA/DPMC/01

**SALARY:**
R1 005 063 – R1 183 932 Total Cost Package per annum

**CENTRE:**
MISA Head Office

**REQUIREMENTS:**
**DUTIES**

The successful candidate will perform the following duties: Provide strategic direction to the Directorate: Project Management and Coordination. Support municipal project conceptualization, planning, implementation, and operation and maintenance. Ensure and account on alignment and coordination of planning initiatives across the different levels of government. Develop and support the implementation including improvement of project management methodologies, tools and standards. Ensure the utilization by stakeholders of the information management system (MIS) adopted by MISA. Develop management strategies coordination of inter-governmental structures and communication schedule to update stakeholders including appropriate staff in the organization on the progress of the project. Account on the implementation of nine (9) + (1) one project management knowledge areas. Ensure project performance using appropriate systems, tools and techniques. Create a Centre of excellence by providing leadership, best practices, research, support and/or training for a focus area. Solicitation and consolidation of reports from MISA and service delivery sector departments. Responds to market and business changes that affect the project and business.

**ENQUIRIES**

Ms Katlego Makgopa Tel No: 072 312 7257

**APPLICATIONS**

Please forward your application, quoting the relevant reference number, to careers1@pmrmedia.co.za

**OTHER POSTS**

**POST 09/26**

**DEPUTY DIRECTOR: PROJECT MANAGEMENT REF NO: MISA/DDPM/02**

**SALARY**

R697 011 – R821 052 per annum (Level 11) (Total Cost Package)

**CENTRE**

MISA Head Office, Centurion

**REQUIREMENTS**

- A 3-year National Diploma or Degree in Built Environment or equivalent qualification at NQF level 6. 3-5 years relevant experience, including operating in an environment of uncertainty and incomplete information and make well-reasoned decisions. Project Management: Demonstrated/proven knowledge and experience in working on and supporting project management to deliver business benefits. Stakeholder management: ability to successfully manage a wide network of relationships. Communication: Accurately and clearly, convey timely information and ideas using a style and manner of presentation appropriate to the target audience. Problem resolution: act on identified needs and expectations, and resolve issues and problems of stakeholders ensuring that actions and decisions address stakeholder needs & expectations. Research, analysis and decision-making: comprehensive reaching, analysing and summarising of information, making sense of large amounts of information and complex situations and getting to the heart of the problem. Leadership: Contribute to the creation of a motivated environment where goals can be achieved, skills and knowledge are enhanced, and learning & development are valued. Generic competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communications. Core competencies: Leadership. Motivation. Communication. Organization. Prioritization. Problem solving. Adaptability. Technical competencies: Knowledge and understanding of the Project Management Tools and systems. Information management systems. Project Management nine + one knowledge areas (Project Integration Management; Project Scope Management; Project Time Management; Project Cost Management; Project Quality Management; Project Human Resource Management; Project Communication Management and Project Risk Management). Built environment and professional judgement. Contract Management. Built environment, legal and operational compliance. Built environment operational communication.

**DUTIES**

The successful candidate will perform the following duties: Development and Management of programme and project plans (including multiple plans) - reviewing the plans regularly to ensure tasks and milestones are being achieved in a timely manner and Preparation of governance reports, project status reports, presentations, agendas etc. Take an active part in the project issue/risk management process by contributing to the identification and prioritisation of existing and potential issues, risks, and helping to develop strategies and controls
to mitigate these. Use sound judgement to identify which issues and risks should be escalated to governance groups and prepare relevant reports/documentation. Check project compliance with MISA methodology and highlight any issues to the Programme Manager. Provide a skilled facilitation service to support the project teams in achieving these expectations (This means employing effective organisational and administrative processes together with their knowledge and/or experience of project management smart practices to facilitate the successful achievement of the project objectives). Build and maintain effective relationships with a wide range of people in addition to their own team including project sponsors, senior managers, stakeholders/customers, other project team members and managers, external agencies and vendors. Ensure the utilisation by stakeholders of the information management system (MIS) adopted by MISA. Ensure the utilisation by stakeholders of the information management system (MIS) adopted by MISA. Help build project management capability within the municipalities by collaborating with other staff, coaching and mentoring others and generally encouraging the appropriate use of project management techniques by others.

ENQUIRIES: Ms Katlego Makgopa Tel No: 072 312 7257
APPLICATIONS: Please forward your application, quoting the relevant reference number, to careers2@pmrmedia.co.za

POST 09/27: DEPUTY DIRECTOR: PROJECT COORDINATION REF NO: MISA/DDPC/03

SALARY: R697 011 – R821 052 per annum (Level 11) (Total Cost Package)
CENTRE: MISA Head Office, Centurion

DUTIES: The successful candidate will perform the following duties: Working closely with Project Manager to prepare comprehensive action plans including resources, timeframes and budgets for projects. Advise internal/external customers on development, coordination, and management of programs. Collaborates with members of formal and informal groups in the pursuit of common missions, vision, values, and mutual goals. Manage information to all key stakeholders in both written and verbal formats. Determines and implements the appropriate communication channels. Determine and direct appropriate method of service/delivery e.g. Information, facilitation, training, coaching, mediation, intervention or referral. Manage complex issues with multiple partners that may include political consideration. Participate in the creation and maintenance of appropriate partnerships and relationships. Ensure that service standards and quality measures of stakeholder’s needs and demands are established, implemented and monitored. Create and maintain all required files statistics and prepare related reports. Conduct community consultation/engagement and maintain partnerships. Ensure the effective preparation and delivery of all project events and meetings and production of all necessary documentation.

ENQUIRIES: Ms Katlego Makgopa Tel No: 072 312 7257
APPLICATIONS: Please forward your application, quoting the relevant reference number, to careers3@pmrmedia.co.za
POST 09/28

DEPUTY DIRECTOR: ACQUISITION MANAGEMENT
REF NO: MISA/DDAC/04

SALARY: R697 011 – R821 052 per annum (Level 11) (Total Cost Package)
CENTRE: MISA Head Office, Centurion
REQUIREMENTS:

DUTIES:
The successful candidate will perform the following duties: Ensure that acquisition of goods and services is done in accordance with the MISA Supply Chain Management policy. All applicable rules and procedures (for all quotations and bids). Reviews SCM policy and manage requisition. Review evaluation scores sheets for quotations before final approval. Establish and manage supplier database in line with Central Supplier Database requirements. Provide SCM advice and guidance in line with Treasury regulations and prescripts. To bid committees. Compile bid evaluation reports for presentation to bid adjudication committee. Compile bid files for all tenders. Ensure that bid documents are properly managed and filed.

ENQUIRIES:
Ms Katlego Makgopa Tel No: 072 312 7257
APPLICATIONS:
Please forward your application, quoting the relevant reference number, to careers4@pmrmedia.co.za

POST 09/29

LAN AND DESKTOP
REF NO: MISA/LAD/05 (X2 POSTS)

SALARY: R356 289 – R419 679 per annum (Level 09) (Total Cost Package)
CENTRE: MISA Head Office
REQUIREMENTS:
A 3-year National Diploma or Degree in Information Technology / Systems or equivalent qualification at NQF level 6. 3-5 years’ experience in in offering IT technical support services. Valid Driver’s License. Generic competencies: Planning and Organising. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication (Written and Verbal) Computer Literacy. Research. Technical competencies: Knowledge and understanding of: Public Knowledge of Microsoft environment (e.g. Microsoft Certified Solutions Associate (MCSA) /Microsoft Certified System Engineer (MCSE)/ A+/N+. Knowledge of transversal systems (PERSAL). Information Technology Infrastructure Library (ITIL) Foundation. Understanding of Internet Protocol (IP) Telephony and Mobile Devices. Technical troubleshooting on Local Area Network (LAN)/Wide Area Network (WAN) equipment and software.

DUTIES:
The successful candidate will perform the following duties: Provide first line investigation, diagnosis and resolutions of all ICT incidents remotely. Provide second line investigation, diagnosis and resolutions of all ICT incidents and make recommendations. Develop and maintain support manuals for the knowledge base of ICT Support incidents. Compile a monthly technical report on ICT related incidents. Assist with the drafting and implementation of ICT Service Management policies.

ENQUIRIES:
Ms Katlego Makgopa Tel No: 072 312 7257
APPLICATIONS:
Please forward your application, quoting the relevant reference number, to careers5@pmrmedia.co.za

POST 09/30

COMMUNICATION OFFICER
REF NO: MISA/CO/06

SALARY: R299 709 – R353 043 per annum (Level 08) (Total Cost Package)
**CENTRE** : MISA Head Office  
**REQUIREMENTS** : A 3-year National Diploma or Degree in Communication/Public relations, Media studies, Journalism or equivalent qualification at NQF level six. 3-5 years’ experience in the relevant field. Generic competencies: Applied Strategic Thinking, Problem Solving & Decision Making, Project Management, Developing others. Team leadership, Diversity Management, Communication & Information Management. Technical competencies: Knowledge and understanding of: Public Service Act and Regulations, Knowledge of government corporate identity and branding principles, Communication prescripts for Public Service, Verbal and Written Communication, Negotiation Skills, marketing and public relations principles.  
**DUTIES** : The successful candidate will perform the following duties: Assist and implement communication plans and strategies. Assist and implement media plans. Assist with media products. Establish and maintain good relations with the media. Organize and implement departmental events, publicity projects and awareness campaigns. Produce departmental publications. Promote departmental image and identity. Facilitate branding for the department. Assist with all social media platforms.  
**ENQUIRIES** : Ms Katlego Makgopa Tel No: 072 312 7257  
**APPLICATIONS** : Please forward your application, quoting the relevant reference number, to careers6@pmrmedia.co.za
OFFICE OF THE PUBLIC SERVICE COMMISSION

The Office of the Public Service Commission is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representativeness will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representativeness profile by applicants will expedite the processing of applications.

APPLICATIONS: Forward your application, stating the relevant reference number to: The Director-General, Office of the Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria, or you can email your application to recruitment@opsc.gov.za.

FOR ATTENTION: Mr M Mabuza

CLOSING DATE: 22 May 2019, 15h45

NOTE: Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified copies of qualifications, Identity Document and driver’s license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Correspondences will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing dates of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the Office of the Public Service Commission. Following the interview and technical exercise, the Selection Committee will recommend a candidate to attend a generic managerial competency assessments (in compliance with the DPSA Directive on the competency based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

ERRATUM: kindly note that the post of Deputy Director: Public Administration Investigations with Ref No: DD: PAI/11/2018 advertised in Public Service Vacancy Circular 46 dated 16 November 2018 has been withdrawn.

MANAGEMENT ECHelon

POST 09/31: PROVINCIAL DIRECTOR: NORTHERN CAPE REF NO: PD/NC/03/2019

SALARY: R1 005 063 per annum (All-inclusive remuneration package). The package includes a basic salary (70% of package), State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE: Provincial Office: Northern Cape

REQUIREMENTS: Ideal candidate’s profile: The successful candidate must have an appropriate recognized Bachelor’s Degree or equivalent qualification (NQF level 7) in the field of Human Resources, Public Management/Administration, Law or Social Sciences. A post graduate qualification in areas relevant to the position will be an added advantage. Five (5) years’ relevant experience in a middle/senior management post. Knowledge and experience in the application of the provisions of the relevant legislation and regulations that govern the Public Service. Proficiency in collecting and analyzing data on public service performance indicators. Ability to analyze, summarize and comment on current debates in public administration. Ability to plan and coordinate activities at executive level. Appropriate experience in project management. Good communication, report writing and presentation skills. Financial Management skills. Supervisory and
appropriate people management experience as well as team building skills. Stakeholder engagement skills. Proven managerial record. Sufficient computer skills in Microsoft Office Suite e.g. Excel, Word and PowerPoint. A Valid Driver’s License. (With exception of disabled applicants).

**DUTIES**
Manage, lead and provide effective support in the area of Leadership and Management Practices (LMP). Manage, lead and provide effective support in the area of Monitoring and Evaluation (M&E). Manage, lead and provide effective support in the area of Integrity and Anti-corruption (IAC). Conduct and manage the evaluation and promotion of the Constitutional Values and Principles (CVPs) in the Province. Monitor and report on the implementation of the PSC’s recommendations and directions monthly and bi-annually (this includes everything from M&E, IAC, LMP and Section 196. Provide strategic support to the Office and Provincial Commissioner in the execution of the mandate of the PSC. Conduct Research, Monitoring, Evaluation and Investigations in all areas covered by the values governing Public Administration. Promote a high standard of Professional Ethics in the Public Administration. Investigate grievances and complaints and make recommendations to the Public Service Commission (PSC). Advise the PSC on any matter regarding the execution of its mandate and performance of its functions in the Northern Cape Province. Provide corporate support services in the Provincial Office of the PSC. Liaise with the Head Office of the PSC and Provincial Commissioner in carrying out the roles and functions of the PSC in the Northern Cape Province. Submit contributions on the PSC’s work in the Northern Cape Provincial Office for inclusion in the Annual Report.

**ENQUIRIES**
Ms K Sedibe Tel No: (012) 352 1206
ANNEXURE J

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

27 March 2019

NOTE

All short-listed candidates for SMS posts will be subjected to a technical exercise that intend to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of the competency-based assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will have to sign an annual performance agreement and will be required to undergo a top security clearance and submit financial disclosure. 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 Personal Suitability Checks, which include but are not limited to: security clearance, security vetting, qualification verification and criminal records.

MANAGEMENT ECHelon

POST 09/32

DIRECTOR: CORPORATE GOVERNANCE OF ICT REF NO: DPSA/19/006

SALARY

An all-inclusive remuneration package of R1 005 063 per annum (Level 13). Annual progression up to maximum salary of R1 183 932 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 B Degree or Advanced Diploma at NQF level 7 in related fields. Minimum of 5 years managerial experience at middle management level in the ICT environment in the Public Service. Minimum of 5 years practical experience covering the full spectrum of: governance and strategic management of ICT; Engagement of and management of strategic relationships between ICT, business and stakeholders; Provisioning and management of solutions and infrastructure development; Implementation, management, monitoring and support of policy over diverse ICT environments; Business process management; ICT security and risk management, external assurance/audits; Understanding of enterprise architecture and Project Management. Knowledge of Public Service ICT regulatory prescripts
(e.g. PSA/PSR, SITA Act/Regulations, DTPS and NT prescripts). Knowledge of government-wide and DPSA ICT strategies, policies, norms, standards, frameworks and guidelines. Knowledge of Corporate Governance and governance of ICT in the Public Service and national/international scenarios. Knowledge of international ICT standards, models and best practices (e.g. ISO 38500, ISO 31000, ISO 27000, King IV, COBIT). Knowledge of international architecture methodology. Knowledge of Information Technology systems and infrastructure (Databases, e-mail, internet, website and electronic inventory of government information systems). Understanding of the role of ICT in business operations and service delivery. Understanding of government ICT audits, assessment, monitoring and evaluation. Key competencies: problem solving and analysis; team leadership; change management; stakeholder management; and service delivery innovation. Must be willing and able to travel.

**DUTIES**

Develop Corporate Governance of ICT (CGICT) mechanisms for implementation in the Public Administration (all institutions as per Section 195 (2) of the Constitution namely all levels of government, Organs of State and Public Enterprises). Ensure compliance, conformance, and performance and quality management of CGICT in the Public Service. Working closely with stakeholders (e.g. GITOC, National and Provincial Departments, the Auditor-General, Department Planning, Monitoring and Evaluation and National Treasury) to oversee the implementation, management, monitoring and evaluation of the CGICT and other relevant initiatives. Determine gaps/weaknesses and review the instruments (policies, standards, implementation guidelines, outlines and other advisory mechanisms). Auditing and continuous improvement of processes in order to improve CGICT in government. Create multi-layer awareness to stakeholders. Provide technical expertise on GCICT, business ICT alignment and other related policy matters.

**ENQUIRIES**

Ms. T van der Walt Tel No: (012) 336 1136
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:
22 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 licence is a requirement in a non-Occupational Specific Dispensation (OSD) post. Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can only upload/attach those course certificates applicable to the post that you apply for. Failure to submit the requested documents may result in your application not being considered. If you manually apply for more than one post in the DRDLR, please submit a separate manual application form for each post. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by DRDLR. The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated.

MANAGEMENT ECHELON

POST 09/33:
DEPUTY DIRECTOR-GENERAL: RURAL INFRASTRUCTURE DEVELOPMENT
REF NO: 3/2/1/2019/085
Branch: Rural Infrastructure Development

SALARY:
R1 446 378 per annum (Level 15) (All inclusive package to be structured in accordance with the rules for SMS)

CENTRE:
Pretoria

REQUIREMENTS:

DUTIES:
Develop and adapt innovative and appropriate technologies within rural areas. Contribute to reducing vulnerability and eradication of poverty through implementable rural technology and research. Promote indigenous knowledge
systems and environment and natural resource utilisation within rural areas. Integrate, coordinate and implement Policies and disaster management frameworks with special emphasis on mitigation of disasters in rural areas. Develop and implement technical tools and systems for rural disaster management. Ensure that Policies from National Disaster Management Advisory Forum (NDMAF) are implemented and incorporated in the routine activities of the Department. Identify high risk areas. Provide training and awareness on environmental risk management measures. Manage the liaison, coordination and control of environmental risk frameworks within rural areas. Facilitate the implementation of environmental mitigation measures. Provide infrastructure strategies, Policies, systems, planning, specific plans, functional and technical norms and standards. Direct functional and technical norms and standards. Review and approve infrastructure plans and inputs to the Provincial Infrastructure Plan, Departmental Strategic Plan, Annual Performance Plan, Annual Report and Health Services Plan. Review and approve the User Asset Management Plan, Project Briefs and Financial estimates. Review and approve the physical resources infrastructure planning framework and prioritisation model(s). Review and approve Policies, criteria and procedures for all infrastructures. Review and approved business cases for Infrastructure Projects. Review and approve the Project list and Accommodation Schedules supporting the implementation of Health Service Plan and infrastructure planning. Monitor and manage the Projects implemented in line with the approved functional and technical norms and standards. Monitor and manage the updating of data and documentation regarding technical conditions of facilities. Manage integrated and seamless planning between commissioning of buildings and associated equipment. Manage updated document management for built environment Projects and programmes. Provide delivery of the infrastructure programmes and Projects. Review and approve the Medium Term, Annual and Adjustment Budgets. Review and approve the Infrastructure Programme Management Plan which includes the procurement strategy. Review and sign off the Infrastructure Programme Implementation Plan. Review and recommended the signing of the Service Delivery Agreements with Implementing Agents. Review and sign off the different Project Execution Plans. Review and approve the performance monitoring reports. Manage the commissioning of buildings and associated equipment. Effectively manage the infrastructure portfolio. Effectively implement contract management. Manage the updating of financial data and document management for Projects/programmes. Provide social organisation and youth development towards economic upliftment. Facilitate the establishment and support of participatory community development institutions. Facilitate and integrate Youth Development and National Rural Youth Service Corps (NARYSEC) functions. Facilitate national Project implementation. Monitor, manage and mainstream youth development programmes. Facilitate skills development. Provide Youth Development and NARYSEC support services. Manage strategic, business and operational plans of the Branch. Report to Parliamentary and Departmental Committees and to the Minister when required and instructed by the Director-General.

**APPLICATIONS**

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

**NOTE**

Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
POST 09/34 : CHIEF DIRECTOR: LAND RESTITUTION SUPPORT REF NO: 3/2/1/2019/074
Chief Directorate: Land Restitution Support

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

CENTRE : Chief Directorate: Land Restitution Support: Eastern Cape

REQUIREMENTS : Bachelor's Degree in Social Science or Economic Sciences (NQF level 7). 5 years' experience in a senior management position. Job related knowledge: Project Management, Budgeting, Expenditure reporting, Monitoring and evaluation, Strategic planning, Human Resource Management, Financial Management, Supply Chain Management. Job related skills: Ability to act as programme manager, Strong leadership and managerial qualities, a good track record of working with communities, Proven negotiating skills and commitment to resolving land claims in an effective and efficient manner. Understanding of key priorities of government as well as Comprehensive Rural Development Programme (CRDP). Ability to work under pressure and meeting deadlines. A valid driver's license.

DUTIES : Provide strategic leadership and direction to the Chief Directorate. Facilitate the investigation and implementation of Restitution of Land Rights (pre-settlement). Ensure efficient risk management and implementation of financial controls and manage financial and corporate administrative service. Recommend the transfer of properties and establishment of legal entities. Ensure legal compliance to the Restitution of Land Rights Act. Maintain research in respect of special projects such as expropriations and legislation emanating from land reform components. Foster the drafting of legislation and other legal documents in respect of the Restitution Act, regulations and Policies of the Commission. Ensure Restitution projects are included in municipalities’ independent development programmes and align priorities and financial resources. Coordinate the management of negotiations and settlement of urban and rural land claims. Oversee and monitor the management of compliance research, validation and verification of restitution claims. Ensure that the Rural Economy Transformation Model (RETM) is factored in all settlements.

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

OTHER POSTS

POST 09/35 : DEPUTY DIRECTOR: REID REF NO: 3/2/1/2019/075
Directorate: Rural Enterprise and Industrial Development

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

CENTRE : Mpumalanga (Gert Sibande District)

DUTIES: Reduce household poverty in accordance with CRDP. Identify wards for household profiling. Mobilise resources for household profiling. Conduct household profiling. Analyse household profiling reports. Present household profiling reports to stakeholders. Facilitate the development of rural enterprise and industries. Attend local and District Intergovernmental Relations Forum (IGR) forums to present Departmental programmes. Identify potential enterprises to be supported by the Department and aligned to the mandate. Compile submissions for approval by committees. Facilitate establishment and support of primary cooperatives. Identify organised rural people. Conduct cooperative workshops. Register cooperatives. Organise relevant trainings for cooperatives. Facilitate organisation of Primary Cooperatives into Secondary and Tertiary Cooperatives and provide support. Organise Primary Cooperatives to register Secondary Cooperatives. Promote rural businesses development and facilitate rural development financing. Organise financial institutions to assist in co-funding the rural enterprises. Coordinate the implantation of the Agriparks Programme and Districts. Ensure that the District committees are operational. Align District plans to the Agriparks Programme. Identify projects aligned to the Agriparks Programme. Manage the implementation of Agriparks. Coordinate the identification of one household one hectare projects and provide support. Identify one household one hectare sites. Conduct household profiling. Present submissions for approval. Manage implementation of the projects.

APPLICATIONS: Applications can also be submitted by post Private Bag X11305, Nelspruit, 1200 or hand it delivered to: 17 Van Rensburg Street, Bateleur Office Park, Mbombela 1200.

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

POST 09/36: MONITORING AND EVALUATION SPECIALIST REF NO: 3/2/1/2019/091

Directorate: Service Delivery Coordination

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

CENTRE: North West (Mmabatho)

REQUIREMENTS: National Diploma in Development Studies/Social Sciences. 3 years’ middle management working experience in monitoring and evaluation processes. Job related knowledge: Government Policies processes and protocol, Excellent and advanced report writing, Ability to edit documents, Ability to work with executive management, Ability to be trustworthy and maintain confidentiality at all times will be an added advantage. Job related skills: Planning and Organising, Interpersonal Relations, Computer literacy, Creativity and Innovation, Communication (written and verbal), Advanced report writing, Problem solving, Analytical, Research. A valid driver’s license. Ability to work in a team.


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 09/37 : PROJECT COORDINATOR: PROPERTY LEASES REF NO: 3/2/1/2019/076
Directorate: Property Management

SALARY : R444 693 per annum (Level 10)
CENTRE : Free State (Lejweleputswa/Fezile Dabi)

DUTIES : Administer and manage property leases. Finalise and facilitate signing of leases and caretaker agreement. Facilitate the capturing of newly acquired state properties on the District Lease Database. Regular update of the lease schedule for all state properties. Monitor leases or caretaker performance and duties as contractually specified. Maintain proper usage of movable assets. Coordinate asset verification pre and post transfer. Barcoding of assets. Facilitate the disposal of obsolete, redundant and irreparable movable assets. Secure, protect the state against vandalism. Coordinate and conduct verification of state land. Coordinate and conduct regular inspection of state properties. Ensure proper utilisation of state land for allocated beneficiaries. Identify and manage farms that have been abandoned, vandalised and invaded. Facilitate the maintenance of infrastructure assets. Identify farms that requires maintenance of infrastructure. Liaise with District Land Development Support Sub-directorate regarding the maintenance of infrastructure. Monitor the progress of infrastructure projects on farms approved for maintenance.

APPLICATIONS : Applications can also be submitted by post Private Bag X20803, Bloemfontein, 9300 or hand it delivered to: 136 Charlotte Maxeke Street, SA Building 2nd Floor, Bloemfontein, 9301.

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

POST 09/38 : PROJECT COORDINATOR: LAND ACQUISITION REF NO: 3/2/1/2019/077
Directorate: Strategic Land Acquisition

SALARY : R444 693 per annum (Level 10)
CENTRE : Free State (Fezile Dabi)

DUTIES : Provide support to management of the Region and Supervision to Senior Project Officers. Assess subordinates’ quarterly and annual performance. Coordinate Regional Project Implementation. Manage regional project database. Administer regional application. Manage day to day operations of the Senior Project Officers. Check and correct submissions of Senior Project Officers prior to submission to the regional manager. Provide input into the operational plan of the region/unit/District. Identify potential projects within area of responsibility to facilitate planning and budgeting. Acknowledge receipt of project files(s) from regional manager/Deputy Direct: Land Acquisition. Facilitate farm assessment/feasibility in conjunction with Department of Agriculture Forestry and Fisheries (DAFF), Gauteng Department of Agriculture and Rural Development (GDARD) and Municipalities (Stakeholders). Prepare presentation for the District Screening Committee for approval of Planning Funds. Conduct farm visits to locate the property and to confirm land claim status. Implement land acquisition project
procedures within relevant Policy and programme guidelines, (Recapitalisation and Development Program (RADP) and Proactive Land Acquisition Strategy (PLAS). Facilitate the appointment of service providers to conduct relevant studies. Prepare submission for approval by relevant committees. Engage with internal and external stakeholders. Liaise with relevant role-players/stakeholders with regards to Land Acquisition projects support requirements. Provide feedback on land acquisition offers made by sellers. Respond to Presidential Hotline queries, Director-General Tasks as and when required. Facilitate project management support. Obtain approval of planning funds for implementation of projects. Develop Terms of Reference’s for procurement of professional services in line with the Supply Chain Management process. Submits invoice for service rendered within stipulated timeframe.

APPLICATIONS: Applications can also be submitted by post Private Bag X20803, Bloemfontein, 9300 or hand it delivered to: 136 Charlotte Maxeke Street, SA Building 2nd Floor, Bloemfontein, 9301.

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

POST 09/39: PROJECT COORDINATOR: LAND RIGHTS REF NO: 3/2/1/2019/078 (X6 POSTS)
Directorate: Tenure Reform Implementation

SALARY: R444 693 per annum (Level 10)

CENTRE: KwaZulu-Natal:
Pietermaritzburg (X1 Post)
Ladysmith (X1 Post)
Port Shepstone (X1 Post)
Richardsbay (X2 Posts)
Vryheid (X1 Post)

REQUIREMENTS: National Diploma or Bachelor Degree in Humanities/Social Science or equivalent qualification. 3 - 5 years’ relevant working experience in Land Reform Environment. Job related knowledge: Land reform prescript and policies (Extension of Security of Tenure Act (ESTA), Land Tenure Act (LTA), Interim Protection of Informal Land Rights Act), Community dynamics, Interpretation of statuses, Departmental filing procedure. Job related skills: Presentation, Facilitation, Communication, Project Management, People Management, Analytical, Research, Interpersonal Relations, Report writing, A valid driver's license. An initiate—self driven individual with the willingness to travel and work irregular hours.

DUTIES: Facilitate the implementation of Extension of Security of Tenure programme. Respond to all enquiries on ESTA accordingly. Liaise with Justice Ministry, Department of Nature Conservation and Game Farmers, Conventional Farmers/Farm owners, Department of Labour, Farm Dwellers and Local Municipalities on ESTA/LTA. Draw up a data base for monitoring and evaluation of intervention process of all cases. Conduct training workshops for staff and other role players in the land reform. Assist staff in District Offices to incorporate changes in land reform Policy and procedures into their planning and implementation. Attend workshops and meetings on implementation of relevant Acts continually. Monitor and facilitate the implementation of Labour Tenants programme. Address the LTA claims that have been lodged. Categories LTA Cases according to claimant’s settlements choices as required. Respond to all enquiries on LTA accordingly. Liaises with Justice Ministry, Department of Nature Conservation and Game Farmers, Conventional Farmers/Farm Owners, Department of Labour, Farm Dwellers and Local Municipalities on ESTA/LTA. Draw up a database for monitoring and evaluation of intervention processes of all cases. Attend workshops and meetings on implementation of relevant Acts continually. Conduct training workshops for staff and other role players in the land reform. Assist Staff in the District Offices to incorporate changes in land reform Policy and procedures into their planning and implementation.

APPLICATIONS: Applications can also be submitted by post Private Bag X9132, Pietermaritzburg, 3200 or hand it delivered to: 1st Floor, 270 Jabu Ndlouv Street, Pietermaritzburg, 3200.
**NOTE**: African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

**POST 09/40**: **PROJECT COORDINATOR: PRE SETTLEMENT REF NO: 3/2/1/2019/093**
Directorate: Operational Management

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<th>SALARY</th>
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<tr>
<td>CENTRE</td>
<td>Western Cape (Cape Town)</td>
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<td>REQUIREMENTS</td>
<td>Bachelor's Degree/National Diploma in the field of Commerce, Humanities, Agriculture, Development Studies, Town Planning or any other relevant qualification. 3 - 5 years’ experience in Restitution or Land Reform environment. Job related knowledge: Development Management including Strategic Management, Research methods and techniques, Community facilitation, understand and interpret business plans, thorough knowledge in Land Reform and development-related issues. Job related skills: Project and Contract Management, Negotiation, Leadership, Computer literacy, Communication, Ability to draft terms of reference for service providers, Ability to manage consultants. A valid driver’s license (code 08). Willingness to travel, to spend extended timeframes in the field and work irregular hours.</td>
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**DUTIES**

**APPLICATIONS**
Applications can also be submitted by post Private Bag X10, 7705, Mowbray, or Hand delivered at 1st floor No. 14 Long Street, Cape Town, 8000.

**NOTE**: This is a re-advertisement, applicants who applied previously must re-apply. Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

**POST 09/41**: **ASSISTANT DIRECTOR: ASSETS AND FACILITIES REF NO: 3/2/1/2019/079**
Directorate: Financial and Supply Chain Management Services

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<th>SALARY</th>
<th>R356 289 per annum (Level 09)</th>
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<td>CENTRE</td>
<td>Free State (Bloemfontein)</td>
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**DUTIES**
Manage asset registers. Update asset register to reflect acquired assets. Manage the capturing of newly acquired assets. Manage disposal of redundant and obsolete assets. Submit nominations of Disposal Committee Members for appointment. Submit unserviceable, redundant and obsolete to the disposal committee for approval. Develop and monitor control of asset safeguarding. Conduct spot checks and asset verification. Report lost assets to the loss control for further investigations. Follow up on the report submitted. Implement the recommendations of the loss control committee. Manage office accommodation and refurbishment. Maintain the existing office space and manage the lease agreements. Submits request for extensions for approval. Compile and submit the new need to National Office for approval. Engage Occupational Health and Safety Officers to identify defects and establish corrective measures. Lead and manage business unit with good governance principles. Manage employee performance.

**APPLICATIONS**
Applications can also be submitted by post Private Bag X20803, Bloemfontein, 9300 or hand it delivered to: 136 Charlotte Maxeke Street, SA Building 2nd Floor, Bloemfontein, 9301.

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

**POST 09/42**: **ASSISTANT DIRECTOR: PROJECT IMPLEMENTATION REF NO: 3/2/1/2019/080**
Directorate: Social Organisational and Youth Development

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<th>SALARY</th>
<th>R356 289 per annum (Level 09)</th>
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42
CENTRE: Eastern Cape (East London)

REQUIREMENTS:

DUTIES:
Coordinate and facilitate the recruitment and the management of youth enrolled in the National Rural Youth Service Cops (NARYSEC) Programme within the District. Engage local stakeholders regarding eminent NARYSEC recruitment. Prepare recruitment advertisement in consultation with the Director and place advert in local key points. Chair interviews and keep minutes. Arrange orientation of new youth into NARYSEC Programme. Facilitate recruitment of youth who meet criteria and submit required documents. Facilitate signing of contracts with recruited youth. Monitor youth participation in the programme and compile monthly reports. Update records of youth in different training colleges, community services and leadership training. Facilitate election of Patient Reported Outcomes Regression (PROREG) members by youth periodically. Hold monthly meetings with PROREG members, keep records of meetings and submit monthly reports. Facilitate and coordinate logistical for youth attending training, meetings and events. Administer attendance registers during training and community service for the payment of stipend and additional allowance to youth. Compile monthly reports on youth that have absconded/not active whose stipend/additional allowance must be frozen or terminated. Manage the performance of community service by the youth within the District/Municipality. Facilitate the securing of places where youth will perform community service. Facilitate signing of attendance registers when youth are performing community service. Monitor at least once a month to assist with monitoring attendance, training progress and compile reports. Coordinate and facilitate skills development of the NARYSEC youth within the District/Municipality. Facilitate and coordinate career guidance sessions through Deputy Director: Skills Development. Facilitate youth signing of training commitment letters. Educate and explain to the youth on how the additional allowance is paid and monitored. Visit training venues monthly to assist with monitoring attendance, training progress and compile reports. Coordinate, facilitate and support exit opportunities for the NARYSEC youth. Assist with the facilitation and coordination of awareness campaigns on entrepreneurship skills and other exit opportunities. Link youth to identified internal and external exit opportunities. Assist with the facilitation and coordination establishment of cooperatives and the support for the existing ones.

APPLICATIONS:
Applications can also be submitted by post P.O.Box 1716, East London, 5201 or hand it delivered to: Moors Street, Ocean Terrace, Block H Quigney 1st Floor, East London, 5201.

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

POST 09/43:
SENIOR SUPPLY CHAIN PRACTITIONER REF NO: 3/2/1/2019/081
Directorate: Financial and Supply Chain Management Services
This is a re-advertisement, applicants who applied previously must reapply.

SALARY:
R299 709 per annum (Level 08)

CENTRE: Northern Cape (Kimberley)

REQUIREMENTS:

DUTIES:
Authorise orders on LOGIS and ACCPAC and issue to selected service providers. Receive requisition from Acquisition. Check compliance and verify correctness before submitting to Senior Accounting Clerk, Register and submit to SAC for
requisition authorisation. Verify documents after SAC has authorised the requisition and orders. Monitor distribution of the orders to client offices and service providers. Maintain an efficient and effective system of procurement of goods and services. Keep client offices updated regarding system downtime to ensure that urgent requisitions are processed before downtime. Give client offices feedback of any challenges during order authorisation and order status after order is authorised. Administer the 0-9 file. Receive order document after manual authorisation, split order, e-mail copy to supplier and client office, file in the 0-9 file awaiting for service delivery. Do monthly follow up of outstanding commitments. Conduct reconciliation of payments/commitments. Download monthly reports on LOGIS Business Information System (LBIS) from Procurement Integration. Compile monthly system generated/butch run reports (RR101, RR102, RR103 and RR105) and submit to National Office and relevant officials. Compile monthly irregular expenditure report.

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 09/44
STATE ACCOUNTANT REF NO: 3/2/1/2019/092
Directorate: Plas Trading Account Financial Management
This is a re-advertisement, applicants who applied previously must re-apply.

SALARY
R242 475 per annum (Level 07)

CENTRE
Pretoria

REQUIREMENTS

DUTIES
Provide functional systems support within Pro-active Land Acquisition System Trading Account. Provide first level end-user support to all Accpac users at National and Provincial Offices. Create user profiles and password resets. Update or change user profiles. Close and open the system within the set time frames. Update code structure Standard Chart of Accounts (SCOA). Perform necessary analysis when application or date problems arise and provide solutions for the successful correction actions to be implemented. Extract and compile month end reports. Conduct system related communication. Coordinate and facilitate support calls with external consultants and reconciliation of consultant time management and accounts. Perform other system related tasks. Coordinate end user training. Confirm training request. Arrange logistical support for training (manuals, computer, network, users created on test environment, forms). Keep full and complete financial systems records. File financial systems record for easy retrieval.

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

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE

NOTE: Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and identity document. No late, faxed or e-mailed applications will be accepted. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantage groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). "All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools" People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.

MANAGEMENT ECHELON

POST 09/45:

DIRECTOR: WATER SERVICES MACRO PLANNING REF NO: 220319/01
Branch: Planning, Monitoring and Evaluation
CD: Water Services and Local Management
(This is a re-advertisement, applicants who have previously applied need not to re-apply)

SALARY: R1 005 063 per annum (all-inclusive salary package) Level 13
CENTRE: Head Office, Pretoria
REQUIREMENTS: A Bachelor Degree in Engineering or Science (NQF 7). Six (6) to ten (10) years' experience in the Water Services Environment of which five (5) years' experience should be at middle/senior management level. Knowledge and experience of policies and developments in the Water Sector. Knowledge and experience in the Business of Water Services such as Water Services Planning, Information Systems and the Development of Water Services Development Plan (WSDPs). Demonstrated leadership ability and strategic management. Financial management skills. Good understanding of current issues on Water Services Delivery in the country. High level written and verbal communication. A valid driver's License (Certified copy must be attached).

DUTIES: Provide strategic leadership to water services macro planning environment. Lead the development of water services plans at National, Provincial and Local spheres. Lead the Department of Water and Sanitation key programmes that support local government with respect to planning for provision of water services. Lead development and maintenance of water services information systems. Establish and maintain reporting mechanisms for Government outcomes related to provision of water services. Establish and maintain monitoring and evaluation structures and tools on the performance of water services authorities and water services providers. Establish and maintain reporting mechanisms for Sustainable Development Goals (SDGs) related to water services. People and resource management.

ENQUIRIES: Mr R Mtileni Tel No: 012 336 8010
APPLICATIONS: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.
FOR ATTENTION: Ms. Li Mabole

OTHER POSTS

POST 09/46: SCIENTIST MANAGER GRADE A REF NO: 220319/02
Branch: Chief Operations Office Gauteng
(This is a re-advertisement, applicants who have previously applied need not to re-apply)

SALARY: R854 154 per annum (All inclusive OSD salary package)
CENTRE: East London
REQUIREMENTS: An MSc degree or relevant qualification in the fields of Geohydrology, Hydrology, Geology or Earth Sciences. Six (6) years post qualification natural (Scientific) experience. Compulsory registration with SACNASP as a professional Natural Scientist. (Proof of registration must be attached). A valid driver’s license (please attach certified copy). Be willing to work abnormal hours and extensive travelling. Appropriate experience required in all aspects of hydrology, geohydrology and water quality. Experience need to include hydro-modelling, water balances, geophysics, groundwater exploration, groundwater development, surface and groundwater monitoring networks, as well as analysis and interpretation of raw data and writing of scientific reports. Appropriate experience in water quality management, sampling, data analysis, interpretation and writing scientific reports. An advantage will be knowledge and experience of DWS information systems i.e. ArcGIS, WMS, Hydras and Hydstra. Necessary requirement is knowledge and application of various GIS packages for integrated water resources management, water resource development, water availability assessment and decision-making tools to implement catchment management. Ability to supervise and manage subordinates based in separate offices. Experience in drafting and managing operational budgets. Knowledge of Financial and Human Resources Legislation. Interpersonal skills and leadership ability. Good communication skills both written and verbal and presentation skills. Knowledge of Water legislation. Excellent computer skills i.e. MS Office Programs and applications.

DUTIES: Ensure the development and implementation of Policies, systems, procedures and scientific protocols. Review and recommend/approve scientific projects. Facilitate the setting of scientific standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor scientific efficiencies according to ensure validity and adherence to organizational principles. Provide strategic leadership and direction. Align projects to Regional and National water resource strategic priorities, goals and objectives. Provide support and advice to various industries and stakeholders. Develop and maintain relationships/collaborations with research organisations or bodies and assist with review of scientific research proposals and various scientific documents/reports. Lead, coordinate, and develop scientific models and regulatory frameworks. Design scientific methodology for the analysis of scientific data. Implement and enhance the evaluation, monitoring and dissemination of data. Design and develop appropriate scientific models to generate information and knowledge. Formulate and evaluate proposals and compile reports and develop and customize scientific models. Research and development. Manage scientific research to improve expertise. Publish and present research findings (results). Lead, coordinate and conduct basic and applied research or knowledge applications in aspects related to hydrology, geohydrology and water quality. Financial Management. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Identify and manage specific value-added commercial components of programmes and programmes. Responsible for procurement of assets for the unit, effective management and control of those assets. People management. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of scientific services according to organisational needs and requirements and manage staff key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Governance, allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk
management practice and organizational requirements. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Facilitate and liaise with structures/stakeholders on scientific matters.

ENQUIRIES: Ms. I Chilton Tel No: 043 701 0221
APPLICATIONS: Eastern Cape (East London): Please forward your applications quoting the relevant reference number to Private bag X 7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King William’s Town 5600.
FOR ATTENTION: Ms T Solwandle Tel No: 043 604 5476

POST 09/47: DEPUTY DIRECTOR ACCOUNTING REF NO: 20190301/01
Chief Directorate: Construction Management

SALARY: R697 011 per annum (Level 11) (All-inclusive salary package)
CENTRE: Construction West (Potchefstroom)
REQUIREMENTS: Applicants must be in possession of a relevant Degree/National Diploma in Financial Management/Accounting obtained at a recognised University or University of Technology plus 8 years relevant experience with 3 years managerial experience. Must have a valid Driver’s licence. Must have Financial Management Skills. Must have good communication skills and people management skills. Must be computer literate. Must have good planning and organising skills. The ability to work independently and as part of the team. Good interpersonal skills. Willingness to work after hours when required. The candidate must have Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Government procurement procedures and other legislation prescripts.

DUTIES: The incumbent will perform his/her duties in Potchefstroom. Duties will include but not limited to: Financial/costing management, HR Management, Procurement Management, Asset Management, Supply Chain Management, Plant Management, Administration Management, SAP Accounting System and all functional aspects of PERSAL. Ensure the compliance with the following legislations: Occupational Health & Safety Act, Employment Equity Act, Labour Relations Act, Skills Development Act, Basic Conditions of Employment Act and Protection of Personal Information Act.

ENQUIRIES: Mr K Siziba Tel No: (018) 294 9500
APPLICATIONS: Potchefstroom (Construction West) please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 1288, Potsnet #501, 2520 or hand deliver to: The Department of Water and Sanitation, 126 Chris Hani Street, Potchefstroom, 2520.
FOR ATTENTION: Ms TJ Mabannda
NOTE: Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity document. No late, faxed or e-mailed applications will be accepted. Note: If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantage groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). People with disabilities are encouraged to apply for the posts. The Department reserves the right not to make an appointment. The successful candidate will be appointed on Standard Contract in terms of section 76 of the National Water Act, Act 36 of 1998.

CLOSING DATE: 22 March 2019 AT 16H00

POST 09/48: ARTISAN SUPERINTENDENT (MECHANICAL ENGINEERING) REF NO: 20190301/02
Chief Directorate: Construction Management

SALARY: R697 011 per annum (Level 11) (All-inclusive salary package)
CENTRE: Construction North (Tzaneen) and satellite schemes

REQUIREMENTS:
The candidate must be in possession of an appropriate trade test certificate issued by an accredited institution plus 8 years post qualification experience as an artisan with 3 years managerial experience. Must be in possession of a valid Driver’s license. The candidate must have extensive experience in the field of Fitter and Turner, Welding, boiler making and steel fabrication in construction environment. Must have specialist knowledge of supervising/ performing installation of large bore pipes (Diameter up to 2000mm), pipe specials and valves. Must have extensive experience in interpreting engineering drawings and be able to determine material quantities and material acquisition. Extremely good knowledge of the developing of working layouts regarding pipe reducers, various pipe off-takes and bends is required. Extensive knowledge regarding the various weld processes such as stick, MIG, submerged arc, gas welding and TIG welding are required. Inspect facilities for faults. Ability to read and interpret drawings. Good communication and interpersonal skills. Be Computer literate. Ability to identify conflicts in construction sites and communicate them to project team for resolution. Able to build morale and group commitments to goals and objectives. The candidate must have Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Government procurement procedures and other legislation prescripts.

DUTIES:
The incumbent will perform Superintendent duties at multiple sites, simultaneously in Limpopo province and other provinces as required. Supervise and /or perform installation of pipes and pipe specialist as well as valves (large diameter pipe work up to 2000mm) and to do pressure testing of these items. Install steel structure (roof trusses and walkways). Perform quality control duties regarding the work being performed. Ensure adherence to OHS ACT as require Ensure timely completion of the project and ensuring that the project is constructed in strict accordance with plans and specifications. Be able to prepare procurement documents for goods and services required. Continuously engage in training and individual development.

ENQUIRIES:
Mr J Mutshinya Tel No: (015) 307 3788

APPLICATIONS:
please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Construction North, Private Bag X4026, Tzaneen, 0850 or hands deliver applications to the Department of Water & Sanitation: Construction North, Voortrekker road next to Tzaneen Dam.

FOR ATTENTION:
Ms MM Moloto

NOTE:
Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity document. No late, faxed or e-mailed applications will be accepted. Note: If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantage groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). People with disabilities are encouraged to apply for the posts. The Department reserves the right not to make an appointment. The successful candidate will be appointed on Standard Contract in terms of section 76 of the National Water Act, Act 36 of 1998.

CLOSING DATE: 22 March 2019 AT 16H00

POST 09/49: ENGINEER PRODUCTION GRADE A REF NO: 220319/03
(This is a re-advertisement, applicants who have previously applied need not to re-apply)

SALARY: R679 338 per annum (all-inclusive OSD salary package)
CENTRE: King William’s Town
REQUIREMENTS: Engineering Degree (B Eng/ BSC (Eng) or relevant qualification. Three (3) years post qualification engineering experience. Compulsory registration with ECSA as a Professional Engineer (certified copy must be attached). Contract management, project management, operations and maintenance and financial management for Water Services Infrastructure. Computer literacy in the following: MS Word, MS
Excel, MS PowerPoint, MS Outlook. Good verbal and written communication skills and be able to communicate at all sectors of the Department and other institutions. Understanding of the National Water Act, Water Services Act, National Environmental Management Act, Public Service Regulations Act and the PFMA. Must be able to work independently, be self-motivated and reliable. A valid driver’s license (certified copy must be attached).

**DUTIES**

Provide assistance in the design systems, structures and installation of water services related infrastructure. Support the comprehensive planning in Water Services Infrastructure. Manage multifaceted projects in the technical investigation, development and refurbishment of Water Services Infrastructure. Provide assistance and support in administration. Inspect test equipment, infrastructure, systems and installations including the preparation of reports of the findings. Identify, review and comment on operation and maintenance plans of Water services Infrastructure in the region. Compile, review and comment on the contract documentation proposals, bill of quantities and tenders. Coordination of the Water Services Planning in the region. Manage financial allocations to projects and programs. Provide technical engineering support, guidance and advice to junior personnel, consultants, contractors and water service authority’s (WSA). Support functional arrears to arrange supply chain, human resources and financial needs.

**ENQUIRIES**

Ms. N Msebi Tel No: 043 604 5413.

**APPLICATIONS**

Eastern Cape (East London): Please forward your applications quoting the relevant reference number to Private bag X 7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King William’s Town 5600

**FOR ATTENTION**

Ms T Solwandle Tel No: 043 604 5476.

**POST 09/50**

ASSISTANT DIRECTOR: REVENUE MANAGEMENT REF NO: 220319/04

Branch: NWRI Central Operations

SD: Revenue Management

**SALARY**

R356 289 per annum (Level 09)

**CENTRE**

Central Operations Pretoria

**REQUIREMENTS**


**DUTIES**

Implement and monitor billing and debt management policies, strategies and procedures. Manage the billing process and ensure that all billable water users are billed regularly and accurately. Manage the collection of revenue in the Cluster. Manage the accounts of strategic users in the Vaal River System (VRS) and ensure that these customers are billed accurately (in line with contractual agreements) and on time. Attend monthly and ad hoc meetings with strategic customers as part of managing Revenue Management contracts. Manage the customer relations office and ensure that all customer issues raised are resolved speedily and that invoices and statements are sent to customers on time. Assist with the tariff determination process in the Cluster. Be able to provide all Revenue Management reports that are required on ad hoc basis and perform account reconciliations and adjustments. Attend to audit queries from internal and external auditors. Facilitate training and career development of staff. Supervision of staff.

**ENQUIRIES**

Mr ME Lidzhade Tel No: 012 741 7327
APPLICATIONS: NWRI: Central Operations (Pretoria) Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, NWRI Central Operations, Private Bag X273, Pretoria, 0001, or hand deliver to 1st Floor, Praetor Forum Building, 267 Lillian Ngoyi Street, Pretoria.

FOR ATTENTION: Mr KL Manganyi

POST 09/51: CHIEF ARTISAN CIVIL REF NO: 220319/05
NWRI Central Operation: Maintenance

SALARY: R343 329 per annum (OSD)
CENTRE: Jericho Dam (Usutu River) Maintenance
REQUIREMENTS: Ten (10) years post-qualification experience as an Artisan or Artisan Foreman. Appropriate Trade Test Certificate or Appropriate Mechanical orientated trade test in terms of the provision of section 13(2)[h] of the Manpower Act 1981, as amended. Valid driver’s license. (Attached certified copy). Computer literacy (Word Excel, Outlook). Knowledge and experience regarding the compliance to the Occupational Health and Safety Act workplace is essential. Proven experience in staff supervision. Planning, organising and analytical skills. Project management technical report writing skills. Conflict management resolution. Ability to work independently as well as in a team. Good communication skills (verbal and written). Ability to work long hours and willingness to travel. Candidates may be required to complete a practical and theoretical test.

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

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

FOR ATTENTION: Ms. Thomo K.E

POST 09/52: SENIOR COMMUNICATION OFFICER REF NO: 220319/06
Branch: Chief Operations Office Gauteng

SALARY: R299 709 per annum (Level 08)
CENTRE: Pretoria Gauteng Office

DUTIES: Implement communication plans. Analyse Departmental strategic objectives. Execute media production, issue publications, organize press conferences and media converge to the Department. Develop or improve concepts, theories and operational methods. Disseminate knowledge relating to information on work organization. Organise and Implement publicity projects and events. Liaise with stakeholders. Establish and maintains stakeholder relations with community and media.

ENQUIRIES: Mr. H Sithole Tel No: 012 329 1333
APPLICATIONS: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand
FOR ATTENTION : Mr D Masoga

POST 09/53 : SENIOR PROVISIONING ADMINISTRATION OFFICER REF NO: 220319/07
Branch: Chief Operations Office Gauteng

SALARY : R299 709 per annum (Level 08)
CENTRE : Pretoria Gauteng Office

DUTIES : Coordination of demand plans. Ensure that all procurement is in line with demand plans. Perform quarterly reviews to ensure procurement purchases are in line with demand. Supervise sourcing of quotations. Ensure that all procurement is in line with prescribed legislation and regulations. Assist with procurement of price quotations, tenders, evaluation and adjudication. Effective Management of controls and registers. Analyse procurement trends. Implement policies. Maintenance of supplier data base. Management of assets including Asset Disposal. Develop action plans for the section. Supervise human resources and ensure that PMDS is effectively implemented within section. Ensure that financial procedures are observed in the section. Compile monthly reports.

ENQUIRIES : Ms. K Felicia Tel No: 012 329 1334
APPLICATIONS : Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver at 285 Bothongo Plaza East, Francis Baard Street, 15th Floor, Pretoria, 0001.

FOR ATTENTION : Mr. M Sehume

POST 09/54 : CONTROL WATER CONTROL OFFICER REF NO: 220319/08 (X2 POSTS)
IBOM Central Operation

SALARY : R299 709 per annum (Level 08)
CENTRE : Jericho Dam:
Usutu River (X1 Post)
Nooitgedacht (X1 Post)


DUTIES : Manage the distribution of water to water users. Evaluate the distribution of water supply to water users in order to promote higher productivity and cost effectiveness. Manage the water supply and abstraction and investigate problems thereof and initiate remedial steps. Ensure that routine dam safety inspections and dam management are performed in line with dam safety regulations. Compile and manage the budget of the component with regard to water supply function.

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

FOR ATTENTION : Ms. Thomo K.E

POST 09/55 : SCIENTIST TECHNICIAN PRODUCTION GRADE A REF NO: 220319/09
Branch: Planning, Monitoring and Evaluation

SALARY : R293 652 per annum (OSD)
CENTRE : Pretoria, Roodeplaat Dam


ENQUIRIES : Ms. T Mthombeni Tel No: 012 808 9619
APPLICATIONS : Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION : Ms. LI Mabole

POST 09/56 : ENGINEERING TECHNICIAN GRADE A REF NO: 220319/10
Chief Operations Office: Eastern Cape
SD: WS Planning and Support
(This is a re-advertisement, applicants who have previously applied need not to re-apply)

SALARY : R293 652 per annum (OSD)
CENTRE : Mthatha
REQUIREMENTS : A National Diploma in Engineering or relevant qualification. Three (3) years post qualification technical engineering experience. Compulsory registration with the engineering Council of South Africa (ECSA) as an Engineering Technician (certified copy must be attached). A valid driver’s license (certified copy must be attached). Project management, Technical design and analytical skills. Research and development. Computer-aided engineering applications. Knowledge of legal compliance and technical report writing. Problem solving, decision making, teamwork, creativity, customer focus, communication and computer skills. People management.

