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: GAUTENG: DEPARTMENT OF EDUCATION: Kindly note that the following posts below which were advertised in Public Service Vacancy Circular 11 dated 22 March 2019, Senior Admin Officer-Info Systems Operator: for Gauteng North with Ref No: GN2019/03/26, The Requirements should read as follows: An appropriate recognized bachelor’s Degree/ National Diploma in Public Administration/Public Management/Office Management/ Office Administration/Administrative. Management with minimum of 2 years’ relevant experience and also the post of
Senior Admin Officer: Office of the DDG: Corporate Management for Head Office with Ref No: HO2019/03/27, The Requirements should read as follows: An appropriate recognized bachelor’s Degree/National Diploma in Public Administration/Public Management/Office Management/Office Administration/Administrative. Management with minimum of 2 years’ relevant experience. DEPARTMENT OF WATER AND SANITATION: Kindly note that the post Assistant Director: Revenue Management with Ref No: 050419/03 (Branch Chief Operations Office: Gauteng, Div: Revenue Management (WTE) advertised in Public Service Vacancy Circular 11 dated 22 March 2019, the educational requirements have been amended to the following: A Degree (NQF level 7) in Financial Management with Accounting III as a major subject.
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## PROVINCIAL ADMINISTRATIONS

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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 these posts. Candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.

CLOSING DATE : 23 April 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) and advanced presentation/public speaking skills.

MANAGEMENT ECHELON

POST 12/01 : SENIOR AUDITOR REF NO: 25954/01

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 : A three-year Bachelor’s degree or Advanced Diploma in Internal Audit or an equivalent qualification (NQF level 7) with 5 to 10 years experience in an internal audit field at middle management level. Technical competencies: Operational and Information Technology Audits. Risk Management and Auditing practices. The Public Finance Management Act. Corporate Governance. Treasury Audits.

DUTIES : The successful candidate will perform the following duties: Oversee the development and review of audit policies, charters, methodologies and plans. Lead the implementation processes of audit policies, charters, methodologies and plans. Oversee the rolling-out of the strategic internal audit plans. Compile audit reports for the Audit Committee and the Director-General.

ENQUIRIES : Mr D. Ngutshana Tel No: (012) 334 0506
APPLICATİONS  :  Applications may be posted to URS Response Handling, P O Box 11506, Tjgerpoort, 0056; submitted electronically via email: cogta40@ursonline.co.za or via fax: 086 415 5709.
FOR ATTENTION  :  URS Response Handling Tel No: 012 811 1900

OTHER POST

POST 12/02  :  DEPUTY DIRECTOR: INTERVENTIONS INITIATIONS REF NO: 25954/02

SALARY  :  R697 011 per annum (Level 11) (An all-inclusive remuneration package)
CENTRE  :  Pretoria

DUTIES  :  The incumbent will perform the following duties: Provide mechanisms of monitoring, support and intervening in Provincial Departments and Municipalities. Development of and implementation of the Intergovernmental Monitoring, Support and Interventions (IMSI) bill regulating the taking over of dysfunctional provincial and municipal administrations by the higher sphere of government. Provide advice to the Executive Authority and the Department on the incidents of interventions in the provinces and municipalities in terms of sections 100 and 139 of the Constitution.

ENQUIRIES  :  Mr T. Khasi Tel No: (012) 336 0558
APPLICATİONS  :  Applications may be posted to URS Response Handling, P O Box 11506, Tjgerpoort, 0056; submitted electronically via email: cogta41@ursonline.co.za or via fax: 086 415 5709.
FOR ATTENTION  :  URS Response Handling Tel No: 012 811 1900
Annexure B

Civilian Secretariat for Police Service

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

Applications

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

Closing Date

12 April 2019

Note

Applications must be submitted on the prescribed application form Z.83 of the Public Service Act form only, (i.e. application for employment form), obtainable from any Public Service Department or any Public Service and Administration website or recruitment office within the Secretariat for Police Service. All applications must be accompanied by comprehensive Curriculum Vitae, certified copies of all educational qualifications and supporting documents, such as identity documents, driver’s license, etc. Persons who retired from the Public Service by taking severance packages, early retirement or for medical reasons, as well as persons with previous convictions, are excluded. Faxed or e-mailed applications will not be considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful.

All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Short-listed candidates will be subjected to a security clearance. The Secretary of Police Service has the right not to fill the post. All posts are based in Pretoria. Former employees who left the public service earlier on condition that they would not accept or seek re-appointment; or due to ill health and cannot provide sufficient evidence of recovery should not apply.

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

Management Echelon

Post 12/03

Chief Director: Corporate Services

Ref No: CSP/02/2019

Salary

R1 189 338 per annum (All inclusive package)

Centre

Pretoria

Requirements

A Bachelor Degree in Business Administration/Management; Public Administration or Human Resources Management or Human Resources Development or field equivalent qualification. 5 years experience at Senior Management level. Inherent requirement: Strategy Capability and Leadership, People management empowerment, Programme and project management, Financial Management, Change management. Knowledge of Government prescripts such as Public service Act, Public Service Regulations, Public Finance Management, Performance Management and Monitoring, Diversity Management. Job related knowledge: Human Resources Management and Human Resource Systems (HR); Ability to develop and implement based Performance Management System. Job related skills: Problem solving and analytical skills; Facilitation skills, Computer literacy, Presentation skills, Planning and Organising skills, Decision Making skills; Verbal and Written communication skills and Negotiation skills.

Duties

Provide strategic leadership and support to the department on corporate support service maters. Manage the provision of Human Resource Management by ensuring development of HR operation strategy, policies and procedures and their compliance with public service best practice and prescripts, Render effective Human Resource Management functions and provide sound Performance Management System. Manage the provision of Human Resources Development and Employee Relations by ensuring development of HR Development strategies,
policies and procedures and their compliant with public service best practice and prescripts; Ensure employee health and wellness policies and procedures. Render effective employee relation function. Render departmental transformation programmes and services. Provide Information Communication Technology (ICT), information and knowledge management services by ensuring the development of ICT strategies, policies and procedures and manage departmental information services. Render auxiliary support services. Conduct risk assessment and develop mitigating strategies. Management of Resources, people management and financial management.

ENQUIRIES:
Lerato Maisela Tel No: 012 393 1916

OTHER POST

POST 12/04:
ASSISTANT DIRECTOR: BUDGET AND PROGRAMME ANALYSIS REF NO:
CSP/03/2019

SALARY:
R444 693 per annum

CENTRE:
Pretoria

REQUIREMENTS:
National Diploma or Bachelor’s Degree in Economics/Statistics/Econometrics or Financial/Management Accounting or relevant budget or financial qualifications. 3-5 years working experience in budget analysis environment. Knowledge of PFMA and Treasury-related legislations, accounting principles and practices, tax, the analysis and reporting of financial data. Organizational and government structures, Treasury Regulations and guidelines, Public Service Anti-corruption Strategy and anti-corruption and fraud prevention measures. Economic Reporting Framework including the standard chart of accounts. Knowledge of the Constitution of the Republic of South Africa, Good Governance and Batho Pele Principles, Performance Management and Monitoring. Public Service Regulations. Problem solving and decision making, team leadership. Computer literacy, communication (verbal & written) skills, presentation skills, project management skills, planning and organizing skills.