DUTIES : Render technical services to the Directorate. Assist Engineers, Technologists and Associates in the appraisal of business plans and technical reports. Monitor the implementation of Regional Bulk Infrastructure Programme (RBIG) and Water Services Infrastructure Grant (WSIG) projects through conducting site inspections; site meetings; compilation and submission of progress reports. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology.
Evaluate technical designs with specifications and submit for approval by the relevant authority. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit expenditure reports as required. Verify and certify invoices for payment of contractors and Public Service Providers. Maintain proper records and documentation for all projects to enable a clean audit. Provide and consolidate inputs to the infrastructure development operational plan. Develop, implement and maintain databases. Research and development. Continuous professional development to keep up with new technologies and procedures.

ENQUIRIES: Mr. M Vonco Tel No: 047 505 6436
APPLICATIONS: Eastern Cape (East London): Please forward your applications quoting the relevant reference number to Private bag X 7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King William’s Town 5600
FOR ATTENTION: Ms T Solwandile Tel No: 043 604 5476
POST 09/57: ARTISAN PRODUCTION GRADE A REF NO: 220319/11
Chief Operations Office Eastern Cape
Dir: Integrated Data Collection
(This is a re-advertisement, applicants who have previously applied need not to re-apply)

SALARY: R179 523 per annum (OSD)
CENTRE: Mthatha
REQUIREMENTS: An appropriate Trade Test certificate (certified copy must be attached). A valid driver’s license (certified copy must be attached). Problem solving analytical and decision making skills. Team driven, self-manageable, creativity, customer focus and responsiveness. Good communication skills. Computer, planning and organising skills.

DUTIES: To render technical design, production, operation and maintenance services. Produce designs according to client specification and within limits of production capacity. Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Inspect equipment and facilitates for technical faults. Repair equipment and facilities according to standards. Test repair equipment and facilitates against specifications. Service equipment and facilitates according to schedule. Quality assure serviced and maintained equipment. Perform administrative and related functions. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record / register and supervise and mentor staff. Continuous individual development to keep up with new technologies and procedures.

ENQUIRIES: Mr. H Botha Tel No: 043 701 0376
APPLICATIONS: Eastern Cape (East London): Please forward your applications quoting the relevant reference number to Private bag X 7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King William’s Town 5600.
FOR ATTENTION: Ms T Solwandile Tel No: 043 604 5476
POST 09/58: ACCOUNTING CLERK REF NO: 220319/12
Chief Operations Office Eastern Cape
(This is a re-advertisement, applicants who have previously applied need not to re-apply)

SALARY: R163 563 per annum (Level 05)
CENTRE: East London

DUTIES: Receive invoices and record on invoice register. Check and capture transactions on Persal and SAP. Check and capture Sundry Payments. Prepare journals when necessary. Request reports on Persal and SAP. Be responsible for cashier’s functions. Safekeeping of cash and checking of Petty Cash issued. Replenish

**ENQUIRIES**
Ms AB Ngcobeetsha Tel No: 043 701 0376

**APPLICATIONS**
Eastern Cape (East London): Please forward your applications quoting the relevant reference number to Private bag X 7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King William’s Town 5600.

**FOR ATTENTION**
Ms T Solwandle Tel No: 043 604 5476

**POST 09/59**
**ADMINISTRATION CLERK REF NO: 220319/13**
Chief Operations Office: Eastern Cape
(This is a re-advertisement, applicants who have previously applied need not to re-apply)

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

**CENTRE**: King Williams Town

**REQUIREMENTS**: A Senior certificate or equivalent. Knowledge of Clerical functions, practices as well as the ability to capture data, operate a computer and collate administrative statistics. Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc.). Knowledge and understanding of the legislative framework governing the Public service. Knowledge of working procedures in terms of the working environment. Good interpersonal relations. Flexibility and Team work. Basic Knowledge of problem solving and analytical skills. People and Diversity Management. Client orientation and customer focus. Good communication skills both verbal and written. Accountability and Ethical conduct. Computer Literacy. Planning and organizing skills.

**DUTIES**: Render general clerical support services. Render effective procurement of goods and services. Provide supply chain management support services within the component. Register invoices and submit to Finance. Provide personnel administration and clerical support services within the component. Consolidate weekly itinerary for approval of the component. The candidate should also assist with the compilation of demand plan and commodity analysis to ensure that required resources fulfill identified needs. Provide project administration support on sanitation infrastructure interventions. Assist in organizing sanitation special events. Provide secretarial duties on meeting engagements related to sanitation services.

**ENQUIRIES**
Mr. RZL Mditsheke Tel No: 043 604 5536

**APPLICATIONS**
Eastern Cape (King Williams Town): Please forward your applications quoting the relevant reference number to Private bag X 7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King William’s Town 5600.

**FOR ATTENTION**
Ms T Solwandle Tel No: 043 604 5476

**POST 09/60**
**RECEPTIONIST/TELECOM OPERATOR REF NO: 220319/14**

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

**CENTRE**: King Williams Town

**REQUIREMENTS**: Grade 12 certificate. One (1) – two (2) years relevant experience. Administrative and clerical procedure. Professionalism and strong communication skills as well as interpersonal skills. Ability to learn the department’s service delivery components and operate switchboard. Computer literacy is essential. Sound knowledge of MS office (Ms Word, Ms Excel, Power Point and Internet Explorer & provide proof thereof). Ability to take initiative and work independently. Ability to organise and prioritise work. Telephone etiquette. People and Diversity Management. Client orientation and customer focus. Accountability and Ethical conduct. Ability to communicate in English, Xhosa and Afrikaans.

**DUTIES**: Operating the switchboard by answering incoming and handling outgoing calls. Ensuring that customers are referred promptly and correctly. Taking down messages and administering the correct distribution thereof. The receiving of visitors and direct them to the relevant managers. Welcome the visitors and determine the nature of the business. Host the inbound and outbound incoming calls and direct them to relevant managers. Attend all enquiries coming from
Receptionist desk. Answer incoming calls and direct them to relevant managers. Supply basic information to customers regarding the Department’s services. Keep reception area clean and tidy. Receive guests and/or visitors. Updating and distributing the internal telephone directory and keeping database of other important contact numbers. Responsible for fault reporting on Telephone Management System to monitor telephone costs, including printing of reports and verifying information.

ENQUIRIES: Ms. N Ndaki Tel No: 043 701 0376
APPLICATIONS: (East London): Please forward your applications quoting the relevant reference number to Private Bag X 7485, King Williams Town, 5600 or hand deliver at the No. 2 Hargreaves Avenue, King William’s Town 5600.

FOR ATTENTION: Ms T Solwandile Tel No: 043 604 5476
POST 09/61: ASSISTANT SAFETY COORDINATOR REF NO: 20190301/03 (X2 POSTS)
Chief Directorate: Construction Management (Construction West)

SALARY: R163 563 per annum (Level 05)
CENTRE: Construction West projects
REQUIREMENTS: Candidate must be in possession of a Senior Certificate and SAMTRAC/SHEQMAN plus two (2) years appropriate experience. A HWSETA Certificate in Risk Assessment, Incident/Accident Investigation and Safety will be an advantage. Knowledge of and experience in MS Word, Excel, PowerPoint, Outlook and Internet coupled with sound typing skills. Organisational and communication skills. Ability to work independently and as part of a team. Good interpersonal relations. Willingness to work after hours when required.


ENQUIRIES: Mr Netshivhazwaulu KT Tel No: (018) 294 9500
APPLICATIONS: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 1288, Potsnet #501, 2520 or hand-deliver to: The Department of Water and Sanitation, 126 Chris Hani Street, Potchefstroom, 2520.

FOR ATTENTION: Ms TJ Mabannda
NOTE: Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity document. No late, faxed or e-mailed applications will be accepted. Note: If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantage groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). People with disabilities are encouraged to apply for the posts. The Department reserves the right not to make an appointment. The successful candidate will be appointed on Standard Contract in terms of section 76 of the National Water Act, Act 36 of 1998.

CLOSING DATE: 22 March 2019 at 16H00
POST 09/62: SENIOR SECURITY OFFICER REF NO: 220319/15 (X4 POSTS)
IBOM Central Operation

SALARY: R163 563 per annum (Level 05)
CENTRE: Jericho Dam (Usutu River) Khutala Pump Station
REQUIREMENTS: Grade 12 certificate. Driver’s license (attach certified copy). Grade C PSIRA registered. National key point Certificate. SAPS Firearm issued competency certificate (Rifle, Shotgun and Pistol). Appointment will be subject to positive screening results and accepted by the NKP register. One (1) to (2) years working experience in the security industry, preferably in NKP environment. Interpersonal relationship. Knowledge of relevant legislation. Problem solving and
DUTIES: Conduct NKP access control functions. Ensure security/safety in the building and the premises. Ensure the prohibition of unauthorized removal of equipment, documents and stores from the building or premises. Ensure all incidents are recorded in the occurrence books/registers. The incumbent must be prepared to work shifts and Overtime when there is a need.

ENQUIRIES: Mr. D.M Mhlanga Tel No: (017) 846 6000

APPLICATIONS: Please forward your applications to the Area Manager Central Operations IBOM, Department of Water and Sanitation, Private Bag X 1004, Usutu River, Amsterdam, 2375.

FOR ATTENTION: Ms. Thomo K.E.

POST 09/63: TRADESMAN AID REF NO: 220319/16 (X3 POSTS)
NWRI Central Operation

SALARY: R115 437 per annum (Level 03)
CENTRE: Jericho Dam (Usutu River) Maintenance

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

ENQUIRIES: Mr. MC Nchabeleng Tel No: 017 846 6000.

APPLICATIONS: Please forward your applications to the Area Manager Central Operations IBOM, Department of Water and Sanitation, Private Bag X 1004, Usutu River, Amsterdam, 2375.

FOR ATTENTION: Ms. Thomo K.E.

POST 09/64: CLEANER REF NO: 220319/17
IBOM Central Operation

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


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

FOR ATTENTION: Ms. Thomo K.E.

POST 09/65: GENERAL WORKER REF NO: 220319/18 (X12 POSTS)

IBOM Central Operation

SALARY: R96 549 per annum (Level 02)

CENTRE: Jericho Dam (Usutu River) Maintenance (X8 Posts)

UTSU Eastern Transvaal (X1 Post)

Vygeboom (X1 Post)

Nooitgedacht Dam (X1 Post)

Khutala (X1 Post)

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

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

ENQUIRIES: Mr. HJ Bekker Tel No: 017 846 6000

APPLICATIONS: Please forward your applications to the Area Manager Central Operations IBOM, Department of Water and Sanitation, Private Bag X 1004, Usutu River, Amsterdam, 2375.

FOR ATTENTION: Ms. Thomo K.E.

POST 09/66: GROUNDSMAN REF NO: 220319/19 (X4 POSTS)

IBOM Central Operation

SALARY: R96 549 per annum (Level 02)

CENTRE: Jericho Dam (Usutu River) Maintenance (X3 Posts)

Nooitgedacht Dam (X1 Post)


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

ENQUIRIES: Mr. N Vermaak Tel No: 017 846 6000
APPLICATIONS: Please forward your applications to the Area Manager Central Operations IBOM, Department of Water and Sanitation, Private Bag X 1004, Usutu River, Amsterdam, 2375.

FOR ATTENTION: Ms. Thomo K.E.
APPLICATIONS: Hand Delivery: Tyamzashe Building at Foyer or Post to Head of Department, Department of Cooperative Governance & Traditional Affairs Private Bag X0035 Bhisho 5605
FOR ATTENTION: Ms. N. Gemby
CLOSING DATE: 22 March 2019

MANAGEMENT ECHELON

POST 09/67: DIRECTOR: HOD’S OFFICE CO-ORDINATION AND SUPPORT SERVICES
REF NO: COGTA 01/03/2019
(This is a re-advertisement; all candidates that previously applied are encouraged to apply)

SALARY: R1 005 063 – R1 183 932 per annum. Commencing salary R1 005 063
CENTRE: Bhisho
REQUIREMENTS: An undergraduate qualification (NQF level 7) in Public Administration/Management. A Master's degree will be an added advantage. Five (5) years working experience in the public service. Valid Code 8 (EB) Drivers license. Computer literacy. Research will be an added advantage. Competencies: A strategic thinker who can operate at the highest level of government and private sector. Exceptional understanding and skills in the following: Coordination vertically and horizontally across the three spheres of Government. Understanding of strategic planning management and implementation. Exceptional understanding of the IGR, including the cluster system. Must be strategic and grounded in Government processes such as NDP, PGDP, PSEDS. Sound understanding of the functioning of Government operations, Cabinet (Executive) PCF MunMec. Very good writing and presentation skills. Sound understanding of the Monitoring and evaluation systems. Strong and dynamic strategic leadership and communication skills. An understanding of the operational environment of the Department and its service delivery imperatives. Extensive knowledge of the Public Service regulatory frameworks, including the Public Finance Management Act, Treasury Regulations and The Public Service Act and Regulations. Strong ability to operationally ensure compliance with legislation and policy development. Programme and project management skills. Proven record of monitoring and evaluation. People management and empowerment skills. Possess experience in stakeholder management, negotiation and corporate governance. Client orientation and customer focus. Professional report-writing skills. Facilitation and co-ordination skills. Knowledge of business and management principles involved in strategic planning and the co-ordination. Strong analytical, innovative and lateral thinking abilities. Strong organisational and conflict management skills.

DUTIES: Co-ordinate and analyse departmental reports on behalf of the HOD. Ensure compliance with all relevant legislative and statutory requirements towards the achievement of departmental service delivery priorities and goals. Develop and implement monitoring systems to track progress and monitor institutional performance and impact. Develop, monitor, promote and co-ordinate the implementation of departmental service delivery plans. Promote co-operative governance with National and Provincial Government. Assume overall responsibility for the management of the office of the HOD. Manage and supervise the staff within the office of the HOD. Ensure proper performance management and development procedures in the office of the HOD and attend to staff growth and development needs. Attend to submissions of and briefings on major policy administrative issues. Report on expenditure performance, provide advice and prioritise support. Manage budget and reporting for office of the HOD. Manage staff performance including disciplinary process.

ENQUIRIES: can be directed to Ms Z. Ndumela at 040-609 5352/5351/5258/5350
NOTE: Preference will be given to Coloured Females and people with disabilities
OTHER POSTS

POST 09/68: ASSISTANT DIRECTOR CONTRACT MANAGEMENT REF NO: COGTA 02/03/2019
(This is a re-advertisement; all candidates that previously applied are encouraged to apply)

SALARY: R356 289 – R419 679. Commencing Salary R356 289 (Level 09)
CENTRE: Bhisho
REQUIREMENTS: An undergraduate qualification (NQF Level 7) in Law or relevant equivalent qualification with 5 years’ experience at supervisory level in contract management environment. Computer Literacy i.e. BAS, LOGIS, Excel, Word, Power point. Etc. Competencies: Knowledge of SCM prescripts i.e. Treasury Regulations, Practise Notes, PFMA, etc.
DUTIES: Draft contracts for the department in reviewing and editing contract documents i.e. SLA, Memorandum of understanding, Memorandum of Agreement, etc. Responsible for updating of the project commitment register. Establishment of project management steering committee. Assist in building up good partnership, contract management, record management and repository system. Assist in matters of performance management through project monitoring. Management of budget, human resources and general administrative. Manage performance of the contracts and recommend consequence management for non-compliance.
ENQUIRIES: can be directed to Ms Z. Ndumela at 040-609 5352/5351/5258/5350

POST 09/69: ASSISTANT DIRECTOR- CORPORATE COMMUNICATION REF NO: COGTA 03/03/2019
(This is a re-advertisement; all candidates that previously applied are encouraged to apply)

SALARY: R356 289 – R419 679. Commencing Salary R356 289 (Level 09)
CENTRE: Bhisho
REQUIREMENTS: A recognized three-year degree in Public Relations/Communication/Journalism or equivalent (NQF level 7) relevant qualification with three years’ working experience in a Communication Services field as a Principal Communication Officer or equivalent ranks. Computer Literacy in (Ms Word, Excel and PowerPoint presentation and Social media skills) are all mandatory. A valid Code 08(EB) drivers’ license is compulsory. Competencies: Knowledge of Public Service framework works relevant to communication and Treasury Regulations/Media Liaison/Public Relations/Protocol and Events Management environment. Good communication Skills (verbal and written).
DUTIES: Implement the Communication, Public Relations, Plans and Strategies. Develop and assist in management of social media production services of the Department. Contribute towards the strengthening of the Government communication machinery by ensuring a synergistic approach to Government campaigns. Assist in the production and distribution of COGTA publications. Responsible for the efficient management of the unit, including the utilization and training of the staff, the maintenance and promotion of sound labour relations and the proper use of State property. Must be prepared to travel throughout the Province and to work on week-ends and public holidays.
ENQUIRIES: can be directed to Ms Z. Ndumela at 040-609 5352/5351/5258/5350
NOTE: Preference will be given to Coloured females.

OFFICE OF THE PREMIER

APPLICATIONS: The Recruitment Centre, Office of the Premier, Private Bag X0047, Bhisho, 5605, Hand Delivery: Room 1013, 2nd Floor, Office of the Premier Building, Independence Avenue, Bhisho.
FOR ATTENTION: Vusumzi Booysen
CLOSING DATE: 22 March 2019
NOTE: Applications must be submitted on the Z83 Form 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 three reference
persons: Name and Contact Numbers. A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the DPSA within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. 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 department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

OTHER POSTS

POST 09/70 : DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT AND CHANGE MANAGEMENT REF NO: OTP 01/03/2019

SALARY : R826 053 - R973 047 per annum (Level 12)
CENTRE : Head Office (Bhisho)
REQUIREMENTS : Advanced Diploma/B. Degree in Industrial Engineering / Industrial Psychology / Public Administration / Human Resource Management, or relevant field at NQF Level 7. Minimum 3 years’ experience as an AD/ supervisory level.
DUTIES : Provide services to diagnose and evaluate institutional effectiveness. Support the development of service delivery models and Organisational structures of provincial departments. Coordinate job evaluation services in the province. Promote and facilitate the implementation of Batho-Pele programmes implement Organisational change and transformation programmes. Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.
ENQUIRIES : can be directed to Mr. V. Booysen / Ms Xesha Tel No: 040 609 6290/6248

POST 09/71 : DEPUTY DIRECTOR: STRATEGIC HUMAN RESOURCES MANAGEMENT & DEVELOPMENT REF NO: OTP 02/03/2019

SALARY : R826 053 - R973 047 per annum (Level 12)
CENTRE : Head Office (Bhisho)
REQUIREMENTS : NQF Level 7 recognized by SAQA/3 year degree/ Advanced Diploma qualification in Human Resources Management /Public Administration. 3 years’ experience at an Assistant Director or similar environment.
DUTIES : Provide services to diagnose and evaluate institutional effectiveness. Support the development of service delivery models and Organisational structures of provincial departments. Coordinate job evaluation services in the province. Promote and facilitate the implementation of Batho-Pele programmes implement Organisational change and transformation programmes. Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.
ENQUIRIES : can be directed to Mr. V. Booysen Tel No: 040 609 6290/6248

POST 09/72 : DEPUTY DIRECTOR: PERFORMANCE MONITORING & REPORTING (CLUSTER CO-ORDINATION) REF NO: OTP 03/03/2019

SALARY : R697 011 - R821 052 per annum (Level 11)
CENTRE : Head Office (Bhisho)
REQUIREMENTS : Three years relevant qualification (NQF 8) in Management Services/Public Administration/ Development Studies (with evaluation experience). Master's
degree as well as a course in M&E would be an advantage. Three (3) years Management experience as an Assistant Director in Monitoring and Evaluation with knowledge and experience of monitoring of clusters to streamline and integrate the work of Government. Knowledge of Provincial Strategic Framework and its guidelines. A valid driver’s license. Knowledge: Knowledge of government policies and programmes. Advanced knowledge of strategy development, management, and monitoring. Advanced knowledge of modern systems of governance and administration. Advanced knowledge of legislative framework and government procedures on public finance, human resource management, transformation. Advanced knowledge of the policies of government of the day. Advanced knowledge of global, regional and local political economic and social affairs impacting on the provincial government.

**DUTIES**
- Assist with the strengthening, monitoring and functionality of Cluster Working Groups. Strengthen and Institutionalize monitoring and evaluation systems within the Province. Provide support with the facilitation and coordination in monitoring of the government priorities through cluster working groups. Provide office support to Cluster coordination unit.

**ENQUIRIES**
- can be directed to Mr. V. Booysen Tel No: 040 609 6290/6248

**POST 09/73**
- **ASSISTANT DIRECTOR: STRATEGIC HUMAN RESOURCES MANAGEMENT & DEVELOPMENT REF NO: OTP 04/03/2019**

**SALARY**
- R444 693 - R523 818 per annum (Level 10)

**CENTRE**
- Head Office (Bhisho)

**REQUIREMENTS**

**DUTIES**
- Facilitate, support and monitor the implementation of PMDS and the HRD strategies. Provide support to departments on human resource planning and talent management. Facilitate the development and implementation of provincial policies and strategies relating to employment relations and employee wellness.

**ENQUIRIES**
- can be directed to Mr. V. Booysen Tel No: 040 609 6290/6248

**POST 09/74**
- **ASSISTANT DIRECTOR: STRATEGIC SKILLS DEVELOPMENT COORDINATION REF NO: OTP 05/03/2019**

**SALARY**
- R356 289 - R419 679 per annum (Level 09)

**CENTRE**
- Head Office (Bhisho)

**REQUIREMENTS**
- NQF Level 7 in Bachelor’s degree as recognised by SAQA in Human Resource Management or equivalent. At least 3 years’ experience in related field. Knowledge: High-level working knowledge of Project Management High-level working knowledge of HR legislation.

**DUTIES**
- To support the facilitation and the development of the provincial skills development strategy and mobilise funding. Support the implementation of the provincial skills development strategy. Support the coordination and monitoring the placement of youth in workplaces to enable them to gain experiential learning.

**ENQUIRIES**
- can be directed to Mr. V. Booysen Tel No: 040 609 6290/6248
PROVINCIAL TREASURY

The Provincial Treasury in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

APPLICATIONS

Post to: The Director: Human Resources Services, Eastern Cape Provincial Treasury, Private Bag X0029, Bhisho, 5605. Hand Delivery: Human Resources Section, Provincial Treasury, Room No: 3052 3rd Floor: Tyamzashe Building, Bhisho

FOR ATTENTION

Ms Bonelwa Nday

CLOSING DATE

22 March 2019

NOTE

Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to www.dpsa.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver’s license (where applicable) and Identity Document (with an original certification stamp) The Z83 form must be signed by an original signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. For SMS post: Females and people with disabilities are encouraged to apply and will be given preference and short listed candidates will be required to undergo competency assessments. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Provincial Treasury welcomes people with disabilities and they may be given preference. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted. For all posts people with disabilities will be given preference.

MANAGEMENT ECHelon

POST 09/75

CHIEF DIRECTOR: HUMAN RESOURCE AND FACILITIES MANAGEMENT

REF NO: PT 01/03/2019

Purpose: To manage and facilitate the provision of Human Resource, Facility Services and the Coordination of HR Utilisation and Development Programmes in the Department. The chief directorate is responsible to provide an internal enabling environment and support service to other programs with regard to: Human resource management and development, records management in the department and security and facilities management

SALARY

R1 189 338 per annum (Level 14)

CENTRE

Bhisho

REQUIREMENTS

A Three year degree (NQF Level 7 as recognised by SAQA) in Public Administration/Public Management/Industrial Psychology/Social Science/Human Resource Management or any other related field. A post graduate qualification in any of the mentioned fields or management sciences will be advantageous. At least 8 years’ experience in Human Resource Management/Corporate Management (relating to the key performance areas) of which 5 years’ experience at a Senior Managerial level. Knowledge and Skills: In depth understanding and knowledge of legislative framework that governs the Public Service, Human Resource Organisational Strategy, and Change Management. HR Planning, monitoring evaluation and Reporting, Business Process Reengineering, Management of Remuneration, Talent Management, Job Profiling and Evaluation, Human Resource Utilisation and Development. Managing Coaching and

DUTIES:

Oversee the management and Provision of Human Resource Administration, OD & Change Management Programmes: Oversee the provisioning of recruitment, selection and appointment of employees. Ensure development and implementation of human resource management practices, policies, processes and procedures. Oversee the development, implementation and submission of HR Plan. Oversee the provisioning of Conditions of Service in the department. Ensure the management of Human Resource Information Systems. Oversee the coordination, monitoring, reporting and implementation of Organisational Development, Change Management Programmes and Human Resource Planning. Oversee the Management and Coordination of Human Resource Utilisation and Development Programmes: Oversee the provision of Labour Relation services. Oversee the coordination and facilitation of Performance Management and Development programmes. Oversee the development, implementation and submission of Human Resource Development Strategy. Oversee the coordination and provision of Employee Wellness programmes. Oversee the Management, Monitoring and Provisioning of Security Management, Office Support and Auxiliary Services: Ensure the management, monitoring and provisioning of security Management Services. Oversee the management, monitoring and provisioning of Office. Ensure the Implementation and Management of Risk, Finance and Supply-Chain Management Protocols and Prescripts in Area of Responsibility: Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit’s assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections. Manage Area of Responsibility: Review Human Resource and Facilities Management performance and make recommendations to improve the efficiency and effectiveness of the Human Resource and Facilities Management. Report on Human Resource and Facilities information as required by internal and external stakeholders. Supervise and co-ordinate the effective and efficient running and management of the Unit. Develop and implement service delivery improvement programmes. Develop and supervise the implementation of the Unit's Annual Operational Plans. Monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that Performance Agreements and Personal Development Plans are developed and implemented for all staff in the Unit within set timeframes. Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes. Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is according to laid down policy and procedure. Ensure the implementation and management of Risk, Finance and Supply-Chain Management protocols and prescripts in area of responsibility.

ENQUIRIES:

can be directed to Ms B Ndayi Tel No: 040 1010 072/071

OTHER POSTS

POST 09/76:

DEPUTY DIRECTOR: FINANCIAL ACCOUNTING AND REPORTING REF NO: PT02/03/2019

Purpose: To manage the effective implementation of Accounting Practices to Provincial Departments.

SALARY:

R697 011 annum (Level 11)

CENTRE:

Bhisho

REQUIREMENTS:

A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 as assessed by a recognised university) in Financial
Management/Financial accounting/Public Finance plus Minimum of 5 years' experience in Finance or related field of which 3 years must have been at an Assistant Director level in Accounting environment. Skills: Understanding and ability to apply legislative prescripts: In depth understanding and application of Human Resource Policies and Regulations. BAS System, LOGIS system and PERSAL System. Computer Literate. Corporate communications, Leadership, Managing of Financial Resources, Interpersonal Skills, Change Management, Planning and Execution.

DUTIES: Manage The Monitoring and Reporting of the Preparation of Annual Financial Statements and Implementation of Audit Intervention Plans: Provide support to provincial departments and report in accordance with relevant accounting policies and guidelines. Review the achievement of milestones on AIP and AFS plan. Review AFS interim reports and provide feedback to departments. Report on the analysis thereof. Support Provincial Departments with Irregular Expenditure: Provide input into the Project Plans developed by provincial departments to implement measures to prevent irregular expenditure, identify and condone existing irregular expenditure. Provide Technical Support to Provincial Departments and Public Entities: Conduct analysis and review books of accounts and manage the implementation of suspense related Treasury Instructions to clear those accounts and report and review accordingly. Monitor the adherence to reporting requirements in terms of section 32 of the Provincial Finance Management Act & Circular 1 and 3 of 2010 and report accordingly. Consolidate, prepare and submit Annual Financial Statements to Auditor General and respond to audit queries thereof. Identify inter-departmental balances, prepare and submit consolidated Annual Financial Statements to Auditor General. Manage Area of Responsibility: Co-ordinate the effective and efficient running and management of the Unit. Develop and implement service delivery improvement programmes. Develop and co-ordinate implementation of the Unit’s Annual Operational Plans, monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is according to laid down policy and procedure.

ENQUIRIES: can be directed to Ms B Ndayi Tel No: 040 1010 072/071

POST 09/77: DEPUTY DIRECTOR: MUNICIPAL BUDGET & INSTITUTIONAL GOVERNANCE REF NO: PT03/03/2019

Purpose: To ensure the monitoring and the implementation of the Budgeting Frameworks, Governance Frameworks compliance with Financial Management, Annual Reporting Frameworks and provide guidance and support to Municipalities.

SALARY: R697 011 per annum (Level 11)

CENTRE: Bhisho

REQUIREMENTS: A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 with a minimum total of 120 credits as assessed by a recognised university) in Financial Management/Financial accounting plus Minimum of 5 years’ experience in Finance or related field of which 3 years must have been at an Assistant Director level. Previous experience in monitoring or working in Municipal environment is essential.

DUTIES: Monitor And Provide Specialist Support on Budget Planning and Implementation: Conduct workshops of municipal staff on the MFMA Budget Circulars, Municipal Budget Regulation & Reporting, and Budget Schedules (Schedule A). Reviews budgets assessment report on an annual basis and provide comment and feedback to municipalities. Review and submit a tabled budget assessment report with findings and recommendations for each municipality. Engage municipalities in municipal benchmarking exercise on all tabled and adopted budgets. Support municipalities in ensuring that findings and recommendations on assessed tabled budgets are incorporated into the budgets prior to adoption. Provide feedback report on assessed adopted budget to each municipality. Compile consolidated budget assessment report on tabled and adopted budgets by municipalities. Review and provides feedback report on the Budget Process Plan submission. Monitor the implementation of Budget Process Plan. Conduct workshops of municipal staff on the Municipal Budget Regulation & Reporting and Schedule C. Review analyses of monthly, quarterly and mid-year reports to identify municipal
financial problems and prepare feedback report to municipalities. Monitor and support the implementation of corrective measures. Conduct workshop of municipal staff on the Municipal Budget Regulation & Reporting and Schedule B for preparation of adjustment budget by municipalities. Support municipalities in aligning the budget tables with budget returns. Monitor and report the implementation of recommendations of assessment report for Financial Management Capability Maturity Model (FMCM). Monitor And Support Municipalities on Governance and Institutional Management, in line with MFMA requirements: Assess MFMA implementation, compile and submit reports. Monitor, evaluate and report on Risk Management and Internal Audit compliance and facilitate the implementation of corrective measures. Conduct and compile assessment reports on governance and compliance structures and assist municipalities to implement recommendations. Support municipalities to establish appropriate governance and compliance structures, systems and processes and review the effectiveness and functionality of these structures on a quarterly basis. Review and assess Municipal Budget and Treasury Office Structures quarterly, and report on vacancies in financial management activities. Assist municipalities in the implementation of approved financial recovery plans. Prepare workshop plan and coordinate rolling out of training as per the approved Training Plan to address challenges in municipalities directorate. Develop and implement service delivery improvement programmes. Develop and supervise the implementation. Manage Area of Responsibility: Supervise and co-ordinate the effective and efficient running and management of the directorate’s Annual Operational Plans monitor and report on the implementation thereof monthly, quarterly and annually (Effective Performance Management). Ensure that performance agreements and development plans are developed and implemented for all staff in the directorate within set timeframes. Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes. Assess knowledge and technical capabilities of directorate officials to support training and development of skills. Preparing and presenting quarterly operational reports to the relevant key stakeholders.

ENQUIRIES: can be directed to Ms B Ndayi Tel No: 040 1010 072/071

POST 09/78: DEPUTY DIRECTOR: MACRO ECONOMIC ANALYSIS REF NO: PT04/03/2019
Purpose: To manage and monitor economic parameters and socio-economic imperatives within a provincial departments.

SALARY: R697 011 per annum (Level 11)

CENTRE: Bhisho

REQUIREMENTS: A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 with a minimum total of 120 credits as assessed by a recognised university) in Economics / Financial Accounting and or related field coupled with Minimum 5 years’ experience in Economics or a related field of which 3 years must have been at an Assistant Director level in economics environment. Knowledge and Skills: In depth understanding of legislative framework that governs the Public Service. Knowledge & application of PFMA, Risk management policies and practices, Supply Chain Management policies and practices. Strategic Capability and Leadership. Programme and Project Management. Budget and Financial Management, Change Management, Knowledge Management, Project Management, Information Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy and Data analysis and research.

DUTIES: Manage The Directorate Responsible for Developing a Realistic and Sustainable Fiscal Framework for the Province: Conduct analysis on the key economic variables, their inter-relation and relevance for the budget. Conduct analysis on the potential and constraints for growth and development and their interaction with governmental spending and revenue patterns/trends. Recommend alternative budgeting and expenditure impact scenarios on selected key economic growth and development indicators (provincial economic review). Monitor the impact of previous fiscal policy objectives on selected economic variables. Monitor and
manage institutional coordination and sector integration. Provide Strategic Leadership in the Planning and Implementation of a Credible and Sound Revenue Budget: Facilitate and coordinate the medium term revenue planning process. Coordinate the inputs for the provincial revenue strategy. Provide support and coordinate the effective and efficient development of provincial revenue. Conduct analysis to assess revenue trends; and Compile revenue reports.

Provide Technical Assistance and Training in the Application of Economic Analysis in the Province: Monitor capacity in the area of macro-economic analysis. Render Support In The Equitable Shares and Conditional Grant Applications. Assist in the determination of finance envelop for the MTEF.

ENQUIRIES : can be directed to Ms B Ndayi Tel No: 040 1010 072/071

POST 09/79 : ASSISTANT DIRECTOR: OD CHANGE MANAGEMENT & HR PLANNING REF NO: PT05/03/2019

Purpose: To facilitate the implementation of Organisational Development Interventions, Change Management Programmes, HR Planning Services and Employment Equity in the Department.

SALARY : R356 289 per annum (Level 09)

CENTRE : Bhisho


department: Facilitate the development, review, implementation and maintenance of human resource plan and employment equity plan in the department. Coordinate quarterly meetings. Draft HR Plan quarterly reports and Job Access reports. Assist in conducting analysis of existing HR delegations. Draft HR delegations report and submission to stakeholders. Render secretarial services in the committee services in the HR Assessment Committee. Facilitate the completion of HR assessment results templates. Manage area of Responsibility: Prepare progress report on compliance matters and submit report to OTP. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP’s) for all subordinates are developed and implemented timeously. Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates.

ENQUIRIES: can be directed to Ms B Ndayi Tel No: 040 1010 072/071

DEPARTMENT OF PUBLIC WORKS

The Department of Roads and Public Works in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

APPLICATIONS: Hand Delivery: Room 2-09, second Floor, Corner of Siwani and Independence Avenue, Qhasana Building, Bhisho, Post to: The Director: HR Practices and Administration, Department of Public Works, Private Bag X0022, Bhisho, 5605.

FOR ATTENTION: Ms N.H Malgas

CLOSING DATE: 22 March 2019

NOTE: Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department go to www.dpsa.gov.za/ or http://eclgta.ecprov.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver’s license (where applicable) and Identity Document (with an original certification stamp) The Z83 form must be signed by an original signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Office of The Premier welcomes people with disabilities and they may be given preference. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted.

OTHER POSTS

POST 09/80: ASSISTANT DIRECTOR: ACQUISITIONS AND DISPOSALS REF NO: DPW 01/03/2019

SALARY: R356 289 per annum (Level 09)

CENTRE: Head Office Immovable Asset Management (Bhisho)

REQUIREMENTS: A recognised Bachelor’s Degree / National Diploma in Real Estate (Property Valuation) with at least 4 years’ appropriate experience in property valuations of which 3 years must be at a supervisory level. Must be Registered with The South African Council for Property Valuers Profession in terms of the Property Valuers Profession Act, 2000 (Act 47 of 2000) as a Professional Valuer or Professional
Associated Valuer. A valid driver’s license. Skills and Knowledge: Knowledge of valuation of various types of properties, valuation methods and applicable legislation such as: PFMA, PVA, GIAMA, MPRA, Expropriation Act 63 of 1975 (as amended) and Act 108 of 1996 (Constitution). Effective communication, Project planning, Advanced report writing, Computer literacy, Planning and organizing, Diplomacy, Interpersonal problem solving and presentation skills, Innovative, Creative, Hardworking, Self-motivated, Ability to work under pressure, Ability to communicate at all levels, Analytical thinking, Conflict resolution and Self Starter. Willingness to work longer hours and adapt to work schedules in accordance with professional requirements.

DUTIES: Assist in the managerial functions. Valuations: Conduct valuation of various properties. Determine market rentals for state and privately-owned properties and verify rentals for privately owned properties for lease purposes by applying the relevant methods of valuation. Evaluate valuation reports submitted by Valuers in private practice by checking that the valuation has been done according to sound valuation principles and methods. Office administration: Participate in procurement processes for procurement of private Valuers and related duties. Liaise and interact with Service Providers and facilitate skills transfer. Ensure effective records maintenance on the record and filing management system. Ensure effective utilization of resources allocated. Research and development: Keep up with property market trends. Research/literature on valuation techniques and procedures; Liaise with relevant bodies/councils on property valuations. Assist in reviewing and contesting municipal valuations on state owned properties, lodge objections where necessary to enable savings on municipal rates levied. Represent the Department in valuation disputes and relevant fora. Assist in driving the mentorship programme for Candidate Valuers and associated initiatives. Promote the interest of the Valuer’s profession in general.

ENQUIRIES: can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140

POST 09/81: CONTROL WORKS INSPECTOR: INSPECTORATE SERVICES REF NO: DPW 02/03/2019

SALARY: R356 289 per annum (Level 09)
CENTRE: Chris Hani Regional Office Buildings, Education (Queenstown)

DUTIES: Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and follow-up. Facilitate, co-ordinate and control the implementation of new works, repair and renovation and maintenance. Ensure that the relevant project documentation for new and existing structures is compiled. Manage the activities of contractors and consultants. Gather and submit information in terms of the extended public works program.

ENQUIRIES: can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140

POST 09/82: CHIEF SECURITY OFFICER: FACILITIES MANAGEMENT REF NO: DPW 04/03/2019

SALARY: R299 709 per annum (Level 08)
CENTRE: Sarah Baartman Regional Office (Port Elizabeth)
**REQUIREMENTS**

A Bachelor’s Degree or National Diploma in Security Management/ Policing / Law with a minimum of 5 years’ experience in the security field of which 3 years should be on supervisory level. Registration with PSIRA at (Grade B). A Valid Code B drivers license. Knowledge and Skills: Knowledge of Control of access to Public Premises and Vehicle Act (Act 53 of 1985, MISS, MPSS, Firearm control Act, OHS Act, Criminal Act, Act 53 of 1977, Constitution of the Republic of South Africa and any other security legislations. Knowledge of PSIRA Compliance. Ability to liaise with security stakeholders. Good Investigating Skills and problem solving skills. Sound leadership skills. Must be able to take decisions in the absence of the Head of Security. Good organizational, planning and team building skills. Excellent communication and interpersonal skills. Computer Literacy.

**DUTIES**

Reporting of Security breaches. Ensure that physical security measures (machines, turnstiles) are functioning properly. Control and supervise staff: Administer basic human resources matters e.g. discipline, leave etc. Conduct investigations and provide report to the Control Security Officer. Ensure that inspection of the internal building, premises and perimeter fence is performed. Liaise with all security stakeholders. Ensure all departmental and security policies and procedures are implemented. Perform security management duties as delegated. Conduct and co-ordinate monthly meeting with staff and in-service training for security personnel at the regional office. Report incidents and irregularities to Control Security officer. Conduct risk analysis in the building and camps. Follow up incidents or irregularities discovered when perusing.

**ENQUIRIES**

can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140

**POST 09/83**

ENGINEERING TECHNICIAN - GRADES A: PROFESSIONAL SERVICES REF NO: DPW 03/03/2019

**SALARY**

R293 652 per annum

**CENTRE**

Chris Hani Regional Office Buildings (Queenstown)

**REQUIREMENTS**


**DUTIES**

Render technical services: Assist Engineers, Technologists and associates in field, workshop and technical office activities, Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; and Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Perform administrative and related functions: Provide inputs into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; and Supervise and control technical and related personnel and assets. Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; and liaise with relevant bodies/councils on engineering-related.

**ENQUIRIES**

can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140

**POST 09/84**

WORKS INSPECTOR: INSPECTORATE SERVICES (REF NO: DPW 05/03/2019 HEALTH, REF NO: DPW 06/03/2019 EDUCATION) (X2 POSTS)

**SALARY**

R196 407 per annum (Level 06)

**CENTRE**

Chris Hani Regional Office, Buildings (Queenstown)

DUTIES: Render a basic inspection service of work done on minor new and existing structures on a project basis. Analyze and compile relevant documentation for work to be done on minor new and existing structures. Oversee the work of contractors. Gather and submit information in terms of the extended public works programme (EPWP).

ENQUIRIES: can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140

POST 09/85: SENIOR SECURITY OFFICER: FACILITIES MANAGEMENT REF NO: DPW 07/03/2019

SALARY: R163 563 per annum (Level 05)

CENTRE: Chris Hani Regional Office, Fixed Asset Management (Queenstown)

REQUIREMENTS: Grade 12 with 4 years’ relevant experience of which two years must be administrative duties and security services. Registration with PSIRA Grade B and A valid driver’s license.

DUTIES: Control and supervise staff under span of control. Administer Human resources matters e.g. Discipline, leave, shift allowance etc. Conduct preliminary investigation of the alleged incidents and irregularity or security breaches. Ensure that all security duties in the region are performed and report matters to the chief security officer. Conduct and Coordinate monthly meetings with the security staff members. Implement and monitor employee performance management in line with PMDS policy.

ENQUIRIES: can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140

DEPARTMENT OF SOCIAL DEVELOPMENT

The Department of Social Development in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

APPLICATIONS: Post to: Head Office: Hand Delivery: HR Beacon Hill Office Park, corner of Hargreaves Road and Hockey Close, King William’s Town, for the attention of Ms. Njaba or Post to The Head of Department: Social Development, Private Bag X0039, Bhisho, 5605 Enquiries can be directed to Ms Z. Moyeni at 043 605-5049 / Ms A. Njaba 043 605-5101/ Mr M. Madonci 0436055110. Joe Gqgabi: The District Coordinator, Department of Social Development and Special Programmes, Private Bag X 1002, Aliwal North or hand delivered at Aliwal North Spar Hotel, Dan-Pienaar Street, Aliwal North Enquiries may be directed to Ms N. Duba at 051 633-1616

CLOSING DATE: 22 March 2019 @14:00

NOTE: Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at http://www.info.gov.za/documents/forms/employ.pdf which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver’s license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the
application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to 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). Preference will be given to persons with disabilities.

**MANAGEMENT ECHELON**

**POST 09/86**

**SALARY**

R1 005 063 per annum (Level 13)

**CENTRE**

Provincial Office

**REQUIREMENTS**

Grade 12 plus a B. Degree in Public Administration/ Social Science or equivalent qualification coupled with ten (10) years relevant of which five (5) years’ work experience must be at a Middle Management position. A valid driver’s license is essential. Competencies: Dynamic strategic leadership and communication skills. An understanding of the operational environment of the Department and service delivery imperatives. Extensive knowledge of the Public Service regulatory frameworks, including the Public Finance Management Act, Treasury Regulations and Public Service Act and Regulations. The proven ability to operationally ensure compliance with legislation and policy development at National and Provincial level. Programme and project management skills. People management and empowerment skills. Demonstrable experience in stakeholder management, negotiation and corporate governance. Client orientation and customer focus.

**DUTIES**

Assume overall responsibility for the overall efficient management of the office of the HOD. Ensure compliance by the office of the HOD. Co-ordinate departmental reports on behalf of the HOD. Assist the HOD in coordinating the implementation and monitoring of executive/top management decisions. Ensure that Annual Performance Plans and Operational Projects are executed effectively. Promote cooperative governance with National and Provincial Government. Assist the HOD in the collation of strategic and operational plans as well as performance reports. Attend to submissions of and briefings on major policy administrative issues. Draft correspondence and ensure provision of secretarial services of all meetings. Develop and maintain a correspondence and records management system of the Office. Assist with strategic and business planning processes for the Branch. Co-ordinate communication with all stakeholders and customers. Assist in collation of reports pertaining to human, financial and material resources attached to the Office of the HOD. Act as a Responsibility Manager for the Office of the HOD. Facilitate the linkage between the Office of the HOD and the Office of the Executive Authority. Manage and supervise the staff within the office of the HOD. Ensure proper permanence management and development procedures in the office and attend to staff growth and development needs. NB preference will be given to persons with disabilities.

**ENQUIRIES**

may be directed to Ms Z. Moyeni Tel No: 043 605 5049
POST 09/87

ASSISTANT DIRECTOR: EXPANDED PUBLIC WORKS PROGRAMME:
SOCIAL SECTOR COORDINATION
REF NO: DSD 02/03/2019 (X1 POST)
(1 Year renewable contract)

SALARY: R356 289 per annum (Level 09)
CENTRE: Provincial Office

REQUIREMENTS:
Grade12/Senior Certificate plus an appropriate tertiary qualification at NQF 7 in Social Sciences/Public Administration /Management or equivalent Qualification OR relevant Post-Matric Certificate of RPL (as assessed and awarded by a Recognised Accredited Institution of Learning with a minimum of 120 credits at NQF Level 7 - with at least five years’ relevant experience in Expanded Public Works Programme). A Valid South African Driver’s license. Competencies: Knowledge of the Expanded Public Works Programme (EPWP) or Public Employment Programmes. An understanding of government legislation, policies and procedures. Good communication skills. Innovative thinking ability as well as problem-solving. Sound inter-personal and organisational skills. Sound personal values in terms of honesty, integrity and confidentiality.

DUTIES:
Liaise with public bodies to increase their investments in poverty alleviation programmes. Assist public bodies to ensure EPWP programmes and projects are mainstreamed in department programmes. Ensure public bodies contribute towards sectoral plans. Ensure that training and development form key aspects of sectoral plans. Establish sectoral committees and ensure they are functional. Collect and collate reports from sectoral committees. Contribute towards the realisation of EPWP targets and public bodies report utilising the EPWP reporting tools.

ENQUIRIES may be directed to Ms Z. Moyeni Tel No: 043 605 5049

POST 09/88

ASSISTANT DIRECTOR: EXECUTIVE SUPPORT TO THE OFFICE OF THE HOD
REF: DSD03/03/2019 (X1 POST)
(Re-advertisement)

SALARY: R356 289 per annum (Level 09)
CENTRE: Provincial Office

REQUIREMENTS:
A relevant National Diploma/Bachelor’s Degree. A minimum of 5 years’ experience of which 3 years’ must be at a supervisory level and experience in administration. A valid EB driver’s license code will be an added advantage. Competencies: Knowledge of administrative functioning and understanding of the Public Service Structure, PFMA, Treasury Regulations and PSR. Skills: Organizing, Planning, Minute taking, Problem solving, Analytical, Computer literacy, Time management, Conflict Management, Decision making, Interpersonal relations, communication (Verbal/ written), Self-discipline, be able to cope under pressure, Policy analysis and development.

DUTIES:
Provide executive secretariat duties to meetings (Top Management and Executive Meetings). Liaise with internal and external stakeholders and assist in conducting research pertaining to parliamentary and ministerial enquiries. Provide administrative support services to the Office of the HOD. Update and maintain detailed commitment register. Compile memorandums, submissions, letters and minutes. Ensure recording of incoming and outgoing correspondence, delivery and safe keeping of documents and receive, screen and prioritize documents for attention. Initiate the request for the procurement of goods and services for the component. Monitor component assets by means of asset register. Assist in Coordinating inputs for submission of monthly reports, assist in compilation of budget submissions for the office of the HOD and render advice and guidance within the office. Initiate the request for the procurement of goods and services for the component. Ensure the effective and efficient management of staff.

ENQUIRIES may be directed to Ms Z. Moyeni Tel No: 043 605 5049
POST 09/89  :  ASSISTANT DIRECTOR: HRA, RECRUITMENT, PMDS & TRAINING  REF NO: DSD04/03/2019
(Re-advertisement)

SALARY :  R356 289 per annum (Level 09)
CENTRE :  Joe Gqabi: District Office
REQUIREMENTS :  B. Degree/National Diploma in Human Resource Management OR Public Management OR Equivalent qualification with 5 years relevant experience of which three years must be at supervisory level or Grade 12 with ten (10) years’ experience in Human Resource of which three years must be at supervisory level. A valid South African driver’s license is a prerequisite. Computer Literacy. Knowledge of Persal. Competencies: Knowledge and understanding of the PFMA, Treasury Regulations, Public Service Act, LRA, BCEA, Public Service Regulations and relevant Government Regulations and Policies. Sound knowledge of Human Resource Policies, Strategies and related matters. Knowledge of PMDS. Knowledge of Budgeting Processes in the Government, ability to work extended hours. Strategic capability, analytical and negotiation skills. Knowledge of disciplinary procedure and code and relevant legislation, Good written and oral communication skills, customer care, people management, change management, coordination and planning. Strong planning skills, sound interpersonal and conflict management skills.


ENQUIRIES :  may be directed to Ms N. Duba at 051 633-1616

POST 09/90  :  SENIOR DATA CAPTURER: EPWP  REF NO: DSD05/03/2019 (X1 POST)
(1 Year Contract)

SALARY :  R299 709 per annum
CENTRE :  Head Office
REQUIREMENTS :  Grade12/Senior Certificate plus an appropriate tertiary qualification at NQF level 7 in Social Sciences/Public Administration/Management/Information Management Systems/Marketing or equivalent qualification OR relevant Post-Matric Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF level 7 – with at least three years’ relevant experience within relevant experience in the socio-economic developmental field). A Valid South African Driver’s license. Competencies: Knowledge of the Public Employment Programmes or Expanded Public Works Programme (EPWP). An understanding of government legislation, policies and procedures. Must be good in excel spread sheets backed by sound numerical and analytical knowledge. Good communication skills. Innovative thinking ability as well as problem-solving. Sound inter-personal and organisational skills. Sound personal values in terms of honesty, integrity and confidentiality.

DUTIES :  Provide technical support in the collection and collation of reports from all Departmental Programmes and Districts. Contribute towards the realisation of EPWP targets utilising the EPWP reporting tools. Provide exception reports on data received and captured. Develop lists of EPWP reports expected. Ensure accurate and consistent capturing of projects and work opportunities. Reconcile reports received vs expected and advise management on outstanding reports. Provide technical support in the capturing of all allocated EPWP projects and work opportunities from Programmes and Districts. Assist with the preparation of inputs to meet Department’s reporting mandate. Conduct data quality assurance.

ENQUIRIES :  may be directed to Ms Z. Moyeni Tel No: 043 605 5049
POST 09/91: ADMIN ASSISTANT: CONDITIONAL GRANT REF NO: DSD06/03/2019 (X1 POST)  
(1 Year Contract)  
(Re-advertisement)

SALARY: R196 407 per annum

CENTRE: Head Office

REQUIREMENTS: Grade 12 plus B. Degree/National Diploma/relevant qualification in Administration with at least 0-2years experience/Senior Certificate with five (5) year’s relevant experience. Computer literacy. Competencies: Excellent interpersonal communication skills (both written and verbal). Ability to work as a team. Ability to meet tight deadlines. Good at prioritizing tasks to make sure that multiple deadlines are met.

DUTIES: Responsible to assist in ensuring that project contracts and bids are complete and filed on time. Responsible for coordinating activities such as answering telephones, taking messages and following up with customers, sorting mails, managing records, filing, copying, scanning, monitoring expenses, ordering supplies, organize workshops and meetings and arrange travels.

ENQUIRIES: may be directed to Ms. Z. Moyeni Tel No: 043 605 5049

POST 09/92: ADMIN CLERK: EPWP REF NO: DSD07/03/2019 (X1 POST)  
(1 Year Contract)

SALARY: R163 563 per annum (Level 05)

CENTRE: Head Office

REQUIREMENTS: Senior Certificate/ equivalent qualification with 0 2-year relevant experience in administration. Computer literacy. Competencies: Good understanding of Public Service rules, policies and regulations. Knowledge of PFMA and Treasury Regulations. Extensive computer literacy. Knowledge of general administration in the Public Service. Good understanding of procure to pay operations. Excellent communication skills and analytical ability

DUTIES: Render general clerical support services. Provide supply chain clerical support services within the EPWP Office. Provide personnel administration clerical support services within the EPWP Office. Provide financial administration support services in the EPWP Office.