DUTIES:
Monitor the Budget of SAPS, establish financial allocation and budget processes for identified SAPS projects. Monitor and evaluate the efficiency and effectiveness of service delivery method in SAPS, monitor and evaluate SAPS budget against the Minister’s priorities, conduct oversight on police focusing on budget. Monitor SAPS spending to ensure that it is within budget and conduct cost-benefit analyses to assess SAPS budget program. Monitor and evaluate the implementation of budget recommendations over SAPS. Monitor spending on projects identified by the Minister of Police and Secretary for Police, Establish and maintain Oversight Monitoring and Evaluation partnerships, compile budget reports with findings and recommendations. Prepare financial and descriptive information from computerized database and supporting documentation. Conduct and monitor SAPS budget reporting systems. Prepare financial analyses and make recommendations, receives completed SAPS budget submissions and budget review documents. Establish and maintain computerized records of budget allocations, monitor and evaluate SAPS budget procedures and recommend revisions to improve efficiency.

ENQUIRIES:
MR BK Shiphamele / Ms NM Sefiti Tel No: (012) 321 0638
ANNEXURE C

DEPARTMENT OF DEFENCE

APPLICATIONS : Department of Defence, Internal Audit Division, Private Bag X910, Pretoria, 0001 or may be hand delivered at Armscor Building, c/o Nossob and Boeing Street, Erasmuskloof, Pretoria

CLOSING DATE : 15 April 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.

MANAGEMENT ECHELON

POST 12/05 : DIRECTOR: CORPORATE AUDIT REF NO: 18/2019

Two (2) Year Contract

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

CENTRE : Internal Audit Division, Eco Glades 1 Block Aries, 70 Ribbon Grass Rd, Highveld, Centurion, Pretoria

REQUIREMENTS : A relevant degree or equivalent qualification (NQF Level 8), Degree or National Diploma in Internal Auditing and Finance. Post graduate qualification in the auditing and or finance field. CIA or CGAP and Completed Articles will be an advantage. Experience: Six (6) years credible and applicable experience in financial management, financial accounting and auditing. Five (5) years management experience of which it should have in middle management experience. Membership of the Institute of Internal Auditors is recommended. Skills: Auditing skills. Strategic management and strategic planning skills. Well-developed communication (written and verbal) skills. Problem solving, Financial Administration and networking skills. Computer literate. Organisational skills. Good inter-personal relations, Interviewing skills, analytical and research skills. Knowledge: Extensive knowledge of Auditing, knowledge of government policies.

**DUTIES**

The successful incumbent will amongst others be responsible for the following:
- Provision of independent and objective corporate audit service. Review DOD operations and systems and check compliance thereof. Ensure compliance with internal audit policies.
- Liaise with relevant stakeholders.
- Develop, monitor and manage the Department’s audit universe.
- Identify and evaluate risk exposures relating governance, risk management and control processes. Coordinates a Risk Register upon which plans will be developed.
- Developing a risk-based annual audit plan to determine the priorities of the Department. Developing and record a plan for each engagement, including the scope, objective, timing and resource allocations.
- Train and develop staff, lead and guide audit teams on engagements.
- Perform Quality Assurance on all audit work carried out.

**ENQUIRIES**

Mrs Adri Rocher Tel No: 012 649 1065

**NOTE**

This post is advertised in the DOD, broader Public Service and Media
GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)
The GTAC is an equal opportunity employer and encourages applications from women and people with disabilities in particular. Our buildings are accessible for people with disabilities.

APPLICATIONS: Applications can be hand delivered to the National Treasury Reception desk at 240 Madiba Street, Pretoria, or potential candidates may apply online on the GTAC website at https://www.gtac.gov.za/careers. Please visit the GTAC website at www.gtac.gov.za for more information.

CLOSING DATE: 12 April 2019 at 12h00

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

MANAGEMENT ECHELON

POST 12/06: LEGAL SPECIALIST: JOBS FUND PMU ADMINISTRATION REF NO: G004/2019
Term: 36 Months Fixed Term Contract

SALARY: R1 005 063 – R1 183 932 per annum (Level 13) (All – inclusive package)

CENTRE: Pretoria

REQUIREMENTS: A relevant 3-year (NQF 7) qualification degree in Law, Postgraduate degree in Law (LLB) or related field. 5 - 8 years of experience in legal advisory environment. Management experience in a legal environment with specific reference to providing written and oral advice / opinion and performing functions of Corporate Law Advisor. Provide leadership in the delivery of reliable, accurate, timely and well-informed advice to the Jobs Fund Leadership Team on legal issues and the potential legal implications of various business initiatives and projects. Possess fidelity fund certificate issued by legal practice council will be added advantage. Be able to litigate on behalf of the fund and manage all litigation processes. Registered member with legal practice council. Competencies required: Client Orientation: Client-service orientation implies helping or serving others, to meet their needs. It means focusing on discovering those needs, figuring out how to best meet them as well as putting into practice the Batho Pele spirit. The term "clients" refers to both internal and external clients. Effective Communication: Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering: verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Holding People Accountable: Acts to ensure others perform in accordance with clear expectations and goals. Emotional Intelligence: Capacity for recognising their own feelings and those of others, for motivating themselves and others as a result of this awareness, and for managing emotions within themselves and in others.

DUTIES: Draft contracts and legal instruments: Conduct and coordinate research into a range of legal issues. Draft contracts and develop the contracting process for reviewing contracts for compliance. Negotiate contracts on behalf of the GTAC/Jobs Fund. Provide effective and efficient legal advice to various internal stakeholders on legal issues concerning, amongst others the grant management, governance, compliance, litigation, dispute resolution and contract management.
Contract Management and Administration: Record all new instructions accurately and ensure that all records are easily accessible. Develop a policy document / framework to govern contract management within the Jobs Fund. Develop and maintain a register of standardized templates. Manage the provisioning of legal consulting and advisory services: Analyse request or instruction for legal support. Allocate request to relevant resource or take responsibility. Ensure quality of advice. Building understanding of legal issues, risks and obligations through advice. Ensure communications and training, especially for other legal services staff and managers. Ensure appropriate legal policies and practices are in place to manage the legal obligations and legal risks of the Jobs Fund effectively. Ensuring that professional best practice is achieved and maintained. Manage the drafting, reviewing and evaluation of contracts: Develop tactical and operational plan to ensure effective and efficient execution of drafting reviewing and evaluation of contracts. Ensuring compliance to legal standards when contracts are drafted. Ensuring that appropriate amendments and suggestions are effected to minimise risk. Ensure the proper evaluation of contracts to identify risk and compliance. Ensuring of legal compliance (regulatory and legislative): Develop legal guidelines for policy writing and adoption. Develop a legal framework for legislative compliance. Manage the control systems in relation to monitoring trends and track progress to ensure legal compliance. Provide a conducive climate for legal research. Be able to litigate on behalf of the fund and manage all litigation processes: Evaluate the extent of threats and/or risk arising from legal process. Determine legal approach to avoid risk and protect Jobs Fund’s interest. Set guidelines and control measures to be followed when in-sourcing legal professionals. Relationship Building and Strategic Management: Manage stakeholder alignment. Ensure and manage interaction with all relevant Jobs Fund stakeholders. Providing advice to the Head of the Jobs Fund and the Executive Leadership Team across the range of the JF’s legal interests, risks and obligations. Ensure legality assurance perspective to the Job Fund’s strategic and governance processes, particularly the executive decision-making process. Establishing and maintaining effective public service and professional networks. Working with business units to quality assure the work of both the Legal Services team and external service providers. People Management: Ensure the development of a high-performing team through embedding formal Performance Development and informally coaching staff on how to conduct the process effectively. Determine and analyse training and development needs for staff. Ensure that identified training is budgeted for and executed. Manage staff recruitment process, on boarding and induction of new staff members. Address poor performance of any team member through the formal Performance Improvement process. Pursue own development to increase personal effectiveness, acknowledging strengths and areas of development. Team Operations: Liaise with internal and external customers as required. Familiarise the team with the customer needs, specifications, and set targets. Provide staff members with the necessary guidance and support in resolving legal matters. Assure that the team sufficiently addresses all relevant issues/matters. Ensure deliverables are prepared to satisfy the project requirements, cost and schedule and are in line with the Operating Guidelines. Management and support of dispute resolution processes: Develop and manage dispute resolution framework for the Jobs Fund. Analyse nature of and complexity of dispute and allocate to appropriate resource or take responsibility of the process. Monitor and track progress on dispute to decide on appropriate cause of action to be taken (review or implement).

ENQUIRIES : Kaizer Malakoane Tel No: (012) 315 5442
CLOSING DATE : 23 April 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.

OTHER POSTS

POST 12/07 : SENIOR FAMILY ADVOCATE LP 9 REF NO: 19/29/KZN
Re-Advertisement

SALARY : R934 428 – R1 396 812 per annum Salary will be in accordance with OSD determination. The successful candidate will be required to sign a performance agreement.

CENTRE : Office of the Family Advocate - Pietermaritzburg

REQUIREMENTS : An LLB Degree or 4 year recognized qualification; At least eight 8 years appropriate post qualification litigation experience; Admitted as an Advocate of the High Court; Proven track record of managerial experience will be an added advantage; A valid driver’s license. Skills and Competencies: Good communication, both verbal and writing; Operations Management; Research, investigation, monitoring, evaluation and report writing skills with attention to detail. Analytical thinking; Dispute and Conflict Resolution Skills; Information Management.

DUTIES : Key Performance Areas: Execute the mandate of the Office of the Family Advocate; Perform all functions and duties of the Senior Family Advocate Head of Office in accordance with relevant legislation and departmental delegations; Ensure effective and Efficient institutional performance of the relevant Office of the Family Advocate; Manage and ensure effective and efficient service delivery at the various service points within the respective jurisdiction Head of Office), Performance Management, conduct advanced enquiries, training, mentoring and coaching of all occupational classes in the Office; Ensure compliance with policies and procedures by all staff members; Identification and implementation of Risk Management Plan; Reporting to the Principal Family Advocate.

ENQUIRIES : Mr J.N. Mdaka ☎ 031 372 3000
APPLICATIONS : Quoting the relevant reference number, direct your Application to: The Regional Head, Private Bag X54372, Durban, 4000 or Physical address: Recruitment Section, First Floor Reception, 2 Devonshire Place, Durban
POST 12/08: DEPUTY DIRECTOR: QUALITY ASSURANCE (X2 POSTS)

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

CENTRE: Regional office, Durban Ref No: 19/30KZN (X1 Post)
Kimberley Ref No: 18/19/NC (X1 Post)

REQUIREMENTS: A Bachelor Degree or 3 year National Diploma in Public Administration; Three 3 years management experience of which 3 years’ experience in office and district administration; A valid driver’s license; Knowledge of Public Service Regulations, and PFMA; Knowledge of departmental finance instructions, prescripts and delegations. Knowledge and experience in office and court administration will be added as advantage. Skills and Competencies: Computer literacy MS Office Excel; Presentations; Excellent communication skills written and verbal; Strong leadership skills; Strategic capabilities; Report writing.

DUTIES: Key Performance Areas: Exercise quality assurance services over administrative duties related to all resources i.e Finance, Human Resources, Procurement and Court operations; Co-ordinate strategic and business planning processes as well as the facilities, physical resources, information and communication related to courts; Manage assessment of physical resources; compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement strategies; Manage misconduct and maladministration investigations; Provide effective people management.

ENQUIRIES: Mr J.N. Mdaka ☎ 031 372 3000
Ms D. Kistoo ☎ 053 802 1300

APPLICATIONS: Durban: Quoting the relevant reference number, direct your Application to: The Regional Head, Private Bag X54372, Durban, 4000 or Physical address: Recruitment Section, First Floor Reception, 2 Devonshire Place, Durban
Kimberley: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Email or faxed applications will not be considered.

NOTE: Separate application must be made for each center quoting relevant reference number

POST 12/09: DEPUTY DIRECTOR: FINANCE (X2 POSTS)

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

CENTRE: Kimberley Ref No: 04/19/NC (X1 Post)
East London Ref No: 22/19EC (X1 Post)

REQUIREMENTS: An appropriate recognized three year B degree NQF level 6 in an Accounting, Finance, or Auditing related field, or equivalent qualification with Accounting as Major; A minimum of 5 years relevant financial experience of which at least 3 years must be as an Assistant Director in a financial field; PLUS the following key competencies: working knowledge and experience on BAS and PERSAL, Advanced knowledge of the PFMA and Treasury regulations, A valid driver’s licence. Skills and Competencies: Proven managerial, pro-active problem solving, verbal and written communication, supervisory skills; accuracy and attention to detail; advanced computer literacy MS Office, the ability to work under pressure and meet deadlines.

DUTIES: Key Performance Areas: Overseer and manage the following: Financial Accounting, Management Accounting, Financial: Statement Reporting, Payroll Management, Cash Management, Debts Management, Compliance: monitoring, and Audit facilitation functions in the Department; Provide a support service to the Regional: Head and all other managers in the Northern Cape region in the execution of their functions in terms of the Public Financial Management Act of 1999 and Treasury Regulations; Establish and maintain appropriate systems and internal control measures to ensure effective and efficient risk management, internal control, financial compliance, and resource management; Formulate creative and innovative solutions to enhance cost effectiveness and efficiency in output measures; Responsible for training and development of staff employed in
the financial expenditure management section; Assist the Regional Head in the prevention of unauthorized, irregular, and fruitless expenditure, any additional ad-hoc functions assigned.

ENQUIRIES
: Kimberley: Ms. Ronel de Klerk ☏ 053 802 1346
: East London: Mr. Z Madlingozi ☏ 043 702 7000

APPLICATIONS
: Northern Cape: 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.

: East London: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200.

NOTE
: Separate application must be made for each center quoting relevant reference number.

POST 12/10
: SENIOR ASSISTANT STATE ATTORNEY, LP5-LP6 REF NO: 19/29/SA

SALARY
: R482 907 – R1 133 979 Salary will be in accordance with OSD determination. The successful candidate will be required to sign a performance agreement.

CENTRE
: State Attorney: Kimberley

REQUIREMENTS
: An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 4 years appropriate post qualification legal litigation experience; The right of appearance in the High Court of South Africa will be an added advantage; Admission as a conveyancer will be an added advantage; A valid driver’s license. Skills and Competencies: Legal research and drafting; Case flow management; Computer literacy; Communication skills written and verbal with ability to moderate and lead people; Supervisory and mentoring skills; Creative and analytical; Problem solving and conflict management; Accuracy and attention to detail.