ENQUIRIES: may be directed to Ms. Z. Moyeni Tel No: 043 605 5049

DEPARTMENT OF TRANSPORT

The Department of Transport in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

APPLICATIONS: Kindly forward your application to the relevant center where the post location is indicated in the advert and posts must be hand delivered to the relevant centers as indicated in the advert. Posts for Graff Reinnet to be forwarded to Grahamstown Office. Should be directed to The Department of Transport Post to: The Acting Senior Manager: HRM, Department of Transport, Private Bag X0023, Bhisho 5605 or Hand Delivery: Office no. A48, 32 Flemming Street, Stellenbosch Park, Schornville, King William’s Town

- Sarah Baartman: Private Bag X6010, Port Elizabeth, 6000 or hand delivery: 1ST Floor Absa Building, Goven Mbeki
- Chris Hani: Private Bag X7185, Queenstown, 5320 or hand delivery: 92 Carthcart Road, Sanlam Building
- Joe Gqabi: Private Bag X1001, Aliwal North, 9750 or hand delivery: 29 Queen Terrace Street, Public Works Building
- O.R. Tambo District: Private Bag X5036, Umtata, 5099 or hand delivery: 7th Floor, Room 36, Botha Sigcawu Building
- Alfred Nzo: Private Bag X3561, Kokstad, 4700 or hand delivery: 188 Ngqubusi Street, Maxesibeni
**Grahamstown:** Hand Delivery Room 2094, Department of Transport, 1st Reynold's Street, Industrial Area, Grahamstown. Post to: Department of Transport, Private Bag X1605, Grahamstown, 6140. Enquiries: Mr. M Ngcobo / Mrs N, Nyamakazi 043 604 7455 / 7458.

**FOR ATTENTION:** The Acting Director-HRM

**CLOSING DATE:** 22 March 2019 @ 14:00

**NOTE:** Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at [http://www.info.gov.za/documents/forms/employ.pdf](http://www.info.gov.za/documents/forms/employ.pdf) which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to 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). Persons with disability are encouraged to apply.

**OTHER POSTS**

**POST 09/93**

**ASSISTANT DIRECTOR: TECHNICAL ADMINISTRATION (X3 POSTS)**

(1 Year Contract)

**SALARY**

R356 289 per annum (Level 09)

**CENTRE**

Head Office Ref No: DOT01/03/2019 (X2 Posts)

OR Tambo Ref No: DOT02/03/2019 (X1 Post)

**REQUIREMENTS**


**DUTIES**

Provide Administrative support services: Monitor the implementation of road policies, norms and standards. Monitor the roads maintenance management system. Manage the roads manual and electronica records. Provide financial and procurement support services: Monitor the overall roads budget. Render technical support in respect of tender documents management. Render technical support in provision of effective contract management. Provide effective client services: Coordinate regional roads maintenance services. Maintain public complaints database. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the sub- Directorate. Manage daily employee performance and
ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

**ENQUIRIES**

can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

**POST 09/94**

**ASSISTANT DIRECTOR: CONTRACTS AND PROJECTS MONITORING SERVICES REF NO: DOT03/03/2019 (X2 POSTS)**

(1 Year Contract)

**SALARY**

R356 289 per annum (Level 09)

**CENTRE**

Head Office – K.W.T

**REQUIREMENTS**

LLB Degree/ B-Com in Accounting, 3-5 years’ experience in Supply Chain Management dealing with contracts. Competencies: Analytical and critical skills. Computer application. Technical Knowledge in corporate governance and finance.

**DUTIES**

Provide knowledge and advice on contract development, management and review. Provide advice and guidance to the department on development of contracts. Scrutinise all contracts that are already in existence. Implement the contract management strategy. Communicate contract management strategy to all sections in the department. Identify gaps on contracts and facilitate review of them. Ensure effective management of all contract documents. Provision of knowledge and advice on project identification, development, implementation, management and review Participate in the development of project management strategy. Coordinate identification of projects by respective chief directorates. Assist directorates with project development and implementation. Identify and develop project management tools. Monitor and evaluate implementation of project management tools. Development of a public, private partnership framework. Participate in the development of public, private partnership framework coordinate implementation of public, private partnership framework. People management Manage the development, motivation and utilization of human resources for the sub directorate to ensure competent knowledge base for the continued success of the sub directorate. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub directorate objectives.

**ENQUIRIES**

can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

**POST 09/95**

**CIVIL ENGINEERING TECHNOLOGIST (X2 POSTS)**

(1 Year Contract)

(Out sourced transport infrastructure maintenance, professional and laboratory services)

**SALARY**

R298 050 per annum (OSD)

**CENTRE**

Chris Hani Ref No: DOT04/03/2019 (X1 Post)

Alfred Nzo Ref No: DOT05/03/2019 (X1 Post)

**REQUIREMENTS**

Bachelor of Technology in Engineering (B Tech) or relevant qualification; Valid driver’s license; Registration with ECSA as an Engineering Technologist in training is compulsory upon appointment; No previous experience required. Competencies: Technical: Project management; Technical design and analysis knowledge; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Networking; Professional judgement; Generic: Problem solving and analysis; Decision making; Team work; Creativity; Self-management; Customer focus and responsiveness; Communication; Computer skills; Planning and organising. Job Purpose: To provide technical advice and support by applying engineering principles and techniques to address engineering challenges through research, design, planning, measurement and testing under supervision.

**DUTIES**

Provide technological advisory services: Support Technologists and associates in field, workshop and office activities; Adhere to safety standards in line with statutory and regulatory requirements; Provide inputs into existing technical manuals, standard drawings and procedures; Provide technical assistance to solve broadly defined technological challenges through application of proven techniques and procedures; Provide inputs into the development, maintenance and management of current technologies; and Support the identification and optimisation of solutions by applying engineering principles. Perform
administrative and related functions: Compile and submit reports as required; Provide inputs to the technical/engineering operational plan; and Develop, implement and maintain databases; Research and development: Keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; To liaise with relevant bodies/councils on engineering-related matters; and Follow approved programme of development for registration purposes.

ENQUIRIES : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

POST 09/96 : MECHANICAL ENGINEERING TECHNOLOGIST REF NO: DOT06/03/2019
(1 Year Contract)

SALARY : R298 050 per annum (OSD)
CENTRE : Head Office (K.W.T)
REQUIREMENTS : Bachelor of Technology in Mechanical Engineering (B Tech) or relevant qualification; valid driver’s license; Registration with ECSA as an Engineering Technologist in training is compulsory upon appointment; No previous experience required. Competencies: Technical: Project management; Technical design and analysis knowledge; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Networking; Professional judgement. Generic: Problem solving and analysis; Decision making; Team work; Creativity; Self-management. Customer focus and responsiveness; Communication; Computer skills; Planning and organising. Job Purpose: To provide technical advice and support by applying engineering principles and techniques to address engineering challenges through research, design, planning, measurement and testing under supervision.

DUTIES : Provide technological advisory services:- Support Technologists and associates in field, workshop and office activities; Adhere to safety standards in line with statutory and regulatory requirements; Provide inputs into existing technical manuals, standard drawings and procedures; Provide technical assistance to solve broadly defined technological challenges through application of proven techniques and procedures; Provide inputs into the development, maintenance and management of current technologies; and Support the identification and optimization of solutions by applying engineering principles. Perform administrative and related functions: Compile and submit reports as required; Provide inputs to the technical/engineering operational plan; and Develop, implement and maintain databases; Research and development: Keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; To liaise with relevant bodies/councils on engineering-related matters; and Follow approved programme of development for registration purposes.

ENQUIRIES : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

POST 09/97 : ENVIRONMENTAL COMPLIANCE OFFICER (GRADE A) REF NO: DOT07/03/2019
(1 Year Contract)

SALARY : R256 815 per annum (OSD)
CENTRE : Construction Unit (Grahamstown)
REQUIREMENTS : Bachelor’s Degree (NQF level 7 as recognized by SAQA) in Environmental Management / Sciences / or Social Sciences. 3 year relevant experience; Registration with a Professional Environmental Management Regulatory Authority. Member of IWMSA. Post-graduate qualification, attendance of environmental management or EIA courses will be an added advantage; must have a relevant experience in evaluating EIAs. Work experience in the administration and review of EIAs and the dynamics of EIA administration systems; thorough knowledge and experience in the National Environmental Management Act, as amended. Thorough knowledge of integrated environmental management and its application. Knowledge of sustainable development ideals and objectives. Valid driver’s license required. Competencies: Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management, Communication, Information Management, Continuous Improvement, Citizen Focus and Responsiveness, Citizen Focus and

DUTIES:
Conduct EIA inspections and compile reports thereof; Provide professional advice in respect of EIA decision making; Implementation of environmental policies, strategies, action plans and legislation for Biodiversity Conservation, Attend to aquatic and wetlands management aspects; implement approved systems, tools and standard operating procedures (SOPs) related to environmental impact management; internal and external liaison regarding EIA applications (communication with stakeholders and clients). Provide a support function and technical inputs into queries/appeals lodged with the Department in terms of NEMA and NEMA regulations.

ENQUIRIES:
can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

POST 09/98:
CIVIL ENGINEERING TECHNICIAN CANDIDATE (X17 POSTS)
(1 Year Contract)

SALARY:
R253 026 per annum (OSD)

CENTRE:
OR Tambo Ref No: DOT08/03/2019 (X2 Posts)
Joe Gqabi Ref No: DOT09/03/2019 (X1 Post)
Alfred Nzo Ref No: DOT10/03/2019 (X1 Post)
Chris Hani Ref No: DOT11/03/2019 (X5 Posts)
Sarah Baartman Ref No: DOT12/03/2019 (X1 Post)
Amathole Ref No: DOT13/03/2019 (X1 Post)
Construction Unit: Grahamstown Ref No: DOT14/03/2019 (X4 Posts)
Head Office Ref No: DOT15/03/2019 (X2 Posts)

REQUIREMENTS:

DUTIES:
Render technical services under supervision. Assist Technicians, Engineers, technologists and associates in field workshop and technical office activities. Promote safety inline statutory and regulatory requirements. Adhere to existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the applicable authority. Perform administrative and related functions. Compile and submit reports as required Keep up with new technologies and procedures. Provide inputs to the technical engineering operational plan. Develop, implement and maintain database. Conduct research and development. Keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies or councils on engineering related matters. Follow approved program of development for registration purposes.

ENQUIRIES:
can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

POST 09/99:
MECHANICAL ENGINEERING TECHNICIAN CANDIDATE (X8 POSTS)
(1 Year Contract)

SALARY:
R253 026 per annum (OSD)

CENTRE:
Alfred Nzo Ref No: DOT16/03/2019 (X1 Post)
Joe Gqabi Ref No: DOT17/03/2019 (X1 Post)
Chris Hani Ref No: DOT18/03/2019 (X1 Post)
**REQUIREMENTS**: National Diploma in Mechanical Engineering or relevant qualification. Valid driver’s license. Registration with ECSA as a Candidate Mechanical Engineering Technician is compulsory upon appointment. No previous experience required.

**DUTIES**: Render technical services under supervision. Assist engineers, technologists and associates in field workshop and technical office activities. Promote safety inline statutory and regulatory requirements. Adhere to existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the applicable authority. Perform administrative and related functions. Compile and submit reports as required. Keep up with new technologies and procedures. Provide inputs to the technical/engineering operational plan. Develop, implement and maintain database. Conduct research and development. Keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies or councils on engineering related matters. Follow approved program of development for registration purposes.

**ENQUIRIES**: can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

**POST 09/100**: ICT TECHNICIAN REF NO: DOT24/03/2019 (1 Year Contract)

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

**CENTRE**: Grahamstown: In-House Construction Unit


**DUTIES**: Provide IT information management services: Plan, develop and improve computer based information systems. Maintain information management systems such as database to ensure integrity and security of data. Provide end user support services: Attend to calls logged on the service helpdesk for problems, requests, incidents and change orders regarding generic software packages, departmental systems and transversal systems. Ensure connectivity and usability of departmental web applications and other applications. Provide IT infrastructure Services: Develop and maintain ICT infrastructure hardware for the district. Implement data backup strategy measures such as patch installation and management, Anti-virus installation and update. Ensure ICT equipment usage and control.

**ENQUIRIES**: can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

**POST 09/101**: ADMINISTRATION OFFICER: TECHNICAL ADMINISTRATION REF NO: DOT25/03/2019 (1 Year Contract)

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

**CENTRE**: Head Office – K.W.T

**REQUIREMENTS**: An appropriate qualification (NQF level 7 or 6) in Public Administration/Office administration with 2 years relevant experience. Competencies: Knowledge of clerical duties and practices. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.

**DUTIES**: Render general Administration support services: Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the
filing system for the component. Type basic letters and other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Provide administrative support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration support services within the component: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation.

ENQUIRIES: can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

POST 09/102: **PRINCIPAL DRIVER/OPERATOR: NORMAL MAINTENANCE (X3 POSTS)**
(1 Year Contract)

**SALARY**: R163 563 per annum (Level 05)
**CENTRE**: Ingquza Hill Ref No: DOT26/03/2019 (X2 Posts)
Nyandeni Ref No: DOT27/03/2019 (X1 Post)
**REQUIREMENTS**: NQF level 3 (Grade 10 certificate or equivalent) Driver’s license (A minimum of Code 14). Competencies: Operation of the equipment. Physical inspection of vehicles and interpret instructions for proper use of all controls for safe operation of vehicles. Interpret and follow operating manuals, maintenance manuals and service charts. Communication, Ability to read and write, Good eyesight, Team work.

**DUTIES**: Render driving services through inter alia the following: Inspection of the vehicles/equipment and report defects Transportation of work teams and materials to work sites. Complete vehicle logbook, trip authorization for the vehicle. Detect minor vehicle defects (check level and condition of oil, fuel, tyres and water.

ENQUIRIES: can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

POST 09/103: **ADMIN CLERK: TECHNICAL ADMINISTRATION REF NO: DOT28/03/2019**
(1 Year Contract)

**SALARY**: R163 563 per annum (Level 05)
**CENTRE**: Head Office – K.W.T
**REQUIREMENTS**: Grade 12 or Equivalent qualification. Competencies: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.

**DUTIES**: Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation.

ENQUIRIES: can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

POST 09/104: **ADMIN CLERK: HRD REF NO: DOT29/03/2019**
(1 Year Contract)

**SALARY**: R163 563 per annum (Level 05)
**CENTRE**: Grahamstown: In House Construction
**REQUIREMENTS**: Grade 12 or Equivalent. No experience required. Competencies: Knowledge of policies and procedures relating to HR in the organization. Knowledge of HR development and planning. Sound knowledge of the Employment Equity act, LRA,
and SAQA. Knowledge of strategic relating to skills development. Good interpersonal relations. Communication skills.

**DUTIES:**
Render general clerical support services. Facilitate the implementation of skills development and training programmes. Co-ordinate and conduct functional training within the department. Ensure alignment of training and development of department service delivery strategy. Conduct research on training. Facilitate the Development of the HR development business plan. Facilitate the development and maintenance of training programmes in accordance with the requirements of the Workplace skills plan (WSP). Develop, co-ordinate and monitor bursary scheme policies. Assist in the development of employees. Administer PMDS.

**ENQUIRIES**
can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

**POST 09/105**
**ADMIN CLERK: LABOUR RELATIONS REF NO: DOT30/03/2019**
(1 Year Contract)

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

**CENTRE**
Grahamstown: In House Construction

**REQUIREMENTS**
Grade 12 or Equivalent qualification. No experience required. Competencies: Knowledge of the Public Service Act, Basic Conditions of Employment Act, Public Service Act, Labour Relations Act. Ability to operate a Computer eg. Windows, Excel and sound knowledge of PERSAL system.

**DUTIES**
Render general clerical support services. Administer Departmental Personnel policies within the framework of the guidelines. Handle labour relation matters. Conciliation and Arbitration and liaison services to Manager. Responsible for implementation of Departmental policies and labour relations and ensure compliance thereof. Register Grievances on PERSAL. Organise Labour Forums and Act as Secretariat in grievance cases. Conduct workshops on Labour Relations Policies and amendments.

**ENQUIRIES**
can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

**POST 09/106**
**ADMIN CLERK: HUMAN RESOURCE PRACTICE (WELLNESS) REF NO: DOT31/03/2019**
(1 Year Contract)

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

**CENTRE**
Grahamstown: In- House Construction Unit

**REQUIREMENTS**
Grade 12 or Equivalent qualification. No experience required. Competencies: Knowledge of clerical duties. Knowledge of the Public Service Act, Departmental Strategic Plan, Counselling and Employee Wellness policies. Good interpersonal relations. Computer literacy. Programme and Project Management. Report writing skills

**DUTIES**
Attend to cases referred by the Unit to EAP. Open a file for each referred case to EAP. Conduct counselling to staff members and their families referred to EAP. Give advice or counselling to staff members approaching EAP officers. Identify cases for referral to professional institutions. Compile report for each case handled by EAP. Implement all Wellness Programmes identified by the Department. Performing IOD Administration. Organise Workshops for employees. Facilitate Sport activities within the Unit.

**ENQUIRIES**
can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

**POST 09/107**
**FINANCE CLERK: EXPENDITURE MANAGEMENT REF NO: DOT32/03/2019**
(X4 POSTS)

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

**CENTRE**
Grahamstown: In-House Construction Unit

**REQUIREMENTS**
Grade 12 or Equivalent qualification. No Experience Required. Competencies: Knowledge Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc.). Skills: Team,
Communication, Interpersonal Relations, Flexibility, Computer skills, Accuracy, Aptitude of figures, Basic Numeracy skills.

**DUTIES**

Render Financial Accounting transactions: Receive invoices, Check invoices for correctness, verification and approval (internal control), Process invoices (e.g. capture payments), Filing of all documents. Collection of cash. Perform Salary Administration support services: Receive salary advices, Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents. Perform Bookkeeping support services: Administer the payment of suppliers. Administer creditors reconciliation. Capture all financial transactions, Clear suspense accounts, Record debtors and creditors. Process electronic banking transactions, Compile journals. Render a budget support service: Collect information from budget holders, Compare expenditure against budget, Identify variances, Capture, allocate virements on budgets, Distribute documents with regard to the budget, File all documents, Receive and capture cash payments.

**ENQUIRIES**

can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

**POST 09/108**

**HUMAN RESOURCE CLERK (PRODUCTION) REF NO: DOT34/03/2019**

(1 Year Contract)

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

**CENTRE** : Grahamstown: In-House Construction Unit


**DUTIES**

Implement human resource administration practices through Recruitment and Selection: Render advertisement of posts, Implement appointments on PERSAL, Implement transfers on PERSAL, Render the verification of qualifications, Provide secretariat functions at interviews, Process absorption of personnel, Implement confirmation of probationary periods. Implement human resource administration practices through Conditions of service. Capture Leave on PERSAL, Implement Housing on PERSAL, Implement Medical on PERSAL, Implement Injury on Duty cases, Implement Long Service Recognition, Implement Overtime, Implement Relocation, Assist Client with submission of Pension to the Government Pension fund. Enquiries. Receive queries and resolve them, Attend to enquiries by staff members. Records Management: Implement a Records Management policy and procedures for the Department. Implement a file plan for the Department. Ensure that all Departmental records are properly managed and safely guarded. Handle the translate of the electronic filing system. Ensures that the Department complies with and implement the provisions of the Archive Act and Information Act. Facilitate the development of a centralised registry for HR service for the Department. Manage human, financial and material resources. Give support and guidance to Region.

**ENQUIRIES**

can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

**POST 09/109**

**SCM CLERK (PRODUCTION) DEMAND MANAGEMENT SERVICES REF NO: DOT35/03/2019 (X2 POSTS)**

(1 Year Contract)

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

**CENTRE** : Grahamstown: In House Construction

**REQUIREMENTS** : A grade 12 certificate or equivalent. No experience required. Competencies: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Skills: Problem solving skills, Computer skills, Interpersonal relations, Communication skills (Verbal & written).

**DUTIES**

Render asset management clerical support: Consolidate and compile procurement plans. Check and correct bid documents and arrange changes prior to advertisement. Administer the bid process in terms of placement of advertisement,

ENQUIRIES: can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

POST 09/110: SCM CLERK (PRODUCTION): LOGISTICS AND DISPOSAL MANAGEMENT SERVICES REF NO: DOT36/03/2019 (X2 POSTS) (1 Year Contract)

SALARY: R163 563 per annum (Level 05)
CENTRE: Graaff Reinet: In House Construction
REQUIREMENTS: A grade 12 certificate or equivalent. No experience required. Competencies: Knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Skills: Problem solving skills, Computer skills, Interpersonal relations, Communication skills (Verbal & written).

DUTIES: Render asset management clerical support: Compile and maintain records (e.g. asset records/databases). Check and issue furniture, equipment and accessories to Components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Render demand and acquisition clerical support: Update and maintain a supplier (including contractors) database. Register suppliers on LOGIS or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Render logistical support services: Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of suppliers.

ENQUIRIES: can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

POST 09/111: DRIVER OPERATOR (X14 POSTS) (1 Year Contract)

SALARY: R136 800 per annum (Level 04)
CENTRE: Ingquza Hill Ref No: DOT37/03/2019 (X4 Posts)
King Sabatha Dalindyebo Ref No: DOT38/03/2019 (X6 Posts)
Nyandeni Ref No: DOT39/03/2019 (X4 Posts)

REQUIREMENTS: NQF level 3 (Grade 10 certificate or equivalent) Driver’s license. (A minimum of Code 10) C1. Five (5) years’ driving experience. Competencies: Operation of the equipment. Physical inspection of vehicles and interpret instructions for proper use of all controls for safe operation of vehicles. Interpret and follow operating manuals, maintenance manuals and service charts.

DUTIES: Render driving services through inter alia the following: Inspection of the vehicles/equipment and report defects. Transportation of work teams and materials to work sites. Complete vehicle logbook, trip authorization for the vehicle. Detect minor vehicle defects (check level and condition of oil, fuel, tyres and water).

ENQUIRIES: can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
POST 09/112 : ROAD WORKER: NORMAL MAINTENANCE (X9 POSTS) (1 Year Contract)

SALARY : R115 437 per annum (Level 03)
CENTRE : Ingquza Hill Ref No: DOT40/03/2019 (X2 Posts)
          King Sabata Dalindyebo Ref No: DOT41/03/2019 (X2 Posts)
          Mhlonglo Ref No: DOT42/03/2019 (X1 Post)
          Port St Johns Ref No: DOT43/03/2019 (X1 Post)

REQUIREMENTS : NQF level 3 (Grade 10 certificate/equivalent), driver’s license will be an added advantage. Competencies: Job Knowledge, Communication, Interpersonal relations, Flexibility, Teamwork, Accuracy, and Aptitude of figures. Skills: Communication, Ability to read and write, Good eyesight, Team work.

DUTIES : Support road construction and/or maintenance through the following: construction of culvert and side drains, erect and maintain steel guardrails and gabions, construction of road earth and layer works, clean and maintain roads, sidewalks and resting areas, surfacing and pothole patching, road fencing and pipe laying, setting of road markings/signs, install road signs and barricade the work area, crushing of road material. Manage the allocated tools. Ensure maintenance and safekeeping of tools allocated to him/her.

ENQUIRIES : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
ANNEXURE N

PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HEALTH

CLOSING DATE : 25 March 2019

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

OTHER POSTS

POST 09/113 : MEDICAL SPECIALIST: GRADE 1 – 3 FAMILY MEDICINE REF NO: H/M/1 (X2 POSTS)

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

CENTRE : Universitas Hospital, Bloemfontein

REQUIREMENTS : An appropriate qualification that allows registration with HPCSA as Medical Specialist in Family Medicine. Registration with Professional Council. Experience:

Grade 1: None after registration with HPCSA as a Medical Specialist in Family Medicine. Grade: 2 A minimum of 5years appropriate experience as a Medical Specialist after registration with the HPCSA (or recognized foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Family Medicine. Grade 3: A minimum of 10years appropriate experience as medical specialist after registration with the HPCSA (or recognized foreign Health Professional Council in respect of foreign qualified employees) as a Medical specialist in Family Medicine. Valid drivers’ license and willingness to travel. Knowledge and Skills: Knowledge and understanding of the Department’s Health Care 2030 vision. Excellent administrative and research skills. Good communication skills, Computer literacy (MS Word, PowerPoint and Excel).

DUTIES : Responsible for Clinical service delivery, medical services with regard to quality of care, clinical governance and training needs. Provide clinical services to patients (including emergency care, ward rounds, OPD, PHC consultations, Theatre work, Obstetrics, after-hours duties in order to ensure efficient delivery of the core package of services. Develop, maintain and monitor protocols for proper clinical
governance of the services. Initiate, supervise and conduct research appropriate to the needs of the Hospital. In conjunction with Manager: Liaise with specialists at the referral hospital to implement the outreach and support programs. Maintain quality assurance standards.

ENQUIRIES : Dr R Nathan Tel No: (051) 405 3496
APPLICATIONS : applications to be send to: The Chief Executive Officer, Universitas Hospital, Private Bag X20660, Bloemfontein, 9300 or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.
FOR ATTENTION : Me A Lombard
POST 09/114 : DEPUTY MANAGER – PHARMACEUTICAL SERVICES REF NO: H/D/1

SALARY : R975 945 per annum
CENTRE : Thabo Mofutsanyana District, Witsieshoek
REQUIREMENTS : An appropriate qualification that allows registration with SAPC as a Pharmacist. Experience: A minimum of 3 years' appropriate experience after registration as a Pharmacist with the SAPC. Knowledge and Skills: Knowledge of legislation, regulations, policies and procedures pertaining to pharmacy practice within public healthcare. Strong leadership skills pertaining to general management, contingency planning and operational management of the pharmacy. Good interpersonal skills to affect the implementation of staff management strategies while also pro-actively improving stakeholder relationships. Soft skills to affect conflict resolution and positively influence the day-to-day functioning of the pharmacy. Good communication skills, Computer literacy (MS Word, PowerPoint and Excel).

DUTIES : Render a comprehensive, professional and quality pharmaceutical service in the form of support, assistance, execution of duties and performing of acts, in line with relevant policies, standard operational procedures and legislation. Ensure availability, accessibility and affordability of medicine and medical consumables to patients. Ensure adherence to the Supply Chain Management procedures and to the Statutory Regulations (Pharmacy act, Medicines control act) with: Stock taking procedures, Ordering and receiving of stock, Storage of stock, maintain stock cards, record keeping, Distribution and redistribution of stock. To facilitate and assist with the disposal of expired stock. Ensure adherence to Good Pharmacy Practice rules and regulations. Implementation and maintaining of a referral system. Recruiting, appointing, motivating and training of pharmacy personnel. Supervision of pharmacists and pharmacy personnel. Interact and advice the CEO’s on pharmaceutical issues. Keeping of statistics, compiling of reports. Attending meetings: Pharmaceutical Forum, Pharmaceutical Therapeutics committee meeting, ECC, etc, compiling revision and updating of Standard Operational Procedures and Policies. Deliver emergency services.

ENQUIRIES : Mr M S Shabangu Tel No: (058) 7130515 ext. 144
APPLICATIONS : applications to be send to: The District Manager, Thabo Mofutsanyana District, Private Bag X824, Witsieshoek, 9870 or hand delivered @ Ombudsman Building, Mampoi Road, Phuthaditjhaba
FOR ATTENTION : Mr Shabangu
POST 09/115 : MEDICAL OFFICER: GRADE 1-3 REF NO: H/M/3 (X2 POSTS)

SALARY : Grade 1: R780 612 per annum
Grade 2: R892 551 per annum
Grade 3: R1 035 831 per annum
CENTRE : Phumelela Hospital, Vrede
REQUIREMENTS : MBCHB Degree. Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. One-year relevant experience after registration as Medical Practitioner with recognized a foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 5 years after registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 6 years'
relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Registration with the HPCSA as Medical Practitioner. **Grade 3:** Minimum of 10 years after registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 11 years’ relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge and Skills: Knowledge of basic surgery. Knowledge of Primary Health Care. Driver’s license.

**DUTIES:** Rendering of clinical services, which includes examination and treatment of patients, emergencies, ward rounds and operation procedures. Patient administration and reporting. Provide training and leadership to medical interns, nurses and medical officers doing community service.

**ENQUIRIES:** Mr F C Moloi Tel No: (058) 624 1801/1808

**APPLICATIONS:** applications to be send to: The Chief Executive Officer, Thebe/Phumelela hospital Complex, Private Bag X871, Harrismith, 9880

**FOR ATTENTION:** Mr F C Moloi

**POST 09/116:** **DENTIST GRADE 1 REF NO: H/D/4**

**SALARY:** R757 707 per annum OSD

**CENTRE:** Albert Nzula Hospital, Trompsburg

**REQUIREMENTS:** Registration as Dentist with the Health Professions Council of South Africa (HPCSA). Experience: Dentist Grade 1: Registration as Dentist with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. One-year relevant experience after registration as Dentist with recognized a foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Registration with the HPCSA as Dentist. Knowledge and Skills: Ability to work under pressure. Good communication skills. Computer literacy. Valid driver’s license.

**DUTIES:** Render clinical dental services at all health facilities in the District, including travelling to the community (clinics) Ensure appropriate management and treatment of dental patients. Render quality oral health care to patients (whole spectrum, i.e. extractions under general anaesthetics, infection control, waste management, etc.). Ensure appropriate referral of patients. Provide and assure quality health care and information management including generation, collection, collation and analysis of data. Implement policies. Ensure oral health promotion and patient education: Conduct oral health education to patients and identified groups (e.g. elderly at old age homes, school children, etc.). Participate in oral health preventative programs. Participate in oral health month activities (i.e. screening, health talks, etc.). Conduct service need index screening at schools (i.e. cleaning of teeth, extractions, etc.). Supervision of subordinates: Quality of work, Development, PDMS.

**ENQUIRIES:** Dr M A Thejane Tel No: (051) 4922193

**APPLICATIONS:** applications to be send to: The Chief Executive Officer, Albert Nzula Hospital, Private Bag 2, Trompsburg, 9913 or hand delivered @ 22 Louw Street, Trompsburg

**FOR ATTENTION:** Mr T G E Finger

**POST 09/117:** **DENTIST: GRADE 1-3 REF NO: H/D/5**

**SALARY:** Grade 1: R757 707 per annum OSD
Grade 2: R892 551 per annum OSD
Grade 3: R1 035 831 per annum OSD

**CENTRE:** Phumelela Hospital, Vrede

**REQUIREMENTS:** Registration with the HPCSA as Dentist. Experience: **Grade 1:** Registration as Dentist with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. One-year relevant experience after registration as Dentist with recognized a foreign Health Professional Council in respect of
foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2**: Minimum of 7 years after registration as Dentist with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 8 years’ relevant experience after registration as Dentist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Registration with the HPCSA as Dentist. **Grade 3**: Minimum of 12 years after registration as Dentist with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 13 years’ relevant experience after registration as Dentist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Registration with the HPCSA as Dentist.

**DUTIES**

- Render clinical dental services at all health facilities in the District, including travelling to the community (clinics).
- Ensure appropriate management and treatment of dental patients.
- Render quality oral health care to patients (whole spectrum, i.e. extractions under general anaesthetics, infection control, waste management, etc.).
- Ensure appropriate referral of patients.
- Implement policies.
- Ensure oral health promotion and patient education: Conduct oral health education to patients and identified groups (e.g. elderly at old age homes, school children, etc.).
- Participate in oral health preventative programs.
- Participate in oral health month activities (i.e. screening, health talks, etc.).
- Conduct service need index screening at schools (i.e. cleaning of teeth, extractions, etc.).
- Supervision of subordinates: Quality of work, Development, PDMS

**ENQUIRIES**

Mr F C Moloi
Tel No: (058) 624 1801/1808

**APPLICATIONS**

Applications to be send to: The Chief Executive Officer, Thebe/Phumelela hospital Complex, Private Bag X871, Harrismith, 9880

**FOR ATTENTION**

Mr F C Moloi

**POST 09/118**

DEPUTY DIRECTOR: STRATEGIC PLANNING REF NO: H/D/2

**SALARY**

R697 011 per annum (Level 11)

**CENTRE**

Planning & Performance Oversight Directorate, Corporate Office

**REQUIREMENTS**

- An appropriate Degree in Public Health, Management, Health Sciences or Social Sciences. Preparedness to travel within Free State and Nationally. 3-5 years' experience in the health sector or Public service management/Planning, M&E:
- Post-Graduate Qualification in Public Health, Public Management, Business Management or Health Sciences. Proven working knowledge in the area of Strategic Planning. Proven working knowledge in the area of specialization coupled with experience on the management of strategic planning units / teams.
- Knowledge and Skills: Valid driver's license. Facilitation skills, Leadership skills, Report writing skills, Analytical skills (related to health information), Problem solving skills, Strategic planning skills, Training Skills, Presentation Skills. Computer skills (Word, Excel and Power Point).

**DUTIES**

- Ensure the development, maintenance and/or successful implementation of the Department’s strategic planning policy and/or implementation strategy (in line with national and/or provincial frameworks).
- Conduct analyses towards ensuring that the Departments policy and/or strategy remains abreast with national and provincial planning imperatives. Liaise with and support senior managers of the Department towards obtaining their inputs in the Department’s strategic planning, operational planning and implementation strategy.
- Ensure the development and/or review of the Department’s 5-Year Strategic Plan, 3-Year Annual Performance Plan and Annual Operational Plans in line with the provisions of Treasury, DPME Regulations and/or national and/or provincial frameworks. Ensure the standardized/generic performance indicators applicable to the relevant sector are appropriately addressed in the Strategic Plan and the Annual Performance Plan and advice supervisors and managers thereon. Assist and/or advise senior managers and/or managers on the identification and/or development of measurable performance indicators and targets, taking into account the long term strategic goals and objectives of the Department. Conduct information sessions with managers and officials towards improving their understanding on strategic and operational planning, inclusive of the Strategic Plan, Annual Performance Plan, the
Provincial Outcome-Based Plan and the Free State Growth and Development Strategy. Facilitate relevant information sessions to cascade the departmental plans across different levels. Support the health Districts in the development of District Health Plans in line with applicable framework and prescripts, ensure the operationalization of the Departmental Strategic Plan and Annual Performance Plan. Support the health institutions and Directorates in developing the linked annual operation plans. Represent the Department in national and/or provincial meetings on matters related to strategic and operational planning.

ENQUIRIES: Mr B.J Oliphant Tel No: (051) 408 1445
APPLICATIONS: applications to be send to: The Director, HRM and Planning, P O Box 227, Bloemfontein, 9300 or hand delivered @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein
FOR ATTENTION: Me P Mpu

POST 09/119: PHARMACIST GRADE 1 REF NO: H/P/3

SALARY: R655 980 per annum OSD
CENTRE: Albert Nzula Hospital, Trompsburg
REQUIREMENTS: Registration with the SAPC as a Pharmacist: Experience Grade 1: None after registration with the SAPC as a Pharmacist in respect of South African qualified employees. One-year relevant experience after registration as Pharmacist with recognized a foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge and Skills: Ability to work under pressure. Good communication skills. Computer literacy. Valid driver’s license. Appropriate clinical and theoretical knowledge.

DUTIES: Ensure availability of medicines at the clinic. Dispense medicine and provide information to patients. Train Pharmacy Assistant and Community Service Pharmacists. Supervise work of subordinates. Perform other related tasks as delegated. Be willing to work long hours/after hours/call outs if the needs arise. Ability to manage and coordinate productivity and be part of an interactive team. Participate in Quality Assurance Programmes. Supervise work of subordinates. Perform other related tasks as delegated. Sound interpersonal, communication and legation pertaining to Pharmacy including NHI, CCMDD, Essential Medical List (EML), Standard drugs and therapeutics committee. Commitment to serve excellence, together with innovative and analytical thinking based on sound ethical principles.

ENQUIRIES: Dr M A Thejane Tel No: (051) 4922193
APPLICATIONS: applications to be send to: The Chief Executive Officer, Albert Nzula Hospital, Private Bag 2, Trompsburg, 9913 or hand delivered @ 22 Louw Street, Trompsburg
FOR ATTENTION: Mr T G E Finger

POST 09/120: OPERATIONAL MANAGER: PNB-3: REF NO: H/O/2

SALARY: R532 449 per annum OSD
CENTRE: Elizabeth Ross Hospital, Witsieshoek
REQUIREMENTS: Registration with the SANC as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC, in Advanced Midwifery and Neonatal Nursing Science. A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification in Advanced Midwifery and Neonatal Nursing Science. Knowledge and Skills: Knowledge of Public Service Act and Regulations, and Public Finance Management Act (PFMA), knowledge of OSD for Nurses, Computer literacy. Compliance with the educational qualification, statutory requirements and competencies for the job level.

DUTIES: To ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective, efficient and equitable manner by the Specialty unit. Ensure compliance to professional and ethical practice. Coordination of optimal, holistic specialized nursing care provided within set standards and a professional/
legal framework. Provision of effective support to nursing services. Coordination of the provision of effective training and research. Maintain professional growth/ethical standards and self-development. Manage effectively the utilization and supervision of human resources. Coordinate mother and child program. Provide holistic nursing care to patients in a specialty unit in a cost effective, efficient and equitable manner. Ensure compliance to national Core Standards and Ten Point Plan. Management of assets. Identify, manage control risks. Skills of report writing and Data management. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation.

ENQUIRIES
APPLICATIONS
FOR ATTENTION
POST 09/121

OPERATIONAL MANAGER: PNB3: REF NO: H/O/1

SALARY : R532 449 per annum
CENTRE : Thabo Mofutsanyana District, Witsieshoek
REQUIREMENTS : An appropriate 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 duration of at least 1-year, accredited with the SANC. Registration with the SANC as Professional Nurse. A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification. Valid code (B/EB) drivers license. Knowledge and Skills: Ability to work under pressure. Ability to implement and manage change. Good written and verbal communication skills. Confidentiality. Good interpersonal relations.

DUTIES : Responsible for ensuring that a holistic nursing care service is delivered to patients in a cost effective, efficient and equitable manner by the Clinic. Ensure compliance to professional and ethical practice. Manage the implementation of the Primary Health Care Package in order to provide a quality Primary Health Service, contributing towards the District targets and objectives. Manage all non-patient related programmers within the facility to ensure an effective and efficient administration system and a well-informed community. Manage all resources allocated to the facility to ensure a cost effective Primary Health Care service. Management, qualification skills and experience. Attend relevant meetings and attend relevant training. Arrange training for subordinates where necessary. Control leave of Clinic personnel. Management of officials' arrival, lunch and departure time (Time Management).

ENQUIRIES
APPLICATIONS
FOR ATTENTION
POST 09/122

ASSISTANT DIRECTOR: DIETETICS: GRADE 1 REF NO: H/A/1

SALARY : R489 429 per annum (OSD)
CENTRE : Lejweleputswa District Office
REQUIREMENTS : Registration with the HPCSA as a Dietician. A minimum of 3 year’s appropriate experience as Dietician after registration with HPCSA (where applicable. Bachelor in Dietetics. Driver’s license. Knowledge and Skills: Extensive experience in Management. Excellent communication skills. Computer literacy.

DUTIES : Provisioning of strategic leadership & governance: Responsibility for developing a shared division, effective strategies and operational plans for the district. Able to implement the vision in Nutrition services. Give oversight and ensuring the monitoring of compliance to all relevant Nutrition Services, Policies, Procedures and guidelines guiding the provision of Nutrition services within the district. Responsible for the management of efficient use of all resources in provision of quality. Nutrition service delivery: Respond to the burden of disease within the
district for Nutrition. (Promotive, preventive and treatment). Improve quality of service through compliance with all domains of the National Core Standard for Nutrition Services. Resource Management: Human Resource Management: Responsible for managing Nutrition Human Resource components. Finance Management: Comply with the financial management for dietetics and nutrition for mobilization, accumulation and allocation of money for nutrition services as per DHP template. Ensuring implementation and compliance to minimum standards for nutrition. Manage policies and guidelines (asset registers) for optimizing the value of assets. Responsible for management and maintenance of infrastructure for nutrition ensuring availability of functional technology (including telecommunication systems) thereof. Supply Chain Management: Ensuring effective procurement and provisioning of goods and services for Nutrition division according to the Public Finance Management Act and National Treasury Regulations.

ENQUIRIES : Mr D M Nkala, Tel No: (057) 910 3223
APPLICATIONS : applications to be send to: The District Manager, Lejweleputswa District, Private Bag X15, Welkom, 9460 or hand delivered @ HR Office, Kopano Building, Meulen Street, Welkom
FOR ATTENTION : Me L Bester

POST 09/123 : CLINICAL PROGRAM COORDINATOR: PNA-5: REF NO: H/C/1

SALARY : R420 318 per annum OSD
CENTRE : Mafube Hospital, Frankfort
REQUIREMENTS : Registration with the SANC as Professional Nurse in General Nursing and Midwifery. A minimum of 7 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Experience/exposure to Quality Assurance Management. Knowledge and Skills: Computer literacy, driver's license, problem solving skills, ability to work under pressure and good communication skills
DUTIES : Facilitate and oversee the development of operational/business plans to give strategic guidelines. Provide professional and technical support for the provision of quality patient care through proper management of relevant programmes. Maintain standards and norms of nursing practice to promote the health status of health care users. Develop and implement quality assurance programme, guidelines, protocols, norms and standards. Utilize information technology (IT) and other management information systems to manage information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes effective and efficient health care. Manage and utilize resources in accordance with the relevant directives and legislation.

ENQUIRIES : Me P A Makoti Tel No: (058) 8535427
APPLICATIONS : applications to be send to: The Chief Executive Officer, Tokollo/Mafube Hospital Complex, Private Bag X8, Heilbron, 9650
FOR ATTENTION : Me P A Makoti

POST 09/124 : CHIEF ARTISAN REF NO: H/A/4

SALARY : R365 646 per annum (OSD)
CENTRE : Phekolong Hospital, Bethlehem
REQUIREMENTS : Relevant Trade Test Certificate. (A complete apprenticeship and proof of passing official trade test under the provisions of Section 13(2)(h) of the Manpower Training Act, 1981) or certificate issued under the provisions of Section 28 and 30 of the Manpower Training Act, 1981 as amended, or a certificate issued under the provisions of the repealed Section 27 of the Act referred to. Ten years’ post-qualification experience as an Artisan/Artisan Foreman. 3-5 Years supervisory experience. Valid driver’s license. N3 Certificate. Knowledge and Skills: None.
DUTIES : To manage all aspects of technical services, technical design, production, operation and maintenance activities in field, workshop and technical offices to ensure that effective maintenance programs are in place. Emergency power installations. Electrical Distribution systems. Standby power management. Fire warning systems. Steam energy services. Medical gas installations. Steam
regulation systems. Clinical engineering services, gardening, machine room maintenance, support and oxygen and gas supply program. Bulk oxygen and cylinders are ordered in time. Plumbing, woodwork, air conditioning, Building, Electrical, Autoclave, Mechanical and Boiler maintenance. Cooling ventilation, console, type air conditioning units, industrial systems. Management of contracts and projects. Represent institution on all engineering related meetings and conferences. Ensure that the Division is managed in accordance with prescribed policies and regulations. Supervision of resources. Manage administrative and related, functions. Financial Management: People management. Maintain and advance expertise.

**ENQUIRIES**: Mr T A Mohaeka Tel No: (058) 3035123

**APPLICATIONS**: applications to be send to: The Chief Executive Officer, Phekolong Hospital, Private Bag X 1, Bethlehem, 9700

**FOR ATTENTION**: N Mofokeng

**POST 09/125**: CHIEF ARTISAN REF NO: H/A/5

**SALARY**: R365 646 per annum (OSD)

**CENTRE**: Universitas Hospital, Bloemfontein


**DUTIES**: Manage technical services. Manage technical services and support on 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 specifications. 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.

**ENQUIRIES**: Mr H Hayward Tel No: (051) 405 3715

**APPLICATIONS**: applications to be send to: The Chief Executive Officer, Universitas Hospital, Private Bag X20660, Bloemfontein, 9301 or hand delivered at Room 1103, HR Office, First Floor Universitas Hospital, Bloemfontein.

**FOR ATTENTION**: Me Finger or Me Steenkamp

**POST 09/126**: CHIEF ARTISAN REF NO: H/A/2

**SALARY**: R365 646 per annum (OSD)

**CENTRE**: Boitumelo Hospital, Kroonstad


**DUTIES**: Manage technical services. Manage technical services and support on 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 specifications. 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.
Act, 1981) or certificate issued under the provisions of Section 28 and 30 of the Manpower Training Act, 1981 as amended, or a certificate issued under the provisions of the repealed Section 27 of the Act referred to. Ten years’ post-qualification experience as an Artisan/Artisan Foreman. 3-5 Years supervisory experience. Valid driver’s license. N3 Certificate. Knowledge and Skills: Good communication, writing and interpersonal skills.

**DUTIES**: To manage all aspects of technical services, technical design, production, operation and maintenance activities in field, workshop and technical offices. Manage administrative and related functions. Financial Management: People management. Maintain and advance expertise.

**ENQUIRIES**

**APPLICATIONS**

applications to be send to: The Chief Executive Officer, Boitumelo Hospital, Private Bag X47, Kroonstad, 9500

**FOR ATTENTION**

Me M November

**POST 09/127**

PROFESSIONAL NURSE: PNA-4 REF NO: H/P/1

**SALARY**

R362 559 per annum OSD

**CENTRE**

Thabo Mofutsanyana District, Witsieshoek

**REQUIREMENTS**

Registration with the SANC as a Professional Nurse: Experience: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse. Proof of service record. Knowledge and Skills: Good communication skills. Ability to work under pressure. Good interpersonal relationships.

**DUTIES**: Ensure that a holistic nursing care services is delivered to patients in a cost effective, efficient and equitable manner by the Unit. Ensure compliance to professional and ethical practice. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. To ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective, efficient and equitable manner by the Unit. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Ensure compliance to professional and ethical practice. 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 Human Resources and financial policies and practices.

**ENQUIRIES**

Mr M S Shabangu Tel No: (058) 7130515 ext. 144

**APPLICATIONS**

applications to be send to: The District Manager, Thabo Mofutsanyana District, Private Bag X824, Witsieshoek, 9870 or hand delivered @ Ombudsman Building, Mampoi Road, Phuthaditjhaba

**FOR ATTENTION**

Mr Shabangu

**POST 09/128**

PROFESSIONAL NURSE: PNB-1 REF NO: H/P/4 (X3 POSTS)

**SALARY**

R362 559 per annum OSD

**CENTRE**

Universitas Hospital, Bloemfontein

**REQUIREMENTS**

Registration with the South African Nursing Council (SANC) as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1-year in Theatre, Oncology and Critical Care, accredited with SANC. A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. Knowledge and Skills: Ability to work under pressure. Function as an effective member of Nursing Team to Communicate effectively with stakeholders, implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit. Ensuring client satisfaction.


**ENQUIRIES**

Me Molisapoli Tel No: (051) 4053415/17
APPLICATIONS : applications to be send to: The Chief Executive Officer, Universitas Hospital, Private Bag X20660, Bloemfontein 9300 or hand delivered at HR Offices, Room 1103 Me Finger or Room 1104 Me F. Steenkamp, 1St Floor Universitas Hospital, 1 Logan Street, Universitas, Bloemfontein

FOR ATTENTION : Me D A Duiker

POST 09/129 : ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: H/S/10

SALARY : R356 289 per annum (Level 09)

CENTRE : Lejweleputswa District Office

REQUIREMENTS : A National Diploma/ Degree in Financial Management/ Supply Chain Management or equivalent qualification at NQF Level 6. Minimum of 6 years in Supply Chain Management and Financial Management. LOGIS & / BAS Certificates/Training. A valid driver’s license. Knowledge and Skills: Knowledge of the supply chain management framework, Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA), Broad Based Black Economic Empowerment Act (B-BBEE) and other relevant prescripts. Computer literacy. Good communication and presentation skills. Problem solving and analytical skills. People management. Interpersonal skills. Conflict management. Strategic leadership and governance. Understanding of the policy and institutional arrangements that refer to the power of authority, oversight and decision making arrangements in the provision of health services. Including ensuring compliance to all relevant acts, policies and procedures and guidelines guiding supply chain management systems within the district. Supervisory Skills.

DUTIES : Strategic leadership and governance: Knowledge of vision and mission of the district. Governance: Have knowledge and understanding of the policy and institutional arrangements that refer to the power of authority, oversight and decision making arrangements in the provision of health services. Including ensuring compliance to all relevant acts, policies and procedures and guidelines guiding supply chain management systems within the district. Develop annual work plans in line with the DHP and APP. Management: responsible for monitoring the consistent availability of functional supply chain management system as well as the availability of funds required for optimal service provision. Forging strong strategic relationships with strategic partners and local communities. Service delivery: Respond to the burden of disease within the district through the provision of the appropriate goods and services required for efficient an integrated clinical services management approach (ICSM). This includes promoting inter-sectoral coordination and collaboration with other stakeholders within the district in order to address the upstream social determinants of health. Quality improvement: improving quality of services through compliance with all domains of the National Core Standards. This includes ensuring delivery of supplies in line with set turn-around times. Monitoring and evaluation of services and use of health information for effective planning. Resource management: Human resource management: line management of relevant staff in SCM unit, personnel acquisition, retention and training plan. Finance management: Prepare annual for supply chain management activities within the district. Monitoring of expenditure against budget, internal audits and preparation for external audit. Asset management: Responsible for the asset management, the implementation and compliance to asset management policies and guidelines for the optimal value of assets in the SCM department, using inventory/ asset registers, validation of their completeness, maintenance management and disposal of asset in collaboration with fixed asset management, infrastructure and maintenance units. Supply chain management: ensuring effective procurement and provisioning of goods and services according to the Public Finance Management Act and National Treasury regulations. Risk Management: Administration function directed towards the identification, evaluation, and correction of potential risks that could lead to loss or damage of human (patients, staff), assets and financial loss within the health district.

ENQUIRIES : Mr KW Mokoena Tel No: (057) 9103280

APPLICATIONS : applications to be send to: The District Manager, Lejweleputswa District, Private Bag X15, Welkom. 9460 or Hand delivered @: HR Office Kopano Building, Meulen Street

FOR ATTENTION : Me L Bester
<table>
<thead>
<tr>
<th>POST 09/130</th>
<th>ASSISTANT DIRECTOR: FINANCE REF NO: H/S/1</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R356 289 per annum (Level 09)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Pelonomi Hospital, Bloemfontein</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>An appropriate Degree/National Diploma in Finance. LOGIS/BAS Certificate. 3-5 Years' experience of which 2 years must be relevant supervisory experience. Valid driver’s license. Knowledge and Skills: None</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Manage and ensure effective budgeting and monitoring of expenditure and payments. Ensure the promotion of effective revenue management through the continuous coordination of administrative functions like correct and prompt billing of clients according to the UPFS and Provincial Notice, following of procedures to write off irrecoverable debts, application of reprieve, and reporting of revenue recovered. Promote and ensure effective case management and ICD 10 coding to ensure efficient finalization of cases. Manage and ensure the promotion of effective and efficient admittance of patients at the admission points. Manage and ensure efficient and effective Supply Chain Management services to Pelonomi Hospital. Ensure orientation, induction and training of the Personnel of Finance. Evaluate, monitor and discipline on continuous basis the performance of personnel under direct supervision. Monitor and control all annual leave, special leave and sick leave section.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr X Mfanta Tel No: (051) 405 1670/1756</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>applications to be send to: The Chief Executive Officer, Pelonomi Hospital, Private Bag X20581, Bloemfontein, 9300</td>
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<td>FOR ATTENTION</td>
<td>Mr L B Aaron</td>
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<tr>
<th>POST 09/131</th>
<th>ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: H/A/8</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R356 289 per annum (Level 09)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Lejweleputswa District Office</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>A recognized three-year degree/diploma in Labour Law/Labour Relations or equivalent qualification. 3-5 Years’ experience as Labour Relations Officer. 2 Years must be relevant supervisory experience. A Valid driver’s license. Computer literacy. Knowledge and Skills: Experience in conducting misconduct investigations. Handling of grievances, Conciliation and Arbitration. Labour Relations Legislation, processes of Labour Relation matters, general working conditions within the public service. Processes of CCMA, PSCBC AND PHSDCDC. Good communication, facilitation conflict management, analytical, interpretation, training, presentation, negotiation, organizing, interpersonal and management skills.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Assist with the development of labour relation policies. Coordinate / conduct investigation on misconduct and grievance cases to advise appropriately thereon. Advise management on labour relations matters in order to minimize unfair labour practices. Represent the Department in bilateral discussions with organized labour unions. Perform and manage administrative and related functions. Handle misconduct cases, grievances and disputes in line with relevant legislation/resolutions to ensure proper resolutions thereof. Capture information of misconduct cases, grievances and disputes on employee relations management information systems for record keeping purposes. Provide a secretarial service to the district consultative committee.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Me I Taendler, Tel No: (057) 910 3276</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>applications to be send to: The District Manager, Lejweleputswa District, Private Bag X15, Welkom. 9460 or hand delivered @ HR Section, Kopano Complex, Long Road, Welkom</td>
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<tr>
<td>FOR ATTENTION</td>
<td>Me L Bester</td>
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<tr>
<th>POST 09/132</th>
<th>SENIOR STATE ACCOUNTANT REF NO: H/S/31</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R299 709 per annum (Level 08)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Boitumelo Hospital, Kroonstad</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Degree or Diploma in Accounting or equivalent qualification. BAS/LOGIS training. 4 - 5 years’ relevant experience. Knowledge and Skills: Knowledge of BAS. Valid</td>
</tr>
</tbody>
</table>

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unendorsed driver's license. 3 Years of the period referred to must be at supervisory level. Ability to work under pressure. Ability to communicate effectively with all stakeholders. Ability to implement and manage change. Knowledge of Meditech. Knowledge of Medikredit switch batch interface.

**DUTIES**


**ENQUIRIES**

Me M L November Tel No: (056) 216 5200/5308

**APPLICATIONS**

applications to be send to: The Chief Executive Officer, Boitumelo Hospital, Private Bag 47, Kroonstad, 9500 or hand delivered @ Room B26, Admin Building, Boitumelo Hospital, Smaldeel Road, Kroonstad

**FOR ATTENTION**

Me M November

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**SALARY**

R299 709 per annum (Level 08)

**CENTRE**

Elizabeth Ross Hospital, Witsieshoek

**REQUIREMENTS**

A relevant National Diploma or Certificate with Accounting. Logis/ BAS training. 4-5 years’ relevant experience. Knowledge and Skills: NQF6/ National Diploma in Public Management/ Financial Management/ Economics will be added as an advantage. Extensive knowledge of Supply Chain Management in Public Sector. Understanding of PFMA, Treasury Regulations, PPPFA Act, BBEE Act, Competition Act, Promotion of access of information Act, SITA, Construction and Industry Development Board Act and related practice Notes. Management of resources. Communication and Interpersonal skills, Problem Solving skills, Computer skills, Numeracy skills, Analytical skills, Client orientated, Commitment, Integrity, Loyal, Team Leadership. Presentation skills, Planning and Organizing.

**DUTIES**

Supervise the activities of the State Accounting Clerks/ Snr and State Accountants to contribute to the rendering of professional financial management service of example: Personal Development. Performance and management discipline. To render financial support services to the entire institution: Ensure that BAS Financial reports are drawn, analyzed and interpreted accordingly, ensure that there is even monthly expenditure and that expenditure goes against relevant and appropriate items. Provide management with monthly expenditure, Provide reports of financial Control Committee Meetings. To ensure proper planning and forecast of financial expenditure: Ensure that monthly financial projections are done to determine expected expenditure. Reconcile projected expenditure against actual expenditure, Allocated Budget to different budgetary items and ensure annual capturing. Allocate Budget to different Cost Centers, capture any adjustment accordingly, and manage shifting of funds. Manage commitments and ensure correct use of FORIPS. To ensure maximum revenue collection: Authorize receipts on the system, monitor monthly Balance-sheet, monitor daily banking and ensure compliance with internal control checklist.

**ENQUIRIES**

Mr N A Mashinini, Tel No: (058) 718 4002

**APPLICATIONS**

applications to be send to: The Chief Executive Officer, Elizabeth Ross Hospital, Private Bag X804, Witsieshoek, 9866

**FOR ATTENTION**

Mr N A Mashinini

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**SALARY**

R297 516K per annum OSD

**CENTRE**

Fezi Ngubentombi Hospital, Sasolburg

**REQUIREMENTS**

Registration with the SANC as a Professional Nurse. Experience: A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse. Knowledge and Skills: Ability to work under pressure. Confidentiality.

**DUTIES**

Provide comprehensive health care including direct patient care. Provision of direction and supervision or the implementation of the nursing care plan. Implement critical Nursing Standards for quality Nursing and Health Care in accordance with the regulations relevant to nursing. Render an essential health
services to the community. Implement all statutory prescripts (guidelines/protocols). Co-ordinate TB & HIV activities (testing counseling, treatment, monitoring and supporting) in the Institution. Collect data related to TB & HIV programme. Be able to mobilize and manage resources in achieving reduction of the burden of TB & HIV.

ENQUIRIES: Me N M Mokoena Tel No: (016) 970 9420
APPLICATIONS: applications to be send to: The Chief Executive Officer, Fezi Ngubentombi Hospital, Private Bag X2017, Sasolburg, 1947
FOR ATTENTION: Mr M C Foforane

POST 09/135: ARTISAN FOREMAN: GRADE A: REF NO: H/A/6 (X4 POSTS)

SALARY: R286 500 per annum OSD
CENTRE: Universitas Hospital, Bloemfontein
REQUIREMENTS: Relevant Trade Test Certificate. (A complete apprenticeship and proof of passing official trade test under the provisions of Section 13(2)(h) of the Manpower Training Act, 1981) or certificate issued under the provisions of Section 28 and 30 of the Manpower Training Act, 1981 as amended, or a certificate issued under the provisions of the repealed Section 27 of the Act referred to. Five years’ post-qualification experience as an Artisan. Valid driver’s license. N3 Certificate. Grade 12. Computer literacy. Must be able/willing to perform standby and after hour duties. Knowledge and Skills: Project management.

DUTIES: To manage all aspects of technical services, technical design, production, operation and maintenance activities in field, workshop and technical offices. Plan work to be performed. Execute inspections of buildings/equipment according to plan. Ensure that work is executed according to set standards and policies. Attend, supervise and monitor job requests in respect of physical repair and maintenance, including preventative maintenance of medical and operational equipment and the complete of job requests. Manage administrative and related functions: Record, supervise and monitor job request ((H24’s). Obtain quotations in respect of stock and materials. Complete PA1 Logis forms for request of equipment, tools and materials. PDMS. Implement equipment maintenance program. Financial Management: People management. Maintain and advance Expertise. Supervise and mentor subordinates. Perform administrative functions.

ENQUIRIES: Mr H Hayward Tel No: (051) 405 3715
APPLICATIONS: Applications to be send to: The Chief Executive Officer, Universitas Hospital, Private Bag X20660, Bloemfontein, 9301 or hand delivered at Room 1103, HR Office, First Floor Universitas Hospital, Bloemfontein.
FOR ATTENTION: Me Finger or Me Steenkamp

POST 09/136: ARTISAN FOREMAN: GRADE A: REF NO: H/A/3

SALARY: R286 500 per annum OSD
CENTRE: Parys Hospital, Parys
REQUIREMENTS: Relevant Trade Test Certificate. (A complete apprenticeship and proof of passing official trade test under the provisions of Section 13(2)(h) of the Manpower Training Act, 1981) or certificate issued under the provisions of Section 28 and 30 of the Manpower Training Act, 1981 as amended, or a certificate issued under the provisions of the repealed Section 27 of the Act referred to. Five years’ post-qualification experience as an Artisan. Valid driver’s license. N3 Certificate. Grade 12. Knowledge and Skills: Building safety programs and protocols. Knowledge of application machinery regulations. Previous experience in health environment. Ability communication issues in tactful manner.

DUTIES: To perform and/or supervise technical design, production, operation and maintenance services. Supervise and monitor the completion of job requests. Supervise and mentor subordinates. Perform administrative functions. Detailed key performance areas can be obtained from the contact person.

ENQUIRIES: Me M V Ramoliki Tel No: (056) 816 2114
APPLICATIONS: Applications to be send to: The Chief Executive Officer, Parys Hospital, Private Bag X5, Parys, 9585
FOR ATTENTION: Me M V Ramoliki
POST 09/137: STATE ACCOUNTANT REF NO: H/S/5 (X3 POSTS)

SALARY: R242 475 per annum (Level 07)
CENTRE: Boitumelo Hospital, Kroonstad
REQUIREMENTS: Recognized Degree or National Diploma in Financial Accounting/Management Accounting or equivalent qualification. LOGIS / BAS Certificate. 3 years’ relevant experience. Valid driver’s license. Knowledge and Skills: Be conversant with the Public Finance Management Act and Treasury Regulations. Good communication and leadership skills. Computer literacy.
ENQUIRIES: Me M L November Tel No: (056) 216 5200/5308
APPLICATIONS: Applications to be send to: The Chief Executive Officer, Boitumelo Hospital, Private Bag X47, Kroonstad, 9500
FOR ATTENTION: Me M November

POST 09/138: SENIOR HUMAN RESOURCE OFFICER REF NO: H/H/111

SALARY: R242 475 per annum (Level 07)
CENTRE: Boitumelo Hospital, Kroonstad
REQUIREMENTS: An appropriate (or equivalent) Degree/Diploma in Human Resources. Persal training. 3 years’ relevant experience. Knowledge and Skills: Ability to communicate issues in tactful manner. Confidentiality and problem solving skills. Computer skills.
DUTIES: Supervise, plan and co-ordinate the activities of the Personnel Officers to contribute to the rendering of a professional human resource management service. Supervise the implementation and maintenance of human resource administration practices concerning service benefits and or maintenance and provisioning of human resources in the department to contribute to the rendering of a professional Human Resource Management Service. Conditions of Service and service benefits (Leave, Housing, Medical, Injury on Duty, Terminations, Long Service Recognition, overtime, re-allocation, Pension, allowances etc.). HR Provisioning (Recruitment and Selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc.) Performance Management. Address human resource management enquiries to ensure the correct implementation of human resource management practises. Inform, guide and advice Department/personnel on human resource administration matters to enhance the correct implementation of personnel administration practises/ policies. Approve transactions on Persal according to delegations. Prepare reports on personnel administration issues and statistics.
ENQUIRIES: Me M L November Tel No: (056) 216 5200/5308
APPLICATIONS: Applications to be send to: The Chief Executive Officer, Boitumelo Hospital, Private Bag X47, Kroonstad, 9500
FOR ATTENTION: Me D S Mthimkulu

POST 09/139: SUPPLY CHAIN PRACTITIONER REF NO: H/S/32 (X3 POSTS)

SALARY: R242 475 per annum (Level 07)
CENTRE: Boitumelo Hospital, Kroonstad
REQUIREMENTS: Degree/Diploma in Supply Chain Management or equivalent. LOGIS/BAS Certificate. 3 years’ relevant experience. Knowledge and Skills: Good interpersonal relations. Good communication, planning, problem solving, computer and organizational skills. Ability to work under pressure. Lateral thinking. Ability to interpret and execute policy directives/procedures.
DUTIES: Implement and administer Supply Chain Management practices. Monitoring and evaluation of internal controls within SCM. Supervision of junior officials, procurement of goods and services for the institution. Stocktaking, control of asset movement and oversee Acquisition and Logistics division and address SCM Enquiries. Check and approve Logis documents according to delegations and control of asset movement.

ENQUIRIES: Mr P Gcingca Tel No: (056) 216 5200
APPLICATIONS: Applications to be send to: The Chief Executive Officer, Boitumelo Hospital, Private Bag 47, Kroonstad, 9500 or hand delivered @ Room B26, Admin Building, Boitumelo Hospital, Smaldeel Road, Kroonstad
FOR ATTENTION: Me M November

POST 09/140: PHARMACIST ASSISTANT: POST BASIC REF NO: H/P/2 (X2 POSTS)

SALARY: R196 218 per annum OSD
CENTRE: Medpharm, Bloemfontein
REQUIREMENTS: Registration with the SAPC as Pharmacist Assistant after completion of Post Basic. Experience: None after registration with the SAPC as Pharmacist's Assistant (Post- Basic). Knowledge and Skills: 2 Years’ experience in stock management.

DUTIES: Assist with the distribution of pharmaceutical and consumable stock. Assist with the control of pharmacy stock: checking shelves, cleaning the shelves and stock, Monitoring the temperatures, maintenance of hygiene in stores, checking for expired stock, stock levels and stock cards. Receiving and unpacking of received stock. Picking and picking of pharmaceutical and consumable stock for distribution to institutions in the Free State.

ENQUIRIES: Mr Greef Tel No: (051) 411 0550m, Me Mogamisi Tel No: (051) 411 0566
APPLICATIONS: Applications to be send to: The Chief Executive Officer, Medpharm, P O Box 7622 Bloemfontein, 9300
FOR ATTENTION: Mr T April

POST 09/141: ARTISAN: GRADE A: REF NO: H/A/7

SALARY: R179 523 per annum OSD
CENTRE: Universitas Hospital, Bloemfontein
REQUIREMENTS: Relevant Trade Test Certificate. (A complete apprenticeship and proof of passing official trade test under the provisions of Section 13(2)(h) of the Manpower Training Act, 1981) or certificate issued under the provisions of Section 28 and 30 of the Manpower Training Act, 1981 as amended, or a certificate issued under the provisions of the repealed Section 27 of the Act referred to. Five years’ post- qualification experience as an Artisan. Valid driver’s license. N2 Certificate. Grade 12. Computer literacy. Must be able/willing to perform standby and after hour duties. Knowledge and Skills: Project management.

DUTIES: To render technical design, production, operation and maintenance services. (Maintain, repair, test repair, service and quality assure equipment and or facilities for technical faults according to schedule, standards and against specifications. Perform administrative related functions. Supervision of resources and ensure compliance to Health and Safety Act. Detailed key performance areas can be obtained from the contact person.

ENQUIRIES: Mr H Hayward Tel No: (051) 405 3715
APPLICATIONS: Applications to be send to: The Chief Executive Officer, Universitas Hospital, Private Bag X20660, Bloemfontein, 9301 or hand delivered at Room 1103, HR Office, First Floor Universitas Hospital, Bloemfontein.
FOR ATTENTION: Me Finger or Me Steenkamp

POST 09/142: ARTISAN: PLUMBING REF NO: H/A/10

SALARY: R179 523 per annum OSD
CENTRE: Boitumelo Hospital, Kroonstad
REQUIREMENTS: Relevant Trade Test Certificate. (A complete apprenticeship and proof of passing official trade test under the provisions of Section 13(2)(h) of the Manpower Training Act, 1981) or certificate issued under the provisions of Section 28 and 30 of the

**DUTIES**: To render technical design, production, operation and maintenance services. Interpret blueprints and specifications to map layout for pipes, drainage systems and other plumbing materials. Install pipes and fixtures such as sinks and toilet, water, gas, steam, air or other liquids. Install support for pipes, equipment and fixtures prior to installation. Assemble pipe sections, tubing and fittings by using couplings, clamps, screws, bolts, cement, plastic solvent, caulking or soldering, brazing and welding equipment. Fill pipes or plumbing fixtures with water or air and observe pressure gauges to detect and locate leaks. Review blueprints and building codes and specifications to determine work details and procedures. Prepare written work cost estimates and negotiate contracts. Study building plans and inspect structures to assess material and equipment needs to establish the sequence of pipe installations and to plan installation around obstructions such as electrical wiring. Keep records of assignment and produce detailed work reports. Perform complex calculations and planning for special or very large jobs. Locate and mark the position of pipe installations, connections, passage holes and fixtures in structure using measuring instruments such as rulers and levels. Perform administrative related functions.

**ENQUIRIES**: Mr P Moloto Tel No: (056) 216 5200

**APPLICATIONS**: Applications to be send to: The Chief Executive Officer, Boitumelo Hospital Private Bag 47, Kroonstad, 9500 or hand delivered @ Room B26, Admin Building, Boitumelo Hospital, Smaldeel Road, Kroonstad

**FOR ATTENTION**: Me M November
ANNEXURE O

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/ Private Bag X112, Marshalltown, 2107 or Applicants can apply online at:www.gautengonline.gov.za.

**CLOSING DATE**

22 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 Z83. 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.

**ERRATUM**: Kindly note that Posts of Director: Strategic Planning and Director: Human Resource Administration, advertised in Public Service Vacancy Circular 08 dated 01 March 2019, these two positions are advertised on a performance-based: 5 year Fixed -Term Employment Contract.

**OTHER POSTS**

<table>
<thead>
<tr>
<th>POST 09/143</th>
<th>DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>REFS/003695</td>
</tr>
<tr>
<td></td>
<td>Directorate: Human Resource Administration</td>
</tr>
<tr>
<td>SALARY</td>
<td>R697 011 per annum (all-inclusive remuneration package)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Johannesburg</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Minimum of NQF level 6 qualification in HR related field plus 3-5 years’ experience in Human Resource Administration, or Matric plus 8-9 years’ experience in Human Resource Administration. Managerial experience in HRA is essential. SAP and PERSAL knowledge is a necessity.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Management of HRA business processes and services for all Gauteng Provincial Government Departments. Develop and implement HR processes and procedures on Conditions of Service and Service Benefits administration (i.e. Appointments, promotions, transfers, leave, etc). Provide quality assurance on HR processes and ensure compliance to HR legislation and procedures. Management of the HRA transactional processes’ service level agreement and ensure that services are rendered effectively and efficiently. Management of staff and ensuring on-going development of HRA team leaders. Establish and maintain good customer relations with the GPG Departments and other stakeholders. Resolve complex HR queries and process issues. Respond to audit queries and ensure implementation of the recommendations thereof. Attend to audit queries and implementation of the recommendations thereof. Compile monthly/quarterly performance reports and make budgetary recommendations. Project Management of the automation of HRA processes</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms. Nonhlanhla Mabuza Tel No: (011) 689 8511</td>
</tr>
</tbody>
</table>
POST 09/144: DEPUTY DIRECTOR: TECHNICAL ARCHITECT REF NO: REFS/003696
Directorate: Enterprise Architecture

SALARY: R697 011 per annum (all-inclusive remuneration package)
CENTRE: Johannesburg
REQUIREMENTS:
Minimum of NQF level 6 qualification in Computer Science, Computer Engineering, Systems Analysis or related discipline plus 3-5 years’ experience in IT, with a minimum of 2 years in domain architecture design (Networks, platforms, applications, security, middleware, etc), or Matric plus 8-9 years’ experience in IT, with a minimum of 2 years in domain architecture design (Networks, platforms, applications, security, middleware, etc). In-depth experience in designing and implementing technology solutions is essential. Some experience in business analysis or strategic planning will be an added advantage.

DUTIES:
Develop infrastructure architecture including setting of technology standards. Provide IT best practices, research, advice, and recommendation. Provide technology inputs in projects. Map, refine, and maintain models to meet business requirements and to document the current ICT architectural landscape. Establish audit objectives and devise audit plan to ensure continued data and interface integrity. Analyse gathered information to evaluate effectiveness of controls and determine accuracy of reports to document findings and recommendations. Devise, write, and test computer programs and hardware required to obtain information in the Lab to ensure interoperability and security integrity. Coordinate new development and make sure it is consistent and well-integrated with existing technology infrastructure. Engage in business analysis, information acquisition analysis and design, data access analysis and design, archive and recovery strategy, security, and change management. Assist in post-implementation continuous improvement efforts to enhance performance and provide increased efficiency. Interface with business community and provide ongoing status reports. Interface with architecture standards (technical engineers, architects, etc). Liaise and communicate with various departments to define and design technical architecture that meets their strategic objectives.

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

POST 09/145: ASSISTANT DIRECTOR: DEBT MANAGEMENT REF NO: REFS/003690
Directorate: Debt Management

SALARY: R356 289 per annum (plus benefits)
CENTRE: Johannesburg
REQUIREMENTS:
Matric plus National Diploma/Degree qualification in Business Management/Commerce with 2-3 years debt collection experience/legal collection experience OR Matric plus 6-7 years debt collection experience/legal collection experience. BAS and Persal will be an added advantage.

DUTIES:
Supervising the team, ensuring that debts are collected and administrated within the SLA. Develop, supervise, guide and lead practitioners. Identify continuous improvement opportunities. Encourage and support ongoing professional development of staff. Daily monitoring and authorisation of debt related Ledger accounts within SLA. Request, analyse, categorise, consolidate and update and submit monthly and quarterly reports for all GPG departments to stakeholders and Debt management managers Effective stakeholder relationship management (support, training and information sharing to stakeholders). Delivery of transactional service as per legislative prescripts. Improve financial performance.

ENQUIRIES: Ms Sithembile Buthelezi Tel No: (011) 689 6527

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 Admin Clerk (X1 Post) with Ref No: TDH001/2019 (For Tshwane District Hospital) Good advertised in Public Service Vacancy Circular 08 dated 01 March 2019, was advertised with incorrect salary scale, the correct salary scale should be R163 563 (Level 05).
OTHER POSTS

POST 09/146 : DENTAL SPECIALIST GRADE 1-3
Directorate: Oral Pathology

SALARY : Grade 1: R1 051 368 per annum (all inclusive remuneration)
Grade 2: R1 202 112 per annum (all inclusive remuneration)
Grade 3: R1 395 105 per annum (all inclusive remuneration)

CENTRE : Medunsa Oral Health Centre

REQUIREMENTS : Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Dental Specialist in Oral Pathology. Registration with the HPCSA as a Dental Specialist in Oral Pathology. Appropriate experience as Oral Pathology Specialist after registration with the HPCSA as a Dental Specialist in Oral Pathology. Keen/Proven ability to conduct and potential to supervise research activities. Adequate administrative skills. Good communication as well as analytical and problem-solving skills. Appropriate experience in supervision and training of staff and students at under- and postgraduate levels. Computer literacy. Positive and supportive attitude towards embracing diversity.

DUTIES : Implementation, monitoring and evaluation of academic dental services of the Oral Health Teaching platform. Quality Assurance of clinical governance and teaching and learning. Operational, educational and clinical research. Supervisory and administrative role with regards to teaching and training of post- and undergraduate students. Compliance with audit and asset management requirements in the University and Oral Health Services. Render general and specialist Oral Pathology dental services at MOHC and SMU Oral Health Teaching platform. Participate in any other activities as directed by the Head of department. The successful candidate will be required to perform overtime.

ENQUIRIES : Prof. SJH Hendricks Tel No: (012) 5214800
APPLICATIONS : Applications can be hand delivered to SMU Medunsa Oral Health Centre. Human Resource Department, Room S529 Fifth floor or posted to SMU Medunsa Oral Health Centre, Private Bag x848, Pretoria, 0001
FOR ATTENTION : Ms IS Makgatho
NOTE : Applications must be submitted on Z83 obtainable from any Public Service department, accompanied by a CV, certified copies of ID, qualifications and registration with the HPCSA. People with disability are encouraged to apply. People with Rural Health Experience are also encouraged to apply.

CLOSING DATE : 22 March 2019

POST 09/147 : VICE PRINCIPAL – (SINGLE NURSING COLLEGE)
Directorate: Nursing Education and Training

SALARY : R801 919 per annum (all-inclusive remuneration package of which a portion can be structured)

CENTRE : SG Lourens Nursing College

REQUIREMENTS : Degree/Diploma in Nursing and a post basic qualification in Nursing Education and Nursing Administration. A Master’s degree is a pre-requisite. Registration with South African Nursing Council (SANC). A minimum of ten (10) years appropriate or recognizable nursing experience after registration as Professional Nurse and Midwife of which six (6) years must be appropriate or recognizable experience in Nursing Education after obtaining a post basic qualification in Nursing Education. Minimum of two (2) years’ experience as HOD in Nursing Education. Facilitation and presentation skills. Good communication (verbal & written), organisational and problem-solving skills. Good computer skills (MS Word, Excel, etc.). Applying and interpretation of regulations and other legislative frameworks pertaining to Nursing Education. Conflict management and supervisory skills. Driver’s License.

DUTIES : Manage the education and training of Nurses. Manage clinical learning exposure to learners between college and clinical areas. Manage the college in the absence of the Principal. Develop and ensure implementation of quality assurance programme. Collaborate with other stakeholders and build a sound relationship within the department. Develop policies, standard operational procedure, norms
and standards and ensure the implementation thereof. Monitor and evaluate the implementation of all training programmes. Support the mission and promote the image of the College. Supervision of staff. Monitor employee’s performance in terms of the performance management system. Maintain sound labour relations through proper discipline. Oversee the supervision of students. Monitor the evaluation of academic performance. Maintain accountability and responsibility of team leader to a group of students. Supervise marking and moderating theoretical and practical examinations.

ENQUIRIES: Ms J.E. Malobola Tel No: (012) 319 5601
APPLICATIONS: Application documents must be submitted to SG Lourens Nursing College, Cnr Soutpanberg Road & Theodorehove, Pretoria or SG Lourens Nursing College, Private Bag X755, Pretoria, 0001 or apply on-line at www.gautengonline.gov.za.

NOTE: Application must be completed fully on Z83 form, certified copies not older than three (3) months of all required documents must be attached. 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). The candidature of persons whose appointment/transfer/promotion will promote representivity/equity (race, gender and disability) will receive preference. Applicants will be subjected to a pre-employment Medical Surveillance. The institution reserves the right not to appoint.

CLOSING DATE: 25 March 2019

POST 09/148: MEDICAL OFFICER GRADE 1-3 (X2 POSTS)
Directorate: Anaesthesiology

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

CENTRE: Kalafong Provincial Tertiary Hospital

REQUIREMENTS: Registered with the Health Professional Council of South Africa (HPCSA) as an Independent Medical Practitioner. An interest in a career anaesthesiology and a Diploma in Anaesthesia are advantageous. ACLS is recommended.

DUTIES: These will include peri-operative management and care of patients. This includes after-hours work. The medical officer will also be expected to participate in the department’s academic program and in any research activities. If the medical officer has not yet completed a Diploma in Anaesthesia, they will be expected to complete one within the first year of employment in the department. The medical officer will be willing to work in the Intensive Care Unit. The Medical Officer post is for One year only.

ENQUIRIES: Dr. M. Mbeki Tel No: (012) 373-1053
APPLICATIONS: Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.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. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the
Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

**CLOSING DATE**: 22 March 2019

**POST 09/149**: MEDICAL OFFICER GRADE 1 (X2 POSTS)
Directorate: Paediatrics

**SALARY**: R780 612 per annum (all-inclusive)
**CENTRE**: Kalafong Provincial Tertiary Hospital
**REQUIREMENTS**: MBChB or equivalent. Registration as a Medical Practitioner with HPCSA. Recommendations: Experience in the management of children and neonates.
**DUTIES**: Service rendering in the Paediatric in the Paediatric Department. Undergraduate teaching as well as assistance in research projects of the Department. Call duties as required by the Department of Paediatrics.

**ENQUIRIES**: Prof. T. Avenant Tel No: (012) 373-1009
**APPLICATIONS**: Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.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. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

**CLOSING DATE**: 22 March 2019

**POST 09/150**: MEDICAL OFFICER GRADE 1 (X1 POST)
(Contract Post for 12 months)
Directorate: Paediatrics

**SALARY**: R780 612 – R840 942 (all-inclusive)
**CENTRE**: Kalafong Provincial Tertiary Hospital
**REQUIREMENTS**: MBChB or equivalent. Registration as a Medical Practitioner with HPCSA. Recommendations: Experience in the management of children and neonates.
**DUTIES**: Service rendering in the Paediatric in the Paediatric Department. Undergraduate teaching as well as assistance in research projects of the Department. Call duties as required by the Department of Paediatrics.
ENQUIRIES  :  Prof. T. Avenant Tel No: (012) 373-1009
APPLICATIONS  :  Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.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. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE  :  22 March 2019

POST 09/151  :  MEDICAL OFFICER (X1 POST)
Directorate: General Surgery

SALARY  :  R780 612 – R840 942 (all exclusive)
CENTRE  :  Kalafong Provincial Tertiary Hospital
REQUIREMENTS  :  MBChB or equivalent. A valid registration with the HPCSA as an Independent Medical Practitioner.
DUTIES  :  The many and diverse functions of this position encompass aspects of patient care, education, research (may participate in original basic or clinical research) and counsel during surgery emergencies. The service aspect includes ensuring correct surgical treatment of patients. The academic programme will include patient case presentations, subject discussions and attendance of the post graduate programme. The position is intended for grooming of candidates who wish to follow a surgical career.

ENQUIRIES  :  Prof. D. Montwedi Tel No: (012) 373 1005
APPLICATIONS  :  Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.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. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of
ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE : 22 March 2019

POST 09/152 : REGISTRAR (MEDICAL) (X1 POST)
Directorate: General Surgery

SALARY : R780 612 – R840 942 (all exclusive)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : MBChB or equivalent. A valid registration with the HPCSA as an Independent Medical Practitioner.

DUTIES : The many and diverse functions of this position encompass aspects of patient care, education, research (may participate in original basic or clinical research) and counsel during surgery emergencies. The service aspect includes ensuring correct surgical treatment of patients. The academic programme will include patient case presentations, subject discussions and attendance of the post graduate programme. The position is intended for grooming of candidates who wish to follow a surgical career.

ENQUIRIES : Prof. D. Montwedi Tel No: (012) 373 1005
APPLICATIONS : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.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. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE : 22 March 2019

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POST 09/153: MEDICAL OFFICER REF NO: HJH-REFS/003676 (X2 POSTS)
Directorate: Accident and Emergency

SALARY:
Grade 1: R780 612 – R840 942 (all-inclusive Package)
Grade 2: R892 551 – R975 945
Grade 3: R1 035 831.00 – R1 295 025

CENTRE:
Helen Joseph Hospital

REQUIREMENTS:
Appropriate qualification that allows registration with the HPCSA as Medical Practitioner (Independent Practice). One must be registered and have proof of the current registration with the HPCSA. **Grade 1:** No experience required after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. **Grade 2:** A minimum of 5 years appropriate experience as Medical Officer with the HPCSA is required. **Grade 3:** A minimum of 10 years appropriate experience as Medical Officer after registration with the HPCSA is required. Basic medical degree (MBBCh or equivalent) that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner (Independent Practice). Full registration with the HPCSA as a Medical Practitioner (Independent Practice) Good interpersonal, communication and computer skills. Independent and effective decision-making. ATLS/ACLS/APLS/PALS will be advantageous. Diploma in Primary Emergency Care (DipPEC) and emergency ultrasound accreditation also advantageous.

DUTIES:
Evaluation and clinical management of patients referred to the Emergency Department. Clinical training of undergraduates. Relevant administration as required for medico-legal purposes.

ENQUIRIES:
Dr P Saffy Tel No: 011 489 1011

APPLICATIONS:
Applications should be submitted at Helen Joseph Hospital, No1 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 equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, HPCSA and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.

POST 09/154: DENTIST GRADE 2-3
Directorate: Oral Pathology

SALARY:
Grade 1: R757 707 – R840 942 per annum (all inclusive remuneration)
Grade 2: R892 551 – R975 945 per annum (all inclusive remuneration)
Grade 3: R1 035 831 – R1 295 025 per annum (all inclusive remuneration)

CENTRE:
Medunsa Oral Health Centre

REQUIREMENTS:
Appropriate qualification that allows registration with the HPCSA as a Dentist. Minimum of 7/12 years appropriate experience as a Dentist after registration with the HPCSA as a Dentist, with interest in Oral Pathology.

DUTIES:
The incumbent will be an anchor in the department with respect to the following key performance areas: Provide Oral Health Services at Medunsa Oral Health Centre. Management of the Oral Health programme for Medunsa Oral Health Centre. Teaching/training undergraduate dental students including academic administration. Prepare and deliver dental lectures in Oral Pathology. Facilitate learning for dental undergraduate's students. Maintain physical and electronic records. Use technology to effectively achieve workplace objectives. Plan, organize and allocate work to session Dentists. Plan and monitor the delivery of dental services to Oral Pathology patients at Medunsa Oral Health Centre.

ENQUIRIES:
Prof SJH Hendricks Tel No: (012) 521 4800

APPLICATIONS:
The applications can be hand delivered to Medunsa Oral Health Centre, Human Resource Department, Room S521 Fifth floor to Ms. IS Makgatho or posted to Medunsa Oral Health Centre, Private Bag X848, Pretoria, 0001

FOR ATTENTION:
Ms IS Makgatho
NOTE: People with disability are encouraged to apply. People with Rural Health Experience are also encouraged to apply.

CLOSING DATE: 22 March 2019

POST 09/155: PHARMACIST GRADE 1 REF NO: RM/PG1/01/2019 (X1 POST)
Directorate: Pharmacy

SALARY: R655 980 per annum (All-inclusive package)
CENTRE: Rahima Moosa Mother and Child Hospital
REQUIREMENTS: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC. Registration with the SAPC as Pharmacist and proof of current registration: No experience required after registration as Pharmacist with the SAPC in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa.

DUTIES: The provision of pharmaceutical care by taking responsibility for the patients medicine-related needs and being accountable for meeting these needs, which will include but not limited to: Evaluation of the patient medicine-related needs by determining the indication, safety and effectiveness of the therapy. Dispensing of any medicine or scheduled substance on a prescription of a person authorised to prescribe medicine. Furnishing of information and advice to any person with regards to the use of the medicine. Determining the compliance with the therapy and follow up to ensure that the patient's medicine-related needs are being met. Comply with standard operating procedures and statutory regulations (GPP, GMP, and PFMA incl. cost containment measures), provide comprehensive patient counselling, and liaise with medical / nursing staff on patient problems regarding inappropriate handling and use of medication. Monitor treatment outcomes, recording scheduled substances in register, monitoring adherence and appropriate use of chronic. Ensure thermo-labile (fridge) products are stored and handled according to manufacturer’s recommendations. Consulting medical officers to ensure compliance of standard treatment guidelines and EML. Providing in-service training, promoting the rational medicine use principles, monitoring availability of essential medicines, compounding medicines according to formulae. Compliance to SOP’s. Supervising pharmacist assistants on dispensing activities. Placing orders and follow-up on back orders, supervising pharmacy assistants on stock orders, receiving, handling and storage procedures. Promote Public health, Conduct cyclic and bi-annual stock counts. Comply with six quality priorities and Batho Pele Principles. Ensure safekeeping and security of stock, preventing losses, theft and expiring stock. Deputize for the supervising pharmacist. Be available for on call after hours. Perform any other duty within scope of practice, PMDS and conflict resolution. Ensure that section 21 of medicine procedures are followed properly by health professionals and the schedule 6 drug register is balanced after every issue and quarterly as per the prescription of the law. Be involved with continuous improvement projects to address service delivery challenges. Compliance to National Core Standards as applicable to pharmacy.

ENQUIRIES: Mr. R. Bhatt Tel No: (011) 470-9044
APPLICATIONS: Applications to be forwarded to the Rahima Moosa Mother and Child Hospital, Cnr. Fuel and Oudtshoorn Street, Coronationville, 2092 or Private Bag X20, Newclare, 2112 or the Human Resource Office, Administration Building, 1st Floor.

NOTE: Applications to be submitted on a Z83 form with a CV, certified copies of ID, SAPC registration and qualifications attached. Correspondence will be limited to shortlisted candidates.

CLOSING DATE: 22 March 2019

POST 09/156: ASSISTANT MANAGER NURSING PN B-4 (SPECIALTY) REF NO: RM/AMN/02/2019 (X1 POST)
Directorate: Nursing Services (Maternity)

SALARY: R581 826 per annum (Plus benefits)
CENTRE: Rahima Moosa Mother and Child Hospital
REQUIREMENTS: Diploma/degree in nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Current registration with SANC as a Professional Nurse. A post basic qualification in Nursing Administration, Advanced
Midwifery and Neonatal Nursing Science. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC 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. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, OHS Act, Patient Rights Charter, Batho-Pele principles, Public Service regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Skills: Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programs. Personal: Responsiveness, Pro-activity, Professionalism, Accuracy, Flexibility, Initiative, Co-operation, Team player, Supportive, Assertive.

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

**ENQUIRIES**
Matron R. Luphai Tel No: (011) 470-9033

**APPLICATIONS**
Applications to be forwarded to the Rahima Moosa Mother and Child Hospital, Cnr. Fuel and Oudtshoorn Street, Coronationville, 2092 or Private Bag X20, Newclare, 2112 or the Human Resource Office, Administration Building, 1st Floor.

**NOTE**
Applications to be submitted on a Z83 form with a CV, certified copies of ID, SANC registration and qualifications attached. Correspondence will be limited to shortlisted candidates.

**CLOSING DATE**
22 March 2019

**POST 09/157**
**HEAD OF DEPARTMENT (PNDIII) – MIDWIFERY**
Directorate: Nursing Education and Training

**SALARY**
R548 436 – R635 778 per annum (plus benefits)

**CENTRE**
SG Lourens Nursing College

**REQUIREMENTS**
- Registration with the South African Nursing Council as a Nurse. Bachelor’s degree in Nursing/ Nursing Education and Management. A Master’s degree in the specialty will be an added advantage. Valid driver’s license to drive a code B manual motor car. Computer literacy in MS Office and sound communication skills.
- A minimum of 9 years’ appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years’ of the period referred to above must be appropriate/recognisable experience in Nursing Education and Management after registration in the said specialty. Experience in clinical assessment practice. Knowledge of procedures and processes related to Basic and Post Basic Nursing Programmes. Knowledge and understanding of Nursing Code of Ethics and Professional Practice of the South African Nursing Council. Thorough knowledge and understanding of Nursing Standards of Practice and Scope of Practice. Knowledge of HR matters and Finance. In-depth knowledge of Public Service prescripts.

**DUTIES**
- Participate in daily management of the College. Coordinate and facilitate Nursing Education and Training of students. To perform research work relevant to nursing education and related subjects to enhance the quality of nursing education. Develop and ensure implementation of quality assurance programmes. Manage, orientate, supervise and appraise staff members. Manage and participate in the management of the College Budget. Collaborate with stakeholders and build a sound relationship within the Department. Provide academic support to students.

**ENQUIRIES**
Ms J.E. Malobola Tel No (012) 319 5601

**APPLICATIONS**
Application must be completed fully on Z83 form, certified copies not older than three (3) months of all required documents must be attached. Application documents must be submitted to SG Lourens Nursing College, Cnr Soutpanberg.
NOTE: 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). The candidature of persons whose appointment/transfer/promotion will promote representivity/equity (race, gender and disability) will receive preference. Applicants will be subjected to a pre-employment Medical Surveillance. The institution reserves the right not to appoint.

CLOSING DATE: 25 March 2019

POST 09/158: HEAD OF DEPARTMENT (PNDIII) – COMMUNITY NURSING SCIENCE (CNS) AND PRIMARY HEALTH CARE (PHC)
Directorate: Nursing Education and Training

SALARY: R548 436 – R635 778 per annum (plus benefits)
CENTRE: SG Lourens Nursing College
REQUIREMENTS: Registration with the South African Nursing Council as a Nurse. Bachelor’s degree in Nursing/ Nursing Education and Management. A qualification in Community Nursing Science and a post basic qualification in Primary Health Care. A Master’s degree in the specialty will be an added advantage. Valid driver’s license to drive a code B manual motor car. Computer literacy in MS Office and sound communication skills. A minimum of 9 years’ appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years’ of the period referred to above must be appropriate/recognisable experience in Nursing Education after obtaining the Post Basic Nursing Education qualification. Appropriate experience in clinical assessment practice in the specialty. Knowledge of educational procedures and processes related to Basic and Post Basic Nursing Programmes. Knowledge of relevant Acts and Legislation, Code of Ethics and Professional Practice of South African Nursing Council. Knowledge of Human Resources and Finance matters. Leadership skills.

DUTIES: Coordinate the provision of education and training of student nurses. Manage clinical learning exposure to learners between College and clinical areas. Develop and ensure implementation of quality assurance programmes, collaborate with other stakeholders and build a sound relationship within the department. Supervise staff, oversee the supervision of students. Supervise marking and moderating theoretical and practical examinations.

ENQUIRIES: Ms J.E. Malobola Tel No: (012) 319 5601
APPLICATIONS: Application documents must be submitted to SG Lourens Nursing College, Cnr Soutpansberg Road & Theodorehove, Pretoria or SG Lourens Nursing College, Private Bag X755, Pretoria, 0001 or apply on-line at www.gautengonline.gov.za.

NOTE: Application must be completed fully on Z83 form, certified copies not older than three (3) months of all required documents must be attached. 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). The candidature of persons whose appointment/transfer/promotion will promote representivity/equity (race, gender and disability) will receive preference. Applicants will be subjected to a pre-employment Medical Surveillance. The institution reserves the right not to appoint.

CLOSING DATE: 25 March 2019

POST 09/159: OPERATIONAL MANAGER GRADE 1 (SPECIALTY-NEONATAL)
Directorate: Nursing Department

SALARY: R532 449 - R599 274 per annum (plus benefits)
CENTRE: Pretoria West District Hospital
REQUIREMENTS: Registration with the SANC as professional Nurse with a post basic qualification of Advanced Midwifery. A minimum of at least 4 years appropriate/ recognizable
experience in midwifery after registration as a Professional Nurse with SANC. Knowledge: An understanding of all Nursing Legislation and Health Act.

**DUTIES**

Knowledge and understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Effectively communicate with patients, supervisors and other clinicians, including report writing when required, display concern for patients, promoting and advocating proper care. Work as part of a multi-disciplinary team to ensure good nursing care, and work co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Must be able to plan and organize own work and that of support personnel to ensure proper nursing care.

**ENQUIRIES**

Ms NL Madiba Tel No: (012) 380 1206

**APPLICATIONS**

Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117.

**NOTE**

Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, council receipt and ID

**CLOSING DATE**

22 March 2019

**POST 09/160**

ASSISTANT DIRECTOR: ENVIRONMENTAL HEALTH PRACTITIONER REF NO: EHD2019/03/01

Directorate: Health Programmes

**SALARY**

R489 429 – R543 195 per annum (plus benefits)

**CENTRE**

Ekurhuleni Health District

**REQUIREMENTS**

B. tech or Diploma in Environmental Health. Registration with the HPCSA in the Environmental Health Profession. Valid driver’s license. A minimum of three (03) years appropriate experience after registration with the HPCSA in the Environmental Health Profession of which five (05) years must be appropriate experience in management. Good interpersonal relationship skills. Good communication skills. Skills and interpersonal skills are necessary. Basic understanding of relevant legislation that governs Clinical Forensic Medicine. Evidence of registration with professional regulatory body (SANC).

**DUTIES**

Support and monitor Environmental Health initiatives at the district level. Ensure compliance to Hazardous Substances Act and Regulation and improve the quality of life of employees and community. Ensure proper handling and monitoring of Health Care Risk Waste. Improve the health status of premises compliance with set norms and standards. SHERQ. Ensure that Malaria, Pest control and Environmental Pollution control is attended. Management of budget and human resources and improve skills of employees. Compilation of Environmental Health Services data for Health Information System. Hazardous substances dealership: Ensure auditing and licensing of hazardous substances dealership Patients with confirmed Malaria: investigation of how patients contracted the disease and ensure that health education to families and community is provided. Contractors, facilities and developers: Inspection, investigation and comments on the development to be done and the output will be Environmental impact assessment comments. Compliance to Occupational Health and Safety, Health Care Waste legislation. Environmental Health Practitioners: Supervision, mentoring and coaching of EHPs including Community Service EHPs. Output will be: Supervised team of Environmental Health Practitioners. Identify Environmental Health priorities with district teams. Plan and organize work with health programs to achieve the objectives that meet service standards. Collaborate Environmental Health activities with City of Ekurhuleni Environmental Health managers. Promote intersectional collaboration at the district level as well as Government bodies, non-governmental organization, community based, Faith Based organizations and including other organizations. Facilitate and coordinate meetings, workshops and trainings. Observe and support awareness campaigns for all health programmes according to the National Health Awareness calendar. Monthly and quarterly reporting. Perform any other duties delegated by Supervisor/Manager.

**ENQUIRIES**

Ms T.G Marumolo Tel No: (011) 876 1825
APPLICATIONS: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

FOR ATTENTION: Human Resource Manager

NOTE: People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.

CLOSING DATE: 22 March 2019

POST 09/161: ASSISTANT DIRECTOR: RADIOGRAPHY REF NO: REFS/003697
Directorate: Clinical and Allied Services
This post is a re-advertisement; applicants who applied previously are encouraged to re-apply

SALARY: R489 429 per annum (Plus benefits)
CENTRE: Dr. George Mukhari Academic Hospital
REQUIREMENTS: Appropriate qualification and registration with the Health Professions Council of South Africa (HPCSA). A minimum of 5 years’ appropriate experience in the relevant profession.

DUTIES: Departmental Operational Management, manage and monitor performance and development of all staff. Manage, plan, organize and supervise the provision of general and specialized Radiography Services and students Clinical Training according to the vision and mission statements of the Department of Health. Make sure that the department is able to render a 24-hour Radiography Service at all times. Provide professional advice in issues pertaining to policies and legislation related to health. Compilation of the Strategic and Operational plans of the Department. Compilation of monthly statistics and stock control. Ensure compliance with budget management, Quality Assurance, Core Standards and Radiation Safety regulations. Problem solving and complaints management. Ensure that health and safety systems of work are maintained and that all possible steps are taken to prevent accidents and reduce hazards to Occupation Health. Leave monitoring. Monitor staff allocation and rotation. Ensure Radiography equipment’s maintenance contracts.

ENQUIRIES: Ms. Roberts S Tel No: (012) 529 3424
APPLICATIONS: Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.

NOTE: Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s)

CLOSING DATE: 29 March 2019

POST 09/162: ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS COORDINATOR REF NO: HJH/00389
Directorate: Human Resource Department

SALARY: R356 289 – R430 389 per annum (all-inclusive package)
CENTRE: Helen Joseph Hospital
REQUIREMENTS: Degree/National Diploma in Social Science or Psychology. A minimum of 3 years' experience in public health and wellness or psychological, Social worker with appropriate qualification that allows registration with South African Council for Social Services Professions body as a Social Worker, South African National Council as a Professional Nurse or HPCSA as a Psychologist or Registered Counsellor. Knowledge in an integrated Employees Wellness model of delivery would be an added advantage. PLUS the following key competencies: Knowledge of Public service policies, prescripts, regulations on HIV/ AIDS, and Employee Health & Wellness matters, EHW Framework, Policy analysis and design Thinking Demand: Creativity and initiative, Decision making Skills: Analytical skills, Written and verbal communication skills, Computer skills, Report writing skills, Presentation and facilitation skills Personal Attributes: Logical thinker, Objective,
Perseverance, Accurate, Good interpersonal relations, Openness and friendliness and the Ability to empathise.

**DUTIES**

- Develop relevant protocols in line with National and provincial policy. Ensure the rendering of Counselling and Debriefing services to Helen Joseph Hospital employees. Implement programs to manage Violence in the workplace and substance abuse. The incumbent will be responsible for assisting with psychological assessment when dealing with cases of incapacity and fitness to work management and assist in any Labour Relations cases as required. Assist in the implementation of the department healthy Lifestyle drive. Establish an EAP referral system. Ensure EAP Program development, expansion and implementation and marketing of services. Plan and budget for all EAP Programs and services in the hospital. Identify training needs. Provide details reports ensuring quality control and confidentiality including monthly, quarterly and annual reports to supervisor. Work together with other HIV/ Occupational health safety components to ensure employees remain healthy and productive. The incumbent will also be expected to be involved with staff Satisfaction survey. Must ensure promotion of health and well-being through occupational therapy services. The incumbent will represent the hospital at the monthly and quarterly provincial meetings.

**ENQUIRIES**

Mr T. Gcuku Tel No: 011 489 0557

**APPLICATIONS**

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 equity employment, especially of race, gender and disability. Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents with a C.V, Certified copies of I.D/Passport and Qualifications to be attached (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, 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 09/163**

ASSISTANT DIRECTOR: ICT REF NO: REFS/003676

Directorate: Information Technology

**SALARY**

R356 289 - R419 679 per annum (Level 09) (plus benefits)

**CENTRE**

Forensic Medical Services – Head Office

**REQUIREMENTS**

- An appropriate 3 year National Diploma/Degree in Information Technology, 3 years’ of experience in Information Technology (IT) environment (hardware and software, servers, technical support). Knowledge: Technical aspects of ICT goods and services, Government systems and structures, Understanding management of information and the formal reporting system. Ability to install, configure and troubleshoot OS’s. Skills: Supervisory/Management skills, Strategic Planning, Organising, Interpersonal, Conflict management, Problem Solving, Budgeting, Communication (Written and verbal) - ability to explain and relay technical information to users, Project Management. A valid driver’s license.

**DUTIES**

- Manage and facilitate the development of functional and technical specifications. Identify business needs. Advice SCM, users and management on ICT equipment procurement maintenance and policies. Develop solutions to improve the technicians’ performance. Update and verify database of all ICT equipment. Perform quality control for Local Area Network (LAN). Coordinate IT Network support with internal and external parties. Manage Telephone Management Systems. Provide technical line support to all end users (hardware and software support). Assist all users with any logged IT related incidents when requested by ensuring that calls are resolved. Take ownership of issues by carrying out problem
analysis to implement temporary or permanent fixes with the aim of restoring service to the customer as soon as possible. Resolve incidents with printers, copiers and scanners. Maintain a first class level of customer service ensuring that all customers are treated efficiently and in an appropriate manner. Manage and supervise subordinates. Maintain discipline, training and development. Responsible for staff performances management system.

ENQUIRIES : Mr M Mokhethi @ 082 306 2941
APPLICATIONS : Applications must be hand delivered to Forensic Medical Services, No. 45 Commissioner Street, Life Centre Building, Ground Floor, Johannesburg or can be posted to Forensic Pathology Services P.O Box 7128, Johannesburg 2000.
NOTE : Application must be submitted on Z83 form, obtainable from any Public Service Department or on 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. Identity document (no copies of certified copies allowed, certification should not be more than six months old). Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted.

CLOSING DATE : 22 March 2019
POST 09/164 : OPERATIONAL MANAGER GRADE 1 (GENERAL NURSING)
Directorate: Nursing Department

SALARY : R341 835 per annum (plus benefits)
CENTRE : Pretoria West District Hospital
REQUIREMENTS : Grade 12. Basic qualification accredited with SANC in terms of Government Notice 425, i.e. diploma/degree in nursing as a professional nurse. Seven years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in general nursing. Verified proof of experience in nursing, service certificate to be attached. Strong leadership, good communication and sound interpersonal skills are necessary. Proof of South African nursing council annual practice receipts for 2019. Knowledge: An understanding of all Nursing Legislation and Health Act.

DUTIES : Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Co-ordinate and monitor the implementation of the nursing care plan and evaluation thereof. Provide relevant information to health care users to assist in achieving optimal health care. Maintain constructive working relationships with nursing and other stake holders i.e. interprofessional and multidisciplinary team work. Participate in the analysis, formulation and implementation of nursing guidelines, practices and standard operating procedures. Manage and monitor proper utilization of resources for human, financial and physical resources. Maintain professional growth and ethical standard and development of self and subordinates.

ENQUIRIES : Ms NL Madib Tel No: (012) 380 1206
APPLICATIONS : Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117.
NOTE : Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, council receipt and ID.
CLOSING DATE : 22 March 2019
POST 09/165 : DIAGNOSTIC RADIOGRAPHER GRADE 1 REF NO: HRM 14/2019
Directorate: Diagnostic Radiography

SALARY : R300 828 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : National diploma or degree in Diagnostic Radiography Qualification. Current registration with HPCSA as an independent diagnostic Radiographer. Grade 1: No experience required after registration with HPCSA in relevant profession. Must have completed community service as per requirements of the professional body. Computer literacy essential—all the x-ray units are digital. Excellent time
management skills, written and verbal communication skills and report writing. Honesty, integrity and high work ethics. Good interpersonal skills. Knowledge of Public Service legislation, policies and procedures. Knowledge of current DOH guidelines and policies governing the Health sector and Radiography profession. Knowledge and relevant experience in Radiographic procedures. Quality control and record keeping processes is Essential.

DUTIES : Diagnostic Radiography in a 24-hour department. To participate in a 24-hour roster. To produce x-ray images according to. Prescribed protocols, radiation control measures and medico-legal requirements. Assist in the training of Community Service Radiographers, and students. Assist in the quality assurance of images. Supervise and participate in departmental quality assurance tests. Participate and facilitate in CPD as required by the HPCSA. To adhere to Batho Pele principles, National core standards, Quality Assurance and other Public Service policies and acts. Manage conflict and implement corrective measures and all governing departmental policies. Carry out duties delegated by the departmental management. Must be a team player within the department and institution.

ENQUIRIES : Mrs. S van Niekerk Tel No: (012) 354 1379
APPLICATIONS : Steve Biko Academic Hospital, Private Bag X169, 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 HPSCA registration certificate, and proof of payment to the HPSCA of current year. 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 : 22 March 2019
POST 09/166 : DIETICIAN GRADE 1 (PRODUCTION LEVEL)
Directorate: Dietics Unit (HAST/ART Division)

SALARY : R300 828 - R342 357 per annum (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Qualified Dietician (B / Bsc Dietetics) and currently be registered with the HPSCA as a Dietician. Educated to a Basic Degree. Sound knowledge of dietician principles including nutritional assessment and analysis. Sound knowledge of general clinical nutritional management. Sound knowledge of nutrition for people with HIV/AIDS and TB. Excellent counselling 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. Must have a valid Driver’s License.

DUTIES : To provide nutritional counselling 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 clinic. To assist with training of staff on nutritional related issues. To ensure that the site has adequate supplies of supplements and to manage the supplements according to supply chain approved principles. To assist with basic managerial 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 Clinic/Dietetic site. To collaborate with District and Central Office, attend meetings and provide required information / statistics. To supervise nutrition counsellors/ Assistant to HAST Dietician. Attend to Clinical inpatient duties as per job description. Attend to Clinical outpatient duties as per job description.

ENQUIRIES : Dr. K.E. Letebele- Hartell Tel No: (012) 318 6640
APPLICATIONS : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.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. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE: 22 March 2019

POST 09/167: PHYSIOTHERAPIST GRADE 1 (X2 POSTS)

Directorate: Physiotherapy Unit

SALARY: R300 828 - R342 357 per annum (plus benefits)

CENTRE: Kalafong Provincial Tertiary Hospital

REQUIREMENTS: BCS Physiotherapy as recognised Degree, registration with HPCSA. HPCSA Proof of registration. Grade 1 requires no experience. Sound interpersonal and communication skills, ability to work in a multi-disciplinary environment. Ability to work under pressure. Have analytical and creative skills.