DUTIES
: Key Performance Areas: Guide and train Candidate State Attorneys; Handle litigation and appeals in the following Courts; Magistrates, High, Labour Courts, CCMA, Supreme Court of Appeal, Constitutional Court, Land Claims, Tax and Tax Tribunals; Draft and/or settle all types of contract on behalf of various clients departments; Render legal opinions and advices; Deal with all forms of arbitration, including inter-departmental arbitrations; Render conveyancing and notarial services.

ENQUIRIES
: Mr. E. Seerane ☏ 012 315 1780

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

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

POST 12/11
: COURT MANAGER (X2 POSTS)

SALARY
: R444 693 – R523 818 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE
: Magistrate Office: Krugersdorp Ref No: 2019/10/GP (X1 Post)
: Magistrate Office De Aar Ref No: 17/19/NC (X1 Post)

REQUIREMENTS
: Three 3 year qualification in Administration NQF level 6 and / or National Diploma in Services Management NQF level 5 plus the module on Case Flow Management or equivalent qualification; At least 3 year’s managerial or supervisory experience; Knowledge of an experience in office and district administration; Knowledge of Public Financial Management Act PFMA; Experience in managing Trust Third Party Funds and Vote Account; A valid driver’s license; Experience in the Court environment will be an added advantage; Skills and Competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication written and verbal; Computer literacy.

DUTIES
: Key Performance Areas: Co-ordinate and manage the financial, human resources, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and
communication related to courts; strategies; Lead and manage the transformation of the office; Manage the projects intended to improve court Compile and analyze court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement management; Manage service level agreements.

ENQUIRIES
Johannesburg: Ms. R R. Moabelo ☏ 011 332 9000
Kimberley: Ms. D. Kistoo ☏ 053 8021300

APPLICATIONS
Gauteng: Private Bag X6, Johannesburg, 2000, 7th Floor Schreiner Chambers, Corner Pritchard and Kruis Street, Johannesburg
Kimberley: Quoting the relevant reference number, direct your application to:
Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300 or hand delivers at the New Public Buildings, Magistrates Court of Knight and Stead Streets, 7th floor, Kimberley, 8301. Email or faxed applications will not be considered.

NOTE
Separate application must be made for each center quoting relevant reference number.

POST 12/12
OFFICE MANAGER REF NO: 19/26/MAS

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

CENTRE
Master of the High Court: Kimberley

REQUIREMENTS
Bachelor's Degree/National Diploma in Office Administration or equivalent qualification; At least 3 years’ experience in Administration environment; Knowledge of finance, procurement directives and procedures; Knowledge of all legislation and policies that inform the Department's administrative support activities; Knowledge of the core functions of the Masters Office; A valid driver’s license. Skills and Competencies: Communication skills verbal and written; Computer literacy MS Office; Financial management; Leadership and decision making; Analytical and presentation skills; Negotiation and numerical skills.

DUTIES
Key Performance Areas: Prepare all financial reports prescribed and required by management in accordance with general accepted administration practice; Provide required office administrative expertise; Manage documents and undertake policy or line function tasks as required; Coordinate external strategic alliances between the office and other stakeholder; Manage general support and resources services in the office; Provide effective people management.

ENQUIRIES
Mr. M. Maeko Tel No: 012 315 1996

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

NOTE
People with disabilities are encouraged to apply.

POST 12/13
IT CO-ORDINATOR REF NO: 19/31/KZN

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

CENTRE
Magistrate Court, Empangeni

REQUIREMENTS
Tertiary qualification: IT Diploma / Degree (NQF 6 coupled with minimum of 3 years relevant IT experience with training/project management modules; 2 years’ experience in rendering an IT related LAN Support service; Experience in network administration, help – desk first line support; Knowledge of government prescripts, regulations and laws; Knowledge of the development of user training manuals, guidelines and procedures and drafting of budget; Evaluation of End – User training; Knowledge of IT in Public Sector; Project Management, Change Management and LAN Support; One year experience in End User training; One year experience in Project Management; One year experience in systems management; A driver’s license Minimum Code 8; Skills and Competencies: Communication writing verbal, written and oral skills; Excellent writing skills; Training skills; Computer skills MSWord, PowerPoint, Outlook and Internet, etc; Problem solving and Analysis; Change Management; Presentation skills; Project
Management; Ability to offer lessons and practical training; Interpersonal relations; Planning and organizing; Ability to operate presentation equipment; Customer service orientation; Ability to work independently, under pressure and meet deadlines; Understanding of confidentiality in government; Diversity Management; Extensive travelling.

**DUTIES**

Key Performance Areas: Provide/conduct functional training on Business System Applications; Provide application first line support and liaison with the end-user on LAN Support; Liaise with contracted service providers at the regions; Conduct infrastructural assessment Applications Support and coordinate all the related activities within the region; Manage project for the rollout of Business systems and training; Provide end-user assistance with IT solutions and systems in the regions; Compile provincial reports on the IT system usage and Project Status reports.

**ENQUIRIES**

Mr. J.N. Mdaka ☎️ 031 372 3000

**APPLICATIONS**

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

**POST 12/14**

**ASSISTANT DIRECTOR REF NO: 19/40/MAS**

**SALARY**

R356 289 – R419 679 per annum. The successful candidate will be required to sign a performance agreement

**CENTRE**

Master of the High Court: Bloemfontein

**REQUIREMENTS**

3 year Bachelor’s Degree/ National Diploma or equivalent qualification in Finance/ Accounting; 3 years relevant experience in Finance environment; Knowledge of Public Finance Management Act PFMA, Treasury Regulations, Departmental Financial Instructions DFI, Public Service Act and other relevant legislation; Knowledge/ experience in recognized Accounting software will be an added advantage. Skills and Competencies: Computer literacy MS Word, Excel, Power Point and Outlook; Communication skills verbal and written; Interpersonal relations; Creative thinking; People Management; Technical proficiency; Analytical skills; Planning and organizing.

**DUTIES**

Key Performance Areas: Oversee verification of applications received and ensure daily payments; Administer and manage guardian’s Fund and compile reconciliation statements; Prepare report on fraud cases, interest losses, monitor the guardians funds cash flows; Provide effective people management.

**ENQUIRIES**

Mr. C. Msiza Tel No: 012 315 4754

**APPLICATIONS**

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

**NOTE**

People with disabilities are encouraged to apply.

**POST 12/15**

**ASSISTANT STATE ATTORNEY: LP3-LP4 (X3 POSTS)**

**SALARY**

R283 854 – R805 179. Salary will be in accordance with OSD determination. The successful candidate will be required to sign a performance agreement.

**CENTRE**

State Attorney: Polokwane Ref No: 19/31/SA (X1 Post)
State Attorney: Mahikeng Ref No: 19/34/SA (X2 Posts)

**REQUIREMENTS**

An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; Right of appearance in the High Court of South Africa; A valid driver’s license. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Communication skills written and verbal.