ENQUIRIES: Dr. K.E. Letebele- Hartell Tel No: (012) 318 6764

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

CLOSING DATE: 22 March 2019

POST 09/168: DIETICIAN GRADE 1 – (CCMT) REF NO: RM/DG1/03/2019 (X1 POST)
Directorate: Dietetics

SALARY: R300 828 per annum (Plus benefits)

CENTRE: Rahima Moosa Mother and Child Hospital

REQUIREMENTS: Grade 12 and a BSc degree in Dietetics and registration as an independent practitioner. Registration with HPCSA as a Dietician with proof of current registration. Good written and verbal communication skills.

DUTIES: Implement anthropometric and other measurements in assessment of patients. Provide dietetic advice and plan nutritional care for individual or groups of patients to meet their specific nutritional requirements. Implementation of nutritional care plans. Evaluate the effects of nutrition care intervention on patients and determine the efficiency of nutritional care plans and adapt if necessary. Provision of evidence-based nutrition education for patients to implement nutrition principles. Monitor patient compliance and give appropriate counselling. Improve professional competence by regular self-evaluation and application of current research information to optimise care. Attend scheduled ward rounds and meetings. Refer patients to appropriate level of care. Communication with relevant stakeholders. Implement quality assurance measures to improve patient care. Auditing of standards and implementation of corrective measures. Apply Batho Pele principles. Work in a multi-disciplinary team. Give training and advice to other occupational classes. Participate and facilitate continuous professional development. Provide in-service training to relevant stakeholders. Implement National and Provincial strategies and policies and assist with compiling and implementation of operational plans. Perform all administrative functions required of the job. CCMT Dietician will work in the wards and order enteral and baby feeds and relevant consumables for CCMT.

ENQUIRIES: Mrs. I. Delport Tel No: (011) 470-9241

APPLICATIONS: Applications to be forwarded to the Rahima Moosa Mother and Child Hospital, Cnr. Fuel and Oudtshoorn Street, Coronationville, 2092 or Private Bag X20, Newclare, 2112 or the Human Resource Office, Administration Building, 1st Floor.

NOTE: Applications to be submitted on a Z83 form with a CV, certified copies of ID, Registration and qualifications attached. Correspondence will be limited to shortlisted candidates.

CLOSING DATE: 22 March 2019

POST 09/169: FINANCE CONTROLLER REVENUE (X1 POST)
Directorate: Finance Department

SALARY: R242 475 - R285 630 per annum (Level 07) (plus benefits)

CENTRE: Pretoria West District Hospital

REQUIREMENTS: Grade 12 with at least 10 years’ experience in Finance Department or RVQ13 tertiary 2-5 years’ experience in Finance. 2-3 years supervisor experience. Competence in use of Microsoft Word, Excel and PowerPoint. Knowledge of SAP, BAS, SRM, E -Receipting, PAAB and SCOA. Must be Computer Literate. Must have good written and verbal communication Skills. Must be knowledgeable on the Public Service Act and Regulations, Public Finance Management Act, Collective Agreements, OSD Requirements, Code of Conduct, Core Standards and Policies.

DUTIES: Supervision of subordinates. Managerial skills. Attendance of external and internal meetings. Ensure effective financial management in line with PFMA, Treasury Regulations and Financial Delegations. Ensure effective management of Revenue section to ensure proper debt collection with in the age analysis, correctness of Annexure F, reconciliations, receipts, deposit slips, Petty cash National Core

ENQUIRIES: A Vorster Tel No: 012 380 1219
APPLICATIONS: Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117.
NOTE: Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, and ID.

APPLICATIONS: Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117.
NOTE: Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, and ID.

APPLICATIONS: Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117.
NOTE: Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, and ID.

ENQUIRIES: A Vorster Tel No: 012 380 1219
APPLICATIONS: Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117.
NOTE: Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, and ID.

APPLICATIONS: Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117.
NOTE: Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, and ID.
NOTE: 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: 22 March 2019

POST 09/172: ADMINISTRATION OFFICER – DEMAND & ACQUISITION MANAGEMENT
REF NO: REFS/003677
Directorate: Supply Chain Management

SALARY: R242 475 - R285 630 per annum (Level 07) (plus benefits)
CENTRE: Forensic Medical Services – Head Office
REQUIREMENTS: An appropriate Degree/National Diploma in Supply Chain Management/Finance/Logistics with 3 years experience in Demand and Acquisition. Management or Grade 12 with 5 years experience in Demand and Acquisition Management. Knowledge and understanding of procurement policies and procedures, PFMA, PPPFA, BBBEE, Treasury Regulations, Supply Chain Management and Contract Management. Candidate must have good communication skills both verbal and writing, problem solving, initiative and interpersonal skills. Highly motivated, results oriented and have the ability to plan. Working knowledge of BAS, SAP and SRM. Computer literacy is essential. Ability to work under pressure and a valid driver's license is required.

DUTIES: Ensure compliance with policies and procedures that regulate and govern Supply Chain Management processes. Provide an efficient Supply Chain Management Services. Assists Management to implement and maintain Procurement systems. Facilitate demand planning. Check procurement requests in accordance with and in adherence to procurement policies and procedures and Proper usage of supplier's database to achieve BBBEE targets. Ensure proper update of Procurement Registers for Requisitions. Prepare monthly Procurement Reports and Monitor against Procurement Plans. Check and monitor requisitions captured on SRM. Follow up with HPC for creating Purchase Orders. Expedite purchase orders. Monitor progress of the unit and report to Management on a weekly basis. Monitor suppliers’ payments and ensure all GRVs are captured on time. Compile submissions, motivations and reports. Manage and attend all queries related to Procurement, provide advice and guidance as and when required. Provide guidance and support to End Users. Facilitate all Contracts Management processes. Update Contract Management registers. Ensure proper control and managing of internal store. Attend meetings and take minutes. Monitor, supervise, train and manage Performance Management and Development System (PMDS) of staff in the unit.

ENQUIRIES: Ms G Tshamano@ 082 573 7952
APPLICATIONS: Applications must be hand delivered to Forensic Medical Services, No. 45 Commissioner Street, Life Centre Building, Ground Floor, Johannesburg or can be posted to Forensic Pathology Services P.O Box 7128, Johannesburg 2000.

NOTE: Application must be submitted on Z83 form, obtainable from any Public Service Department or on 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. Identity document (no copies of certified copies allowed, certification should not be more than six months old). Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted.

CLOSING DATE: 22 March 2019

POST 09/173: ADMINISTRATION OFFICER – LOGISTICS REF NO: REFS/003678
Directorate: Supply Chain Management

SALARY: R242 475 - R285 630 per annum (Level 07) (plus benefits)
CENTRE: Forensic Medical Services – Central Stores
**REQUIREMENTS**

An appropriate Degree/National Diploma in Logistics /Supply Chain Management/ Finance with 3years’ experience in Stores Management or Grade 12 with 5years' experience in store management. Knowledge and good understanding of procurement policies, systems and procedures, PFMA, PPPFA, BBBEE Act, Treasury Regulations, Stores Management. Candidate must have good communication skills both verbal and written; excellent leadership skills; ability to work with a team and independently; be an analytical thinker with good organizational skills; Problem solving skills and interpersonal skills. Be highly motivated, results oriented and have the ability to plan. Computer literacy is essential. Ability to work under pressure and a valid driver’s license is required.

**DUTIES**

Ensure that stock ordering levels are determined and stock is kept at optimum and economical level. Develop and maintain stock control systems; monitor stock requests and usage by FPS facilities. Implement corrective measures where necessary. Ensure compliance with policies and procedures that regulate and govern Supply Chain Management and stores management processes. Prepare motivations and requests for stock required. Ensure timeous submission of GRVs. Issue stock and update relevant VA cards. Compile and submit correct stores monthly reports. Follow up with suppliers on all open purchase orders to ensure timeous delivery of goods and services. Ensure that stock taking is done twice annually. Attend to queries from stakeholders and maintain excellent customer satisfaction at all times. Provide advice, support and guidance to end users as and when required. Monitor, supervise, train and manage Performance Management and Development System (PMDS) of staff in the unit.

**ENQUIRIES**

Mr M Nkosi @ 071 602 7652

**APPLICATIONS**

Applications must be hand delivered to Forensic Medical Services, No. 45 Commissioner Street, Life Centre Building, Ground Floor, Johannesburg or can be posted to Forensic Pathology Services P.O Box 7128, Johannesburg 2000.

**NOTE**

Application must be submitted on Z83 form, obtainable from any Public Service Department or on 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, Identity document (no copies of certified copies allowed, certification should not be more than six months old). Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted.

**CLOSING DATE**

22 March 2019

**POST 09/174**

SENIOR FORENSIC OFFICER REF NO: REFS/003679

Directorate: Germiston FPS

**SALARY**

R242 475 - R285 630 per annum (Level 07) (plus benefits)

**CENTRE**

Forensic Pathology Service

**REQUIREMENTS**

Senior Certificate / Grade 12 and a minimum of 3 years’ experience in the Medico-Legal field. Relevant qualifications in the Health Sciences field will be an added advantage. A valid driver’s license minimum Code C1 with current Public Driver Permit (PDP). Basic Computer skills (MS Word, MS Excel, MS PowerPoint). Must be able to work with corpses (mutilated, decomposed, infected with infectious diseases). Must be able to work shift duties. Must be able to work on a supervisory level. Organizing and planning, communication, time management and interpersonal skills. Sufficient knowledge regarding the Legislative Framework regulating Forensic Pathology Service. Commitment to the Principles of Batho Pele.

**DUTIES**

Efficient support to the manager with regard to the management of the facility. Supervision of fellow and junior staff members and performance management. Effective and efficient recovery, storage and processing of bodies. Safe keeping of the deceased’s documents, evidence, information, exhibits and property from incidents scenes. Assist in rendering an effective and efficient forensic autopsy process (which includes evisceration, scribing and typing) in accordance with set standards and guidelines by assisting the Forensic Pathologists in autopsies. Management of exhibits, specimens, specimen statements and reports, including
completion and administration of statements and documentation during and after the forensic pathology process. Maintenance of mortuary and equipment hygiene in terms of Occupational Health and Safety. Caring and kind interaction with bereaved families.

ENQUIRIES: Mr G Mashego Tel No: (011) 255 4911
APPLICATIONS: Applications must be hand delivered to Forensic Medical Services, No. 45 Commissioner Street, Life Centre Building, Ground Floor, Johannesburg or can be posted to Forensic Pathology Services P.O Box 7128, Johannesburg 2000.

NOTE: Application must be submitted on Z83 form, obtainable from any Public Service Department or on 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. Identity document (no copies of certified copies allowed, certification should not be more than six months old). Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted.

CLOSING DATE: 22 March 2019

POST 09/175: SENIOR FORENSIC OFFICER REF NO: REFS/003680
Directorate: Johannesburg FPS

SALARY: R242 475 - R285 630 per annum (Level 07) (plus benefits)
CENTRE: Forensic Pathology Service
REQUIREMENTS: Senior Certificate / Grade 12 and a minimum of 3 years' experience in the Medico-Legal field. Relevant qualifications in the Health Sciences field will be an added advantage. A valid driver's license minimum Code C1 with current Public Driver Permit (PDP). Basic Computer skills (MS Word, MS Excel, MS PowerPoint). Must be able to work with corpses (mutilated, decomposed, infected with infectious diseases). Must be able to work shift duties. Must be able to work on a supervisory level. Organizing and planning, communication, time management and interpersonal skills. Sufficient knowledge regarding the Legislative Framework regulating Forensic Pathology Service. Commitment to the Principles of Batho Pele.

DUTIES: Efficient support to the manager with regard to the management of the facility. Supervision of fellow and junior staff members and performance management. Effective and efficient recovery, storage and processing of bodies. Safe keeping of the deceased’s documents, evidence, information, exhibits and property from incidents scenes. Assist in rendering an effective and efficient forensic autopsy process (which includes evisceration, scribing and typing) in accordance with set standards and guidelines by assisting the Forensic Pathologists in autopsies. Management of exhibits, specimens, specimen statements and reports, including completion and administration of statements and documentation during and after the forensic pathology process. Maintenance of mortuary and equipment hygiene in terms of Occupational Health and Safety. Caring and kind interaction with bereaved families.

ENQUIRIES: Ms P Mdluli Tel No: (011) 403 7286
APPLICATIONS: Applications must be hand delivered to Forensic Medical Services, No. 45 Commissioner Street, Life Centre Building, Ground Floor, Johannesburg or can be posted to Forensic Pathology Services P.O Box 7128, Johannesburg 2000.

NOTE: Application must be submitted on Z83 form, obtainable from any Public Service Department or on 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. Identity document (no copies of certified copies allowed, certification should not be more than six months old). Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted.

CLOSING DATE: 22 March 2019
**POST 09/176**

**SENIOR FORENSIC OFFICER REF NO: REFS/003681**

Directorate: Sebokeng FPS

**SALARY**

R242 475 - R285 630 per annum (Level 07) (plus benefits)

**CENTRE**

Forensic Pathology Services

**REQUIREMENTS**

Senior Certificate / Grade 12 and a minimum of 3 years’ experience in the Medico-Legal field. Relevant qualifications in the Health Sciences field will be an added advantage. A valid driver’s license minimum Code C1 with current Public Driver Permit (PDP). Basic Computer skills (MS Word, MS Excel, MS PowerPoint). Must be able to work with corpses (mutilated, decomposed, infected with infectious diseases). Must be able to work shift duties. Must be able to work on a supervisory level. Organizing and planning, communication, time management and interpersonal skills. Sufficient knowledge regarding the Legislative Framework regulating Forensic Pathology Service. Commitment to the Principles of Batho Pele.

**DUTIES**

Efficient support to the manager with regard to the management of the facility. Supervision of fellow and junior staff members and performance management. Effective and efficient recovery, storage and processing of bodies. Safe keeping of the deceased’s documents, evidence, information, exhibits and property from incidents scenes. Assist in rendering an effective and efficient forensic autopsy process (which includes evisceration, scribing and typing) in accordance with set standards and guidelines by assisting the Forensic Pathologists in autopsies. Management of exhibits, specimens, specimen statements and reports, including completion and administration of statements and documentation during and after the forensic pathology process. Maintenance of mortuary and equipment hygiene in terms of Occupational Health and Safety. Caring and kind interaction with bereaved families.

**ENQUIRIES**

Mr. P Denner Tel No: (016) 988 9720

**APPLICATIONS**

Applications must be hand delivered to Forensic Medical Services, No. 45 Commissioner Street, Life Centre Building, Ground Floor, Johannesburg or can be posted to Forensic Pathology Services P.O Box 7128, Johannesburg 2000.

**NOTE**

Application must be submitted on Z83 form, obtainable from any Public Service Department or on 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, Identity document (no copies of certified copies allowed, certification should not be more than six months old). Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted.

**CLOSING DATE**

22 March 2019

**POST 09/177**

**NETWORK CONTROLLER**

Directorate: Information and Communication Technology

**SALARY**

R242 475 - R285 630 per annum (Level 07) (plus benefits)

**CENTRE**

SG Lourens Nursing College

**REQUIREMENTS**

Grade 12 or equivalent with 5-10 years’ experience or tertiary qualification/NQF Level 6 in Information Technology coupled with recognized industry certifications (MCSE/MCITP, A+, N+, Security+, CCNA, and ITIL). 5 -10 years of relevant and proven working experience as a Network Administrator or similar is essential. Must have a valid Driver’s License Good communication, negotiation and customer relationship skills. ICT Infrastructure support. Problem solving skills. Systems Administration, IT Service management. Advanced knowledge of LAN & WAN infrastructure support. Strong knowledge of PABX. Advanced knowledge of windows server platforms. Advanced knowledge of Cisco switches, VLAN, VoIP & VMware. Strong knowledge of Information Security, Biometric System. Service Delivery Innovation. People Management and Empowerment. Client Orientation and Customer Focus. Communication. Honesty and Integrity. 5-10 years Supervisory skills.

**DUTIES**

Provide primary management support for the planning, budgeting, purchasing, monitoring and optimisation of the organisations network within the organisations
facilities as well as external connections into the organisation's network. Configure and troubleshoot computers, laptops, and printers. Periodic auditing of IT equipment, anti-virus management at desktop level, set-up e-mail accounts and user training. Maintain links to clients/users to resolve queries. Provide day-to-day leadership and direction to desktop and network operations. Manage LAN and WAN connectivity. Determine and manage the infrastructure requirements. Ensure a standard problem process is in place, service levels are understood, escalation measurements are in place, detailed records are kept through the life of the problem, and problems are reviewed daily. Compilation of job descriptions and performance management of staff.

ENQUIRIES: Ms. J.E. Malolola Tel No: (012) 319 5601
APPLICATIONS: Application documents must be submitted to SG Lourens Nursing College, Cnr Soutpanberg Road & Theodorehove, Pretoria or SG Lourens Nursing College, Private Bag X755, Pretoria, 0001 or apply on-line at www.gautengonline.gov.za.

NOTE: Application must be completed fully on Z83 form, certified copies not older than three (3) months of all required documents must be attached. 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). The candidature of persons whose appointment/transfer/promotion will promote representivity/equity (race, gender and disability) will receive preference. Applicants will be subjected to a pre-employment Medical Surveillance. The institution reserves the right not to appoint.

CLOSING DATE: 25 March 2019

POST 09/178: PODIATRIST SESSIONAL REF NO: EHD2019/03/02 (X3 POSTS)
Directorate: Rehabilitation

SALARY:
Grade 1: R199 00 per session (hour)
Grade 2: R233 00 per session (hour)
Grade 3: R274 00 per session (hour)

CENTRE:
Ekurhuleni Health District

REQUIREMENTS:
Interested candidates should have appropriate qualification that allows registration with Health Professional Council of South Africa (HPCSA) as a podiatrist. Current proof of registration with HPCSA as a podiatrist.

Grade 1: Less than 10 years relevant experience as Podiatrist after registration with HPCSA as Podiatrist.

Grade 2: At least 10 years, but less than 20 years, relevant experience as Podiatrist after registration with HPCSA as Podiatrist.

Grade 3: 20 years and more relevant experience as a Podiatrist after registration with HPCSA as Podiatrist. Experience of working in a community-based rehabilitation facility will be an added advantage. Valid driver's license is essential. Sound knowledge of clinical theory, practice and ethics relating to the delivery of podiatry services within a Clinic setting. Knowledge of current health and public service legislation, regulations and policies. Good communication skills (verbal and written), computer skills and good interpersonal skills. Ability to work in a multi-disciplinary team and relieve at other facilities within the sub-districts as and when the need arises.

DUTIES:
Suitable candidate will be expected to provide optimal and evidence-based podiatry treatment to patients. Compilation of daily and monthly reports using the available departmental tools. Safeguard podiatry instruments and asset. To ensure departmental standards are met and effective patient service delivery, in line with the National Core Standards. Provide community-based rehabilitation with focus on health promotion, prevention and curative, and community intervention. Establish and strengthen working relationship with other stakeholders within the district. Perform any other duties delegated by Supervisor/Manager.

ENQUIRIES: Ms. K.R Maluleke Tel No: (011) 876 1776
APPLICATIONS: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.
FOR ATTENTION: Human Resource Manager
NOTE: People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance.
screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.

**CLOSING DATE** : 22 March 2019

**POST 09/179** : **HR CLERK (X1 POST)**  
Directorate: HR Department

**SALARY** : R163 563 - R192 666 per annum (Level 05) (plus benefits)

**CENTRE** : Pretoria West District Hospital

**REQUIREMENTS** : Grade 12 or equivalent; At least 2-3 years appropriate experience in HR; Knowledge and working experience of Persal is essential; Computer literacy; Knowledge of legislation applicable to HR.

**DUTIES** : Will perform a variety of HR administration functions which covers appointments, terminations, salary administration, source and select, leave management, housing, Injury on Duty and other related duties. Facilitating training, compiling training statistics, WSP, ATR. Submission of mandates to GDF; Ensure correctness of the capturing of leave and overtime. Filling of documents and general office administration; Typing of correspondence, documents and letters; Attend HR related meetings and interviews when required; prepare reports, statistics and HR delegations reports as requested or when required.

**ENQUIRIES** : Ms GM Modutoane Tel No: (012) 380 1213/1216

**APPLICATIONS** : Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117

**NOTE** : Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, and ID.

**CLOSING DATE** : 22 March 2019

**POST 09/180** : **ADMINISTRATION CLERK REF NO: REFS/003682**  
Directorate: Germiston FPS

**SALARY** : R163 563 - R192 666 per annum (Level 05) (plus benefits)

**CENTRE** : Forensic Pathology Service

**REQUIREMENTS** : Senior Certificate / Grade 12 supported by relevant administrative experience. Computer literacy and efficiency in MS Word, MS Excel and MS PowerPoint is compulsory. A valid driver’s license (Code B, EB or C1) is compulsory. Knowledge and understanding of all legislative frameworks governing the Public Services. Overall knowledge of government’s transformation policies and priorities is a necessity. Good communication, interpersonal, reporting and writing skills.

**DUTIES** : Manage and administrate the Post Mortem Operational office to provide efficient and effective administrative services to all related stakeholders. Daily updating of relevant registers and MS Excel spreadsheets to ensure that statistics are available on a daily/weekly/monthly basis as requested. Typing of cremation documents. Keeping record of all unidentified and unclaimed human remains, in addition to all human remains in storage. Manage the administration and recordkeeping of the release of human remains. Verify that all funeral undertaker services produce or submitted valid Regulation 363 certificates of competence before release of human remains. Taking of minutes, and typing of minutes and agendas when required. NB: That the successful candidate must be willing to avail him- / herself for the performing of any other administrative duties at the facility (e.g., HRM, Assets, PM Report Administration) as may be required by management. Job rotation to perform other administrative duties is, therefore, included in this post.

**ENQUIRIES** : Mr G Mashego Tel No: (011) 255 4911

**APPLICATIONS** : Applications must be hand delivered to Forensic Medical Services, No. 45 Commissioner Street, Life Centre Building, Ground Floor, Johannesburg or can be posted to Forensic Pathology Services P.O Box 7128, Johannesburg 2000.

**NOTE** : Application must be submitted on Z83 form, obtainable from any Public Service Department or on 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, Identity document (no copies of certified copies allowed, certification should not be more than six months old). Successful candidates will
be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted.

**CLOSING DATE** : 22 March 2019

**POST 09/181** : **ADMINISTRATION CLERK (X2 POSTS)**
Directorate: Administration

**SALARY** : R163 563 - R192 666 per annum (plus benefits)

**CENTRE** : SG Lourens Nursing College

**REQUIREMENTS** :
Grade 12 or equivalent. Computer literacy (Microsoft Word, Microsoft Excel and Power Point). Good interpersonal, organisational and communication skills. The candidate must be able to work in a team.

**DUTIES** :
To perform a variety of routine clerical duties that is related to the core function (training of students) of the College. The handling of less complicated routine correspondence and maintaining of prescripts and records related to the function of the College. Good planning and organising skills.

**ENQUIRIES** : Ms J.E. Malobola Tel No: (012) 319 5601

**APPLICATIONS** : Application must be completed fully on Z83 form, certified copies not older than three (3) months of all required documents must be attached. Application documents must be submitted to SG Lourens Nursing College, Cnr Soutpanberg Road & Theodorehove, Pretoria or SG Lourens Nursing College, Private Bag X755, Pretoria, 0001 or apply on-line at www.gautengonline.gov.za.

**NOTE** :
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). The candidature of persons whose appointment/transfer/promotion will promote representivity/equity (race, gender and disability) will receive preference. Applicants will be subjected to a pre-employment Medical Surveillance. The institution reserves the right not to appoint.

**CLOSING DATE** : 25 March 2019

**POST 09/182** : **SECURITY OFFICER REF NO: HRM 15/2019 (X2 POSTS)**
Directorate: Admin & Logistics (CCTV & Access Control Technicians)

**SALARY** : R136 800 per annum (Level 04) plus benefits

**CENTRE** : Steve Biko Academic Hospital

**REQUIREMENTS** :
Grade 10 or Equivalent. Senior certificate will be an added as advantage. Knowledge and understanding of the following: LENEL access control hardware/software; IP based CCTV hardware/soft ware, EIRIS patient tracking software, softcon hardware/software, boomgates and turnstiles (BGS and Turnstar). Must have sound experience with electronic system and experience of working in hospital environment.

**DUTIES** :

**ENQUIRIES** : Mr. F Monama Tel No: (012) 354 1421

**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** : 22 March 2019
POST 09/183  :  CLEANER  
Directorate: Support Staff  

SALARY :  R96 549 – R113 730 per annum (plus benefits)  
CENTRE :  SG Lourens Nursing College  

ENQUIRIES :  Ms J.E. Malobola Tel No: (012) 319 5601  
APPLICATIONS :  Application documents must be submitted to SG Lourens Nursing College, Cnr Soutpanberg Road & Theodorehove, Pretoria or SG Lourens Nursing College, Private Bag X755, Pretoria, 0001 or apply on-line at www.gautengonline.gov.za.  
NOTE :  Application must be completed fully on Z83 form, certified copies not older than three (3) months of all required documents must be attached. 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). The candidature of persons whose appointment/transfer/promotion will promote representivity/equity (race, gender and disability) will receive preference. Applicants will be subjected to a pre-employment Medical Surveillance. The institution reserves the right not to appoint.  
CLOSING DATE :  25 March 2019  

POST 09/184  :  PORTERS REF NO: HJHREFS/003675 (X2 POSTS)  
Directorate: Support  

SALARY :  R96 549 – R113 730 per annum (plus benefits)  
CENTRE :  Helen Joseph Hospital  
REQUIREMENTS :  ABET lever 2/Grade 10 or equivalent. Be able to work shifts and night duty. Good verbal and written communication skills.  
DUTIES :  Transport patients using Stretcher or wheelchair to / from wards or departments. Transport corpses to the mortuary and release bodies after hours and weekends to Funeral house when requested to do so and to clean /wash stretchers and wheelchairs.  

ENQUIRIES :  Ms. Granny Simba Tel No: (011) 489- 0074  
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 :  The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test. 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.  
CLOSING DATE :  22 March 2019

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OFFICE OF THE PREMIER

APPLICATIONS: Can be forwarded to the attention of the Director: Internal HR Management through on the following options: Post to: The Director: Internal Human Resource Management, Department of Office of the Premier, The Director: Internal Human Resource Management, 30 Rahima Moosa Street, Newtown, Johannesburg or online on www.gautengonline.gov.za (Please do not send applications to 30 Simmonds street)

CLOSING DATE: 22 March 2019

NOTE: Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 3 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking (It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority-SAQA). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Gauteng Office of the Premier within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. 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 department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

OTHER POSTS

POST 09/185: DEPUTY DIRECTOR: TECHNICAL SUPPORT REF NO: 003693
Directorate: Security Services

SALARY: R697 011 - R821 052 per annum (All-inclusive remuneration package)

CENTRE: Johannesburg

REQUIREMENTS: Bachelor’s degree/National diploma in Electronic/Information and Communication Technology or Security Management or equivalent qualification. 4-5 years’ experience in a junior management position in Security Management in the public sector. Extensive experience in electronics, ICT, security, risk/threat management, people’s management, good project management, financial management/budgeting, computer literacy, conflict management, strong communication, strategic and supervisory skills. Excellent research, policy analysis and report writing skills. A valid driver’s licence and ability to work in highly pressured environment.

DUTIES: Development of the technical security policy and manual. Maintain the ICT, electronic and technical security support rendered to the GPG. Evaluate standard ICT, electronic and technical security measures and counter measures and facilitate the implementation thereof. Facilitate the implementation of technical surveillance counter measures. Manage/control technical security assets. Management of the Sub-Directorate.

ENQUIRIES: Ms Gugulethu Mdhluli Tel No: (011) 355 6178 or Ms Khayisile Mafiri Tel No: (011) 355 6060
POST 09/186 : DEPUTY DIRECTOR: YOUTH REF NO: 003691
Directorate: Transformation

SALARY : R697 011 - R821 052 per annum (All-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : Bachelor’s Degree in Social Sciences or Developmental Studies. Minimum of 5 years’ relevant experience in public sector, experience in the mainstreaming of youth development programme. Computer literacy. Strategic leadership, project management, people management and public and motivational speaking. Financial management, Problem solving and customer care skills.

DUTIES : The incumbent will be responsible to provide analytical research and strategic support and advice to the Premier and Executive Council as well as coordination role on Gauteng Provincial Government departments in respect of main streaming of youth development issues in their departmental programmes and budgets. Development of policy frameworks on youth issues, including strategies and provincial plan of action. Monitoring the implementation of the youth strategy action plan. Development of indicators which indicate a change in status of youth in the Province, assessing impact in improving the lives of youth in Gauteng. Performance review mechanisms established to continuously monitor and evaluate all programmes as informed by the status quo report as well the 5 years POA.

ENQUIRIES : Ms Gugulethu Mdhluli Tel No: (011) 355 6178 or Ms Khayisile Mafiri Tel No: (011) 355 6060
### ANNEXURE P

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL**  
**DEPARTMENT OF HEALTH**  
*This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the department.*

#### OTHER POSTS

<table>
<thead>
<tr>
<th>POST 09/187</th>
<th>HEAD CLINICAL UNIT PSYCHIATRIC REF NO: FNH 01/2019 (X1 POST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R1 643 352 – R1 744 191 per annum. (all-inclusive salary package). Other Benefits: Commuted Overtime.</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Fort Napier Psychiatric Hospital</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Master degree (Mmed Psych) or equivalent qualification PLUS A minimum of 5 Years’ experience or more after registration with HPCSA as Medical Specialist in Psychiatry with experience of forensic work. Registration Certificate with HPCSA as a Medical Specialist. Current registration with HPCSA as Medical Specialist. (2019 Receipt). Certificate of Service from previous and current employer endorsed and stamped by HR must be attached. Knowledge, Skills, Training and Competencies: Clinical and managerial skills. Knowledge of Clinical governance. Knowledge of medical prescripts, policies, procedures and protocols. Knowledge and experience of the Public Service Policies, Acts and Regulations. Sound Management, Negotiation, Interpersonal and problem solving skills. Good verbal, problem solving skills. Professional and confident. Ability to function well within the team.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>To effectively manage the forensic psychiatry services at Fort Napier Hospital and liaise with relevant stake holders. To care, treat and rehabilitate the Mental Health Care User at the hospital (specifically the State President Patients). To provide reports on cases referred by the courts and give expert evidence when required. Provide guidance and manage the staff under supervision. To be involved in teaching and training of registrars and other clinical staff. To be involved in hospital committees that deal with clinical services and quality assurance. To assess and manage any risks within the medical section. Clinical management of state patients. Administration and management roles in hospital. Risk assessment and management of risks within the hospital.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Dr. A. L Mbhele Tel No: (033) 260 4337</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>applications must be forwarded to: Human Resource Manager: The Human Resource Department, Fort Napier Hospital, PO Box 370, Pietermaritzburg, 3200, OR, Hand delivered to: 01 Devonshire Road, Napierville, Pietermaritzburg, 3201</td>
</tr>
<tr>
<td>FOR ATTENTION</td>
<td>Ms. M.B Zungu</td>
</tr>
<tr>
<td>CLOSING DATE</td>
<td>22 March 2019</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POST 09/188</th>
<th>HEAD CLINICAL UNIT (MEDICAL) GRADE 1 – ANAESTHESIOLOGY REF NO: GS 12/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R1 643 352 per annum (All inclusive package), consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form.</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Greys Hospital PMB Metropolitan Hospitals Complex</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>This post will operate in conjunction with other Head Clinical Unit posts in Anaesthesia and Critical Care based in Pietermaritzburg: It is envisaged that these posts will sharing duties and responsibilities across the PMB metropole. This will facilitate optimum service provision in Pietermaritzburg and the relevant drainage area. Minimum Requirements: FCA (SA) or MMed in Anaesthesia. Registration with HPCSA as a “Specialist Anaesthesiologist”. 3 year post registration experience as a “Specialist”. Recommendation: Experience in managing clinical services in a &gt; 350 bed hospital. Proven ability to provide paediatric anaesthesia including to neonates down to 1 kg, Proven track record in providing postgraduate teaching. Other proven managerial experience. Experience in a tertiary</td>
</tr>
</tbody>
</table>
DUTIES

Manage the Anaesthetic department of a busy tertiary hospital. Participate in the clinical anaesthetic service of a regional/tertiary hospital by: Providing consultant cover in theatre daily, the ICU and High Care wards. Providing after-hour consultant cover in Anaesthetics and the ICU at PMB Metropolitan Hospitals. Participating in pre-operative assessment of high-risk patients in the anaesthetic clinic. Undertaking development of sub-specialty services at Grey’s Hospital. Peri-operative Analgesic Service. Support trauma and resuscitative units. 24 Hour Epidural Anaesthetic service in Labour Specialised Surgical Services – cardiac, vascular, thoracic, neurosurgical. Participate in outreach programmes for the development of safe anaesthetic services in Grey’s Hospital catchment area. Participate in the departmental teaching programmes for vocational, post-graduate and nursing staff. Undertake appropriate clinical research and support the research efforts of junior staff. The department is a training site for the Nelson Mandela School of Medicine. The occupant of this post will need to take on a significant role in this respect. Provide and ensure effective and efficient managerial and supervisor responsibilities by: Ensuring effective utilisation and placement of staff. Maintaining discipline and ensure that staff act with integrity and professionalism within the law. Delegating duties to senior staff without lessening one’s own responsibility and accountability for actions taken on one’s behalf. Liaising with hospital management regarding infrastructure needs including financial, physical, equipment, staff and support of the Anaesthetic Department and the ICU. Maintain self-development and staff development by CPD and CME activities. Co-ordinate participation in Quality Improvement measures by staff. Liaise with other Metropolitan hospitals and Medical School as and when necessary in consultation with the Head of Department. Supervision of postgraduate and under graduate training. Participate in postgraduate and other relevant academic / and training programmes. Provide support to the Metropolitan Head of Department, in ensuring an efficient standard of patient care and that services are maintained. Assess patients, plan, initiate and supervise medical care management. Ensure the proper and economical use of equipment and other resources.

ENQUIRIES

Dr Z Farina Tel No: 033-897 3412

APPLICATIONS

Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

FOR ATTENTION

Mrs. M. Chandulal

NOTE

Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website, Certified copies of highest educational qualifications and professional registration certificates – not copies of copies, Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 12/19. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the department. The contents of this Circular Minute must be brought to the notice of
all eligible officers and employees on your establishment without delay. Institutions must notify all candidates who qualify for posts in this circular minute even if they are absent from their normal place of work.

CLOSING DATE : 22 March 2019

POST 09/189 : MEDICAL SPECIALIST – (GRADE 1, 2 AND 3) REF NO: GS 17/19 (X1 POST)

Component–Orthopaedics

SALARY :

Grade 1: R1 051 368 per annum, all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form.

Grade 2: R1 202 112 per annum, all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form.

Grade 3: R1 395 105 per annum package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form.

CENTRE :

Greys Hospital, PMB Metropolitan Hospitals Complex

REQUIREMENTS :

A qualification in Health Science PLUS FCS Ortho (SA) or MMed in Orthopaedics or Equivalent qualification. Registration with Health Professions Council of South Africa as a Specialist in Orthopaedics. Grade 1: Experience: Not applicable; Registration with the HPCSA as a Medical Specialist. Grade 2: Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. Grade 3: Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. Knowledge, Skills, Training and Competency Required: Comprehensive knowledge base of a specialist Orthopaedic surgeon in a regional or tertiary hospital setting. Surgical and practical skills required from a specialist in Orthopaedic surgery in a regional or tertiary hospital setting. Possess sound knowledge of Human Resource Management, budgeting, programme implementation, monitoring and evaluation, information management and quality assurance programmes. Knowledge of current Health and Public Service Legislation, Regulations and Policy including medical ethics, epidemiology, budget control and statistics. Good communication, leadership, decision-making and clinical skills.

DUTIES :

Service Provision: Participate in outpatient assessment and treatment, ward rounds and operative treatment of orthopaedic patients. Continuously monitor service delivery, both at Grey's hospital and referring hospitals, and to institute quality improvement measures to correct deficiencies. Help with the development of District and Regional Orthopaedic Level of Care where the need exists. Participate in cost containment activities / practices. Participate in provision of emergency after-hour services. Management: Assist in administrative duties related to the optimal functioning and service delivery in orthopaedics at Grey’s Hospital and the relevant referral hospitals. Develop protocols and clinical pathways for effective/efficient management of acute and chronic Orthopaedic conditions. Ensure that data is collected, analysed on the state of Orthopaedic Service in Outlying Drainage Areas to enable Policy/Strategy development. Participate in Clinical Governance (Morbidity / Mortality). Academic / Research: Provide both Academic and Clinical service functions at the Hospital, including ward rounds, outpatients clinics, clinical training ward rounds. Train under- and post-graduate students on both bedside training and classroom training at the hospital. Participate in both academic and clinical administrative activities as delegated by the Head of Department. Participate in Student/Registrar Assessments. Relevant Research ad dictated by clinical need. Outreach: Active participation in outreach programme aimed at improvement of patient access to the relevant clinical services (at least one visit a week). To ensure skills transfer through teaching activities involving the relevant staff at District/Regional Outlying Hospitals. Co-ordination of Outreach Services in Area 2 with 6 monthly reports on Outreach produced.
ENQUIRIES: Dr M E Senoge Tel No: 033 – 8973299
APPLICATIONS: Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
FOR ATTENTION: Mrs. M. Chandulal
NOTE: Directions to Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website, Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies, Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 17/19. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males are encouraged to apply. African Males are encouraged to apply.
CLOSING DATE: 22 March 2019
POST 09/190: ASSISTANT NURSING MANAGER (OBSTETRICS & GYNECOLOGY) REF NO: EGUM 01/2019 (X1 POST)
Re-Advertisement
SALARY: R581 826 – R654 840 per annum Plus 13th cheque, 8% Rural, Medical Aid (Optional), Housing Allowance, (employee must meet prescribed requirements).
CENTRE: E G & Usher Memorial Hospital
REQUIREMENTS: Degree / Diploma in General nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. A post basic qualification in advanced midwifery and neonatal science. Current registration with SANC as a Professional Nurse. Minimum of 10 years appropriate / recognisable experience in nursing after registration as a Professional Nurse with the SANC in General nursing and Midwife/Encoucher of which 6 years of the period referred to above must be appropriate/recognizable experience in O&G after obtaining the 1 year Post Basic qualification in advanced midwifery and Neonatal Nursing Science. At least three years of the above must be recognizeable experience at management level. NB: Proof of current and previous experience endorsed and stamped by Human Resource (Service Certificate) must be attached. Recommendation: Basic computer literacy and valid driver’s license. Diploma in Management. Knowledge, Skills, Training and Competence Required: Knowledge of Nursing care processes and procedures, nursing statutes and other relevant legal framework i.e. Nursing Act, Health Act, Occupational Health and Safety Act, Occupational Health and Safety act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, disciplinary code and procedures, grievance procedures etc. Accountability, Responsibility and Flexibility.
DUTIES: Coordination of optical, holistic specialized nursing care provided within set standards and professional / legal framework. Foster team spirit and commitment among all categories of staff. Monitor and control Human Resource needs, utilization and development. Monitor and supervise staff performance in maternity and pediatric wards. Deal with Disciplinary grievances and other issues including monitoring and managing absenteeism. Manage effectively and efficiently the utilization and supervision of all resources. Participate in the analysis, formulation, implementation policies, practices and procedures. Establish and maintain constructive working relationships with nursing and other stakeholders. Ensure that a healthy and safe environment is maintained. Monitor and control the quality of patient care. Initiate and conduct audits. Attended CHIPP and PPIP reviews and monitor implementation of action plans. Ensure implementation of priority programs. Compile monthly and quarterly report.
ENQUIRIES: Ms N Binase Tel No: 039- 797 8100
APPLICATIONS: Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506,
FOR ATTENTION: Human Resource Department

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. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 05/2017. NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. 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). Applications 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. If you have not heard from us within three months from the closing date, please accept that your application has been unsuccessful. Persons with disabilities should feel free to apply for these posts. Applicants that applied before must re-apply for the post.

CLOSING DATE: 22 March 2019 @ 16H00 afternoon

POST 09/191: ASSISTANT MANAGER NURSING SPECIALTY (INCLUDING OPD, CASUALTY, CSSD AND THEATRE REF NO: (EMS/21/2019)
Re-Advertise (Those who apply before may re-apply)

SALARY: R581 826 per annum (other benefits: Medical Aid (Optional) 13th cheque. Housing allowance (employee must meet prescribed requirements) plus 8% Rural allowance.

CENTRE: Emmaus Hospital

REQUIREMENTS: Senior Certificate (Grade 12)/ STD 10, Diploma/ Degree in General Nurse, Midwifery, a post Basic qualification in Operating Theatre Technique accredited with the SANC, proof of current registration with South African Nursing Council, a minimum of 10 years’ experience in Nursing after registration as a Professional Nurse with SANC in General Nursing at least 6 years of the period referred above must be above appropriate/ recognizable experience after obtaining the one year Post Basic qualification in the relevant Specialty. At least 3 years of the period referred above must be the Experience at Management level. Proof of current and previous working experience endorsed by Human Resource Manager must be attached. Recommendation: Computer Literacy, Degree/ Diploma in Health/ Nursing Management/ Nursing Administration will be an advantage. Knowledge & Skills: Knowledge and sight into Nursing process and procedures, knowledge of Nursing status and other relevant legislative frameworks, knowledge of Health Care Service Delivery, knowledge of disciplinary process, knowledge of basic standard management principle of approach, the ability to function well with a team, sound communication, counselling and time management skills. Understanding of Human Resource needs and developments. Nursing status and other relevant Public Service Acts legislation. Decision making and problem solving.
solving skills. Interpersonal skills in dealing with conflict management. Knowledge and implementation of Batho Pele principles, Supervisor and analytical skills.

**DUTIES**: Co-ordination of optimal, holistic specialized nursing care provided within the standards and professional/legal framework. As the manager for the complex ensure overall management and necessary support for effective functioning of unit. Foster team spirit and commitment among all categories of staff by upholding Batho Pele principles. Maintain clinical competence by ensuring that scientific principle of nursing are implemented. To monitor the preparation for operations and ensuring smooth running of the Theatre. Manage staff performance (EPMDS). Deal with disciplinary issues, grievance and other labour issues including monitoring and managing absenteeism. Manage the utilization of all resources efficiently and effectively participate in the analysis formulating and implementation policies, practices and procedures. Participate in SCM, Financial Management process as determined by PFMA. Ensure that a Health and Safety environment is maintained, conduct Risk Assessment. Monitor and control the quality of patient care. Co-ordinate the implementation of National Core Standards, IPC, Ideal Hospital Assessment and ensure compliance thereof, conduct Clinical audits. Ensure accurate and reliable statistics and reports are generated through the information management section. Monitor and evaluate the effectiveness of nursing staff development, infection control and information management practices in Hospital against set standard with a view to identify and address problem areas harmoniously. Delegate, supervisor and co-ordinate the provision of effective, efficient and economical use of all allocated resource including Human Resources. Promote Ethics and Professional in the workplace.

**ENQUIRIES**: Ms PPJ van der Plank Tel No: 036 488 1570 (ext 8204)

**APPLICATIONS**: Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry, Emmaus Hospital.

**FOR ATTENTION**: Ms A.N Ngubane

**NOTE**: Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV and certified copies of qualification certificates, service certificate including ID and driver’s license (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 successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: no subsistence and travelling allowance will be paid for interview attendance.

**CLOSING DATE**: 22 March 2019 @ 16:00

**POST 09/192**: OPERATIONAL MANAGER NURSING: PHC REF NO: EGUM 08/2019 (X1 POST)

**SALARY**: R532 499 – R599 274 per annum Plus 13th cheque, 8% Rural, Medical Aid (Optional), Housing Allowance, (employee must meet prescribed requirements).

**CENTRE**: E G & Usher Memorial Hospital (Gateway Clinic)

**REQUIREMENTS**: Degree / Diploma in General nursing plus 1 year post basic qualification in Clinical Nursing Science, Assessment, Diagnosis, Treatment and care. Current Registration with SANC as a General Nurse with Midwifery (2019 receipt). A minimum of 9 years appropriate / recognize experience in nursing after registration as a Professional nurse with the SANC. Five (5) years of the period referred to above, must be appropriate / recognized experience after obtaining a 1 year post basic qualification in Clinical Nursing Science, Assessment, Diagnosis, Treatment and care. NB: Proof of current and previous experience endorsed and stamped by Human Resource (Service Certificate) must be attached. Recommendation: Training certificate on Nurse initiated and management of ART (Nimart). Possession of driver’s license code 8 or C1. Knowledge, Skills, Training and Competencies Required: Knowledge of Nursing care processes and procedures,

**DUTIES**

Monitor provision of quality and comprehensive primary health care package, ICSM in the clinic. Assist in planning, organizing and monitoring of objectives of the specialized unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Ability to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including participating actively in Operation Sukuma Programme. Work as part of the multidisciplinary team to ensure good service delivery care. Demonstrate effective communication with patients, community and multidisciplinary team. Monitor safe patient service and improve client satisfaction in the clinic. Participate in the attainment of National Core Standards status. Contribute to the ideal Clinic realization and maintenance (ICRM) status. Participate in the analysis and formation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the unit and give guidance. Demonstrate an understanding of Human Resource and Financial Management Policies and procedures. Monitor and evaluate the care and management of all patients through clinical audits. Monitor implementation of PHC Re-Engineering in the clinic, including ICDM. Monitor implementation and performance on indicators on daily, weekly and monthly basis, provide feedback to management, analyze data and draw up quality improvement plan and implementation plan. Exercise control of discipline and any other Labour Related issues in terms of laid down procedures. Ensure complaint management is functional of in the Clinic. Ensure functionality of the Clinic committee programme so that community involvement and participation is achieved.

**ENQUIRIES:**

Mrs JN Mazwi Tel No: 039 - 797 8100

**APPLICATIONS**

Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available).

**FOR ATTENTION**

Human Resource Department

**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. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 05/2017. NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. 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). Applications in possessions 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. If you have not heard from us within three months from the closing date, please accept that your application has been unsuccessful. Please note that the
target group in terms of the Employment Equity Target for this post is as follows: 1st African male, People with disabilities should feel free to apply. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. Applicants that applied before must re-apply for the post. NB: Due to financial constraints, no S&T will be paid to candidates when attending the interviews.

CLOSING DATE : 22 March 2019 @ 16H00 afternoon

POST 09/193 : OPERATIONAL MANAGER-GENERAL STREAM (NIGHT DUTY) REF NO: CL01/2019

SALARY : R420 318 – R473 067 per annum
CENTRE : Clairwood hospital
REQUIREMENTS : National Senior Certificate (Grade 12) Diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwifery. Current registration with the South African Nursing Council (SANC) 2019 as Professional Nurse and Midwife. A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Proof of current and previous work experience endorsed by the Human Resource Department must be attached. Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedures, Grievance Procedure, etc. Financial and budgetary knowledge pertaining to the relevant resources under Management. Insight into procedures and policies pertaining to the nursing care Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institution policy framework Interpersonal skills including public relations, negotiating, conflict handling and counselling skills Computer skills in basic programs

DUTIES : Coordination of optimal, holistic nursing care provided within set standards and professional/ legal framework. Ensure accurate and reliable statistics and reports are generated through the information management section. Monitor and evaluate the effectiveness of nursing staff development, infection control and quality control and information management practices in the hospital against set standard with view to identify and address problem areas timeously. Ensure the effective, efficient and economical use of all allocated resources, including human resources. Ensure supervised patient care through effective support to nursing services. Coordination of the provision of effective training and research. Promote quality nursing and health services as directed by the professional scope of practice and standards as determined by the institution. Maintain professional growth/ ethical standards and self development. Participate in all initiatives with the aim to achieve quality service provision. Ensure that units comply with National core standards, Batho Pele principles to meet need and demands of the clients. Promote quality nursing care as directed by the professional scope of practice and standards as determined by the institution. Assist in planning, organizing and monitoring of objectives of the units and departments. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient’s needs, requirements and expectations (Batho Pele). Monitor and evaluate staff performance through EPMDS. Oversee the functioning of the whole facility and make decisions accordingly.

ENQUIRIES : Mrs. N Linda Tel No: 031 451 5177
APPLICATIONS : Applications may be sent to: Attention: Human Resource Department, Clairwood Hospital, Private Bag X04, Mobeni 4060 or Hand deliver: 1 Higginson Mobeni 4060
NOTE : The contents of this Circular Minute must be brought to the attention of all eligible officers and employees on your establishment without delay. Also notify all candidates that qualify for the post in this circular minute even if they are absent from their normal work place. Directions to candidates, the following documents must be submitted: Application for Employment form (Z83), obtainable at any
Government Department or from website – www.kznhealth.gov.za Certified copies of educational qualifications, Identity Documents—not copies of copies Curriculum Vitae, The reference number must be indicated in the column provided on the form Z83. Failure to comply with the above instructions will disqualify applicants. Fax, email, incomplete and late applications will not be considered. Please note that due to a large number of applications we envisage to receive, applications will not be acknowledged. However, should you not receive any response after two months after the closing date of this advert; consider your application as unsuccessful. People with disabilities should feel free to apply for the posts. The appointment is subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience rom Employers and verification from the Company Intellectual Property Commission (CIPC).

CLOSING DATE : 22 March 2019

POST 09/194 : CLINICAL PROGRAMMER COORDINATOR GRADE 1 IN GENERAL NURSING
STREAM (NON –COMMUNICABLE DISEASES CONTROL MANAGER) REF NO: ZUL/ 03/2019

SALARY : R420 318 per annum plus 13th, cheque, Rural Allowance (Provided the post Meets the requirements) Medical aid (optional), Home Owners Allowance (employee must meet prescribed requirements)

CENTRE : Zululand Health District office, Ulundi

REQUIREMENTS : Senior Certificate (Grade 12).An appropriate B Degree/National or Diploma or equivalent that allows registration with South African Nursing Council (SANC) as a Professional Nurse. A minimum of 7 years appropriate/recognition after registration as professional Nurse with the SANC in General Nursing. Current SANC receipt must be attached. Proof of current or previous work experience endorsed and stamped by Human Resource. Valid driver’s license. Recommendations: Experience in the Chronic will be an added advantage. Computer literacy. Report writing abilities. Financial management skills. Empathy and counselling skills and knowledge. Strong interpersonal, communication and presentation skills. Project management skills. Ability to make independent decisions. Ability to plan and organize own working time, and that of support personnel. An understanding of the challenges facing the public sector. Ability to translate information objectives into practical plans. An ability to prioritise issues and other work related matters and to comply with time frames. Proven initiative, decisiveness and the ability to acquire new knowledge swiftly. Computer literacy, MS Office Software Applications. Knowledge of EPMDS, IDEAL Clinic National Core Standards.

DUTIES : Monitoring and evaluation of the implementation of the Chronic-Diseases, Geriatrics and Eye Care programmes. Initiate the district plan for chronic Diseases, Geriatrics and Eye Care with targets. Monitor and control the utilization of budget allocated for the programme. Coordinator and support programme development through training to ensure implementation. Plan, organize and conduct community rallies and event that convey health messages and practices which support health programme strategies. Ensure that clinical strategies to manage chronic health conditions contained under health programmes are implemented in all institutions. Network with other provincial departments NGO’s the Municipality to maintain a referral service to community members. Analyze emerging chronic health practices and trends and introduce remedial action & conduction with health care specialists. African males are encouraged to apply.

ENQUIRIES : Mrs L Dlamini Tel No: (035) 874 0605
APPLICATIONS : KwaZulu-Natal Zululand Health District Office, Private Bag x 81 Ulundi3838, King Dinuzulu High way LA Building Ground floor Ulundi 3838
FOR ATTENTION NOTE : Mrs BJ Nene

Applications must be submitted with a signed and dated Z83 Form, obtainable from any Public Service Department, and must be accompanied by a detailed CV, together with originally certified copies of your qualification including an academic record for all relevant qualification and a Matric certificate. Kindly attach an originally certified copy of a Driver’s license if required and your ID/Passport.
Applicants must provide original Service records for all relevant experience, proof of management experience (where it is a requirement), job description for current position and a letter from the respective Human Resources for occupying acting positions. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. Candidates will be subjected to the verification of qualifications, reference checks as well as a criminal record check and competency assessment. Person with disabilities should feel free to apply for the post. Please note that due to financial constraints, no subsistence and travelling payment will be considered to candidates that will be invited to the interview.