**DUTIES**

Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate’s Court, High Labour, CCMA, Supreme Court of Appeal, Constitutional Courts, Land Claims, Tax and Tax Tribunals; Draft legal documents and conduct legal research; Draft and/or settle all types of contracts on behalf of the various client departments; Preside over all forms of arbitration, including inter-departmental arbitrations; Furnish legal advice and opinions; Guide and train support staff; Draft, prepare and register conveyancing documents.
ENQUIRIES : Ms. K. Ngomani ☎️ 012 357 8661
APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X61, Pretoria, 0001 or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

NOTE : People with disabilities are encouraged to apply. A current certificate of good standing from the relevant law Society must accompany the application. Conveyancing will be an added advantage only in State Attorney: Polokwane.

POST 12/16 : SOCIAL WORKER SUPERVISOR REF NO: 05/19/NC

SALARY : R257 256 - R298 230 per annum. Salary will be in accordance with the OSD determination. The successful candidate will be required to sign a performance agreement.

CENTRE : Office of the Family Advocate: Kimberley
REQUIREMENTS : Bachelor's Degree in Social Work or equivalent qualification which allows for professional registration with the SACSSP; A minimum of 7 years appropriate experience in Social Work after registration as Social Worker with the SACSSP; A minimum of 5 years proven Social Work Supervisory Experience; Knowledge and experience in Mediation; Court experience in Evidence; Knowledge and application of Family Law, including Mediation in certain Divorce matters Act, Maintenance Act and Domestic Violence Act, Children’s Act inclusive of Hague Convention on International Child Abduction; A valid driver's license. Skills and Competencies: Supervisory skills; Computer literacy MS Word; Communication written and verbal skills; Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail.

DUTIES : Key Performance Areas: Assist in the supervision of the work of Family Counsellors; Conduct mediation and/or inquiries as part of a multi-disciplinary team in custody, access, guardianship, child abduction and related Family Law disputes; Evaluate information and compile forensic court reports and make recommendations to the best interest of children in family law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Travel to townships and rural areas to conduct inquiries and interview parties and source references in Family Law disputes.

ENQUIRIES : Ms. P. Molokwane ☎️ 053-8331069
APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300 or hand delivers at the New Public Buildings, Magistrates Court of Knight and Stead Streets, 7th floor, Kimberley, 8301. Email or faxed applications will not be considered.

POST 12/17 : LEGAL ADMINISTRATION OFFICER: RESEARCH MR3 – MR5 REF NO: 19/27/CLO

SALARY : R245 694 – R867 399 per annum. Salary will be in accordance with OSD determination. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria
REQUIREMENTS : An LLB Degree or a 4 year recognized legal qualification; At least 2 years appropriate post qualification legal experience; Sound knowledge of the South African Legal system, including Constitutional Law as well as the application of International Law; Knowledge of Multi Departmental Research; A valid driver’s license. Skills and Competencies: Computer literacy MS Office; Excellent communication skills written and verbal; Research skills; Legal interpretation; Legal drafting skills; Investigation; People management; Project Management.

DUTIES : Key Performance Areas: Conduct legal research, analyze, advise and make recommendations; Develop legal theories around the identified focal points; Draft legal reports and present them to the relevant stakeholders; Assist the Chief Director: Research with coordination within the Branch at a lower level.

ENQUIRIES : Ms. K. Ngomani ☎️ 012 357 8661
APPLICATIONS: Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

NOTE: People with disabilities are encouraged to apply.

POST 12/18: ASSISTANT MASTER MR3- MR5 REF NO: 19/23/MAS

SALARY: R242 064 – R867 399 per annum. Salary will be in accordance with OSD determination. The successful candidate will be required to sign a performance agreement.

CENTRE: Master of the High Court: Grahamstown

REQUIREMENTS: LLB Degree or four years recognized legal qualification; At least 2 years appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Compliance Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; Experience in the functional field and services provided by Masters of the High Court; A valid driver’s license. Skills and Competencies: Estate duties; Case flow management; Trust; Administration of estates; Legal research and drafting; Planning and organizing; Dispute Resolution; Time management; Communication skills; Ability to work under pressure and independently in a highly pressurized environment.

DUTIES: Key Performance Areas: Manage the administration of Deceased Estates, Insolvent Estates, Trust and Curatorship; Provide strategic direction to the office; Ensure that departmental policy, procedures and legislations are implemented; Manage the operations regarding the Guardian’s Funds and resources in the office; Ensure continuous quality improvement of processes and policies.

ENQUIRIES: Mr. C. Msiza Tel No: 012 315 4754

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

NOTE: People with disabilities are encouraged to apply.

POST 12/19: MAINTENANCE OFFICER MR1 – MR4 REF NO: 19/VA12/NW

SALARY: R186 828 - R332 823 per annum Salary will be in accordance with OSD determination. The successful candidate will be required to sign a performance agreement.

CENTRE: Taung Magistrate Court

REQUIREMENTS: LLB Degree or recognised 4 year legal qualification: Extensive knowledge of the maintenance system and family law matters: Proficiency in the following languages; Setswana, English and Afrikaans. IsiXhosa will be an added advantage: Knowledge of Maintenance Act 99/1998: Understanding of all services and procedure in the area of Maintenance and other areas; A valid driver’s licence. Skills and Competencies: Excellent communication skills verbal and written; Computer literacy MS Office; Numeracy Skills; Communication skills; Facilitation and mediation skills; Litigation skills; Legal terminology and process in simple language skills; Good interpersonal relations; Innovative and work under pressurized environment.

DUTIES: Key Performance Areas: Perform the powers, duties or functions of Maintenance Officer in terms of the Maintenance Act; Obtain Financial Information for the purpose of Maintenance enquiries; Guide Maintenance Investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench orders: Supervision of the Family Law Section: Mentoring and Coaching: Ensure compliance with disciplinary code: Manage performance of subordinate.

ENQUIRIES: Ms. L. Shoai at 018 397 7054

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.
POST 12/20 : ESTATE CONTROLLER EC1- EC4 REF NO: 19/35/MAS

SALARY : R186 828 per annum. Salary will be in accordance with OSD determination. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Master of the High Court: Port Elizabeth

REQUIREMENTS : An LLB degree or recognized four years legal qualification. Skills and Competencies: Legal research and drafting; Case flow management; Estate duties; Trust; Dispute resolution; Communication skills verbal and written; Problem solving; Customer focus; Attention to detail; Computer literacy.

DUTIES : Key Performance Areas: Administer deceased and Insolvent Estates, Curatorship’s, Trusts and all aspects related to the administration thereof; Determine and assess estate duties in terms of the Estate Duties Act; Conduct research and draft legal documents; Render administrative functions of the office.

ENQUIRIES : Mr. M. Lehong ☎ 012 315 1264

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

NOTE : People with disabilities are encouraged to apply.
OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice 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, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55) of 1998 and the relevant Human Resources policies of the Department will be taken into consideration. Women and People with Disabilities are encouraged to apply.

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54372, Durban, 4000, or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 1st floor, 2 Devonshire Place, off Anton Lembede Street, Durban.