**CLOSING DATE**: 22 March 2019

**POST 09/195**: CLINICAL PROGRAMMER COORDINATOR GRADE 1 IN GENERAL NURSING STREAM (PHC TRAINING, DEVELOPMENT MANAGER REF NO: ZUL/04/2019)

**SALARY**: R420 318 per annum plus 13th, cheque, Rural Allowance (Provided the post Meets the requirements) Medical aid (optional), Home Owners Allowance (employee must meet prescribed requirements)

**CENTRE**: Zululand Health District office, Ulundi

**REQUIREMENTS**: Senior Certificate (Grade 12). An appropriate B Degree/National or Diploma or equivalent that allows registration with South African Nursing Council (SANC) as a Professional Nurse. A minimum of 7 years appropriate/recognition after registration as professional Nurse with the SANC in General Nursing. Current SANC receipt must be attached. Proof of current or previous work experience endorsed and stamped by Human Resource. Valid driver’s license. Recommendations: Experience in the Training and Development will be an added advantage. Computer literacy. Report writing abilities. Financial management skills. Empathy and counselling skills and knowledge. Strong interpersonal, communication and presentation skills. Project management skills. Ability to make independent decisions. Ability to plan and organize own working time, and that of support personnel. An understanding of the challenges facing the public sector. Ability to translate information objectives into practical plans. An ability to prioritise issues and other work related matters and to comply with time frames. Proven initiative, decisiveness and the ability to acquire new knowledge swiftly. Computer literacy, MS Office Software Applications. Knowledge of EPMDS, IDEAL Clinic National Core Standards.

**DUTIES**: Conduct skills audits for the different Programmes in the institutions. Manage and coordinate training activities for the each institutions and PHC component. Support institution’s programme coordinators to identify training needs and develop training plans. Develop and implement annual training plan for each institutions as per identified needs, Liaise with Partners assisting Zululand regarding training needs and financial support. Liaise with institution’s HRD to priorities training needs to be funded by RTC. Compile monthly and quarterly training reports for the District/Regional Training Centre. Arrange in conjunction with the Human Resource Development Unit for delegates to attend training courses. Monitoring and evaluating the training activities and measuring the outcomes of the district training initiatives. Participate in Operation Sukuma Sakhe Trainings. Manage all resources allocated to the unit. African males are encouraged to apply.

**ENQUIRIES**: Mrs L Dlamini Tel No: (035) 874 0605

**APPLICATIONS**: KwaZulu-Natal Zululand Health District Office, Private Bag x 81 Ulundi3838, King Dinuzulu High way LA Building Ground floor Ulundi 3838

**FOR ATTENTION**: Mrs BJ Nene

**NOTE**: Applications must be submitted with a signed and dated Z83 Form, obtainable from any Public Service Department, and must be accompanied by a detailed CV, together with originally certified copies of your qualification including an academic record for all relevant qualification and a Matric certificate. Kindly attach an originally certified copy of a Driver’s license if required and your ID/Passport. Applicants must provide original Service records for all relevant experience, proof of management experience (where it is a requirement), job description for current position and a letter from the respective Human Resources for occupying acting
positions. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. Candidates will be subjected to the verification of qualifications, reference checks as well as a criminal record check and competency assessment. Person with disabilities should feel free to apply for the post. Please note that due to financial constraints, no subsistence and travelling payment will be considered to candidates that will be invited to the interview.

**CLOSING DATE** : 22 March 2019

**POST 09/196** : **RADIOGRAPHER GRADE 1/2/3: REF NO: HRM 11/2019 (X1 POST)**

Directorate: X-Ray

**SALARY**

Grade 1: R374 364 – R428 040 per annum
Grade 2: R352 707 – R403 302 per annum
Grade 3: R415 482 – R504 219 per annum

Other Benefits: Medical Aid (Optional): Housing Allowance: Employee must meet prescribed requirements.

**CENTRE**

King Edward VIII Hospital

**REQUIREMENTS**

Matric/Senior Certificate or equivalent qualification PLUS, National Diploma/Degree in Diagnostic Radiography PLUS, registration with the HPCSA as a Diagnostic Radiographer PLUS proof of current registration with HPCSA as Diagnostic Radiographer (2019/2020) PLUS certificate of service endorsed by HR from previous employers must be attached. Experience: **Grade 1**: None after registration with HPCSA as a diagnostic radiographer, **Grade 2**: 10 years experience after registration with HPCSA as a diagnostic radiographer, **Grade 3**: 20 years experience after registration with HPCSA as a diagnostic radiographer. Recommendation: Computer Literacy, basic knowledge of computed tomography (CT) will be an added advantage. Knowledge, Skills, Training, and Competencies Required: Sound knowledge of diagnostic radiographic procedures and equipment, sound knowledge of radiation control and safety, good communication and interpersonal skills, knowledge of radiation control measures, knowledge of relevant Health and Safety Acts.

**DUTIES**

Provision of high quality diagnostic radiography services observing safe radiation protection standards, execute all clinical procedures competently to prevent complications, provide a 24 hour diagnostic radiography service, promote good health practices and ensure optimal patient care, participate in Quality Assurance and Quality Improvement programs, in-service training and National core standards, promote Batho Pele principles in the execution of duties for effective service delivery, perform reception and clerical duties when necessary, inspect and utilize equipment professionally to ensure that it complies with safety standards and ensure health and safety rules regulations are adhered to, participate in departmental policies and procedure development, participate in monthly departmental meetings, participate in continued skills developmental programs, supervision of junior radiography staff and community service radiographers, perform Employee Performance Management and Development (EPMDS) of junior staff.

**ENQUIRIES**

Mrs. P. Nzama Tel No: 031 3479

**APPLICATIONS**

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

**NOTE**

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

**CLOSING DATE**: 22 March 2019

**POST 09/197**: CLINICAL NURSE PRACTITIONER REF NO: EGUM 03/2019 (X1 POST)

**SALARY**

- Grade 1: R362 559 – R420 318 per annum
- Grade 2: R445 917 – R548 436 per annum
- Plus 13th Cheque, 8% Rural, Medical Aid (Optional), Housing Allowance, (employee must meet prescribed requirements).

**CENTRE REQUIREMENTS**

- E G & Usher Memorial Hospital (Gateway Clinic)

**REQUIREMENTS**

Diploma / Degree in General nursing and midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. 1 (One) year post basic qualification in Primary Health Care accredited by SANC. Proof of current registration with South African Nursing Council as a General Nurse, Midwife and Primary Health Care Nurse (SANC Receipt for 2019). Valid driver’s license code 08 (B) / 10 (C1) Proof of current and previous experience endorsed and stamped by Human Resource (Service Certificate) must be attached. **Grade 1**: A minimum of 4 years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. **Grade 2**: A minimum of 14 years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing of which at least 10 years must be appropriate / recognizable experience after obtaining one year Post Basic qualification in Primary Health Care. Recommendation: Possession of Professional Driving Permit is recommended. Knowledge, Skills, Training and Competencies Required: Knowledge of Nursing care and procedures. Knowledge of SANC Rules and Regulations and other relevant Legal Framework. Knowledge of Quality Assurance programmes, Batho Pele principles and Patient Rights Charter Human Resource Management and basic financial management skills. Leadership, supervisory and report writing skills. Good communication, counselling, interpersonal relations, conflict management, decision making and problem solving skills.

**DUTIES**

Ensure proper utilisation and safekeeping of basic medical equipment, surgical stock, and pharmaceutical stock. Provide quality comprehensive Primary Health Care by providing promotive, preventive, curative and rehabilitative services for the clients and the community. Assist in the orientation, induction and monitoring of all clinic staff. Provide direct and indirect supervision of all clinic staff and to give guidance. Execute duties and functions with proficiency and perform duties according to scope of practice and by upholding the principles of Batho Pele. Implement Infection Control Standards and practices to improve the quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Expected to work extended hours and provide outreach services. Ensure that the clinic implement departmental projects and quality data management. Improve the knowledge of staff and patients through health education and in-service training. Maintain a constructive working relationship with nursing and other stakeholders. Ability to plan and organise own work and that of support personnel to ensure proper nursing care in the clinic. Support the realisation and maintenance of Ideal Clinic Programme in the facility. Ensure that programmes on staff development and training are in place. Implement standards, practices criteria for quality nursing.

**ENQUIRIES**

Mrs. SF Marais Tel No: 039 - 797 8100

**APPLICATIONS**

Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available).
FOR ATTENTION: Human Resource Department

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. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 05/2017. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. Applicants that applied before must re-apply for the post. NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. 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). Applications in possessions 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. If you have not heard from us within three months from the closing date, please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: 1st African male, People with disabilities should feel free to apply for these posts. Due to financial constraints, no S&T will be paid to candidates when attending the interviews.

CLOSING DATE: 22 March 2019 @ 16H00 afternoon

POST 09/198: CLINICAL NURSE PRACTITIONER – GRADE 1 AND 2

SALARY: Grade 1: R362 559 – R420 318 per annum
Grade 2: R445 917 – R548 436 per annum

CENTRE: Clairwood hospital;
PHC Stream: Chesterville Clinic Ref No: CL06/2018 (X1 Post)
PHC Stream: Gateway Clinic Ref No: CL07/2018 (X2 Posts)

REQUIREMENTS: National Senior Certificate (Grade 12), Diploma/degree in General Nurse and Midwifery. One (1) year post qualification in Primary Health Care. Proof of current registration with SANC 2019. Grade1: A minimum of 4 years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC in General Nursing. At least 10 years of the period referred to the above must be appropriate/recognizable experience after obtaining the 1(one) year post basic qualification Primary Health Care. Proof work experience/certificate of service endorsed by Human Resource Department. Knowledge, skills, training and competencies required. Leadership, organizational, decision-making and problem solving abilities within the limit of public sector and institutional policy framework. Knowledge of nursing care processes procedures, nursing statutes and other relevant legal framework such as Nursing Act, Health Act, OHSA, PSR etc. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Demonstrate a basic understanding of H.R and financial policies. Insight into procedures and policies pertaining nursing care, computer skills in basic programmes.

DUTIES: Provision of an integrated quality and comprehensive primary health care services by promoting health, prevention of diseases, curative services to the clients and community. Provide PICT, UTT and adherence counselling to all clients. Perform
a clinical nursing practice in accordance with scope of practice and nursing standards as determined for a primary health care facility. Work as part of the multi-disciplinary team to ensure to ensure good nursing care at PHC level. Provide primary prevention strategies and management communicable and non-communicable diseases. Provision of good quality care according to Ideal Clinical Realization and Maintenance (ICRM) and National Core Standards (NCS). Manage and monitor proper utilization of human, financial, physical and material resources. Ensure data management is implemented and monitored. Demonstrate effective communication with patient, supervisors, and other clinicians including report writing when required. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient’s needs and expectations according to Batho Pele Principles and patients’ Rights charter. Handle obstetric and emergencies and high risk conditions. Ensure clinical intervention to clients including administering of prescribed medication and ongoing observations of patients in the clinic. Ensure proper utilization and safe keeping of basic medical, surgical pharmaceutical and stock suppliers. Supervision of patients and provision of basic patient needs, e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and therapeutically environment in the clinic using EDL guidelines. Ability to assess diagnose, treat and refer the patients with clinical problems. Ensure compliance with all indicators for DoH Programmes.

ENQUIRIES
Mrs. N Linda Tel No: 031 451 5177

APPLICATIONS
Applications may be sent to: Attention: Human Resource Department, Clairwood Hospital, Private Bag X04, Mbeni 4060 or Hand deliver: 1 Higginson Mbeni 4060

NOTE
The contents of this Circular must be brought to the attention of all eligible officers and employees on your establishment without delay. Also notify all candidates that qualify for the post in this circular minute even if they are absent from their normal work place. Directions to candidates: The following documents must be submitted: Application for Employment form (Z83). Obtainable from any government Department or from website –www.kznhealth.gov.za. Certified copies of highest educational qualifications and I.D (Not copies of certified copies) and certified copies must not be older than 3 months, Curriculum Vitae, Driver’s License (if required) Contactable and verifiable references must be included in the C.V The reference number must be indicated in the column provided on the form Z83 application form e.g. CL:06/2018. Failure to comply with the above instructions will disqualify applicants. Applicants are advised that due to large number of applications anticipated, individual applications will not be acknowledged. Should you not receive a response within six (6) weeks after closing date the application must be considered unsuccessful. People with disabilities should feel free to apply for the posts. The appointment is subject to positive outcomes obtained from the NIA to the following checks (security clearance, credit records, qualifications citizenship and previous experience verifications) This Department is equal opportunity, affirmative action employer, whose aim is to promote representatively in all occupational classes of the department.

CLOSING DATE
22 March 2019

POST 09/199
PROFESSIONAL NURSE- SPECIALTY CRITICAL CARE REF NO: GS 15/19 (X5 POSTS)
Component – Nursing

SALARY
Grade 1: R362 559 - R420 318 per annum, PLUS 13th cheque, medical- aid (optional), Housing Allowance (employees must meet the prescribed requirement)
Grade 2: R445 917 - R548 436 per annum PLUS 13th cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional

CENTRE
Greys Hospital, Pietermaritzburg

REQUIREMENTS
Minimum Requirements: Degree/Diploma in General Nursing plus One (1) year post basic qualification in critical Care (for specialty in Critical care) Plus Minimum of 4 years appropriate/recognizable experience as General Nurse. Current registration with SANC as General Nurse and relevant specialty (2018/2019 receipt). Grade 1: Experience: A minimum of 4 years appropriate/recognizable experience as a General Nurse and 1 year in the Speciality. Grade 2: Experience: A minimum of 14 years appropriate/recognizable experience in nursing after
registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specialty after obtaining the one year post basic qualification in the relevant specialty. Recommendation: Relevant experience in Intensive Care Unit will be an added advantage. Knowledge, Skills, Training and Competency Required: Knowledge of Public Service Policies, Acts and Regulations. Knowledge of code of conduct, Labour Relations, Conflict Management and negotiation skills. Ability to function within a team. Skills in organizing, planning and supervising. Knowledge of Batho Pele principles and patients rights charter

Recommendation: Relevant experience in Intensive Care Unit will be an added advantage.

Knowledge, Skills, Training and Competency Required:
- Knowledge of Public Service Policies, Acts and Regulations.
- Knowledge of code of conduct, Labour Relations, Conflict Management and negotiation skills.
- Ability to function within a team.
- Skills in organizing, planning and supervising.
- Knowledge of Batho Pele principles and patients rights charter.

DUTIES:
- Provision of quality nursing care through the implementation of standards.
- To develop and ensure implementation of nursing care plans. To participate in quality improvement programmes and clinical audit. To uphold the Batho Pele and patients rights charter principles. Maintain accurate and complete patient records according to legal requirements. Participate in staff, student and patient teaching. Exercise control over discipline, grievance and Labour Relations issues according to laid down policies and procedures. Manage and supervise effective utilization of all resources e.g human, financial, material.

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

APPLICATIONS:
Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag X 9001, Pietermaritzburg, 3200

FOR ATTENTION:
Mrs. M. Chandulal

NOTE:
Directions To Candidates: The following documents must be submitted:
- Application for employment form (Z83) which is obtainable at any Government Department OR website.
- Certified copies of highest educational qualifications and professional registration certificate - not copies of certified copies. Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS15/19. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).

CLOSING DATE:
22 March 2019

POST 09/200:
PROFESSIONAL NURSE - SPECIALITY ADVANCED MIDWIFERY & NEONATOLOGY REF NO: GS 16/19 (X5 POSTS)
Component – Nursing

SALARY:
- Grade 1: R362 559 - R420 318 per annum, PLUS 13th cheque, medical-aid (optional). Housing Allowance (employees must meet the prescribed requirement)
- Grade 2: R445 917 - R548 436 per annum, PLUS 13th cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional

CENTRE:
Greys Hospital, Pietermaritzburg

REQUIREMENTS:
Minimum Requirements: Degree/Diploma in General Nursing and Midwifery One (1) year post basic qualification in Advanced Midwifery and Neonatology. Minimum of 4 years appropriate/recognizable experience as General Nurse. Current registration with SANC. Grade 1: Experience: A minimum of 4 years appropriate/recognizable experience as a General Nurse and 1 year in the Specialty. Grade 2: Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specialty after obtaining the one year post basic qualification in the relevant specialty. Recommendation: Relevant experience in an obstetrics ward/clinic will be an added advantage. Knowledge, Skills, Training and Competency Required: Knowledge of Public Service Policies, Acts and Regulations. Knowledge of code of conduct, Labour Relations, Conflict Management and negotiation skills. Ability to function within a team. Skills in
organizing, planning and supervising. Knowledge of Batho Pele principles and patients rights charter.

**DUTIES**

Provision of quality nursing care through the implementation of standards. To develop and ensure implementation of nursing care plans. To participate in quality improvement programmes and clinical audit. Maintain accreditation standards through quality improvement and infection control standards and guidelines. To uphold the Batho Pele and patients rights charter principles. Maintain accurate and complete patient records according to legal requirements. Participate in staff, student and patient teaching. Ensure ongoing education and in-service training of EMTCT, BFHI and ESMOE. Participate in the implementation of priority programmes to reduce morbidity and mortality rate, communicable and non-communicable diseases. Ensure the use of Maternal and Child updated protocols and guidelines in the hospital. Exercise control over discipline, grievance and Labour Relations issues according to laid down policies and procedures. Manage and supervise effective utilization of all resources e.g human, financial, material.

**ENQUIRIES**

Mrs. K T McKenzie Tel No: 033-8973331

**APPLICATIONS**

Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag X 9001, Pietermaritzburg, 3200

**FOR ATTENTION**

Mrs. M. Chandulal

**NOTE**

Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website, Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies, Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS16/19. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).

**CLOSING DATE**

22 March 2019

**POST 09/201**

CLINICAL NURSE PRACTITIONER REF NO: LIME 01/2019 (X1 POST)

**SALARY**

Grade 1: R362 559 – R420 318 per annum
Grade 2: R445 917 – R548 436 per annum
Other Benefits: 13th Cheque, Medical Aid (optional), Home Owner Allowance (subject to employee meeting prescribed requirements) plus 8% Rural Allowance.

**CENTRE**

Lime Hill Clinic (St Chads CHC)

**REQUIREMENTS**

Senior certificate/Grade 12 or equivalent qualification. Degree /Diploma in General Nursing and Midwifery. Current registration certificate with SANC as a Professional Nurse in General Nursing and Midwifery (2019). Post Basic Diploma in Clinical Nursing Science, Health assessment, Treatment and care (PHC) with a duration of at least one (1) year. Certificate of Service Endorsed by Human Resource Department. Appropriate/recognisable experience after registration in the Post Basic Qualification is recognised to determine the salary on appointment. Only certificate of service from the previous employer/s is recognised for this purpose.

**Grade 1:** A minimum of four/4 years appropriate/recognizable Nursing experience after registration as Professional Nurse with the SANC in General Nursing plus Clinical Nursing Science. **Grade 2:** A minimum of 14 years actual service and/or appropriate/recognizable experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of this period must be appropriate/recognizable experience in PHC after obtaining the relevant 1 year post basic qualification required for the relevant specialty. The ideal candidate must possess: Knowledge and experience of Public Service Policies, Acts and Regulations. Sound Management, negotiation, inter-personal and problem solving skills. Good verbal and written communication skills. Knowledge of Labour Relations and disciplinary procedures. Clinical competencies. Knowledge of
nursing care delivery approaches. Analytical thinking, decision-making and conflict
management skills.

**DUTIES**

Ensure the provision of nursing care through adequate supervision. Key Performance Areas: Provision of nursing comprehensive of service according to PHC CORE packages. Provision of quality comprehensive community health care (preventative and promote curative and rehabilitative) services. Provision of administration services. Involvement with community meetings and committees. Provision of educational services through clinical teaching, training and continuous evaluation of employees. Responsible for screening, diagnosis and management of patients at Primary health Care level. Initiate treatment, implementation of programme and evaluation patients clinical conditions. Initiate community protection, involvement in operation Sukum Sakhe projects. Work as part of multidisciplinary team to ensure quality nursing care and target on priority programmes are achieved. Involved in clinical audits. Data management. Advocate for professionalism and ethics. Ensure the efficient and effective control of surgical sundries, pharmaceuticals, equipment and miscellaneous stores. Deal with grievances and Labour relation issues in terms of laid down policies/procedures. Evaluate and follow up patients during clinic visits. Attend and participate in doctor’s visits. Participate in out-reach services.

**ENQUIRIES**

Mrs C.I.Ndlovu Tel No: 036 6379600

**APPLICATIONS**

All applications should be forwarded to: The Human Resources Manager, St Chads Community Health Centre, Private Bag X9950 Ladysmith 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.

**FOR ATTENTION**

Mr S.D.Mdletshe

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

**CLOSING DATE**

29 March 2019

**POST 09/202**

CLINICAL NURSE PRACTITIONER REF NO: EZA 01/2019 (X1 POST)

(Re-Advertisement)

**SALARY**

Grade 1: R362 559 – R420 318 per annum
Grade 2: R445 917 – R548 436 per annum

Other Benefits: 13th Cheque, Medical Aid (optional), Home Owner Allowance (subject to employee meeting prescribed requirements) plus 8% Rural Allowance

**CENTRE**

Ezakheni No 02 Clinic (St Chads CHC)

**REQUIREMENTS**

Senior certificate/Grade 12 or equivalent qualification. Degree /Diploma in General Nursing and Midwifery. Current registration certificate with SANC as a Professional Nurse in General Nursing and Midwifery (2019). Post Basic Diploma in Clinical
Nursing Science, Health assessment, Treatment and care (PHC) with a duration of at least one (1) year. Certificate of Service Endorsed by Human Resource Department. Appropriate/recognizable experience after registration in the Post Basic Qualification is recognised to determine the salary on appointment. Only certificate of service from the previous employer/s is recognised for this purpose. **Grade 1:** A minimum of four/4 years appropriate/recognizable Nursing experience after registration as Professional Nurse with the SANC in General Nursing plus Clinical Nursing Science. **Grade 2:** A minimum of 14 years actual service and/or appropriate/recognizable experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of this period must be appropriate/recognizable experience in PHC after obtaining the relevant 1 year post basic qualification required for the relevant specialty. The ideal candidate must possess: Knowledge and experience of Public Service Policies, Acts and Regulations. Sound Management, negotiation, inter-personal and problem solving skills. Good verbal and written communication skills. Knowledge of Labour Relations and disciplinary procedures. Clinical competencies. Knowledge of nursing care delivery approaches. Analytical thinking, decision-making and conflict management skills.

**DUTIES**

Ensure the provision of nursing care through adequate supervision. Key Performance Areas: Provision of nursing comprehensive of service according to PHC CORE packages. Provision of quality comprehensive community health care (preventative and promote curative and rehabilitative) services. Provision of administration services. Involvement with community meetings and committees. Provision of educational services through clinical teaching, training and continuous evaluation of employees. Responsible for screening, diagnosis and management of patients at Primary health Care level. Initiate treatment, implementation of programme and evaluation patients clinical conditions. Initiate community protection, involvement in operation Sukuma Sakhe projects. Work as part of multidisciplinary team to ensure quality nursing care and target on priority programmes are achieved. Involved in clinical audits. Data management. Advocate for professionalism and ethics. Ensure the efficient and effective control of surgical sundries, pharmaceuticals, equipment and miscellaneous stores. Deal with grievances and Labour relation issues in terms of laid down policies/procedures. Evaluate and follow up patients during clinic visits. Attend and participate in doctor's visits. Participate in out-reach services.

**ENQUIRIES**

Mrs C.I.Ndlovu Tel No: 036 6379600

**APPLICATIONS**

All applications should be forwarded to: The Human Resources Manager, St Chads Community Health Centre, Private Bag X9950 Ladysmith 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.

**FOR ATTENTION**

Mr S.D.Mdletshe

**NOTE**

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

All employees in the Public Service that are presently on the same
salary level but on a notch/package above that of the advertised are free to apply. Please note that no S&T payments will be considered for payment to candidates that are invited for interview.

**CLOSING DATE**: 29 March 2019

**POST 09/203**: PROFESSIONAL NURSE- SPECIALTY NURsing theATRE TECHNIQUE REF NO: GS 14/19 (X5 POSTS)

**Component – Nursing**

**SALARY**

- Grade 1: R362 559 - R420 318 per annum, PLUS 13th cheque, medical-aid (optional), Housing Allowance (employees must meet the prescribed requirement)
- Grade 2: R445 917 - R548 436 per annum, PLUS 13th cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional

**CENTRE**

Greys Hospital, Pietermaritzburg

**REQUIREMENTS**

- Minimum Requirements: Degree/Diploma in General Nursing plus One (1) year post basic qualification in Theatre Technique. Current registration with SANC as General Nurse and relevant specialty (2019 receipt).

**Grade 1:** Experience: A minimum of 4 years appropriate/recognizable experience as a General Nurse and 1 year in the Specialty.

**Grade 2:** Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specialty after obtaining the one year post basic qualification in the relevant specialty. Knowledge, Skills, Training and Competency Required: Knowledge of Public Service Policies, Acts and Regulations. Knowledge of code of conduct, Labour Relations, Conflict Management and negotiation skills. Ability to function within a team. Skills in organizing, planning and supervising. Knowledge of Batho Pele principles and patients rights charter.

**DUTIES**

Provision of quality nursing care through the implementation of standards. To develop and ensure implementation of nursing care plans. To participate in quality improvement programmes and clinical audit. To uphold the Batho Pele and patients rights charter principles. Maintain accurate and complete patient records according to legal requirements. Participate in staff, student and patient teaching. Exercise control over discipline, grievance and Labour Relations issues according to laid down policies and procedures. Manage and supervise effective utilization of all resources e.g human, financial, material.

**ENQUIRIES**

Mrs. K T McKenzie Tel No: 033-8973331

**APPLICATIONS**

Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

**FOR ATTENTION**

Mrs. M. Chandulal

**NOTE**

Directions to Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website, Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies, Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 13/19. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males are encouraged to apply.

**CLOSING DATE**: 22 March 2019

**POST 09/204**: PROFESSIONAL NURSE SPECIALTY – (MATERNITY) GRADE 1 TO 2 REF NO: ST 15/2019 (X4 POSTS)

**Component: Maternity**

**SALARY**

- Grade 1: R362 559 per annum Plus 8% rural allowance
- Grade 2: R445 917 per annum Plus 8% rural allowance
**Benefits:** 13th Cheque, home owner's allowance, and Medical aid optional, [Employee must meet prescribed policy requirements]

**CENTRE:** Stanger Hospital

**REQUIREMENTS:**

**Grade 1:** Diploma in General Nursing and Diploma in Midwifery Plus Advanced Midwifery. Proof of registration with SANC (2019 receipt) A minimum of 4 years appropriate/recognizable experience after registration as a Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate recognizable experience in Nursing after registration as a professional nurse with SANC in General Nursing. At least 10 years of the period referred to the above must be appropriate/recognisable experience in the specific specialty after obtaining the one year Post – Basic qualification in Maternity. Attach proof of working experience endorsed by HR Department. Knowledge, skills training and competencies required: Knowledge of Nursing Care, Processes and procedures, Nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Leadership, Organizational, Decision Making, Problem Solving and interpersonal Skills within the limits of the public Sector. Personal attitudes, responsiveness, professionalism, supportive, Assertive and must be a Team player.

**DUTIES:** Provision of optimal, holistic specialized nursing care with set standards and within a professional/ legal frame. Ensuring clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Ensure accurate record keeping for statistics purposes. Ensure adherence to principles of IPC practices in the unit. Assess and identify the relationship between normal physiological and specific system alterations associated with problems, disorders and treatment in pregnancy, labour, puerperium and neonates. Plan management according to identified problems. Implement plan of action in emergency situations according to protocols and guidelines. Evaluate the response to management. Participate in training, monitoring and research with a view to increasing the body of knowledge in the midwifery practice. Assist Doctors in Management of Obstetric Emergencies. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery.

**ENQUIRIES:** Mrs D.S Khanyezi (Assistant Nursing Manager O&G) Tel No: 032- 437 6040

**APPLICATIONS:** Applications to be forwarded to: Postal Address: Human Resources Department, The Human Resource Manager, Stanger Hospital, Private Bag X10609, Stanger 4450, Physical address: The Human Resource Department, Corner of Patterson & King Shaka Street

**FOR ATTENTION:** Mr S. Govender

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

**CLOSING DATE:** 22 March 2019
POST 09/205

ULTRASOUND RADIOGRAPHER GR 1, 2, 3 REF NO: GS 13/19

Component: Radiology Department

SALARY

Grade 1: R300 828 per annum
Grade 2: R352 707 per annum
Grade 3: R415 482 per annum

Other Benefits: 13th cheque, medical aid (optional), home owner allowance, employee must meet prescribed requirements

CENTRE

Greys Hospital, Pietermaritzburg

REQUIREMENTS

National Diploma in Radiography: Ultrasound or Bachelor’s Degree in Technology Radiography: Ultrasound. Proof of original registration with Health Professions Council of South Africa as an Ultrasound Radiographer. Proof of current registration with the Health Professions Council of South Africa for 2017/2018. Registration with HPCSA in the category Independent Practice: Ultrasound. Grade 1: None after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. One year experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Grade 2: Minimum of 10 years experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. Minimum of eleven years experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees, of whom it is not required to perform community service, as required in South Africa. Grade 3: Minimum of 20 years experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. Minimum of 21 years experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Knowledge, Skills and Experience: Sound knowledge of obstetrics and gynaecology, general and vascular ultrasound procedures and equipment. Sound report writing and administrative skills (Computer literacy and some knowledge of PACS/RIS system). Knowledge of relevant Health and Safety Acts and Infection Control measures. Promote Batho Pele principles in the execution of duties for effective service delivery. Ability to work autonomously and as part of a team. Good attitude to teaching and mentoring of students and community service ultrasound radiographers.

DUTIES

Provide a high quality ultrasound service in keeping with tertiary status of the hospital. Provide correct interpretation of all ultrasound scans. Promote good health practices and ensure optimal care of the patient. Execute all clinical procedures competently to prevent complications. Perform reception and clerical duties as required. Compile comprehensive reports. Participate in quality assurance and quality improvement programmes, CPD activities and in-service training to junior staff and students.

ENQUIRIES

Mrs A Cooke Tel No: 033-8973203

APPLICATIONS

Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

FOR ATTENTION

Mrs. M. Chandulal

NOTE

Directions to Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website, Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies, Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 13/19. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and
previous employment verifications and verification from the Company Intellectual Property (CIPC).

CLOSING DATE : 22 March 2019

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS :
Direct or hand deliver applications to the addresses as indicated below:

For Head Office: Department of Social Development, Private Bag X9144, Pietermaritzburg 3200 or hand deliver to 174 Mayors Walk Road, Pietermaritzburg 3200 For Attention: Ms PN Mkhize.

For EThekwini North, EThekwini South and Ilembe Districts The District Director Department of Social Development, Private Bag X1503 Durban: 4000 or hand deliver to: 214 Dr Pixley KaSeme Street, 8th Floor Durban 4000. Attention: Ms TN Ndlovu.

For UMngungundlovu, UGu and Harry Gwala Districts) The District Director: Department of Social Development, Private Bag X1724, Pietermaritzburg; 3200 or hand deliver to 158 Langalibalele Street, Pietermaritzburg 3201. For Attention: Mr MN Mhlongo.

For Zululand District: The District Director Department of Social Development, Private Bag X13 Ulundi, 3838 or hand deliver to King Dinuzulu Highway, Administration Building, 2nd Floor, Zone 3, Ulundi, 3838. Attention: Ms FN Ntombela.

For Umkhanyakude District: The District Director: Department of Social Development, P. O. Box 246; Mbazwana; 3974 or hand deliver to Ngwenya Properties; Sodwana Bay Road; Mbazwana; 3974. For Attention: Mr NH Siyaya.

For King Cetshwayo District: The District Director: Department of Social Development, Private Bag X02 Empangeni Rail, 3910 or hand deliver to 10 Bronze Street, Empangeni Rail, 3910. Attention: Ms NS Mbokazi.

For UMzinyathi District: The District Director: Department of Social Development, Private Bag X2057 Dundee, 3000 or hand deliver to 50 Gray Street, Dundee, 3000. Attention: Mr CM Ndaba.

For Amajuba District: The District Director: Department of Social Development, Private Bag X6680; Newcastle; 2940 or hand deliver to 113 Panorama Drive, Lennoxton; Newcastle; 2940. Attention: Mr TM Nguse.

CLOSING DATE : 22 March 2019

NOTE :
Applications must be submitted on form Z83 and should be accompanied by a CV and original certified copies of all educational qualifications, Identity document and a valid driver’s licence required by the post advertised. Applications must be forwarded to relevant address. Applicants must indicate the reference number of the post applied and the centre on Form Z83. Application forms Z83 (Application for Employment) should be fully completed and signed by the applicant. Under no circumstances will faxed or e-mailed applications be accepted. The Department is an Equal Opportunity Affirmative Action employer. Applicants who will promote the achievement of employment equity targets and who meet minimum appointment requirements will be given preference. The employment is subject to signing of the employment contract and annual performance agreement. The candidates will be required to undergo security clearance, competency based assessment and to disclose financial interests in accordance with relevant prescripts. Failure to comply with any of the above instructions will result in immediate disqualification. If the applicant has not been contacted within three (3) months after the closing date must accept that his / her application was not successful.

MANAGEMENT ECHELON

POST 09/206 : DIRECTOR: EXECUTIVE SUPPORT REF NO: DSD01/01/2019HO

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

CENTRE : Head Office

REQUIREMENTS : Qualifications: Bachelor’s Degree in Public Administration/Public Management (NQF Level 7), a valid driver’s license, 5-year experience at middle /senior managerial level in Office Management environment. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Public Finance
Management Act; Labour Relations Act; Employee Performance Management and Development System; Service Delivery Frameworks; Intergovernmental matters. Skills/ Core competencies: Strategic capability and leadership; People Management and Empowerment; Financial Management; Change Management; Programme and Project Management; Knowledge management; Service delivery innovation; Problem Solving and analysis; Client Orientation and customer focus; Communication; Research; Presentation Facilitation; Language and Computer Literacy.

**DUTIES**
- Ensure the provision of executive administration support services to the HOD.
- Provide support services to the Department's management committees. Provide support services to the Department's management committees. Manage HODs special projects. Manage the provision of Inter- Governmental Relations functions.
- Provide leadership and strategic direction to the office of the HOD and input to the Department Strategy. Manage the resources of the Directorate.

**ENQUIRIES**
- Ms NG Khanyile Tel No: (033) 348 5518

**OTHER POSTS**

**POST 09/207**  
SERVICE OFFICE MANAGER (X2 POSTS)

**SALARY**
- R826 053 per annum (Level 12) (all-inclusive remuneration package)

**CENTRE**
- Obuka Service Office (King Cetshwayo District) Ref No: DSD02/01/2019OBUK
- Mbabazane Service Office (UThukela District) Ref No: DSD03/01/2019MBAB

**REQUIREMENTS**
- Qualifications: Bachelor's Degree in Social Work; Registration with the South African Council for Social Services as a Social Worker; Proof of Current Registration with the South African Council for Social Services as a Social Worker; A valid driver’s licence; 3 to 5 years’ junior managerial experience in Social Services. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Public Finance Management Act; Treasury Regulations; Legislation pertaining to Social Welfare service delivery; Understanding of SASSA functions; Social dynamics of KwaZulu-Natal communities; Human Resource Management; Labour Relations Act; Service Delivery frameworks; Public Participation; Community outreach; Employee Performance Management and Development System. Skills: Communications; Interpersonal relations; Report writing; Financial management; Change management; Time management; Project management; Leadership; Diversity management; Decision Making; Counseling; Service delivery innovation; Client orientation and customer focus; Facilitation; Problem Solving and analysis; Conflict Resolution; Interviewing; Computer literacy; Numeracy; Language skills.

**DUTIES**
- Provide Social Welfare Services; Provide Community Development Services; Ensure the provision of Corporate Support Services; Ensure the implementation of Departmental policies and other relevant legislation in the day to day running of the office; Manage the resources of the Service Office.

**ENQUIRIES**
- Ms NP Mhlongo (Obuka Service Office) Tel No: 035 797 1600
- Ms GW Thomas (Mbabazane Service Office) Tel No: 036 634 6656

**POST 09/208**  
DEPUTY DIRECTOR: FINANCIAL REPORTING AND INTERNAL CONTROL

**REF NO:** DSD04/01/2019HO

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

**CENTRE**
- Head Office

**REQUIREMENTS**
- Qualifications: National Diploma/ Bachelor’s Degree in Accounting, Management Accounting, Finance/ Auditing. A Minimum of 3-5 years’ Junior Management experience in Financial Management. A valid driver’s licence. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Public Finance Management Act; Treasury Regulations; Basic Accounting System; Service delivery frameworks; Government Financial Processes; National Treasury Practice Notes; Provincial Treasury Practice Notes; Employee Performance Management and Development System. Skills: Communication; Planning; Leadership; Decision making; Problem solving; Interpersonal relations; Report Writing and General (Academic) writing skills; Financial management; Budgeting systems; Analytical; Driving.
DUTIES: Manage the Compilation of Annual Financial Statements and Interim Financial Statements; Formulate creative solutions to enhance appropriate record management, credible information and monitor reporting frameworks and timelines; Manage the provision of relevant training on financial procedures; Develop policies and strategies aimed at improving services delivery; Manage resources of the Sub-directorate.

ENQUIRIES: Mr BS Ndaba Tel No: (033) 264 5412

POST 09/209: DEPUTY DIRECTOR: INTERGRATED ANALYSIS, PROVINCIAL PLANNING AND REPORTING REF NO: DSD05/01/2019HO

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

CENTRE: Head Office

REQUIREMENTS: Qualifications: National Diploma/ Bachelor’s Degree in Public Administration/ Management/ Monitoring and Evaluation. A Minimum of 3-5 years’ Junior Management experience in Financial Management. A valid driver’s licence. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Government-wide Monitoring and Evaluation System; Policy analysis and development; Labour Relation Act; Public Finance Management Act; Organization behavior analysis; Strategic business management; Employee Performance Management and Development System. Skills: Change Management; Strategic planning; Analytical thinking; Interpersonal relations; Facilitation; Presentation; Financial Management; Project Management; Problem solving; Driving.

DUTIES: Manage and coordinate the provision of integrated analysis; Manage and coordinate the provision of provincial planning and reporting; Develop policies and strategies aimed at improving service delivery; Manage resources of the Sub-directorate.

ENQUIRIES: Mr PR Madela Tel No: (033) 264 5411

POST 09/210: DEPUTY DIRECTOR: PROPERTY MANAGEMENT, OPERATING & MAINTENANCE REF NO: DSD06/01/2019HO

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

CENTRE: Head Office

REQUIREMENTS: Qualifications: National Diploma/ Bachelor’s Degree in Property Management/ Real Estate, A minimum of 3-5 years’ Junior Management experience in Property management/ Real Estate environment. A valid driver’s license. Knowledge: Constitution of Republic of the South Africa; Public Service Act and Regulations; Public Finance Management Act, Treasury Regulations; Knowledge of BAS; Employee Performance Management and Development System; National Treasury Instructions Notes Provincial Treasury Practice Notes; Service Delivery Frameworks Skills: Communication; Computer Literacy; Presentation; Facilitation; Report Writing; Interpersonal relation; Negotiation; Driving.

DUTIES: Administer the acquisition of land and facilities. Ensure efficient and effective facilities management system. Plan and prioritize the renovation and programmed maintenance on infrastructure. Develop policies and strategies aimed at improving service delivery. Manage resources of the Sub-Directorate.

ENQUIRIES: Mr HB Ngwane Tel No: (033) 348 5590

POST 09/211: SOCIAL WORK SUPERVISOR (GRADE 1-2) (X16 POSTS)

SALARY: R363 507 – R676 248 per annum

CENTRE: UMzimkhulu Service Office (Harry Gwala District) Ref No: DSD07/01/2019UMZ (X5 Posts)
Port Shepstone Service Office (UGu District) Ref No: DSD08/01/2019PORT (X2 Posts)
Umlazi Service Office (EThekwhini South District) Ref No: DSD09/01/2019UMLAZ (X2 Posts)
Obuka Service Office (King Cetshwayo District) Ref No: DSD10/01/2019OBUK (X2 Posts)
Mbabazane Service Office (UTHukela District) Ref No: DSD11/01/2019MBAB
KwaMashu Service Office (EThekwini North District) Ref No: DSD12/01/2019KWAM (X4 Posts)

**REQUIREMENTS**
Qualifications: Bachelor’s Degree in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker; Proof of current registration with South African Council for Social Services Profession as a Social Worker; A valid driver’s license; A minimum of 7 years’ recognizable experience in Social Work after registration as a Social Worker with SACSSP. Knowledge: Public Service Act and Regulations; Batho-Pele principles; Knowledge and understanding of human behavior and social systems; The ability and competence to assist; develop; advocate for; and empower individuals; families; groups; organizations and communities to enhance their functioning and their problem solving capabilities; The ability to promote; restore; maintain; advocate for; and enhance the functioning of individuals; families; groups; and communities by enabling them to accomplish tasks; prevent and alleviate distress and use resources effectively; The understanding and ability to provide social services towards protecting people who are vulnerable; at risk and unable to protect themselves; The ability to mentor and coach Social Workers Grade 1; Employee Performance Management and Development System. Skills: Communication (written and verbal); Listening; Interpersonal; Computer Literacy; Research; Problem solving; Report writing; Time management; Presentation; Facilitation; Counselling; Numeracy; Language and Driving.

**DUTIES**
Ensure that social work service with regard to care; support; protection and development of vulnerable individuals; groups; families and communities through the relevant programmes is rendered; Supervise and advise Social Workers; Social Auxiliary Workers and Student Social Workers to ensure an effective social work service; Keep up to date with the new developments in the social work field; Supervise all administrative functions required in the unit and undertake the higher level administrative functions.

**ENQUIRIES**
Mr MN Njomi (Umzimkhulu Service Office) Tel No: (079) 494 8856
Ms TS Sonjica (Port Shepstone Service Office) Tel No: (039) 682 4486
Ms SP Tantsi (Umlazi Service Office) Tel No: 031 918 8800
Ms NP Mhlongo (Obuka Service Office) Tel No: 035 797 1600
Ms GW Thomas (Mbabazane Service Office) Tel No: 036 634 6656
Ms MN Myeni (KwaMashu Service Office) Tel No: (031) 530

**POST 09/212**
ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT (X8 POSTS)

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

**CENTRE**
Harry Gwala District Ref No: DSD13/01/2019HARRY
Ugu District Ref No: DSD14/01/2019UGU
EThekwini South District Ref No: DSD15/01/2019ETHSD
Ilembe District Ref No: DSD16/01/2019ILEMB
Umkhanyakude District Ref No: DSD17/01/2019UMKHA
King Cetshwayo District Ref No: DSD18/01/2019KING
Umzinyathi District Ref No: DSD19/01/2019UMZI
Amajuba District Ref No: DSD20/01/2019AMAJ

**REQUIREMENTS**
Qualifications: National Diploma / Bachelor’s Degree in Human Resource Management/ Public Administration/Management /Business Administration; A minimum of 3-5 years’ administrative experience in Human Resource. A valid driver’s licence. Knowledge: Public Service Act and Regulations; Labour Relations Act; Skills Development Act; Treasury Regulations; Basic Conditions of Employment Act; Public Finance Management Act; Employee Performance Management and Development System; Service Delivery Frameworks; Occupational Health and Safety Act and Collective Agreements. Skills: Communication; Language; Listening; Organising; Report writing; Computer literacy; Interpersonal relations; Problem solving; Time management; Project management; Presentation; Negotiating; Financial management, Driving and PERSAL.

**DUTIES**
Provide human resource administration services; Administer the provisioning of human resource development; administer labour relations services; administer employee wellness programmes; Administer PERSAL support services; Provide advice; guidance and inputs to policies; Manage the resources of the District.
ENQUIRIES : Ms TW Gazu (Harry Gwala District) Tel No: (033) 395 9654
Mr S Govender (Ugu District) Tel No: (033) 395 9732
Ms TN Ndlovu (EThekwini South District) Tel No: (031) 336 8705
Ms R Singh (Ilembe District) Tel No: (031) 336 8718
Mr NH Siyaya (Umkhanyakude District) Tel No: (035) 874 8520
Ms NS Mbokazi (King Cetshwayo) Tel No: (035) 787 0008
Mr CM Ndaba (UMzinyathi District) Tel No: (034) 317 2382
Mr TM Nguse (Amajuba District) Tel No: (034) 317 2382

POST 09/213 : ASSISTANT DIRECTOR: FINANCIAL AND MANAGEMENT ACCOUNTING (X8 POSTS)

SALARY : R356 289 per annum (Level 09)
CENTRE : Harry Gwala District Ref No: DSD21/01/2019HARRY
          Ugu District Ref No: DSD22/01/2019UGU
          EThekwini South District Ref No: DSD23/01/2019ETHS
          Ilembe District Ref No: DSD24/01/2019ILEM
          Umkhanyakude District Ref No: DSD25/01/2019UMK
          King Cetshwayo District Ref No: DSD26/01/2019KING
          Umzinyathi District Ref No: DSD27/01/2019UMZ
          Amajuba District Ref No: DSD28/01/2019AMAJ

REQUIREMENTS : Qualifications: National Diploma/ Bachelor’s Degree in Financial Management/ Accounting; A minimum of 3-5 years’ administrative experience in Financial Management. A valid driver’s license. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Public Finance Management Act and Treasury Regulations; Basic Accounting System (BAS); National and Provincial Treasury Practice Notes; Labour Relations Act; PERSAL; Employee Performance Management and Development System. Skills: Language; Listening; Computer literacy; Presentation; Interpersonal; Driving; Report Writing; Problem solving; Analytical thinking; Communications; Financial Management; Time Management; Numeracy.

DUTIES : Administer the provision of financial accounting; Administer management accounting; Manage payment of subsidies to Welfare Organizations; Manage Physical Facilities in the District; Provide advice, guidance and inputs to policies; Manage resources of the Division.

ENQUIRIES : Mr AA Peters (Harry Gwala and UGu Districts) Tel No: (033) 395 9654
           Mr E Ngidi (EThekwini South and Ilembe Districts) Tel No: (031) 336 8728
           Mr NH Siyaya (Umkhanyakude District) Tel No: (035) 874 8520
           Ms NS Mbokazi (King Cetshwayo) Tel No: (035) 787 0008
           Mr PP Ndaba (UMzinyathi and Amajuba Districts) Tel No: (036) 635 6609

POST 09/214 : ASSISTANT DIRECTOR: FINANCIAL REPORTING AND INTERNAL CONTROL REF NO: DSD29/01/2019HO (X2 POSTS)

SALARY : R356 289 per annum (Level 09)
CENTRE : Head Office

REQUIREMENTS : Qualifications: National Diploma/ Bachelor’s Degree in Accounting, Management Accounting, Finance/ Auditing. A minimum of 3-5 years’ administrative experience in Finance/ Auditing/ Management Accounting. A valid driver’s licence. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Public Finance Management Act; Treasury Regulations; Basic Accounting System; Service Delivery Frameworks; Government Financial Processes; National Treasury Practice Notes; Provincial Treasury Practice Notes; Employee Performance Management and Development System. Skills: Communication; Planning; Team development; Decision making; Problem solving; Report Writing and General (Academic) writing; Financial management; Budgeting systems; Analytical; Driving.

DUTIES : Administer the compilation of Annual Financial Statements and Interim Financial Statements; Administer the submission of Annual Financial Statements to the Auditors-General and Provincial Treasury; Administer the formulation of creative solutions to enhance appropriate record management, credible information and
monitor reporting frameworks and timelines; Provide advice, guidance and input to policies; Manage resources of the Sub-Directorate.

ENQUIRIES: Mr BS Ndaba Tel No: (033) 264 5412

POST 09/215: ASSISTANT DIRECTOR: INVENTORY MANAGEMENT REF NO: DSD30/01/2019HO

SALARY: R356 289 per annum (Level 09)
CENTRE: Head Office
REQUIREMENTS: Qualifications: National Diploma/ Bachelor’s Degree in Financial Management/ Supply Chain Management/ Public Management/ Administration. A valid driver’s license. A minimum of 3-5 years’ Administrative experience in Inventory/ Stores/ Asset Management. Knowledge: Public Service Act and Regulations; Public Finance Management Act; Treasury Regulations; Knowledge/ understanding of Stores and Assets Management Systems as well as Supply Chain Management practices and procedures; Employee Performance Management and Development System. Skills: Communication; Project Management; Computer Literacy; Interpersonal relations; Problem solving; Interviewing; Analytical; Presentation; Organizing; Driving.

DUTIES: Ensure management of cellphone and 3G; Exercise control over stores and assets, and verify stock taking; Ensure that disposal is conducted effectively; Provide advice, guidance and input to policies; Manage resources of the Division.

ENQUIRIES: Ms W Mkondweni Tel No: (033) 264 2039

POST 09/216: ASSISTANT DIRECTOR: INFRASTRUCTURE PLANNING AND DELIVERY REF NO: DSD31/01/2019HO

SALARY: R356 289 per annum (Level 09)
CENTRE: Head Office
REQUIREMENTS: Qualifications: National Diploma/ Bachelor’s Degree in Civil Engineering/ Architecture. A minimum of 3-5 years’ Administrative experience in Infrastructure Planning and Delivery. A valid driver’s license. Knowledge: Constitution of the Republic of South Africa, Public Service Act and Regulations; Public Finance Management Act; Planning and Management of construction of physical facilities; Land Regulation and SA Development Trust; National Building Regulations; Labour Relations Act; Policies with regard to physical facilities. Skills: Communication; Writing; Decision making; Analytical and innovative thinking; Computer literacy; Interpersonal relations and networking; Problem solving; Financial Management; Time Management; Project Management; Planning and Organizing; Driving.

DUTIES: Administer compliance, quality and physical progress for all infrastructure projects and compile reports; Provide efficient consolidation of infrastructure delivery processes; Provide technical advice and support on infrastructure projects; Implement and maintain norms and standards for departmental facilities; Undertake short and long term project planning; Provide advice, guidance and input to policies; Management resources of the Division.

ENQUIRIES: Mr HB Ngwane Tel No: (033) 348 5590

POST 09/217: COMMUNITY DEVELOPMENT SUPERVISOR GRADE 1-2 (X3 POSTS)

SALARY: R344 184 – R488 529 per annum (Grade 1-2)
CENTRE: Harding Service Office (UGu District) Ref No DSD32/01/2019HARD
Obuka Service Office (King Cetshwayo District) Ref No DSD33/01/2019OBUK
Mbabazane Service Office (UThukela District) Ref No: DSD34/01/2019MBAB

REQUIREMENTS: Qualifications: Bachelor’s Degree in Community Development / Development Studies/ Social Sciences; A minimum of 7 years’ experience in Community Development field/ Arena; A valid driver’s license; Knowledge: Public Service Act and Regulations; Batho Pele principles; Understanding of human behavior and social system and legislation to assist with interventions at the point where people interact with their environments in order to promote self-empowerments; Ability and competence to coordinate community development structures; Understanding of social dynamics of communities; Employee Performance Management and
DUTIES: Supervise the identification; facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders and to assist employees engaged in this function by resolving problems; Supervise and support community development practitioners to ensure that there is communication and co-ordination with all relevant role players; internal and external departments/ provinces; NGO’s local community structures and faith based organizations to facilitate intersectional collaboration; integrated planning and the establishment of partnerships to ensure sustainability of development activities within the community; Supervise and guide community development practitioners to enhance their performance on community development and to perform administrative support on community development and related activities; Keep up to date with new developments in the community development field to enhance service delivery; Supervise and advise community development practitioners to ensure an efficient and effective service.

ENQUIRIES:
Ms NG Tshalata (Harding Service Office) Tel No: (039) 433 1010
Ms NP Mhlongo (Obuka Service Office) Tel No: 035 797 1600
Ms GW Thomas (Mbabazane Service Office) Tel No: 036 334 6656

POST 09/218: STATE ACCOUNTANT: FINANCIAL REPORTING AND INTERNAL CONTROL
REF NO: DSD35/01/2019HO (X4 POSTS)

SALARY: R242 475 per annum (Level 07)
CENTRE: Head Office
REQUIREMENTS: Qualifications: A National Diploma/Bachelor’s Degree in Accounting/ Management Accountant/ Finance/Auditing, A valid driver’s license, A minimum of 3-5 years’ administrative experience in Accounting/ Management Accounting/ Finance/Auditing. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Public Finance Management Act; Treasury regulations; Basic Accounting system; Service delivery frameworks; Government Financial Processes; National Treasury Practice Notes; Provincial Treasury Practice Notes. Skills: Communication; Planning; Organizing; Interpersonal relations; Financial management; Analytical; Computer literacy and Driving.

DUTIES: Undertake Financial reporting service; Provide input and assistance in the submission of Annual Financial Statements to the Auditor General and Provincial Treasury; Conduct relevant training on Financial Procedures. Ensure safekeeping of documents.

ENQUIRIES: Mr BS Ndaba Tel No: (033) 264 5412

POST 09/219: PERSONAL ASSISTANT: (X3 POSTS) (SECURITY MANAGEMENT REF NO: DSD36/01/2019SECM; STRATEGY AND PLANNING REF NO: DSD37/01/2019STRAT; FINANCIAL ACCOUNTING REF NO: DSD38/01/2019FIN)

SALARY: R242 475 per annum (Level 07)
CENTRE: Head Office
REQUIREMENTS: Qualifications: National Diploma/ Bachelor's Degree in Office Management/ Management Assistant, A minimum of 3-5 years of experience in rendering a support service to senior management. Knowledge: Knowledge on the relevant legislation/policies/prescripts and procedures; Basic knowledge on financial administration. Skills: Language; Good telephone etiquette; Computer literacy; Sound organizational; written communication; Numeracy.