CLOSING DATE: 12 April 2019

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

OTHER POST

POST 12/21: JUDGES SECRETARY REF NO: 2019/477/OCJ
Re-Advert

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

CENTRE: Durban High Court

REQUIREMENTS: Grade 12, LLB, or a minimum of 20 modules completed towards an LLB, BA or BCom Law Degree will serve as an added advantage and results must be attached, 1 to 3 years Secretarial experience or Office Assistant, A valid driver’s license. Shortlisted candidates will be required to pass a typing test; Skills and Competencies: Proficiency in English; Good communication skills (verbal and written); Administration and organizational skills; Exceptional interpersonal skills; Ability to meet strict deadlines and to work under pressure and attention to detail; Customer care service skills and excellent typing skills; Confidentiality and time management; Computer literacy (MS Word) and Research capabilities.

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

ENQUIRIES: Ms L Marrie Tel No: (031) 372 3164
Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), by mail to Private Bag X944, Pretoria, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria, www.dpme.gov.za

For Attention: Ms J Mchunu

Closing Date: 12 April 2019 @ 12:00 pm

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

Other Post

Post 12/22

Senior Supply Chain Officer: Assets, Fleet and Mobile Accounts Management Ref No: 006/2019

Unit: Assets, Fleet and Mobile Accounts

Salary: R299 709 per annum (Level 08) plus benefits

Centre: Pretoria

Requirements: A 3 years’ tertiary qualification (NQF 6) in Supply Chain Management, Logistics or equivalent with at least 4 years’ relevant experience of which 2 years must be in Assets management and 2 years at supervisory level. Must have knowledge of SCM procedures and policies, PFMA, PPPFA and National Treasury Regulations, Computer literacy and sound knowledge of Microsoft Office suite applications is
essential and LOGIS. Should possess the following skills: Ability to apply technical/professional skills. Ability to accept responsibility, work independently, and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication skills. Must have good Interpersonal relations, Planning and Execution skills and good leadership skills. Ability to Manage/Control financial resources and supervise staff. Must have the ability to delegate and empower subordinates. Knowledge of PFMA and Treasury Regulations and Public Service Act and Regulations as well as Supply Chain procedures and policies. Valid driver’s license will be an added advantage.

**DUTIES**

The successful candidate will be responsible to provide effective and efficient assets, fleet and mobile accounts management services to the Department. This entails provisioning of assets maintenance in the department: Repairs of assets ensured where necessary; Updating of asset register and the recording and barcoding of new assets ensured; Disposal of assets properly administrated; Asset verification accurately done annually and regular reporting on assets on time. Provisioning of fleet management services in the department: General maintenance of lease and departmental vehicles, as well as high level vehicles ensured; Up-keeping and general management of the entire fleet provided; Hiring of vehicles when needed (e.g. when ministerial vehicles are in for services) and regular reporting on financial matters/implications regarding the fleet on time. The provisioning of mobile accounts management for the department: Proper maintenance of cell phone records ensured; Support provided with the process of payment of mobile accounts and monitoring of usage effectively administered and supervision of staff: The allocating and checking of work; The authorising of work (quality control and sign off); Formal disciplinary authority and performance Management and Development.

**ENQUIRIES**

Ms J Mchunu Tel No: (012) 312-0462
ANNEXURE H

The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts and with persons whose appointment will promote representativity, will receive preference.

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

FOR ATTENTION: Ms N.P Mudau

CLOSING DATE: 12 April 2019 at 16h00

NOTE: An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Applications must be submitted on a signed Form Z83, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified copies of qualifications and an Identification Document (Not Older than 3 months). Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will NOT be accepted. People with disabilities are encouraged to apply.

OTHER POSTS

POST 12/23: LEGAL TRANSACTION ADVISOR (OFSP) REF NO: 2019/63
(36 Months contract)

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

CENTRE: Head Office

REQUIREMENTS: An LLB degree with minimum 5 years of post-qualified working experience in Corporate Law; Contracts Management proven background on corporate law (PFMA, contract law, tax law, accounting, securities law, bankruptcy, intellectual property rights, licensing, zoning laws). Understanding of specialised knowledge of law of contracts and general administration of contracts within an organisational context; Advice on PPP structuring and contracts; Public Finance Management Act; Treasury Regulations. Skills: Legal, with relevant law and experience in the drafting and negotiating of PPP and other agreements; Technical legal due diligence; Contract management; Project management Legal; Understanding advance legal and transaction structuring concepts. Work to tight deadlines. Willing to adapt work schedule in accordance with office requirements.

DUTIES: Consult and handle all corporate legal processes (e.g. intellectual property, mergers & acquisitions, concessions, financial offerings, compliance issues, transactions, agreements, lawsuits, patents) emanating from the Financial Sustainability Programme: Conduct legal research to keep abreast of all relevant changes of laws and advice management on the required changes and impact to OFSP operations; Advice the OFSP with all functions related to signing the final agreement through to financial close. Develop PMTE’s position on legal issues in conclusion of business deals with bidders: Ensure that all agreements reached are incorporated into all the financial, commercial and legal documentation, and Assist with drafting the necessary and related correspondence. Compile the necessary submissions for the programme to obtain approval, including a comprehensive legal due diligence of the Accounting Officer/Authority has been completed. Conduct independent risk assessment on corporate legal processes, transactions
and agreements emanating from the Financial Sustainability Programme. Undertake legal risk assessment and identify all material risks, evaluate and consequently allocate to either the private sector/bidder or the Programme. Draft and administer all contracts within the PMTE’s Financial Sustainability Programme; Commission and navigate study on identifying and capitalizing hidden assets; Suggest income generating asset class strategies for implementation by the Trading Entry. Prepare contractual documents in accordance with best industry practice and applicable laws and regulations.

**ENQUIRIES**

Mr C Mokgoro Tel No: (012) 406 2165

**POST 12/24**

ANALYSTS: OFSP (X6 XPOSTS) (USER CHARGES MODEL REF NO: 2019/64A X2 POSTS, FINANCE MODEL REF NO: 2019/64B X2 POSTS AND REVENUE GENERATION REF NO: 2019/64C X2 POSTS) (36 Months contract)

**SALARY**

R697 011 per annum (All Inclusive Salary package) (Total package to be structured in accordance with the rules of the Middle Management Service).

**CENTRE**

Head Office: Pretoria

**REQUIREMENTS**

A three year tertiary qualification in Accounting, Finance, Statistics or Economics and relevant experience in business finance or other relevant environment where data mining and monitoring and the building of financial models were the primary focus. Experience in analysing large data using quantitative techniques. Knowledge: Public Finance Management Act; Treasury Regulations; General Reporting Accounting Practice (GRAP); General Accepted Accounting Practice (GAAP); Financial directives and procedures; MS Office-Word, Excel & Power Point; Research and information gathering; Create financial forecasts; Work with and understand large data files; Data management tools such as Access, SQL and analysing large data using quantitative techniques. Skills: Strong analytical (quantitative as well as qualitative) skills; Building models, data mining and on line market research skills; Advanced MS Excel skills; extract, analyse and interpret data; planning; report writing; presentation; problem solving, research; analytical thinking; resourcefulness; understanding advance financial concepts and ability to communicate at all levels. Personal attributes: innovative; trustworthy; approachable; assertive; people orientated; hardworking; interpersonal skills; self-motivated and self-starter; passion to improve business efficiencies and work tight deadlines. Other: Willing to adapt work schedules in accordance with office requirements.

**DUTIES**

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

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

POST 12/25: PROFESSIONAL TOWN AND REGIONAL PLANNER REF NO: 2019/65

SALARY: R585 366 - R630 597 per annum (All-inclusive OSD salary package)

CENTRE: Head Office (Pretoria)

REQUIREMENTS: B degree in Urban/Town and Regional Planning or Environment Management Studies with relevant experience in Town and Regional Planning and environmental issues; Registration with SACPLAN as a professional Town and Regional Planner or with South African Council for Natural Scientific Professions (SACNASP). Knowledge: Town & Regional legal and operational compliance; Town & Regional systems and principles; Project Management; Research and development; Knowledge of legal compliance; Public Finance Management Act; Occupational Health and Safety Act; Supply Chain Management; Contract Management. Skills: Ability to undertake critical review/analysis and provide technical advice; Ability to maintain integrity of confidential information; Financial administration; Effective verbal communication; Advanced technical report writing; Computer Literacy. Programme and project management; Interpersonal and diplomacy skills; Problem solving; Decision making; Motivational skills; Conflict resolution; Ability to work under stressful situations; Ability to communicate at all levels. Drivers’ license; Prepared to travel; willing to adapt to working schedule in accordance with office requirements.

DUTIES: Ensure the application of town and regional planning principles in land development; facilitate and provide technical assistance to professional teams on all aspects regarding town and regional planning projects; ensure adherence to legal requirements; co-ordinate, evaluate and monitor the implementation of development in compliance with applicable legislation and town and regional planning standards and guidelines; ensure the compilation and adoption of technical and planning standards, norms and guidelines; formulate, interpret and implement planning legislation, guidelines, policies and regulations; facilitate site clearance in terms of Project Execution Plans and manage site clearance standards as agreed with Project Managers; Plan and design to ensure sustainable human settlement; Compile of spatial development frameworks (SDF) (as part of the IDP processes); Compile guidelines and evaluate land use management schemes (LUMS). Human Capital Development-Mentor, train and develop candidate town and regional planners and town and regional planners to promote skills/knowledge transfer and adherence to sound town and regional planning principles and code of practice; Supervise town and regional planning work and processes; Performance management and development. Office administration and budget planning; Prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement SCM and personnel human resource administration; Monitor and control expenditure; Report on expenditure and service delivery. Extent of effective town and regional planning application. Extent of effective management of personnel. Extent of effective office administration and budget planning. Research and development; Continuous professional development to keep up with new technologies and procedures; Research/literature studies on town and regional planning technology to improve expertise; Liaise with relevant bodies/councils on town and regional planning-related matters. The extent of effective and efficient research and development.

ENQUIRIES: Mr. Malusi Ganiso Tel No: (012) 406 1035
DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

APPLICATIONS: Applications can be submitted by post to: The Registry Office, Department Small Business Development, Private Bag X672, Pretoria 0001 or hand delivered at Block G, the dti Campus, 77 Meintjies Street, Sunnyside, Pretoria.

CLOSING DATE: 12 April 2019 at 16h00. Applications received after the closing date will not be considered.

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

OTHER POST

POST 12/26: COOPERATIVES PROGRAMME DESIGN AND SUPPORT OFFICER REF NO: COOPS/10/19

SALARY: R299 709 per annum
CENTRE: Pretoria
REQUIREMENTS: A National Diploma/B. Degree in Business Administration, Accounting, Development Finance or Economics (NQF level 6/7) with at least 1 year experience in Business Administration, Accounting, Development Finance or Economics. Additional: Confidential Security Clearance, Computer literacy on an Advanced level (MS Suite / Excel).

DUTIES: Screen and assess applications and claims. Confirm all required information and documentation are available. Confirm that the applications / claims conform to requirements. Conduct feasibility and post-investment inspections. Process applications and claims. Manage allocated projects. Conduct workshops and information sessions. Present findings to technical and adjudication committees. Communicate with internal and external stakeholders and customers with etiquette.

ENQUIRIES: Enquiries for all advertised posts should be directed to the recruitment office on (012) 394-41440/45286/43097

NOTE: EE requirements: Preference will be given to African Male / Coloured Male & Female / White Male and People with disabilities.
ERRATUM: kindly note that the post of Candidate Construction Project Manager Ref No: CCPM/IDM/2019/03/33 (For Central-Office, Johannesburg) advertised in Public Service Vacancy Circular 10 dated 15 March 2019, the salary scale has been amended as follows: R585 366 - R621 291 per annum (All-inclusive package) The Department will determine the salary notch based on years of experience post registration as a Candidate. Kindly note that the post of Senior Manager Nursing (Level 3 Hospital) (for Chris Hani Baragwanath Academic Hospital) with Ref No: CHBAH 121 advertised in Public Service Vacancy Circular 11 dated 22 March 2019, The Directorate has been amended from Paediatrics and Child Health to Nursing Services. Kindly note the post of Middle Manager Financial Reporting with Ref No: MSD 2019/03/01 (for Medical Supplies Depot) Advertised in public service vacancy circular 10 dated 15 March 2019 has been withdrawn, enquiries Mr. K Kasumba Tel No: (011) 628 9141.

OTHER POSTS

POST 12/27: DENTAL SPECIALIST/ SENIOR LECTURE GRADE 1/2/3
Directorate: Periodontics and Oral Medicine

SALARY: R1 051 368 – R1 744 191 per annum (All inclusive package)
CENTRE: University of Pretoria Oral Health Centre
REQUIREMENTS: The candidate must be in possession of the MChD (OMP) degree or equivalent qualification to allow registration with the HPCSA as a specialist in Oral Medicine and Periodontics. An excellent undergraduate and postgraduate academic achievement record as well as a special interest in Oral Medicine will be a recommendation. The candidate must have experience in undergraduate and postgraduate training in Oral Medicine and have published in this field.
DUTIES: The successful candidate will, in addition to service rendering pertaining to the specialty of Oral Medicine and Periodontics, be tasked with undergraduate and postgraduate teaching and the development of the Oral Medicine Curriculum. The successful candidate will also be expected to participate in the research activities of the Department. Departmental duties may be assigned to the candidate.
ENQUIRIES: Prof. JC Marnewick Tel No: 012 319 2426
APPLICATIONS: Quoting the relevant reference number. Direct applications must be delivered to Ms I Swart, Human Resource Management at Louis Botha A Building, Room 1.28, Dr. Savage Road, Riviera, Pretoria or mail to Ms I Swart PO Box 1266, Pretoria, 0001.
NOTE: Kindly attach certified copies of your Qualifications, Identity book, Curriculum Vitae, HPCSA Registration and Z83. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful.
CLOSING DATE: 12 April 2019

POST 12/28: DENTAL SPECIALIST/ SENIOR LECTURER GRADE 1/2/3
Directorate: Prosthodontics

SALARY: R1 051 368 – R1 744 191 per annum (All inclusive package)
CENTRE: University of Pretoria Oral Health Centre
REQUIREMENTS: MChD or an MDent in Prosthodontics, registration with HPCSA as a prosthodontist and a minimum of five (5) years’ experience as a specialist in this field. Candidates must have experience of teaching and training of undergraduate and postgraduate students in both crown and bridge work and removable prosthodontics. Particular skills and expertise with CAD/CAM technology and removable partial denture
design. Didactic lecturing experience and evidence of knowledge and application of valid and reliable assessment methods. A record of research in the field. Experience in management and administration. Recommendations: Any additional qualifications/ current study and supervision of research projects will be advantageous.