DUTIES: Provide secretarial/ receptionist support service to the Director; Provide administrative support services; Provide support to the Director regarding meetings; Support the Director with the administration of the Directors budget; Study the relevant Public Service and Departmental prescripts/ policies and other documents.

ENQUIRIES: Mr SP Sishi (Security Management Service) Tel No: 033 348 5583
Mr PR Madela (Strategy and Planning) Tel No: 033 264 5411
**POST 09/220**: PROFESSIONAL NURSE (GRADE 1-3) REF NO: DSD39/01/2019KHANY (X2 POSTS)

**SALARY**: R241 908 - R459 294 per annum

**CENTRE**: Khanyani CYCC

**REQUIREMENTS**:
Qualifications: National Diploma/ Bachelor’s Degree in Nursing; Registration with the South African Nursing Council (SANC) as a Professional Nurse; Proof of Current registration with the South African Nursing Council (SANC) as a Professional Nurse. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Nursing care process and procedures; Nursing Statutes; and other relevant legal frameworks; Nursing Act; Occupational Health and Safety Act; Patients’ right Charter; Batho-Pele principles; Disciplinary Code and Procedure; Grievance Procedure; etc.; Employee Performance Management and Development System. Skills: Communication; Interpersonal relations; Report writing; Facilitation; Presentation; Problem solving; Analytical thinking; Self-disciplined; Organizing; Computer Literacy; Numeracy; Language.

**DUTIES**:
Provide direction and supervision for the implementation of the nursing plan (clinical/quality patient care); Implement standards; practices; criteria and indicators for quality nursing (quality of practices); Practice nursing and health care in accordance with the Law and Regulations relevant to nursing and health care; Maintain a constructive working relationship with nursing and other stakeholders; Utilize human; material and physical resources efficiently and effectively.

**ENQUIRIES**:
Mr TM Nguse (Khanyani CYCC) Tel No: 034 317 2529

**POST 09/221**: COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1-3 (X4 POSTS)

**SALARY**: R204 951 - R409 137 per annum

**CENTRE**:
- Phoenix Service Office (EThekwini North District) Ref No: DSD40/01/2019PHOEN
- Umlazi Service Office (EThekwini South District) Ref No: DSD41/01/2019UMLAZ (X2 Post)
- Ndwedwe Service Office (ILembe District) Ref No: DSD42/01/2019NDWE

**REQUIREMENTS**:
Qualifications: National Diploma/ Bachelor’s Degree in Community Development/ Development Studies; A Valid Driver’s license. Knowledge: Public Service Act and Regulations; Batho-Pele principles; Understanding of human behavior and social system and legislation to assist with interventions at the point where people interact with their environments in order to promote self-empowerments; Knowledge of community development work; skills; attitudes and values of communities; Ability and competence to coordinate community development structures and ability to manage projects; Ability to influence individuals and group to participate in their own self-empowerment; Understanding of social dynamics of communities; Employee Performance Management and Development System. Skills: Computer literacy; Planning and organizing; Communication (verbal and written); Financial Management; Interpersonal; Presentation and facilitation; Monitoring and Evaluation; Project Management; Research; Report writing; Problem solving; Numeracy; Language and Driving.

**DUTIES**:
Identify and facilitate the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders; Liaise and co-ordinate with all relevant role players; internal and external (in Departments/ Provinces, NGO’S, local community structures and faith based organizations) to facilitate collaboration and to establish partnerships to ensure the sustainability of development actions within the community; Support communities and perform administrative support on community development and related activities; Keep up to date with new developments in the community development field to enhance service delivery.

**ENQUIRIES**:
Ms S Moodley (Phoenix Service Office) Tel No: (031) 507 8827
Ms SP Tantsi (Umlazi Service Office) Tel No: (031) 918 8800
Ms XM Shange (Ndwedwe Service Office) Tel No: (032) 533 5021
POST 09/222 : CHILD AND YOUTH CARE SUPERVISOR (GRADE 1-2) REF NO: DSD43/01/2019KHANY

SALARY : R187 560-249 831 per annum
CENTRE : Khanyani CYCC
REQUIREMENTS : Qualifications: National Diploma/ Bachelor’s Degree in Child and Youth Care Development; Registration with South African Council for Social Services Professions as a Child and Youth Care Worker; Proof of current Registration with the South African Council for Social Services Professions as Child Youth Care Worker. A minimum 10 years’ experience in child and youth care work after obtaining the required qualification. Knowledge: Public Service Act and Regulations; Child justice Act; The Children’s Act; Probation Service Act; Prevention and Treatment of drug Dependency Act; Children rights principles Employee Performance Management and Development System; Batho-Pele Principles; Administrative Procedures; New development and methodologies in Child and Youth Care Work. Skills: Communication; Interpersonal relations; Problem solving; Policy analysis; Organizing; Computer literacy; Counselling; Analytical; Presentation; Facilitation; Numeracy; Language.

DUTIES : Facilitate and supervise (secure) the caring for and life space interventions for children and young people. Provide supervision in relation to basic life space work to promote the development and care of children and youth. Supervise staff to ensure an effective care service. Keep up to date with new developments in the child and youth care field. Supervise and perform the administration functions.

ENQUIRIES : Mr TM Nguse (Khanyani CYCC) Tel No: 034 317 2529

POST 09/223 : CHILD AND YOUTH CARE TEAM LEADER (GRADE 1-2) REF NO: DSD44/01/2019KHANY (X2 POSTS)

SALARY : R148 065 – R204 951 per annum
CENTRE : Khanyani CYCC (Amajuba District)
REQUIREMENTS : Qualifications: National Diploma/ Bachelor’s Degree in Child and Youth Care Development; Registration with the South African Council for Social Services Professions as a Child and Youth Care Worker; Proof of current Registration with the South African Council for Social Services Professions as a Child and Youth Care Worker; A minimum of 7 years’ experience in Child and Youth Care work after obtaining the required qualification Knowledge: Public Service Act and Regulations; Batho-Pele Principles; The Children’s Act; Child Care Act; Children rights principles; Standard operation procedure on routine Programmes; Developmental approach to therapeutic work; Understanding the basic needs of children and youth; Developmental Programmes; Developmental assessment procedures; Lifespan development theories for application in child and youth care work; Rules and procedures of the child and Youth Care Centre. Skills: Communication; Problem Solving; Interpersonal relations; Organizing; Counselling; Computer literacy; Numeracy; Language.

DUTIES : Perform team leader duties; Undertake inspections and report on incidents and problems identified; Perform administrative work relevant to the job; Provide care as the need arises.

ENQUIRIES : Mr TM Nguse (Khanyani CYCC) Tel No: 034 317 2529

POST 09/224 : CHILD AND YOUTH CARE WORKER: (X39 POSTS)

SALARY : R132 729 – R176 796 per annum Grade 1-2
CENTRE : Ngwelezane CYCC (King Cetshwayo District) Ref No: DSD45/01/2019NGWELEZ
Princess Mkabayi CYCC (UMzinyathi District) Ref No: DSD46/01/2019PRINCESS (X17 Posts)
Sinethemba CYCC (Amajuba District) Ref No: DSD47/01/2019SINETH (X7 Posts)
Newcastle School of Industries (Amajuba District) Ref No: DSD48/01/2019NEWCA (X5 Posts)
Khanyani CYCC (Amajuba District) Ref No: DSD49/01/2019KHANY (X9 Posts)

REQUIREMENTS : Qualifications: Grade 12 Certificate plus a basic Child & Youth Care qualification as recognized by HWSETA/ National Diploma in Child and Youth Care Development; Registration with South African Council for Social Services.
Professions as a Child and Youth Care Worker; Proof of current Registration with the South African Council for Social Services Professions as Child Youth Care Worker. Knowledge: Public Service Act and Regulations; Batho-Pele principles; Development Programmes; Clerical/Administrative procedures; Knowledge of the rules and procedures of the center. Skills: Communication; Problem solving; Interpersonal relations; Organizing; Counselling; Computer literacy; Numeracy; Language.

**DUTIES**
Receive children and youth to the care facility after admission; Ensure that children/youth receive medical services; Assist with the implementation of planned activities; developmental and therapeutic programmes; Engage in basic life space work to promote the development and care of children and youth; Perform administrative work relevant to the job.

**ENQUIRIES**
Ms PF Mdletshe (Ngwelezane CYCC) Tel No: (035) 794 2302
Ms PN Ndlandla (Princess Mkabayi CYCC) (034) 271 0031
Ms IZ Dladla (Sinethemba CYCC) Tel No: (034) 317 3233
Ms AT Mntambo (Newcastle School of Industries) Tel No: 034 317 1254
Mr TM Nguse (Khanyani CYCC) Tel No: 034 317 2529
The Department of Economic Development, Environment and Tourism is an equal opportunity, affirmative action employer. It is the Department’s intent to promote representativeness (race, gender and disability) through the filling of this post. The candidacy of persons whose transfer / promotion / appointment will promote representativeness, in line with the numeric targets as contained in the Department’s Employment Equity Plan, will receive preference. An indication of representativeness profile by the applicants will expedite the processing of applications.

APPLICATIONS:
Direct your application quoting the relevant reference number, position and management area on the Z83 to: The Head of Department: Department of Economic Development, Environment and Tourism, Private Bag X9484 Polokwane, 0700. Hand delivered applications may be submitted at Evridiki Towers, Registry Office, 19 Biccard Street, Office B1-73, Polokwane.

CLOSING DATE:
29 March 2019

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

POST 09/225 : CONTROL ENVIRONMENTAL OFFICER GRADE A (ENVIRONMENTAL INFORMATION MANAGEMENT) REF NO: C2/19/1
Directorate: Environmental Research and Planning
Re-Advertisement (All applicants who previously applied NEED TO apply again as the previous applications WILL NOT be considered)

SALARY : R468 513 – R535 686 per annum (OSD)
CENTRE : Head Office: Polokwane
REQUIREMENTS : A NQF level 7 qualification or higher in Natural Sciences, Environmental Sciences Geographic Information Systems (GIS) or related fields. Three (3) years’ experience in environmental information Management systems, environmental planning and integrated environmental management. Additional experience in any field of environmental information management systems including Remote Sensing and related fields will be an added advantage. Extensive knowledge of state of environment reporting, environmental indicators, economic and social policy instruments. Knowledge of Sustainable Development Goals (SDGs); monitoring and reporting thereof. Knowledge of environmental legislation. Extensive understanding of environmental research, data collection and ability to analyse, interpret and give strategic direction on environmental management and planning issues. A valid driver’s license. Candidates might be subjected to competency evaluation.

DUTIES : Overall management of the allocated Sub-Directorate/section with regard to facilitation of Environmental information management for informed decision making. Develop an integrated state of the environment reporting system including the collection of data and development of provincial environmental performance indicators. Develop and manage GIS systems to support reporting, spatial information, impact assessments and various information systems as required by legislation. Develop and manage a system to support monitoring and reporting on SDGs. Development and management of systems for the receipt of complaints and incident reporting and for ensuring that such notifications are responded to. The processing of public requests for environment information collected and managed by the department. Participation in intergovernmental structures. Extensive communication with various stakeholders – researchers, community members, government officials, administrators and the scientific community.

ENQUIRIES : Mrs S Pelser Tel No: (015) 293 8678

DEPARTMENT OF HEALTH

APPLICATIONS : All applications should be addressed to: The Head of the Department, Department of Health, Private Bag X 9302, Polokwane, 0700 and for hand delivery at No.18 College Street, New Building [Office No.060] Fidel Castro Building
CLOSING DATE : 22 March 2019
NOTE : Applications are hereby invited from suitable qualified candidates for a vacant post. Applications should be submitted on the Z83 form obtainable from any government institution and must be accompanied by comprehensive CV and certified copies of required qualifications and Identity Document. People with disabilities are encouraged to apply and attention will be given to individuals or persons from disadvantaged communities. NB 1: Correspondence will be entered into with shortlisted candidates only. Faxed or e-mailed applications will not be considered. NB 2: The Department of Health is an equal opportunity and Affirmative Action employer. NB: Kindly note that the following Knowledge, Skills, Training and Competencies Required applies to all the posts in Infrastructure Management except for the Deputy Directors posts. The built environment professionals / candidates incumbents will be responsible for provision of their respective expert inputs and guidance for the development of infrastructure strategies, policies, systems, functional/technical norms and standards, plans for Health in line with the Provincial Infrastructure Delivery Framework for the planning and construction of Health Department Projects. The ideal candidates must have: Ability to understand the Health Service Delivery Platform, indicators & service plan and how that links with infrastructure. Ability to undertake a risk analysis and undertake a risk
mitigation strategy. Ability to interpret existing and develop new Functional and Technical Norms and Standards. Ability to identify the required information fields and documents for use by Health. Ability to prepare reports, submissions and presentations. Have the ability to meet strict project deadlines—preparation of documentation, report writing, chairing and minute taking of site meetings. Have the ability to negotiate effectively with implementing agents and service providers and/or enforce conditions to ensure compliance with Service Delivery Agreements (SDA) and Departmental norms and standards. Have the ability to deal with stressful, pressurized and emergency working conditions. Ability to understand how to prepare budgets, extract and interpret information from related information systems. Ability to understand how to apply the SIPDM, IDMS and IDM Toolkit. Ability to understand how to identify the required information and documents for use by Health. Possess and uphold high levels of integrity. Knowledge of Public Finance Management Act, Division of Revenue Act, Treasury Regulations, Guidelines and Practice Notes, various contract options for infrastructure projects, Government Supply Chain Management Policies and all other infrastructure related legislation and policies. Good communication, Computer literacy, writing & presentation skills including interpersonal relations.

OTHER POSTS

POST 09/226: CHIEF ENGINEER: MECHANICAL: INFRASTRUCTURE MAINTENANCE SERVICES & ENGINEERING AND TECHNICAL SUPPORT SERVICES (GRADE A-B) REF NO: LDH/01/03/19 (X1 POST)
Main Role: To perform and 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.

SALARY: Grade A: R991 281 per annum (All inclusive remuneration package)
Grade B: R1 202 988 per annum (All inclusive remuneration package)

CENTRE: Provincial Office (Polokwane)

REQUIREMENTS: Qualifications and Competencies: An appropriate Bachelor’s Degree in Mechanical Engineering. Registration as a Professional Engineer with ECSA. A minimum of Six [6] years’ relevant experience. Experience in a health care environment will be an added advantage. A valid drivers’ license [Attach copy].

DUTIES: Undertake engineering designs. Perform final review and approvals of audits on new engineering designs according to design principles or theory. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Provide effective engineering and project management services. Manage compliance with OHS and related legislation. Undertake research. Manage people and budgets.

ENQUIRIES: Ms Matimatjatji RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours

POST 09/227: DEPUTY DIRECTOR: INFRASTRUCTURE DEVELOPMENT [INFRASTRUCTURE PROGRAMME DELIVERY] REF NO: LDH/02/03/19 (X2 POSTS)

SALARY: R697 011 per annum (Level 11) [All inclusive remuneration package]

CENTRE: Provincial Office [Polokwane]

REQUIREMENTS: Qualifications and Competencies: A recognized Bachelor’s degree in Quantity Surveying / Architecture / Engineering / Town Planning or any relevant built environment bachelor’s degree. Minimum of three [3] years’ experience. OR a recognized National Diploma in the built environment field plus three to five [3-5] years practical experience in a health infrastructure environment. OR a recognized N6 qualification in engineering with proven completion of practical experience plus at least 5 years experience in a health infrastructure environment. For each of the above: A certificate in Health Facility Planning and Design will be an added
advantage. A valid drivers’ license [Attach copy]. Computer literacy. Knowledge and Skills: The ability to evaluate Infrastructure Development technical report and data (design report, architectural drawings, etc.). A comprehensive practical knowledge on Health Facility Planning. Good communication, report writing, excellent presentation skills, Good interpersonal relations. Proven project management experience. Understanding of procurement processes and cash flow management.

**DUTIES**: Guide, conduct and participate in the Health Brief sessions with Site Commissioning Teams. Participate in the Health Facility Design processes. Monitor and evaluate the facility structures to ensure adherence to laid down standards to ensure and enhance project quality. Monitor Cash Flow projections and ensure that physical performance is matched by projected spending rates. Ensure that inevitable scope changes are managed within approval processes and procedures. Provide inputs for the compilation of Business Cases and Project Implementation Plans. Attend Site meetings (Progress as well as Site Inspection Meetings) and provide feedback to the Infrastructure Structure Management Branch. Update data on reporting systems, compile monthly and quarterly reports. Provide guidance and coordinate commissioning of the completed projects and other Infrastructure Development matters to members of Commissioning Teams.

**ENQUIRIES**: Ms Matimatjatji RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours

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**POST 09/228**: DEPUTY DIRECTOR: MAINTENANCE SERVICES: INFRASTRUCTURE MAINTENANCE SERVICES ENGINEERING AND TECHNICAL SUPPORT SERVICES REF NO: LDH/03/03/19 (X2 POSTS) Main Role: To perform and manage technical services and support in engineering research, design, manufacturing, operations and maintenance.

**SALARY**: R697 011 per annum [All inclusive remuneration package]

**CENTRE**: Provincial Office [Polokwane]


**DUTIES**: Manage technical services, workshops and technical office activities in conjunction with engineering manager. Design and manage maintenance strategy and system for day-to-day, emergency and routine/preventive maintenance. Guide the development of maintenance plans by Maintenance Hubs. Oversee, plan and control the performance of maintenance at healthcare facilities. Manage people. Manage budgets.

**ENQUIRIES**: Ms Matimatjatji RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours

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**POST 09/229**: ELECTRICAL ENGINEER: INFRASTRUCTURE PLANNING [GRADE A-C] REF NO: LDH /04/03/19 (X1 POST) Main Role: To provide electrical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards and signing off on electrical installations.

**SALARY**: Grade A: R679 338 per annum (All inclusive Remuneration Package)

Grade B: R769 611 per annum (All inclusive Remuneration Package)

Grade C: R879 975 per annum (All inclusive Remuneration Package)

**CENTRE**: Provincial Office [Polokwane]


ENQUIRIES: Ms Matimatjatji RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours

POST 09/230: ELECTRICAL ENGINEER: INFRASTRUCTURE MAINTENANCE SERVICES & ENGINEERING AND TECHNICAL SUPPORT SERVICES [GRADE A-C] REF NO: LDH/05/03/19 (X1 POST) Main Role: To perform and manage all aspects of varied innovative and complex engineering activities that result in progress in technology and engineering applications.

SALARY: Grade A: R679 338 per annum (All inclusive Remuneration Package) Grade B: R769 611 per annum (All inclusive Remuneration Package) Grade C: R879 975 per annum (All inclusive Remuneration Package)

CENTRE: Provincial Office [Polokwane]


DUTIES: Undertake engineering designs. Perform final review and approvals of audits on new engineering designs according to design principles or theory. Implement the maintenance strategy. Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Provide effective engineering and project management services. Undertake research.

ENQUIRIES: Ms Matimatjatji RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours

POST 09/231: MECHANICAL ENGINEER: INFRASTRUCTURE MAINTENANCE SERVICES & ENGINEERING AND TECHNICAL SUPPORT SERVICES [GRADE A-C] REF NO: LDH/06/03/19 (X1 POST) Main Role: To perform and manage all aspects of varied innovative and complex engineering activities that result in progress in technology and engineering applications.

SALARY: Grade A: R679 338 per annum (All inclusive Remuneration Package) Grade B: R769 611 per annum (All inclusive Remuneration Package) Grade C: R879 975 per annum (All inclusive Remuneration Package)

CENTRE: Provincial Office [Polokwane]


DUTIES: Undertake engineering designs. Perform final review and approvals of audits on new engineering designs according to design principles or theory. Implement the maintenance strategy. Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of
organizational objectives. Provide effective engineering and project management services. Undertake research.

ENQUIRIES: Ms Matimatjatji RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours

POST 09/232: MECHANICAL ENGINEER: INFRASTRUCTURE PLANNING [GRADE A-C] REF NO: LDH/07/03/19 (X1 POST)
Main Role: To provide mechanical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards and signing off on mechanical installations.

SALARY: Grade A: R679 338 per annum (All inclusive Remuneration Package)
Grade B: R769 611 per annum (All inclusive Remuneration Package)
Grade C: R879 975 per annum (All inclusive Remuneration Package)

CENTRE: Provincial Office [Polokwane]


ENQUIRIES: Ms Matimatjatji RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours

POST 09/233: QUANTITY SURVEYOR: INFRASTRUCTURE PLANNING [GRADE A-C] REF NO: LDH/08/03/19 (X1 POST)
Main Role: To provide quantity surveying inputs and guidance for the development of infrastructure strategies, policies, systems, functional/technical norms and standards, plans for Health in line with the Provincial Infrastructure Delivery Framework for the planning and construction of Health Department Projects.

SALARY: Grade A: R585 366 per annum (All inclusive Remuneration Package)
Grade B: R669 300 per annum (All inclusive Remuneration Package)
Grade C: R758 241 per annum (All inclusive Remuneration Package)

CENTRE: Provincial Office [Polokwane]


DUTIES: Customize quantity surveying and cost norms/standards for all health facilities. Determine quantity surveying policies, plans, procedures and criteria for all infrastructure projects and programmes. Contribute to project briefing documents, costing models and operational narratives. Make inputs to the User Asset Management, Project lists and Budgets. Undertake research.

ENQUIRIES: Ms Matimatjatji RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours

POST 09/234: ARCHITECT: INFRASTRUCTURE PROGRAMME DELIVERY [GRADE A-C] REF NO: LDH/09/03/19 (X1 POST)
Main Role: Assist to manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System [IDMS].

SALARY: Grade A: R585 366 per annum (All inclusive Remuneration Package)
Grade B: R669 300 per annum (All inclusive Remuneration Package)
Grade C: R758 241 per annum (All inclusive Remuneration Package)

CENTRE: Provincial Office [Polokwane]


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

ENQUIRIES: Ms Matimatjatji RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours

POST 09/235: CANDIDATE ENGINEER CIVIL/STRUCTURAL: INFRASTRUCTURE MANAGEMENT REF NO: LDH/10/03/19 (X2 POSTS)
(Five Year Contract)
Main Role: To assist to manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial IDMS.

SALARY: Grade A: R585 366 per annum (All inclusive Remuneration Package)

CENTRE: Provincial Office [Polokwane]

REQUIREMENTS: Qualifications and Competencies: An appropriate Bachelor’s Degree in Civil/Structural Engineering. Registration as a Candidate Engineer with ECSA.A valid drivers’ license [Attach copy].

DUTIES: Assist to prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Assist to prepare Packages/Individual Project Briefs. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Assist to monitor the implementation of Programmes/Projects. Make inputs to different Project Stage reports & designs. Assist to manage the interface between the end-user/community structures and Implementing Agent[s].

ENQUIRIES: Ms Matimatjatji RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours

POST 09/236: CANDIDATE QUANTITY SURVEYOR: INFRASTRUCTURE MANAGEMENT REF NO: LDH/11/03/19 (X1 POST)
(Five Year Contract)
Main Role: To assist to manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System (IDMS).

SALARY: R506 682 per annum [All inclusive remuneration package]

CENTRE: Provincial Office [Polokwane]

REQUIREMENTS: Qualifications and Competencies: An appropriate Bachelor’s Degree in Quantity Surveying. Registration as a Candidate Quantity Surveyor with SACQSP.A valid drivers’ license [Attach copy].

DUTIES: Assist to prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Assist to prepare Packages/Individual Project Briefs. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Assist to monitor the implementation of Programmes/Projects. Make inputs to different Project Stage reports & designs. Assist to manage the interface between the end-user/community structures and Implementing Agent[s]. Undertake research.

ENQUIRIES: Ms Matimatjatji RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours
POST 09/237:  CANDIDATE ARCHITECT: INFRASTRUCTURE MANAGEMENT REF NO: LDH/12/03/19 (X2 POSTS)

[Five Year Contract]
Main Role: To assist to manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial IDMS.

SALARY:  R506 682 per annum [All inclusive remuneration package]
CENTRE:  Provincial Office [Polokwane]
REQUIREMENTS:  Qualifications and Competencies: An appropriate Bachelor’s Degree in Architecture. Registration as a Candidate Architect with SACAP. A valid drivers’ license [Attach copy].
DUTIES:  Assist to prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Assist to prepare Packages/Individual Project Briefs. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Assist to monitor the implementation of Programmes/Projects. Make inputs to different Project Stage reports & designs. Assist to manage the interface between the end-user/community structures and Implementing Agent[s]. Undertake research.
ENQUIRIES:  Ms Matimatjatji RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.

POST 09/238:  ENGINEERING TECHNICIAN-MECHANICAL: INFRASTRUCTURE MAINTENANCE SERVICES & ENGINEERING AND TECHNICAL SUPPORT SERVICES [GRADE A-C] REF NO: LDH/13/03/19 (X1 POST)

Main Role: To render technical services and support in engineering research, design, manufacturing, operations and maintenance.

SALARY:  Grade A: R293 652 per annum [All inclusive remuneration package]
          Grade B: R334 179 per annum [All inclusive remuneration package]
          Grade C: R380 364 per annum [All inclusive remuneration package]
CENTRE:  Provincial Office [Polokwane]
DUTIES:  Assist the Engineer with technical activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing maintenance technical manuals, standard drawings and procedures. Produce technical designs with specifications. Assist to manage the execution of the maintenance strategy. Assist to set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Assist to monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Collect and analyse data on use of utilities by Health Facilities. Undertake research.
ENQUIRIES:  Ms Matimatjatji RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.

POST 09/239:  ENGINEERING TECHNICIAN-ELECTRICAL: INFRASTRUCTURE MAINTENANCE SERVICES & ENGINEERING AND TECHNICAL SUPPORT SERVICES [GRADE A-C] REF NO: LDH/14/03/19 (X1 POST)

Main Role: To render technical services and support in engineering research, design, manufacturing, operations and maintenance.

SALARY:  Grade A: R293 652 per annum [All inclusive remuneration package]
          Grade B: R334 179 per annum [All inclusive remuneration package]
          Grade C: R380 364 per annum [All inclusive remuneration package]
CENTRE:  Provincial Office [Polokwane]
DUTIES: Assist the Engineer with technical activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing maintenance technical manuals, standard drawings and procedures. Produce technical designs with specifications. Assist to manage the execution of the maintenance strategy. Assist to set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Assist to monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Collect and analyze data on use of utilities by Health Facilities. Undertake research.

ENQUIRIES: Ms Matimatjatji RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours

POST 09/240: STATE ACCOUNTANT: INFRASTRUCTURE MANAGEMENT REF NO: LDH/15/03/19 (X1 POST)

SALARY: R242 475 per annum (Level 07)
CENTRE: Provincial Office [Polokwane]

DUTIES: To assist with the coordination of all Financial Management functions. Extract, analyze and validate financial information for infrastructure projects/programmes. Provide financial administration services for all infrastructure Programmes and Projects. Prepare financial reports. Provide budget administration services. Update and maintain a document management system for all financial documentation.

ENQUIRIES: Ms Matimatjatji RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours

POST 09/241: ADMINISTRATIVE OFFICER-PROPERTY MANAGEMENT INFRASTRUCTURE PLANNING REF NO: LDH/16/03/19
One (01) Permanent Post, Two (2) Contract Posts [12 Months Renewable Up To 5 Years]

SALARY: R242 475 per annum (Level 07)
CENTRE: Provincial Office [Polokwane]
REQUIREMENTS: Qualifications and Competencies: A National Diploma in Property Management/Facilities Management or equivalent qualification at NQF level 6. Minimum of at least 12 months experience in property/ facilities management environment is a requirement. Knowledge and Skills: Ability to synthesize, collate, analyze and present information for utilization by various stakeholders. Methodical, accurate, detailed, time and task oriented. A problem solver, willingness to work under pressure and meet deadlines. Good organizational abilities, interpersonal, communication and negotiation skills. Computer literacy (MS Word, Excel, PowerPoint, Outlook and Database Management). Possess positive attitude and a team player. Working knowledge and understanding of the legislative framework governing the Public Service and immovable asset management.

DUTIES: Provide property management administrative support to the infrastructure management branch. Compile, update and maintain a document and electronic management system for projects and immovable assets. Receive analyze and interpret documents. Establish and maintain a proper filing system and record management procedure. Assist with compilation of written reports and PowerPoint Presentations.
ENQUIRIES: Ms Matimatjatji RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours

POST 09/242: ADMINISTRATIVE CLERKS- INFRASTRUCTURE MANAGEMENT REF NO: LDH/17/03/19 (X4 POSTS)
Contract Posts [12 Months Renewable Up To 5 Years]

SALARY: R163 563 per annum (Level 05)
CENTRE: Provincial Office [Polokwane]
REQUIREMENTS: Qualifications and Competencies: A minimum of Grade 12 Certificate or equivalent qualification at NQF level 4. A technical or built environment certificate or qualification will serve as an added advantage. Knowledge and Skills: Ability to synthesize, collate, analyze and present information for utilization by various stakeholders. Methodical, accurate, detailed, time and task oriented. A problem solver, willingness to work under pressure and meet deadlines. Good organizational abilities, interpersonal, communication and negotiation skills. Computer literacy (MS Word, Excel, PowerPoint, Outlook and Database Management). Possess positive attitude and a team player. Working knowledge and understanding of the legislative framework governing the Public Service and immovable asset management.

DUTIES: Provide property management administrative support to the infrastructure management branch. Compile, update and maintain a document and electronic management system for projects and immovable assets. Receive analyze and interpret documents. Establish and maintain a proper filing system and record management procedure. Assist with compilation of written reports and PowerPoint Presentations.

ENQUIRIES: Ms Matimatjatji RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours
ANNEXURE R

PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF CULTURE, ARTS AND TRADITIONAL AFFAIRS

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representively (race, gender and disability) in the department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in regard will facilitate the processing of applications.

APPLICATIONS:
The Head of Department, Department of Culture, Arts and Traditional Affairs, Private Bag X90, Mmabatho 2735 or delivered to Gaabomotho Building, between Mmabatho Convention Centre and Broadcasting Centre.

FOR ATTENTION:
Director: Administrative Support Services.

CLOSING DATE:
22 March 2019 at 16h30

NOTE:
Applications must be accompanied by signed and dated Z83, a recent updated Comprehensive CV with at least names of three (3) referees with current contact details, originally certified copies of all qualification(s), and ID document/National Identity card. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of foreign qualifications must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Positions requiring tertiary qualification/s must be accompanied by certified copies of academic record/transcript(s). Candidates must indicate the number of the post/reference number in their applications. Candidate requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. Faxed and emailed applications are not accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointment and correspondence will be limited to shortlisted candidates only. Previous employment records will be verified. All appointments are subjected to a positive qualifications verifications as well as security clearance and vetting. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job.

MANAGEMENT ECHELON

POST 09/243:
DIRECTOR: ARTS AND CULTURE REF NO: 2018/CATA/01/NW
Chief Directorate: Arts, Culture, Libraries and Archives Services

SALARY:
R1 005 063 per annum (Level 13) (All Inclusive Package)

CENTRE:
Mmabatho, Head Office

REQUIREMENTS:
A 3-year National Diploma or Bachelor’s degree in the field of Arts and Culture, Heritage or any other relevant field. A Postgraduate qualification in Social Science will be an advantage. At least 5 years’ proven experience in a managerial and leadership position. Extensive knowledge and understanding of the arts and culture sector. In-depth knowledge of Government legislation, policies and the National Programme of Action. A high level of financial and people management skills. The ability to inspire staff and communicate effectively in a wide range of situations. Change and knowledge management skills. Programme management and Service Delivery Innovation (SDI). Problem-solving and analytical skills. Client orientation and customer focus. Strong strategic and leadership abilities. Good communication and interpersonal skills. Good networking skills.

DUTIES:
Develop and implement an SSME Development Plan geared towards the establishment of a business culture within the Creative Industries Sector. Develop a sustainable, integrated Heritage Resource Management Plan involving the community, thereby ensuring that they benefit from the heritage of the Province. Develop a financial plan and budget management process. Develop and manage a plan that promotes language development aimed at integrating society, thereby
contributing towards the social cohesion project. Develop a competency framework designed to measure performance of Human Resource within the Directorate. Infuse Batho Pele culture into Directorate activities. Provide strategic leadership as well as effective and efficient management and administration of the Arts, Culture and Heritage Directorate. Oversee the interpretation and implementation of Arts, Culture and Heritage-related policies, as well as the development of regulations in line with the White Paper on Arts, Culture and Heritage, the Mmabana Act and Provincial Arts and Culture Council Act and other related legislation. Promote and encourage access to, participation in and enjoyment of arts, culture and heritage activities. See to the integration of arts and culture into all aspects of socioeconomic development. Ensure timeous preparation and submission of business plans, budgets and reports. Advise the office of the Chief Director on matters related to arts, culture, heritage, language and museums. Develop appropriate procedures relating to all aspects of the Directorate as well as procedures in terms of the new Public Service regulations. Continuously study and analyse arts and culture policies, programmes and practices, so as to keep Senior Management informed of new developments. Plan, implement and monitor the development of arts, culture and heritage physical resources such as art centres, museums and heritage sites and monuments. Develop, maintain and monitor sound relations with all our stakeholders and partners. Plan and develop proper research practices in relation to the national, international trends on all matters relating to the arts, culture, heritage and museums. Develop and maintain appropriate records of all provincial and national heritage resources within the Province.

ENQUIRIES : Mr T Mabe Tel No: (018) 388-2902

OTHER POST

POST 09/244 : DEPUTY DIRECTOR: EXPENDITURE MANAGEMENT REF NO: 2018/CATA/02/NW
Directorate: Financial Accounting

SALARY : R697 011 per annum (Level 11) (All Inclusive Package)
CENTRE : Mmabatho, Head Office
REQUIREMENTS : A minimum 3 year Bachelor’s Degree / National Diploma in Financial Management/ Accounting or equivalent qualification (NQF Level 6). Minimum of five (5) years relevant experience in a public financial administration / budget planning environment of which three (3) years should be at a Junior Management level / Assistant Director. Knowledge: Sound knowledge of Government policies, legislations and intergovernmental relations. Proven sound management and administrative skills. Change management skills. Good facilitation and presentation skills. Sound understanding of the PFMA, Treasury Regulations and other related prescripts. Communication (written and verbal). Analytical thinking. Good computer literacy in Microsoft Office suite (Word, Excel and Power-Point) and Financial Systems (PERSAL, WALKER, and BAS). Ability to work under pressure and deliver to tight deadlines. A Valid driver’s licence.

DUTIES : Oversee the overall management of the payment processes to suppliers including Transfers. Administer and manage payroll and ensure the employer’s obligations as prescribed by the Receiver of Revenue (SARS) are met. Render Creditors Payments and ensure improved turnaround time of payments within 30 days. Ensure compliance with the best practice accounting norms and standards. Establish and maintain effective, efficient and transparent system within the department. Preparation of Financial Statements and facilitate internal and external audits. Respond to internal and external audits. Ensure effective and efficient management of bookkeeping for purposes of improved service delivery. Supervise staff in the Financial Accounting Sub-Directorate.

ENQUIRIES : Ms M. Moleele Tel No: 018-3882661
ANNEXURE S

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE

CLOSING DATE : 25 March 2019
NOTE : Only applications submitted online will be accepted (Unless indicated otherwise). Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 09/245 : CONTROL SCIENTIFIC TECHNICIAN GRADE A: FARM SERVICES (TYGERHOEK) REF NO: AGR 2019-04

SALARY : Grade A: R422 139 per annum (as per OSD prescripts)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate tertiary qualification (National Diploma/B-Degree) in Science or relevant qualification; Registration with SACNASP as a Certificated Natural Scientist; A minimum of 6 years’ post qualification technical (scientific) experience; A valid (code B) driving licence. Recommendation: Experience in coordination and conduct of basic and applied research. Competencies: Knowledge of the following: Small grain, livestock, pasture production; Plant and animal research; Project Management; Financial Management: Good communication (verbal and written) in at least two of the official languages of the Western Cape Province; Proven computer literacy (MS Office); Ability to work well within a team; Good organising and coordination skills.

DUTIES : Oversee, develop and implement methodologies, policies, systems and procedures; Provide strategic leadership on technical scientific matters; Lead the coordination and development of databases, procedures and regulatory frameworks; Conduct research and development; Management of personnel; Take on the responsibility as a Centre Coordinator for the entire research farm; Manage technical facilities, sustainable resource management and planning; Manage, monitor and safeguard data and dissemination of data to clients; Manage technical support for scientific research; Perform administrative functions.

ENQUIRIES : Mr J Jordaan at (021) 808 5172
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

POST 09/246 : ASSISTANT DIRECTOR: DEPARTMENTAL YPP PROGRAMME AND EXTERNAL BURSARIES REF NO: AGR 2019-08

SALARY : R356 289 per annum (Level 09)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years’ experience in Human Resource Management and/or Youth Development Programmes; A valid Code B driving licence. Recommendation: Work after hours if required; Supervisory experience. Competencies: Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy in the MS Office Programmes (MS Word, MS Excel, PowerPoint, MS Outlook); Problem solving skills; Supervisory and Presentation skills; Ability to work under pressure and meet deadlines.

DUTIES : Manage the Co-ordination of external development and training interventions; Facilitate the Special Project: Agricultural Partnership for Youth Development; Monitor and evaluate Internship Premiers Advancement of Youth (PAY), Student, Vacation and Graduate interns, Bursary/Scholarship and Young Professional
Persons Programmes and Agricultural Partnership for Rural Development; Perform managerial and administrative functions; Liaise and network with all stakeholders and external host employers; Submit monthly, quarterly and semester reports; Career awareness.

ENQUIRIES: Mr J Constable at (021) 808 5044
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

POST 09/247: TRACTOR DRIVER/OPERATOR: FARM SERVICES, OUTENIQUA REF NO: AGR 2019-05

SALARY: R136 800 per annum (Level 04)
CENTRE: Department of Agriculture, Western Cape Government
REQUIREMENTS: Senior Certificate (Grade 12 or equivalent qualification); A minimum of 1-year relevant experience; A valid code B driving licence. Competencies: Knowledge of operating a tractor with various implements; Ability to work well within a team and individually; Ability to do physical general farm work/activities; Communication skills in at least two of the three official languages of the Western Cape; Interpersonal skills; Planning and organising skills.
DUTIES: Operate a tractor with various implements; Assist with Research Projects; General Farm work/activities; Perform tractor maintenance and administrative support activities; General farm infrastructure development and maintenance activities.

ENQUIRIES: Mr H.S. Gerber at (044) 803 3727/ 083 642 7293
APPLICATIONS: You may use 1 of the 3 options available to submit your application: (1) Hand Deliveries (Between 08:00 am to 17:00 pm): Affirmative Portfolios, Unit 14, 1st floor, 3 Canal Edge, Tyger Waterfront, Carl Cronje Drive, Bellville, 7530, (2) Postal: You may post it to the following postal address: PO 5496, Tyger Valley Centre Parking Area, Bellville, 7536. (3) E-mail address: adresponsecpt@affirm.co.za you may use only one application platform as only one application will be accepted. Applications not submitted on or before the closing date as well as faxed will not be considered.

NOTE: To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. Applicants from relevant local communities will receive preference.

POST 09/248: TRACTOR DRIVER/OPERATOR: FARM SERVICES (LANGGEWENS) REF NO: AGR 2019-09

SALARY: R136 800 per annum (Level 04)
CENTRE: Department of Agriculture, Western Cape Government
REQUIREMENTS: Senior Certificate (Grade 12 or equivalent qualification); a minimum of 1-year relevant experience; a valid code B driving licence. Competencies: Knowledge of operating a tractor with various implements; Ability to work well within a team and individually; Ability to do physical general farm work/activities; Communication skills in at least two of the three official languages of the Western Cape; Interpersonal skills; Planning and organising skills.
DUTIES: Operate a tractor with various implements; Assist with Research Projects; General Farm work/activities; Perform tractor maintenance and administrative support activities; General farm infrastructure development and maintenance activities.

ENQUIRIES: Mr S Laubscher at (022) 433 8931
APPLICATIONS: You may use 1 of the 3 options available to submit your application: (1) Hand Deliveries (Between 08:00 am to 17:00 pm): Affirmative Portfolios, Unit 14, 1st floor, 3 Canal Edge, Tyger Waterfront, Carl Cronje Drive, Bellville, 7530, (2) Postal: You may post it to the following postal address: PO 5496, Tyger Valley Centre Parking Area, Bellville, 7536. (3) E-mail address: adresponsecpt@affirm.co.za you may use only one application platform as only one application will be accepted. Applications not submitted on or before the closing date as well as faxed will not be considered.

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NOTE: To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. Applicants from relevant local communities will receive preference.

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

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

CLOSING DATE: 25 March 2019

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

OTHER POSTS

POST 09/249: ENVIRONMENTAL OFFICER - SPECIALISED PRODUCTION: AIR QUALITY MANAGEMENT REF NO: EADP 2019-05 (X2 POSTS)

SALARY: R380 364 per annum (OSD as prescribed)

CENTRE: Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS: An appropriate Honours Degree in Natural or Physical Sciences, Environmental Sciences or Engineering Sciences or related; A valid (Code B) driving licence. Recommendation: Working knowledge and experience of the following: Environmental Management, related to Air Quality Management; Operation and Maintenance of an Air Quality Monitoring Systems or Networks; Compliance Monitoring and Enforcement of relevant air quality management legislation with respect to statutory obligations; Compliance Monitoring and Enforcement of relevant air quality management legislation with respect to statutory obligations; Project Management / Planning. Competencies: Knowledge of the following: Air Quality Management, Air Quality Monitoring, Integrated Environmental Management; Pollution Management; Compliance monitoring and enforcement, with respect to statutory obligations (e.g. NEMA; NEM:AQA); Regulatory processes/ environmental legislation (e.g. NEMA, NEM:AQA); General office/administrative, financial and human resource management; Research and report writing skills, including the drafting of official and technical reports; Ability to analyse, interpret and respond to scientific and technical reports; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES: Provide the following: Specialist advice and technical expertise towards the development and administration of Air Quality Management systems and policies; leadership, guidance and technical advice on the development and implementation of specific projects (e.g. specialised air quality management projects to inform human health risk assessment); Contribute towards the development and implementation of air quality monitoring projects and capacity building; Specialist inputs on compliance monitoring and enforcement with respect to statutory obligations (NEMA and NEM: AQA); Support and input to all financial management, human resource management, administrative and strategic planning and related functions.

ENQUIRIES: Dr Joy Leaner Tel No: 021 483 2888
POST 09/250 : ENVIRONMENTAL OFFICER (PRODUCTION LEVEL): WASTE POLICY AND MINIMISATION REF NO: EADP 2019-06

SALARY : Grade A: R256 815 - R285 021 per annum (as per applicable OSD prescripts)
          Grade B: R301 104 - R334 179 per annum (as per applicable OSD prescripts)
          Grade C: R353 082 - R448 035 per annum (as per applicable OSD prescripts)

CENTRE : Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or equivalent qualification) in Natural or Physical Sciences, Environmental Sciences or Engineering; A valid code 08 (EB) driving licence. Recommendation: Experience in the following: Environmental field; Waste minimisation. Competencies: Knowledge of the following: Environmental management; Waste management; Environmental legislation, policies and regulations; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy (MS Word and PowerPoint); Excellent report writing skills; Planning and organisational skills.

DUTIES : Assist with the execution of programmes and projects related to the implementation of waste minimisation strategies; Assist with capacity building and awareness programmes regarding waste minimisation; Monitor compliance and enforce relevant statutory provisions with regards to the National Environmental Management Waste Act; Assist with general planning and organizing activities related to projects; Handle enquiries pertaining to waste management problems and matters related to the component’s objectives; Provide advice on technical reports, including environmental impact assessment reports and comment on relevant draft legislation and policies.

ENQUIRIES : Ms B Langenhoven at (021) 483 2971

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

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

CLOSING DATE : 25 March 2019

NOTE : Only applications submitted online will be accepted. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 09/251 : DIRECTOR: MANUFACTURING REF NO: DEDAT 2019-07

SALARY : R1 005 063 per annum (Level 13) (All-inclusive salary package). The remuneration package consists of a basic salary (70%) and the employer’s contribution to the Pension Fund. The remainder of the package may be structured according to your personal need.

CENTRE : Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : A relevant 3-year degree (NQF 7 qualification); A minimum of 5 years’ management experience in an economic development environment; Code 8 driving license, or alternative mode of transport for people with disabilities; Relevant project management experience relating to economic development. Recommendation: Experience working in government; Degree in economics; Management experience; Research and statistical analytics (Economic market assessments and feasibility studies); Stakeholder management; Experience as a
DUTIES: Manage the development of sector strategies and policies including the implementation thereof relating to the development of a particular sector in the economy; Build and maintain networks with key stakeholders and ensure horizontal and vertical alignment within the Manufacturing and Oil & Gas sector; Develop, support and implement the market growth and the promotion of the manufacturing sector; Identify sector specific blockages and participate in the unblocking of opportunities in order to achieve strategic outcomes relating to economic development for the Western Cape; Oversee, co-develop and support programmes to improve sector competitiveness and development of the Manufacturing sector; Strategic management of the Directorate; Human resource management of the Directorate; and Management of the financial resources of the Directorate.

ENQUIRIES: Ms Ilse van Schalkwyk at (021) 483 9494

OTHER POST

POST 09/252: DEPUTY DIRECTOR: SKILLS INCENTIVES REF NO: DEDAT 2019-08 (X2 POSTS)

SALARY: R697 011 per annum (Level 11)
CENTRE: Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree); a minimum of 3 years' relevant experience; a valid code B driving licence. Competencies: Knowledge of the following: Labour Relations Act; Applicable policies, legislation, guidelines, standards, procedures and best practices; Public service procedures; Management principles and people management procedures; Financial systems in the public service; Budgeting and other financial processes; Asset Management, intervention control and risk management; Strategic capability and leadership skills. Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES: Facilitate the initiation of research and analysis of skill development data, information and funding partnerships at government and industry level; Develop and maintain partnerships for skills development strategies, initiatives, projects and sources of skills funding; Facilitate and participate in skills development forums to assist with the work placement of youth to gain experiential learning and the allocation of funding for appropriate skills projects; Collect and analyse SETA related information; Facilitate the SETA Co-ordination to assist with the knowledge management regarding the current interventions including partnerships established between various skills stakeholders; Report on funding and projects, perform the due diligence and required governance arrangements, as required by partners, subject to the audit readiness and scrutiny of independent assurance providers.

ENQUIRIES: Mr A Phillips at (021) 483 9418
NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202
DEPARTMENT OF HEALTH

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

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

ERRATUM: Kindly note that the post of Head: Clinical Unit (Medical) Grade 1 (Neonatology) (This is a Joint Staff Appointment with the University Of Cape Town) (Mowbray Maternity Hospital, Chief Directorate: Metro Health Services) advertised in Public Service Vacancy Circular 08 dated 01 March 2019 with Ref No: 08/153 the duties and competencies has been added as follows.

Competencies (knowledge/skills): Ability to develop staff of quality and provide leadership with regards to issues of diversity, transformation and equity. Track record in training of both under-graduate and post-graduate healthcare personnel.

Duties (key result areas/outputs): Plan and partake in the training of staff including Registrars, Medical Officers, Community Service Medical Officers, and Interns. Participate in the functioning of the Department of Paediatrics and Neonatology at the University of Cape Town, including the training of UCT students in the discipline of Neonatology, and ensuring that research appropriate to the health setting is promoted at Mowbray Maternity Hospital.

OTHER POSTS

POST 09/253: MEDICAL SPECIALIST GRADE 1 TO 3 (SUB-SPECIALTY: RHEUMATOLOGY)

SALARY: Grade 1: R1 220 154 per annum
Grade 2: R1 395 105 per annum
Grade 3: R1 525 458 per annum

(A portion can the package can be restructured according to the individual's personal needs) plus a non-pensionable scarce skills allowance of 15% of basic salary.

CENTRE: Tygerberg Hospital, Parow Valley (This is a joint staff appointment with the SU-FMHS)

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

Competencies (knowledge/skills): Successful completion of the FCP (Internal Medicine) of the College of Medicine of South Africa. Ability to effectively function as a senior specialist managing staff in the Internal Medicine wards, various Medical and Rheumatology clinics and operate within the Departmental organisation and rules. Dedication to patient care and to maintain professional integrity. Can function well within a team and the Department, effective communication with all categories of staff as well as students and active participation in under- and post-graduate teaching and training programmes. Participation in delegated administrative functions and the execution of these. Ability to keep neat and complete records. Ability to perform relevant research.

DUTIES: Provide Patient Care at the level of a specialist in Rheumatology. Teach and lecture Rheumatology to undergraduate, postgraduate students and peers and evaluation of students and peers. Staying abreast of latest developments in
Internal Medicine and Rheumatology. Managing of hospital and university related managerial issues as delegated by the Head of Division and/or Head of Department. Research related to Rheumatology, and related topics which includes facilitating the research component required by registrars of the HPCSA for specialty/sub-speciality registration, and publishing in peer reviewed and accredited journals.

ENQUIRIES: Prof MR Moosa Tel No: (021) 938-9044
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: 22 March 2019

POST 09/254: DEPUTY MANAGER NURSING
Chief Directorate: Metro Health Services

SALARY: R801 918 per annum
CENTRE: Lentegeur Hospital
REQUIREMENTS:
Basic R425 (i.e. Degree/diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Ability to be on call and availability for Emergency situations. Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills) Ability to communicate verbally and in writing in at least two of the three official languages of the Western Cape and the ability to work on MS packages (Word, Excel, and PowerPoint). Clinical governance, knowledge of quality assurance, infection control and occupational health and safety issues. Corporate governance, knowledge of Human Resource and Financial management processes within a functional business unit and cost centres. Strategic nursing leadership, knowledge, ability to plan and apply management processes for required outcomes.

DUTIES: Clinical Governance, manage quality improvement of nursing care. Manage financial resources and consumable resources for the designated areas. Manage Human Resources in the relevant designated areas. Manage Nursing research and both professional and nursing practice development. Provide strategic management and leadership within the nursing management.

ENQUIRIES: Dr BL Swartz Tel No: (021) 370-1411
APPLICATIONS: Please submit your applications to: www.westerncape.gov.za/health-jobs (click “online applications”).
NOTE: No payment of any kind is required when applying for this post. Candidates will be subjected to a competency test.
CLOSING DATE: 22 March 2019

POST 09/255: OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL)
West Coast District

SALARY: R420 318 (PN-A5) per annum
CENTRE: Citrusdal Hospital
REQUIREMENTS:
Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration (i.e. annual licensing receipt of 2019). Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and Midwifery. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays. Competencies (knowledge/skills): Ability to promote quality patient care through the setting, implementation and monitoring of standards. Knowledge and insight of relevant legislation and policies related to nursing within the public sector. Good organisational, interpersonal, leadership, decision-making, and conflict resolution skills. Basic computer literacy.
DUTIES: Manage the clinical services during day/night duty. Supervise relevant staff and ensure the provision of effective quality patient care. Provide relevant health information in achieving optimal health care and rehabilitation of patients. Participate in the analysis, formulation and implementation of nursing guidelines, standards and procedures. Manage proper utilisation of human and financial resources. Render support to the supervisor and colleagues.

ENQUIRIES: Ms L Kotze Tel No: (022) 921-2153
APPLICATIONS: The Manager: Medical Services, Citrusdal Hospital, Private Bag X14, Citrusdal, 7340.

FOR ATTENTION: Ms NW Smit
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 22 March 2019

POST 09/256: CASE MANAGER

SALARY: R299 709 per annum
CENTRE: Red Cross War Memorial Children’s Hospital, Rondebosch
REQUIREMENTS: Minimum educational qualification: A health related qualification registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in Case Management/Medical Aid environment and Revenue Generation. Inherent requirement of the job: Willingness to work overtime. Competencies (knowledge/skills): Good knowledge of the Uniform Patient Fees Schedule (UPFS), Managed Health Care or Hospital Information Systems and EDI (Electronic Data Interchange). Knowledge of the Medical Schemes Act 131 of 1998 and the application of Prescribed Minimum Benefit (PMB) legislation i.e. the Chronic Disease List (CDL) and Diagnostic Treatment Pairs (DTP). Experience in ICD-10 Code assignment and the ability to link patient diagnosis with procedural codes. Ability to work with Excel spread sheets, Microsoft Word and web based programs (medical aids). Excellent communication, conflict management, interpersonal and leadership skills. Excellent written and verbal communication in at least two of the three official languages of the Western Cape. Must be conversant in at least two of the three official languages of the Western Cape.

DUTIES: Perform Case Management functions, i.e. assist with authorisation, concurrent, retrospective review, discharge planning and liaison with various role players and third parties to monitor utilisation. Provide quotations to H2, H3 and Foreign patients. Assist with assignment of ICD-10 codes when required and identification of PMB conditions. Manage and implement Case Management policies, protocols and procedures in the hospital, (including providing the necessary on-site skills development and training of all relevant role players). Conduct clinical audits of patient accounts inclusive of medical aids, State Departments, e.g. RAF and COIDA to ensure accuracy of invoices w.r.t ICD 10 codes, UPFS procedure codes and resource utilisation. Provide support in terms of hospital account queries and assist with follow up of outstanding medical scheme balances (Medikredit EDI reports). Supervision of staff and liaison with relevant role players in matters relating to Case management.

ENQUIRIES: Ms HJ van Graan, Tel. No. (021) 658-5007
APPLICATIONS: The Chief Executive Officer: Red Cross War Memorial Children’s Hospital, Private Bag X5, Rondebosch, 7700.
FOR ATTENTION: Mr P Petersen
NOTE: This post does not form part of any Occupation Specific Dispensation. No payment of any kind is required when applying for this post. Shortlisted candidates may be required to complete a practical test.
CLOSING DATE: 22 March 2019

POST 09/257: CHIEF INDUSTRIAL TECHNICIAN
(24 Months Contract)
Chief Directorate: Metro Health Services

SALARY: R299 709 per annum plus 37% in lieu of service benefits.
CENTRE: Forensic Pathology Services
REQUIREMENTS: Minimum educational qualification: National Diploma in Electrical or Mechanical Engineering (T-stream) (or equivalent qualification). Experience: Extensive experience in refrigeration or air conditioning systems and heavy current electrical. Extensive experience of repair and maintenance of electrical and mechanical equipment. Appropriate experience in managing, planning and organising maintenance schedules on equipment. Proven track record in building maintenance and management systems. Inherent requirements of the job: Do standby duties and handle after-hour call-outs. Valid (Code B/EB) driver’s license and own reliable transport. Competencies (knowledge/skills): Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Ability and experience to fault-find and repair equipment. Computer literate (Excel, MS Word and Outlook). Ability to compile technical specifications for equipment. Adhere to all legal requirements, protocols and procedures.

DUTIES: Render a quality electrical, mechanical and building service to the institution. Effect related administrative duties in a structured manner. Control of scheduled services to the institution. Provide and maintain technical back-up and support to the institution. Involved in procurement, supply chain and contract management. Responsible for the diagnosis, troubleshooting, repair and maintenance of mechanical and electrical systems.

ENQUIRIES: Prof LJ Martin Tel No: (021) 406-6412
FOR ATTENTION NOTE: Shortlisted candidates will be subjected to a competency test on day of interview. No payment of any kind is required when applying for this post.
CLOSING DATE: 22 March 2019

POST 09/258: ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL /MILLWRIGHT)
Garden Route District

SALARY: Grade A: R179 523 per annum
Grade B: R211 464 per annum
Grade C: R246 870 per annum

CENTRE: Garden Route District Office, George
REQUIREMENTS: Minimum educational qualification: Appropriate Trade Test Certificate as Electrician or Millwright. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Must be in possession of a wireman’s licence. Valid (Code E/EB) driver’s licence. Willingness to travel long distances in the Western Cape. Willingness to work irregular hours (i.e. day, night, overtime, after hours, stand-by duties and weekends) and attend to emergencies when required. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Conversant with the requirements of the Machinery and Occupational Health and Safety Act (Act 85). Ability to conduct fault-finding electrical and mechanical and do repairs down to component level. Competent with hands-on practical work experience. Computer literacy in Ms Word and Excel, Email and internet use.

DUTIES: Electrical and Mechanical Repairs, Maintenance and Fault finding of plant equipment, Laundry machinery, Autoclaves, Standby Generators and other Hospital equipment. Inspect equipment and installations. Assist Artisan Foreman and Chief Artisan with administration, planning and schedules. Planning, compile specifications and managing of Projects. Assist with procurement of spares and Control over tools and materials. Training and development of staff. It would be required of the officer to learn and comply with in-house systems and procedures.

ENQUIRIES: Mr H A Rossouw Tel No: (044 802 4489) or 083 654 3703
APPLICATIONS: The District Manager: Garden Route District, Private Bag X6592 George, 6529.
FOR ATTENTION NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 22 March 2019
POST 09/259 : ARTISAN PRODUCTION GRADE A TO C (REFRIGERATION/AIR-CONDITIONING)
Garden Route District

SALARY : Grade A: R179 523 per annum
          Grade B: R211 464 per annum
          Grade C: R246 870 per annum

CENTRE : Garden Route District Office, George

REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate. Experience:
Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB) driver’s licence and willingness to travel in Western Cape Province. Perform standby duties when necessary and work after hours. Competencies (knowledge/skills): Conversance with requirements of the Occupational Health and Safety Act (Act 85 of 1993). Ability to communicate in at least two of the three official languages of the Western Cape. Ability to do welding work.

DUTIES : Repairs, Maintenance and Fault finding of air-conditioning and refrigeration systems including chillers, Central Air Handling units, refrigerators, ducts, coils, compression plants. Inspect equipment and installations. Assist Artisan Foreman and Chief Artisan with administration, planning and schedules. Planning, compile specifications and managing of Projects. Assist with procurement of spares and Control over tools and materials. Training and develop staff. It would be required of the officer to learn and comply with in-house systems and procedures.

ENQUIRIES : Mr H A Rossouw Tel No: (044) 802 4489 or 083 654 3703

APPLICATIONS : The District Manager: Garden Route District, Private Bag X6592, George, 6529.

FOR ATTENTION : Ms S Pienaar

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to do a competency test.

CLOSING DATE : 22 March 2019

POST 09/260 : ADMINISTRATIVE OFFICER: SUPPORT SERVICES (REPROGRAPHICS)

SALARY : R242 475 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate supervisory experience. Appropriate experience in respect of printing and photocopy processes. Competencies (knowledge/skills): Basic knowledge and experience in support services environment. Advanced computer literacy (Ms Word, MS Excel and PowerPoint).

DUTIES : Develop and compile specific correspondence in terms of memorandums, reports, letters as well as develop and maintain registers in terms of inventory, statistics and calculation of printing costs. Overall Management of the component, including but not limited to procedural matters, budget control, expenditure procurement processes, liaising with outside companies for required repairs/upgrading of equipment. Ensuring effective Human Resource Management: disciplinary procedures as well as supervision and evaluation of personnel under your control in line with SPMS. Provide efficient assistance and support to clients, personnel, management and supervisors.

ENQUIRIES : Ms CB Johnson Tel No: (021) 938-5327

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to do a competency test.

CLOSING DATE : 29 March 2019

POST 09/261 : ADMINISTRATION CLERK: SUPPORT SERVICES
West Coast District

SALARY : R163 563 per annum

CENTRE : Sederberg Sub-district HIV and AIDS
REQUIREMENTS: Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate experience in PHCIS and TIER.net. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel between Clinics in Cederberg to render an Administrative support service. Competencies (knowledge/skills): Computer literacy. Good communication and interpersonal skills. Proficiency in at least two of the three official languages of the Western Cape.

DUTIES: Effective and efficient patient and office administration. Effective and efficient record-keeping and maintenance of patient folders. Maintain an effective professional patient booking system at the clinic. Effective data capturing on all information management systems to ensure deadlines are met. Render a general support service to the Operational Manager and staff at the health facility. Obtain, file and follow-up laboratory reports and enquiries.

ENQUIRIES: Sr A Fortuin Tel No: (027) 432-1155

APPLICATIONS: The Manager: Medical Services, Citrusdal Hospital, Private Bag X14, Citrusdal, 7340.

FOR ATTENTION: Ms NW Smit

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

CLOSING DATE: 29 March 2019

POST 09/262: ADMINISTRATION CLERK: INFORMATION MANAGEMENT (SUPPORT SERVICES)
West Coast District

SALARY: R163 563 per annum

CENTRE: Citrusdal PHC Clinic (Cederberg Sub District)

REQUIREMENTS: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in PHCIS & TIER.net. Competencies (knowledge/skills): Computer Literacy. Good communication and interpersonal skills. Proficiency in at least two of the three official languages of the Western Cape.

DUTIES: Effective and efficient patient and office administration. Effective and efficient record keeping and maintenance of patient folders. Maintain an effective Professional patient booking system at the clinic. Effective data capturing on all information management systems to ensure deadlines are met. Render a general support service to the Operational Manager and staff at the health facility. Obtain, filing and follow-up laboratory reports and enquiries.

ENQUIRIES: Mr M Sandt Tel No: (022) 921-2730

APPLICATIONS: The Manager: Medical Services, Citrusdal Hospital, Private Bag X14, Citrusdal, 7340.

FOR ATTENTION: Ms NW Smit

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

CLOSING DATE: 29 March 2019

POST 09/263: HOUSEHOLD AID
West Coast District

SALARY: R96 549 per annum

CENTRE: Sonstraal Hospital (West Coast TB Centre)

REQUIREMENTS: Minimum requirement: Basic literacy and numeracy. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies. Render a shift service on weekends, public holidays, day/night duties, rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape. Ability to operate machinery and equipment.

DUTIES: Render effective, efficient and safe hygiene and domestic services within the institution. Render support services to Household Supervisor. Contribute to effective utilisation and functioning of apparatus and equipment. Contribute to effective management of domestic responsibilities. Adhere to loyal service ethics.

ENQUIRIES: Ms MM Andrews Tel No: (021) 862-3176

APPLICATIONS: The Director: West Coast District, Private Bag X15, Malmesbury, 7299.

FOR ATTENTION: Mr E Sass
NOTE: No payment of any kind is required when applying for this post.

CLOSING DATE: 29 March 2019

POST 09/264: HOUSEHOLD AID
Chief Directorate: Rural Health Services

SALARY: R96 549 per annum
CENTRE: George Hospital
REQUIREMENTS: Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience in a hospital environment. Inherent requirements of the job: Ability to perform physical tasks, e.g. lifting of heavy equipment. Willingness to work shifts, weekends, public holidays and night duty. Competencies (knowledge/skills): Good communications skills (oral and written will be tested) in at least two of the three official languages of the Western Cape. Ability to work in a team. Sound interpersonal skills.

DUTIES: General cleaning which includes (sweep, scrub, mop floors, dust, wash and polish floors and furniture, empty dirt bins daily, clean windows, light shades, walls, linen and clothing). Regular cleaning of fridges, microwaves and other equipment and report any repairs that need to be done. Execute cleaning tasks in order to ensure a clean, hygienic and safe environment. Fill up water dispensers for visitors or out-patients and provision of water for in-patients. Responsible for refuse handling, stock control of equipment and supplies as well as cost-effective utilisation of consumables and other resources. Attend in-service training appropriate to service delivery and prevention of medico-legal incidents.

ENQUIRIES: Ms G E Sellars Tel No: (044) 802-4356/7
APPLICATIONS: The Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.
FOR ATTENTION: Mr BH Cassim
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 29 March 2019

POST 09/265: DRIVER (LIGHT DUTY VEHICLE)
Chief Directorate: Rural Health Services

SALARY: R96 549 per annum
CENTRE: George Hospital
REQUIREMENTS: Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in transportation of personnel and goods. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Valid Public Driving Permit (PDP). Willingness to be on standby, work overtime and to work on weekends and public holidays. Physically fit and able to lift and load heavy items. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of Transport Regulations. Ability to accept accountability, responsibility and to work independently.

DUTIES: Daily transporting of official passengers, post, packages, medication, goods and equipment as well as completion of logbooks. Deliver and collect blood products. Conduct routine maintenance and cleaning of Government vehicles. Conduct routine inspection of vehicles and report defects. Perform routine administrative duties when required and respond to emergencies when necessary. Relief staff within the component when required.

ENQUIRIES: Ms A van Blerk Tel No: (044)-802-4497
APPLICATIONS: The Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.
FOR ATTENTION: Mr BH Cassim
NOTE: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
CLOSING DATE: 29 March 2019

POST 09/266: HOUSEHOLD AID
Overberg District

SALARY: R96 549 per annum
CENTRE: Caledon Hospital
**REQUIREMENTS**: Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience within a health care environment. Inherent requirements of the job: Ability to perform physical tasks, e.g. lifting of heavy equipment/supplies and operate machinery. Willingness to render a shift service on weekends, public holidays, day, night and duties and rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Ability to mix cleaning fluids and interpret basic formulas correctly. Able to do basic calculation functions. Willingness to work in an environment with infectious patients.

**DUTIES**: Responsible for general hygienic and safe environment. Safe and effective use of consumables and other resources, including the safekeeping thereof. Render support services to Housekeeping Supervisor. Maintain hygienic and safe environment by adhering to all cleaning procedures. Handle equipment and waste. Handle linen and serving of meals. Infection Control and Occupational Health measures. Adhere to loyal service ethics.

**ENQUIRIES**: Ms N Fudu Tel No: (028) 212-1070

**APPLICATIONS**: The District Director: Overberg District Office, Private Bag X07, Caledon, 7230.

**FOR ATTENTION**: Ms A Brits

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

**CLOSING DATE**: 29 March 2019

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

**CLOSING DATE**: 25 March 2019

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

**OTHER POSTS**

**POST 09/267**: CANDIDATE CONSTRUCTION PROJECT MANAGER: PROFESSIONAL AND PROJECT MANAGEMENT SERVICES REF NO: HS 2019-08 (3 Contract Positions for 3 Years)

**SALARY**: R585 366 per annum (As prescribed by OSD) (All-inclusive salary package)

**CENTRE**: Department of Human Settlements, Western Cape Government

**REQUIREMENTS**: An Honours degree in the Built Environment field of study (eg BSc Eng); OR one of the following Built Environment field qualifications with relevant experience: B Tech qualification with a minimum of one (1) year experience; National higher diploma with a minimum of eighteen months experience; National Diploma with a minimum of two (2) years’ experience; A valid driving licence; Registration with SACPCMP as a Candidate Construction Project Manager is compulsory upon appointment. Competencies: Knowledge of the following: Project management principles and methodologies; Legal compliance; Research and development; Computer-aided engineering applications; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Project management skills; Proven problem and analysis skills; Ability to work within specific timeframes; Ability to interpret relevant engineering legislation/policies/prescripts, standards and procedures; Ability to draft complex technical reports, memorandums and submissions.

**DUTIES**: Manage and coordinate all aspects of projects under the supervision of a Construction Project Manager; Project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Project accounting and financial management; Report project progress to Construction
Project Manager; Office administration; Provide inputs to Construction Project Manager with tender administration; Research and development; Keep up with new technologies and procedures.

ENQUIRIES : Ms PN Mayisela at (021) 483 2854

POST 09/268 : TOWN AND REGIONAL PLANNER (PRODUCTION): MUNICIPAL HUMAN SETTLEMENT PLANNING REF NO: HS 2019-11
(12-Month Contract Position)

SALARY : Grade A: R585 366 - R630 597 per annum (OSD as prescribed)

CENTRE : Department of Human Settlements, Western Cape Government

REQUIREMENTS : An appropriate B-Degree in Urban/Town and Regional Planning or equivalent qualification; Compulsory registration with SACPLAN as a professional Town and Regional Planner on appointment; A minimum of 3-years post qualification Town and Regional Planning experience required or completion of the candidacy period; A valid Code B driving licence. Recommendation: Proven knowledge and experience of the following: Programme and Project Management experience; Human Settlements and Stakeholder Management; Procurement and tendering processes; Project coordination, integration, communication and control of project activities; willing to travel for work as required. Competencies: Working knowledge and skills of the following: Relevant public service legislation, policies, guidelines, etc. with focuses on human settlements, local government or related; Housing Act, Western Cape Housing Development Act, National Housing Code and guidelines; Municipalities; Excellent communication (written and verbal) skills in at least two of the three official languages of the Western Cape with the ability to communicate well with people at different levels from different backgrounds; Excellent computer literacy in Arc View GIS, MS Office and other relevant software packages; Excellent problem-solving skills, Excellent Time Management, planning, organising; Proven negotiation and listening skills; Ability to work within specific timeframes.

DUTIES : Provide strategic support towards the improvement of living conditions of people and direction in the process; Facilitate, support, advise and review municipal project pipeline development; Participate in transversal structures and facilitate stakeholder integration and alignment with regards to project pipelines; Render technical town and regional planning support to municipalities; Strategic, human resource and financial management.

ENQUIRIES : Dr RN Robertson at (021) 483 5609

DEPARTMENT OF THE PREMIER

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

CLOSING DATE : 25 March 2019

NOTE : Only applications submitted online will be accepted. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 09/269 : DIRECTOR: PLANNING AND DEVELOPMENT REF NO: DOTP 2019-14

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

 Department of the Premier, Western Cape Government

REQUIREMENTS

 Relevant B Degree or equivalent in the fields of ICT as on NQF level 7 as recognised by SAQA; and Minimum of 6 years’ experience at middle/senior managerial level within the IT environment. Recommendation: Post graduate qualification in the fields of ICT. Competencies: Knowledge: Understanding of technology directions, trends, and strategic business impact of key business and IT initiatives; Expert knowledge of ICT as an enabling tool for development / ICT systems and security / Infrastructure and networks / Architecture and frameworks; Knowledge of the human resources management function; Knowledge of financial and supply chain management processes; Knowledge of strategic and project management; Knowledge of provincial policy development processes; Knowledge of the policies of the government of the day; Knowledge of strategy development, strategy management and strategy monitoring and review processes; Advanced knowledge of modern systems of governance and administration; Project management. Skills: Ability to exercise independent judgment and creative problem-solving techniques in a highly complex environment using leading-edge technology and/or diverse user systems; An ability to present and discuss technical information in a way that establishes rapport, persuades others, and gains understanding; Exceptional programme management skills, including the ability to effectively deploy resources and manage multiple projects of various diverse scope in a cross-functional environment; Ability to analyze, understand and effectively communicate between business requirements and technical design and implementation; The skills required of a high-level in-house advisor; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong inter-personal skills; Excellent communication skills; Outstanding planning, organizing and people management skills; Expert computer literacy skills. Personal attributes: Drive enterprise objectives through ability to, predict, analyze, and manage cultural and technological changes within the organization; Dynamic leadership ability that can develop and energize multi-discipline, high performance work teams to learn and apply new skills/techniques to business needs; A highly developed interpretive and conceptualization / formulation ability; The ability to render advice and guidance in an objective yet dedicated manner; The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances; The ability to persuade and influence; The ability to handle conflict; The ability to lead and direct teams of professionals and service provider.

DUTIES

 Line Management: Develop and maintain WCG Digital Government Strategy and Digital Transformation Plans; Develop and maintain Provincial and Departmental ICT Plans; Develop departmental and transversal business cases; Provide Enterprise and Solutions Architecture; Perform data modelling against agreed norms and standards; Initiate and manage special projects; Certify and maintain WCG architecture standards. Strategic Management: To define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate; Participation in the Branch, Chief Directorate and Directorate’s strategic planning process; Active involvement in the development and management of the strategic and business plans for the Directorate; To evaluate the performance of the Directorate on a continuing basis; To report to the Chief Director: Transversal Application Services on a regular basis on the activities and important matters of the Directorate; To monitor and ensure compliance with relevant legislation and prescripts. Human Resource Management: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Directorate’s Business Plan; Motivate, train and guide staff within the Directorate, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff within the Directorate; Monitor information capacity building within the Directorate; Active involvement in the compilation of a human resource plan, a service delivery improvement programme, and an information resources plan, for the Directorate; Promote sound labour relations within the Directorate; Actively manage and promote the maintenance of discipline within the Directorate. Financial Management: Active participation in the budgeting process at Branch level, Chief Directorate level and Directorate level; Preparing of the Annual and Adjustment Budgets for the Directorate; Direct
responsibility for the efficient, economic and effective control and management of
the Directorate’s budget and expenditure; Direct responsibility for ensuring that the
correct tender and procurement procedures are adhered to in respect of purchases
for the Directorate; Reporting to the Sub-Programme Manager on all aspects of
the Directorate’s finances; Performing diligently all duties assigned by the Sub-
Programme Manager; Overall responsibility for the management, maintenance
and safekeeping of the Directorate’s assets; Ensuring that full and proper records
of the financial affairs of the Directorate are kept in accordance with any prescribed
norms and standards.

ENQUIRIES:
Mr Egsaan Samaai (021) 483 2933

POST 09/270:
DIRECTOR: ICT GOVERNANCE REF NO: DOTP 2019-15

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

CENTRE:
Department of the Premier, Western Cape Government

REQUIREMENTS:
Relevant B Degree or equivalent in the fields of ICT as on NQF level 7 as
recognised by SAQA; and Minimum of 6 years’ experience at middle/senior
managerial level within the IT environment. Recommendation: Post graduate
qualification in the fields of ICT. Competencies: 1. Knowledge: Understanding of
technology directions, trends, and strategic business impact of key business and
IT initiatives; Expert knowledge of ICT as an enabling tool for development / ICT
systems and security / Infrastructure and networks / Architecture and frameworks;
Knowledge of the human resources management function; Knowledge of financial
and supply chain management processes; Knowledge of strategic and project
management; Knowledge of provincial policy development processes; Knowledge
of the policies of the government of the day; Knowledge of strategy development,
strategy management and strategy monitoring and review processes; Advanced
knowledge of modern systems of governance and administration; Project
management. Skills: Ability to exercise independent judgment and creative
problem-solving techniques in a highly complex environment using leading-edge
technology and/or diverse user systems; An ability to present and discuss technical
information in a way that establishes rapport, persuades others, and gains
understanding; Exceptional programme management skills, including the ability to
effectively deploy resources and manage multiple projects of various diverse
scope in a cross-functional environment; Ability to analyze, understand and
effectively communicate between business requirements and technical design and
implementation; The skills required of a high-level in-house advisor; Strong
conceptual and formulation skills; Strong leadership skills with specific reference
to the ability to display thought leadership in complex applications; Team building
and strong inter-personal skills; Excellent communication skills; Outstanding
planning, organizing and people management skills; Expert computer literacy
skills. Personal attributes: Drive enterprise objectives through ability to, predict,
analyze, and manage cultural and technological changes within the organization;
Dynamic leadership ability that can develop and energize multi-discipline, high
performance work teams to learn and apply new skills/techniques to business
needs; A highly developed interpretive and conceptualization / formulation ability;
The ability to render advice and guidance in an objective yet dedicated manner;
The ability to multi-task, deal with ambiguity and manage under rapidly changing
and pressurized circumstances; The ability to persuade and influence; The ability
to handle conflict; The ability to lead and direct teams of professionals and service
provider.

DUTIES:
Line Management: Advise, guide and assist the CIO and (through the CIO)
departmental AO’s and Executive Managements in terms of IT Governance
responsibilities; Manage the Corporate Governance of IT Improvement
Programme to promote sound ICT Governance in all departments; Periodically
assess IT governance maturity according to the COBIT Maturity Assessment
methodology and prioritise IT processes for improvement; Develop a strategy for
managing IT-related audit findings pro-actively, with improved processes to ensure
organisational compliance; Manage the project managers in this programme;
Handle the change enablement required for the implementation of ICT
Governance improvement initiatives. Strategic Management: To define and review
on a continual basis the purpose, objectives, priorities and activities of the Directorate; Participation in the Branch, Chief Directorate and Directorate’s strategic planning process; Active involvement in the development and management of the strategic and business plans for the Directorate; To evaluate the performance of the Directorate on a continuing basis; To report to the Chief Director: Strategic ICT Services on a regular basis on the activities and important matters of the Directorate; To monitor and ensure compliance with relevant legislation and prescripts. Human Resource Management: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Directorate’s Business Plan; Motivate, train and guide staff within the Directorate, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff within the Directorate; Monitor information capacity building within the Directorate; Active involvement in the compilation of a human resource plan, a service delivery improvement programme, and an information resources plan, for the Directorate; Promote sound labour relations within the Directorate; Actively manage and promote the maintenance of discipline within the Directorate. Financial Management: Active participation in the budgeting process at Branch level, Chief Directorate level and Directorate level; Preparing of the Annual and Adjustment Budgets for the Directorate; Direct responsibility for the efficient, economic and effective control and management of the Directorate’s budget and expenditure; Direct responsibility for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Directorate; Reporting to the Sub-Programme Manager on all aspects of the Directorate’s finances; Performing diligently all duties assigned by the Sub-Programme Manager; Overall responsibility for the management, maintenance and safekeeping of the Directorate’s assets; Ensuring that full and proper records of the financial affairs of the Directorate are kept in accordance with any prescribed norms and standards. Clients and Liaisoning: Provincial Cabinet; Provincial Parliament; Director-General and PTM; Provincial departments; National Departments and agencies e.g. State Information Technology Agency (SITA) and other departments/provincial administrations; Department of Public Service and Administration; Auditor General of South Africa; Academic and research institutions; Private sector organisations and NGO’s; Local Municipalities.

ENQUIRIES: Mr Egsaan Samaai Tel No: (021) 483 2933

OTHER POSTS

POST 09/271 : ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: DOTP 2019-17

SALARY : R356 289 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) majoring in Accounting and Auditing; A minimum of 3 years relevant experience; A valid Code B driving licence. Recommendation: Studying towards or having a professional certification. Competencies: Knowledge of the following: Information Gathering; Interactive Communication; Analytical thinking; Client Focus; International Standards and Professional Practice of Internal Auditing (Standards). Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Ensuring information obtained is relevant and reliable and logical conclusions are drawn in each step of the prelim survey; Adequately motivated engagement objectives, based on the correct analysis of the control objectives, cognisant of the risk demonstrating a comprehensive understanding of how risks ought to be mitigated; Providing comprehensive and accurate systems description; Providing an appropriate extracted sample based on effective analysis of population and elements or control; Ensuring test procedures are developed in line with engagement objective requirements and key control design; Ensuring working papers are complete and accurate accompanied by useful, relevant, sufficient and reliable evidence delivered and coaching noted are signed off; Ensuring the elements of audit findings are appropriately aligned including adequate evaluation.

ENQUIRIES : Mr P Swartbooi at (021) 483 8294
NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

POST 09/272: MONITORING AND EVALUATION OFFICER: PROVINCIAL WIDE MONITORING AND EVALUATION REF NO: DOTP 2019-18

SALARY: R356 289 per annum (Level 09)
CENTRE: Department of the Premier, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years' administrative experience in a planning, implementation and/or reporting or similar environment. Recommendation: Good working knowledge and experience of the following: Result based monitoring and evaluation; Electronic quarterly performance system and BizPerformance; Strategic management; Projections via BizProjects. Competencies: Knowledge of the following: Result Based Monitoring and Evaluation; Communication, Public Relations, Public participation and provincial strategic environment; Modern systems of programme and project management governance and administration including technical aspects of systems; Latest advances in Public Management theory and practice on programme and project management; Provincial budget and financial processes; Technical standards and procedures; Global, regional and local political, economic and social affairs impacting on the Western Cape Government; Constitutional, legal and institutional arrangements governing the South Africa public sector; Database management and administration; Inter-governmental relations; Team building and strong inter-personal skills; Excellent communication skills (written and verbal) in at least two of the three official languages in the Western Cape; Outstanding planning; organizing and people management skills; Computer literacy skills; Excellent networking and network formation skills.

DUTIES: Promote provincial programme and project performance methodologies and compliance guidelines from DPME; Assess, monitor and support provincial departments and public entities to strategically plan and report on provincial performance information through Strategic Plans (SP), Annual Performance Plans (APS), Quarterly Performance Reports (QPR) and Annual Reports (AR); Provide system support and guidance on BizProjects and BizPerformance and assist with data quality assurance and performance reporting; Provide business support through quality assurance and support with the development and maintained on Bizprojects.

ENQUIRIES: Mr J Barnard at (021) 483 4569
NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

POST 09/273: FORENSIC CONSULTANT: FORENSIC INVESTIGATIONS (CLUSTER A) REF NO: DOTP 2019-20

SALARY: R356 289 per annum (Level 09)
CENTRE: Department of the Premier, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/ B-Degree) in Commerce/ Law/ Forensics/ Auditing; A minimum of 3 years’ relevant experience in conducting investigations into economic crime; a valid Code B driving licence. Recommendation: Experience in conducting investigations into economic crime.
within the public sector; and/or A professional designation relevant to the forensic profession (e.g. CFE, FP (SA)). Competencies: Knowledge on all relevant legislation in the field of forensic investigations; Considerable knowledge of fact finding techniques and investigative procedures applicable to forensic investigations; Modern principles, practices, instruments and methods used in the collection and preservation of evidence; National, provincial and departmental legislation, policies and procedures; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Project Management skills; Proven computer literacy in MS Office; Ability to prepare clear, concise, accurate and complete forensic reports; Good interviewing skills and ability to take statements during investigations; Analysing and fact-finding skills.

**DUTIES:**
Planning and execution of forensic investigations; Prioritising tasks; Managing multiple investigations at the same time; Conducting investigation through thorough fact finding and evidence retrieval within allocated timeframes; Draft factual reports containing appropriate findings and recommendations and following-up on recommendations made; Testify in disciplinary hearings and in criminal trials; Develop and maintain professional relationships with all stakeholders.

**ENQUIRIES:**
Ms W Hansby at (021) 483 4593

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

**DEPARTMENT OF SOCIAL DEVELOPMENT**

**APPLICATIONS:**
Only applications submitted online will be accepted. To apply submit your application online only: [https://westerncapegov.erecruit.co.za](https://westerncapegov.erecruit.co.za)

**CLOSING DATE:**
25 March 2019

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

**OTHER POSTS**

**POST 09/274:** ASSISTANT DIRECTOR: BUSINESS PLANNING REF NO: DSD 2019-14

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

**CENTRE:** Department of Social Development, Western Cape Government

**REQUIREMENTS:**
An appropriate 3-year tertiary qualification (National Diploma/B-degree); a minimum of 3 years relevant experience. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Public service procedures; Labour Relations Act; Strategic management processes; Global, regional and local political, economic and social affairs impacting on the Western Cape Government; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Strategic thinking skills; Project management skills.

**DUTIES:**
Coordinate and conduct the strategic and operation planning processes for the department; Facilitate and perform all tasks required in the strategic planning process; Facilitate and perform all tasks required in the development of the annual performance plan and simultaneously collaborate with the directorate finance in the development of the EPRE; Develop the project plan; Perform all tasks required in the development of the operational plan; Gather and analyse all relevant
information; Compile strategic documents and reports; Collaborate with the Directorate: Research and Strategic Information Management in the compilation of strategic documents and reports to inform the business planning cycle; Develop SDIPs (Service Delivery Improvement Plans); Design project plans to develop SDIPs for the department; Perform all required tasks in the publication of the Annual Performance Plan, Annual Report and citizen's report for the department; Collaborate with the subdirectorate communication in the printing, translation and proof-reading of the annual performance plan.

ENQUIRIES
Ms M Johnson at (021) 4836 3781

POST 09/275
SOCIAL WORKER POLICY DEVELOPER: SUBSTANCE ABUSE REF NO: DSD 2019-18

SALARY
Grade 1: R344 184 – R385 644 per annum (OSD as prescribed)
Grade 2: R409 137 - R549 837 per annum (OSD as prescribed)

CENTRE
Department of Social Development, Western Cape Government

REQUIREMENTS
Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; A minimum of 8 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Note: Proof of first registration as Social Worker with the SACSSP must be submitted with your online application. Competencies: Knowledge of the following: Analytical, diagnostic, assessment policies, tools, evaluation methods and processes; Social work legislation; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Project planning skills; Monitoring and evaluation skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Organising and planning skills; Project planning skills; Ability to compile complex reports; Policy analysis and development skills; Professional counselling.

DUTIES
Develop, implement and maintain social work policies aimed at substance abuse; Uniform Funding Cycle (UFC) process; Suspending of UFC funding; Appeal process regarding UFC; Monitor and evaluate NPO’s compliance against signed Transfer payment Agreement (TPA) and compliance against Legislative/ Programme Specific norms and standards/ regulatory framework; Rapid response following complaints/ enquiries about NPO’s or a concern raised; Registration/ Designation of facilities/ NPO’s/ child headed households/ shelters and drop in centres in terms of the relevant legislation; Accreditation, registration and monitoring of programmes; Monitoring of service activation in relation to a victim of crime as per relevant legislation; Appeal process; Stakeholder Relationship and Relationship Management; Keep up to date with new developments in the social work field; High level administrative functions.

ENQUIRIES
Mr D. Cowley at (021) 483 6296

POST 09/276
OCCUPATIONAL THERAPIST: DE NOVO PROFESSIONAL SERVICES REF NO: DSD 2019-27

SALARY
Grade 1: R300 828 - R342 357 per annum
Grade 2: R352 707 - R403 302 per annum
Grade 3: R415 482 - R504 219 per annum
(Salary will be determined by post registration experience as per OSD prescripts)

CENTRE
Department of Social Development, Western Cape Government

REQUIREMENTS
Grade 1: Appropriate qualification that allows for registration with the HPCSA in Occupational Therapy; Registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy; No experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of RSA qualified employees who perform Community Service, as required in South Africa or A minimum of 1-year relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Appropriate qualification that allows for registration with the HPCSA in Occupational Therapy; Registration...
with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy; A minimum of 10 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of RSA qualified employees who perform Community Service, as required in South Africa; or A minimum of 11 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. Grade 3: Appropriate qualification that allows for registration with the HPCSA in Occupational Therapy; Registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy; A minimum of 20 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of RSA qualified employees who perform Community Service, as required in South Africa; or A minimum of 21 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa.

Recommendation: Experience in all areas of Occupational Therapy; Administrative requirements to ensure efficient running of Occupational Therapy Services; Working knowledge of therapeutic procedures related to treatment of children in secure facilities. Competencies: Ability to work well within a multi-disciplinary team; Maintain good interpersonal relations; Work under pressure and maintain heavy work load; Communicate (written and verbal) skills in at least two of the three official languages of the Western Cape; Operate independently; Outline tasks; Adhere to safety standards; Proven computer literacy.

DUTIES: Optimal outcomes-based treatment of residents according to O.T principles; Effectively manage resources (physical and human); Provide optimal occupational therapy health care to residents in the secure care centre, as well as keeping a professional team of social service professionals informed about occupational therapy services rendered; Rendering and effectively support service.

ENQUIRIES: Mr TN Matyida at (021)988 1138

POST 09/277: SOCIAL WORKER: PROFESSIONAL SERVICES (OUTENIEKWA) REF NO: DSD 2019-16

SALARY:
Grade 1: R242 553 – R281 181 per annum (OSD as prescribed)
Grade 2: R289 299 – R344 184 per annum (OSD as prescribed)
Grade 3: R363 507 – R421 404 per annum (OSD as prescribed)
Grade 4: R447 069 – R549 837 per annum (OSD as prescribed)

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence.

Grade 1: No experience; Grade 2: A minimum of 10 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Supervision framework for Social Workers; Human behaviour and social systems as well as skills to intervene at the points where people interact with their environment in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Good communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work
services towards protecting people who are vulnerable, at risk and unable to protect themselves.

**DUTIES**

: Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

**ENQUIRIES**

: Ms B. Nicholas at (044) 803 7508

**POST 09/278**

: SOCIAL WORKER: SOCIAL WORK SERVICES (STELLENBOSCH) REF NO: DSD 2019-19

**SALARY**

: Grade 1: R242 553 – R281 181 per annum (OSD as prescribed)
Grade 2: R298 299 – R344 184 per annum (OSD as prescribed)
Grade 3: R363 507 – R421 404 per annum (OSD as prescribed)
Grade 4: R447 069 – R549 837 per annum (OSD as prescribed)

**CENTRE**

: Department of Social Development, Western Cape Government

**REQUIREMENTS**

: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence.

**Grade 1:** No experience; **Grade 2:** A minimum of 10 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions.

**Competencies:** Knowledge of the following: Supervision framework for Social Workers; Human behaviour and social systems as well as skills to intervene at the points where people interact with their environment in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Good communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

**DUTIES**

: Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

**ENQUIRIES**

: Mr T. Orr at (021) 872 3581

**POST 09/279**

: SOCIAL WORKER: SOCIAL WORK SERVICES (PHILLIPI AND WYNBERG REF NO: DSD 2019-20 (X2 POSTS)

**SALARY**

: Grade 1: R242 553 – R281 181 per annum (OSD as prescribed)
Grade 2: R298 299 – R344 184 per annum (OSD as prescribed)
Grade 3: R363 507 – R421 404 per annum (OSD as prescribed)
Grade 4: R447 069 – R549 837 per annum (OSD as prescribed)

**CENTRE**

: Department of Social Development, Western Cape Government

**REQUIREMENTS**

: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service
Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence.  

**Grade 1:** No experience;  
**Grade 2:** A minimum of 10 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions;  
**Grade 3:** A minimum of 20 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions;  
**Grade 4:** A minimum of 30 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions.  

**Competencies:**  
Knowledge of the following: Supervision framework for Social Workers; Human behaviour and social systems as well as skills to intervene at the points where people interact with their environment in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Good communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.  

**DUTIES:**  
Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job; Specialisation in probation services.  

**ENQUIRIES:**  
Ms I April at (021) 763 6217  

**POST 09/280:** SOCIAL WORKER: SOCIAL WORK SERVICES (METRO NORTH REGION REF NO: DSD 2019-21 (X2 POSTS))  

**SALARY:**  
Grade 1: R242 553 – R281 181 per annum (OSD as prescribed)  
Grade 2: R298 299 – R344 184 per annum (OSD as prescribed)  
Grade 3: R363 507 – R421 404 per annum (OSD as prescribed)  
Grade 4: R447 069 – R549 837 per annum (OSD as prescribed)  

**CENTRE:** Department of Social Development, Western Cape Government  

**REQUIREMENTS:**  
A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence.  

**Grade 1:** No experience;  
**Grade 2:** A minimum of 10 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions;  
**Grade 3:** A minimum of 20 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions;  
**Grade 4:** A minimum of 30 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions.  

**Competencies:**  
Knowledge of the following: Supervision framework for Social Workers; Human behaviour and social systems as well as skills to intervene at the points where people interact with their environment in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Good communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.
services towards protecting people who are vulnerable, at risk and unable to protect themselves.

**DUTIES**

- Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work);
- Attend to matters that results in or stems from social instability in any form;
- Supervise and support social auxiliary workers;
- Continuous professional development;
- Keep up to date with new developments in the social work and social welfare fields;
- Perform all administrative functions required of the job.

**ENQUIRIES**

- Ms CB Engel at (021) 483 7675 / Mr E October at (021) 483 7000

**POST 09/281**

- SOCIAL WORKER: SOCIAL WORK SERVICES (METRO EAST REGION REF NO: DSD 2019-22 (X3 POSTS))

**SALARY**

- Grade 1: R242 553 – R281 181 per annum (OSD as prescribed)
- Grade 2: R298 299 – R344 184 per annum (OSD as prescribed)
- Grade 3: R363 507 – R421 404 per annum (OSD as prescribed)
- Grade 4: R447 069 – R549 837 per annum (OSD as prescribed)

**CENTRE**

- Department of Social Development, Western Cape Government

**REQUIREMENTS**

- A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence.
- **Grade 1**: No experience;
- **Grade 2**: A minimum of 10 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions;
- **Grade 3**: A minimum of 20 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions;
- **Grade 4**: A minimum of 30 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions.

**Competencies**:

- Knowledge of the following: Supervision framework for Social Workers; Human behaviour and social systems as well as skills to intervene at the points where people interact with their environment in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Good communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

- **DUTIES**

- Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work);
- Attend to matters that results in or stems from social instability in any form;
- Supervise and support social auxiliary workers;
- Continuous professional development;
- Keep up to date with new developments in the social work and social welfare fields;
- Perform all administrative functions required of the job; Specialisation in probation services.

**ENQUIRIES**

- Mr F. Gezwin at (021) 812 0925

**POST 09/282**

- SOCIAL WORKER: SOCIAL WORK SERVICES (EDEN KAROO REGION REF NO: DSD 2019-26 (X2 POSTS))

**SALARY**

- Grade 1: R242 553 – R281 181 per annum (OSD as prescribed)
- Grade 2: R298 299 – R344 184 per annum (OSD as prescribed)
- Grade 3: R363 507 – R421 404 per annum (OSD as prescribed)
- Grade 4: R447 069 – R549 837 per annum (OSD as prescribed)

**CENTRE**

- Department of Social Development, Western Cape Government

**REQUIREMENTS**

- A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence.
- **Grade 1**: No experience;
- **Grade 2**: A minimum of 10 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions;
- **Grade 3**: A minimum of 20 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions;
- **Grade 4**: A minimum of 30 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions.

**Competencies**:

- Knowledge of the following: Supervision framework for Social Workers; Human behaviour and social systems as well as skills to intervene at the points where people interact with their environment in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Good communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.
Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence.  
**Grade 1:** No experience;  
**Grade 2:** A minimum of 10 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions;  
**Grade 3:** A minimum of 20 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions;  
**Grade 4:** A minimum of 30 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions.  
**Competencies:** Knowledge of the following: Supervision framework for Social Workers; Human behaviour and social systems as well as skills to intervene at the points where people interact with their environment in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Good communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.  

**DUTIES**  
Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job; Specialisation in probation services.

**ENQUIRIES**  
Mr K. Mazaleni at (044) 801 4301

**POST 09/283**  
**EDUCATION OFFICER: FACILITY MANAGEMENT AND QUALITY MONITORING REF NO: DSD 2019-24 (X5 POSTS IN VARIOUS LOCATIONS)**

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

**CENTRE**  
Department of Social Development, Western Cape Government

**REQUIREMENTS**  
An appropriate 3-year teaching qualification that allows for registration with SACE; Registered with SACE; A minimum of 1-year experience as an Educationalist/Educator.  
**Competencies:** Knowledge of the following: Applicable policies and procedures; Public service procedures; Labour Relations; Financial Management; Project Management; Interpret and apply policies and procedures; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

**DUTIES**  
Implement educational Programmes at facilities in accordance to curriculum requirements and departmental legislation; Implement induction programme to newly admitted residents; Implementation of facility policies and procedures to enhance safe care/custody and development of residents; Participate in daily, weekly, quarterly and annual safety and security measures and procedures; Performing of administrative functions; Management of resources, monthly reports, statistics, registration by SACE, self-development and attend meetings with stakeholders; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields; Study professional journals and publications in order to ensure that cognisance is taken of new developments.

**ENQUIRIES**  
Mr M. Benting at (021) 931 0236

**POST 09/284**  
**PROFESSIONAL NURSE: PROFESSIONAL SERVICES DE NOVO AND LINDELANI REF NO: DSD 2019-15 (X2 POSTS)**

**SALARY**  
Grade 1: R241 908 - R280 437 per annum (OSD as prescribed)  
Grade 2: R297 516 - R343 296 per annum (OSD as prescribed)  
Grade 3: R362 559 – R459 294 per annum (OSD as prescribed)
CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS:

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

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

ENQUIRIES: Ms D. Baugaard at (021) 988 1130

POST 09/285: **CHILD AND YOUTH CARE SUPERVISOR GRADE 1: PROFESSIONAL SERVICES (VARIOUS LOCATIONS) REF NO: DSD 2019-12**

SALARY: Grade 1: R187 560 - R211 101 per annum (OSD as prescribed)

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: Senior Certificate (Grade 12 or equivalent qualification) with a minimum of 10 years’ appropriate experience in Child and Youth Care Work after obtaining the required qualification; A valid Code B driving licence. Recommendation: Registration as a Child and Youth Care Practitioner with SACSSP. Competencies: Knowledge of the following: Child Care Act, policies, legislation, Batho Pele Principles and administrative procedures; New developments and methodologies in Child and Youth Care Work; Proven computer literacy in MS Office; Basic research and analytical skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES: Facilitate and supervise the caring for and life space interventions of incidents; Build a positive relationship with residents; Create a caring and stimulating environment for residents; Monitor the implementation of the daily structured programmes; Form part of a multi-disciplinary team; Ensure that the recommended developmental and recreational programmes are implemented by providing continuous support, guidance and advice to subordinates; Monitor and participate in the evaluation of the recommended developmental and recreational programmes; Ensure reporting on progress with developmental and recreational programmes; Participate in the identification of incidents; Monitor the implementation of the daily structured programmes; Supervise and perform clerical/administration functions.

ENQUIRIES: Ms C. Fledermaus at (021) 511 9169

POST 09/286: **STAFF NURSE: PROFESSIONAL SERVICES (LINDELANI AND SIVUYILE) REF NO: DSD 2019-13 (X2 POSTS)**

SALARY: Grade 1: R161 376 - R181 620 per annum (OSD as prescribed)

Grade 2: R192 681 - R216 861 per annum (OSD as prescribed)
CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS:

Grade 1: Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse. 

Grade 2: Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse; A minimum of 10 years appropriate/recogisable experience in nursing after registration with the SANC as Enrolled Nurse. 

Grade 3: Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse; A minimum of 20 years appropriate/recogisable experience in nursing after registration with the SANC as Enrolled Nurse. 

Competencies: Knowledge of the following: Nursing care processes and procedures, nursing statutes; Nursing Act; Health Act; Occupational Health and Safety Act; Patient Rights Charter; Batho-Pele principles; Public Service Regulations; Labour Relations Act; Disciplinary code and procedure; Grievance procedure act; Communication (written and verbal) in at least two of the official languages of the Western Cape.

DUTIES:

Ensure maintenance of patient hygiene; Sustain nutritional status of patients; Facilitate the mobility of patients; Facilitate the elimination processes; Provide basic clinical nursing care; Measure, interpret and record vital signs; Operate all relevant apparatus and equipment; Assist professional nurses with clinical procedures; Preparation of patients for diagnostic and surgical procedures; Effective utilisation of resources; Order stock and equipment in a cost effective manner; Report loss or damage immediately; Appropriate care and use of equipment and consumables; Upkeep of an updated inventory list; Maintain the code of conduct as required in the public service and by the professional body; Seek learning opportunities; Provide evidence of self development.

ENQUIRIES: Ms M Jonkerman at (021) 865 2634

POST 09/287: CHILD AND YOUTH CARE TEAM LEADER: PROFESSIONAL SERVICES (VARIOUS LOCATIONS) REF NO: DSD 2019-17

SALARY:

Grade 1: R148 065 per annum, OSD as prescribed

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS:

A Grade 12 (Senior Certificate or equivalent qualification); A minimum of 7 years appropriate experience in child and youth care work after obtaining the required qualification ; A valid code B driving licence. Recommendation: Registration as a Child and Youth Care Practitioner with the SACSSP. Competencies: Knowledge of the following: Developmental programmes and interventions; Children's Act and Child Justice Act; Rules and procedures of the Care Centre; Professional norms and standards; Professional ethics; Ability to intervene and resolve conflict; Proven computer literacy; Communication (written and verbal) skills in a least two of the three official languages of the Western Cape; Report writing skills; Presentation and facilitation skills; Planning and organising.

DUTIES:

Serve as a team leader for child and youth care workers during a shifts; Oversee the following: Admission and related activities of residents to the facility; Access of residents to medical services; Implementation of planned developmental, recreational and therapeutic programmes; Basic life space work; Continuous supervision; Facilitate handover of shifts; Undertake inspections during a shifts and report on incidents and problems identifies; Perform administrative work relevant to the job; Oversee the completion of daily registers e.g. log books, medication registers, incident reports etc.; Ensure that attendance registers are signed and kept up to date; Perform all the clerical functions required; Render care services to residents; Continuous professional development.

ENQUIRIES: Mr EJ Buys at (021) 986 9100

POST 09/288: CHILD AND YOUTH CARE WORKER: PROFESSIONAL SERVICES (VARIOUS LOCATIONS) REF NO: DSD 2019-23

SALARY:

Grade 1: R132 729 – R148 065 per annum (OSD as prescribed)

Grade 2: R157 089 – R176 796 per annum (OSD as prescribed)

CENTRE: Department of Social Development, Western Cape Government
REQUIREMENTS: A Grade 12 qualification (Senior Certificate or equivalent qualification); Experience: Grade 1: No experience; Grade 2: Minimum of 10 years appropriate experience in Child and Youth Care Work after having obtained the required qualification. Recommendation: Registration as a Child and youth care practitioner with South African Council for Social Service Profession (SACSSP). Competencies: Knowledge of the following: Developmental programmes; Clerical/Administrative processes and procedures; Rules and procedures of the Care Centre; Planning and organising skills; Ability to intervene and resolve conflict; Problem solving skills; Planning and organising skills; Conduct him/herself in a respectful manner when dealing with clients; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Have the ability to work with children in conflict with the law.

DUTIES: Receive children and youth to the care facility after admission; This would include the following actions: Body search where applicable; Observe physical and emotional state of the child and youth and report irregularities/abuse and/or refer where applicable; Provide young people with basic needs including clean clothes and linen; Allocate young people to dormitories/houses/units; Establish rapport with child; Inform the child/youth of the rules and routine of the care facility; Explain to the child/youth's his/her rights and responsibilities; Ensure that children/youth receive medical services; Accompany children and youth to medical institutions; Administer medication and other treatments as required; Assist with the implementation of planned activities, developmental and therapeutic programmes; Observe, record and report occurrences emanating from the interventions; Engage in basic life space to promote the development and care of children and youth; This would entail others the following: Identify, allocate and participate in practical work to transfer skills through role modelling; Engage in and supervise the daily routines of children e.g. bathing, dressing, feeding, bed making, cleaning of rooms and studying; Perform administrative work relevant to the job; Complete daily registers e.g log books, medication registers, incident reports etc.; Perform all the clerical functions required by the job.

ENQUIRIES: Ms M Jonkerman at (021) 865 2634

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

CLOSING DATE: 25 March 2019, unless stated otherwise

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

OTHER POSTS

POST 09/289: ADMINISTRATIVE OFFICER: GENERAL OFFICE SUPPORT REF NO: TPW 2019-30

SALARY: R299 709 per annum (Level 08)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree); a minimum of 3 years’ administrative experience in Human Resource Management or similar environment; a valid driving licence. Recommendation: Appropriate supervisory experience. Competencies: Sound practical knowledge of PERSAL; Ability to interpret policies and procedure manuals; Communication (written and verbal) skills in at least two of the three official languages of Western Cape; Proven computer literacy; Report writing skills; Conflict and diversity management.

DUTIES: Ensure: Adherence and correct application to all transversal personnel practices, policies and procedure as well as effective and efficient labour relations management within the region; Act as employer representative at hearings and meetings; Render support and advisory service with regards to human resource
management and monitor compliance to policies thereof; Coordinate and manage
development and career advancement activities for the region as well as HR
administration activities including recruitment and selection, terminations, IODs
(Injury On Duty), Allowances and deductions, housing, performance management,
leave, archives and labour relations experience; Supervise and ensure
development of subordinates.

ENQUIRIES
APPLICATIONS: Mrs AB Matthews at (044) 272 6071

ONLY applications submitted online will be accepted. To apply submit your
application online only: https://westerncapegov.erecruit.co.za

POST 09/290
LABORATORY ASSISTANT: MATERIAL TESTING (EDEN) REF NO: TPW
2019-35

SALARY
R115 437 per annum (Level 03)

CENTRE
Department of Transport and Public Works, Western Cape Government

REQUIREMENTS
Grade 10 (Junior Certificate or equivalent qualification); Minimum of 1 year
relevant experience. Recommendation: Accredited with SANAS with regard to
Soils laboratory tests; Mathematics or Mathematical literacy will be an added
advantage. Competencies: A good understanding of the following: Civil
engineering laboratory testing; Road construction; Ability to function independently
and work under pressure; Communication skills in at least two of the three official
languages of the Western Cape; Computer literacy.

DUTIES
Laboratory testing of all classes according to specifications; Assist Auxiliary Officer
with duties (nuclear density testing of layer works and stockpile sampling);
Accurate and timeous processing of test results; Maintenance of all laboratory
equipment; Assist with administrative duties in the laboratory.

ENQUIRIES
APPLICATIONS: Mr C Malgas at (044) 272 6071

NOTE
To apply, you must submit a manual application. Please complete an application
form (Z 83) and current CV (5 pages maximum) together with certified copies of
ID, Academic qualifications and proof of other requirements as indicated in the
advertisement. The position being applied for and the reference number must be
clearly indicated on the Z83 application form. Applicants from relevant local
communities will receive preference.

POST 09/291
ROAD WORKER: BEAUFORT WEST (KLAASTROOM X1 POST, LEEU-GAMA
X1 POST) REF NO: TPW 2019-33

SALARY
R96 549 per annum (Level 02)

CENTRE
Department of Transport and Public Works, Western Cape Government

REQUIREMENTS
Basic literacy and numeracy (ABET Level 2). Recommendation: Experience in the
following: Operating of minor construction machines, Operating of hand tools; Civil
construction activities. Competencies: A good understanding of building,
maintenance and repair of roads; Ability to work under pressure and meet
deadlines; Ability to work in a team; Communication skills in at least two of the
three official languages of the Western Cape.

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

ENQUIRIES
APPLICATIONS: Mr D Plaatjies at (044) 272 3699 or Ms A. Matthews at (044) 272 6071

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You may post it to the following postal address: PO 5496, Tyger Valley Centre Parking Area, Bellville, 7536. E-mail address: adresponsecpt@affirm.co.za

NOTE: To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. Applicants from relevant local communities will receive preference.

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