**DUTIES**
The successful candidate will be expected to carry out clinical and didactic teaching of undergraduate and postgraduate students in fixed and removable prosthodontics, be the course coordinator of the final (fifth) year fixed / removable programme including preparation of lecture schedule, lecturing, setting and marking test, providing remediation, conducting continuous assessment by means of monitoring students clinical and academic performance, scheduling and delivery of partial denture design tutorials, rendering of treatment to patients, administrative duties and undertaking research.

**ENQUIRIES**
Prof. LM Sykes Tel No: 012 319 2681

**APPLICATIONS**
Quoting the relevant reference number. Direct applications must be delivered to Ms I Swart, Human Resource Management at Louis Botha A Building, Room 1.28, Dr. Savage Road, Riviera, Pretoria or mail to Ms I Swart PO Box 1266, Pretoria, 0001.

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

**CLOSING DATE**
12 April 2019

**POST 12/29**
MANAGER NURSING (LEVEL 3 HOSPITALS) REF NO: REFS/003823
Directorate: Nursing

**SALARY**
R902 550 per annum (Plus benefits)

**CENTRE**
Dr. George Mukhari Academic Hospital

**REQUIREMENTS**
Basic qualification accredited with the SANC in terms of Government Notice 425 i.e. (diploma/degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration with SANC as a Professional Nurse and Proof of current registration. A minimum of 10 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognizable experience at management level. Less one year from experience for candidates appointed from outside public service after complying with registration requirements. Must have sound management and communication skill, good interpersonal relations and be computer literate. Must be willing to work beyond the call of duty.

**DUTIES**
Lead and give direction to nursing services and overall control of quality patient care. To put systems in place to ensure that service delivery meet the required standards as laid down in the policies, procedures and strategic goal of the Gauteng Department of Health. Be conversant with Nursing Act, Mental Health Act and other legislative framework governing the nursing profession. Develop standard operating procedures for safe patient/ client care and monitor the implementation thereof. Be able to resolve personnel and client problems amicably. Collaborate with other team members in the hospital to identify actual and potential risks. Implement and ensure compliance to National Core Standards and Six key priorities within the areas of responsibility. Human resource development and management of personnel within areas of responsibility. Proactively identify continuing professional development (CPD). Ensure implementation of out and in-reach programs within the catchment and referral areas of the Institution. Assist with budget, Human resources and equipment management within area of responsibility. Participate in Research projects to improve the quality of care. Implement strategic plan for nurse education, training and practice. Monitor and report deliverology statistics. Participate actively in institutional engagements and contribute.
ENQUIRIES: Dr. Nkosi L.J, Tel No: (012) 529 3696
APPLICANTS: 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: 12 April 2019

POST 12/30: DEPUTY MANAGER NURSING (INTERNAL ASSESSMENT UNIT) REF NO: DMN/020/2019
DIRECTORATE: Quality Assurance
SALARY: R801 918 per annum (plus benefits)
CENTRE: Central Office- Johannesburg
REQUIREMENTS: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council as a professional nurse. Degree or Diploma in Nursing Administration or Nursing education will be an added advantage. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as a professional nurse with SANC in General Nursing. At least four (4) years of the period referred to above must be appropriate/recognizable experience at management level. Current registration with SANC. Knowledge and understanding of National Core Standards/Regulated Norms and Standards, Policies and Acts. Computer literacy (i.e. Ms. Word, PowerPoint and Excel). Ability to work independently, and in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills. Applicant must be in possession of a valid South African driver’s license.

DUTIES: Provide leadership within the Directorate in the implementation of the Departmental Strategic Plan and Annual Performance Plan (APP). Develop operational plans in line with the APP. Provide guidance in the process of self–assessments by coordinating, supporting the Health Establishments’ Managers on Quality issues, and staff to perform their duties in this regard. Utilize available resources to support the Health Establishments with self-assessments and the subsequent improvements required to ensure compliance. Support health establishment in development, implementation and monitoring of Quality Improvement Plans (QIPs). Support health establishments during OHSC inspections. Consolidate and submit provincial reports addressing the glaring gaps that have been identified during self-assessments and audits by OHSC. Orientate and train Managers in all health establishments on the National Core Standards/Regulated assessment tools and disseminate material to support implementation. Monitor progress of self-assessments, provide quarterly reviews, revisions, evaluations against the APP indicators through monthly submissions, quarterly and annual reports of performance of all the health establishments in the Province.

ENQUIRIES: Ms. P. Ntamane Tel No: 082 372 0549/063 685 9226
APPLICANTS: The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 45 Commissioner Street (corner Kort Street), Marshalltown, 2107 or apply online by visiting www.gautengonline.gov.za
NOTE: Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Application without proof of necessary documents will be disqualified. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic 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 tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful
candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representativity will receive preference.

**CLOSING DATE**: 12 April 2019

**POST 12/31**: DEPUTY MANAGER NURSING (WAITING TIMES AND PROJECTS) REF NO: DMN/021/2019

**Directorate**: Quality Assurance

**SALARY**: R801 918 per annum (plus benefits)

**CENTRE**: Central Office- Johannesburg

**REQUIREMENTS**: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council as a professional nurse. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as a professional nurse with SANC in General Nursing. At least four (4) years of the period referred to above must be appropriate/recognizable experience at management level. Current registration with SANC. Knowledge and understanding of National Core Standards/Regulations Norms and Standards, Policies and Acts. Computer literacy (i.e. Ms Word, PowerPoint and Excel). Ability to work independently in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills. Applicant must be in a possession of a valid South African driver’s license.

**DUTIES**: Provide leadership within the Directorate in the implementation of the Departmental Strategic Plan and Annual Performance Plan (APP). Develop operational plans in line with the APP. Provide guidance in the process of strengthening Quality Assurance programme of reducing waiting times in health establishments by coordinating and supporting the health Establishments' Managers and staff to perform their duties in this regard. Support health establishments in development, implementation and monitoring of Quality Improvement Plans (QIPs) aimed at waiting times reduction. Coordinate queue management in the healthcare establishments. Train frontline workers in proper and effective queue management. Improve down referrals of appropriate patients from Central to Regional, District, CHCs and Clinics. Monitor compliance with standard of practice and conduct support visits to institutions to introduce corrective measures where gaps and variations have been identified. Identify and determine percentage of hospitals with OPD and Accident and Emergency Departments (P1, P2 and P3) waiting times below agreed benchmarks. Identify and determine percentage of hospitals with file collection and pharmacy waiting time below agreed benchmark of 120minutes. Capacitate stakeholders with regards to project on care and management of integrated wounds including surgical operated wounds, pressure ulcers and hospital acquired burns. Conducting Peer reviews and workshops for the integrated wounds management.

**ENQUIRIES**: Ms. P. Ntamane, Tel No: 082 372 0549/063 685 9226
APPLICATIONS: The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 45 Commissioner Street (corner Kort Street), Marshalltown, 2107 or apply online by visiting www.gautengonline.gov.za

NOTE: Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Application without proof of necessary documents will be disqualified. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic 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 tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representativity will receive preference.

CLOSING DATE: 12 April 2019

POST 12/32: REGISTRAR (X1 POST)
Directorate: Maxillo-Facial and Oral Surgery

SALARY: R780 612 – R816 264 per annum (All-inclusive package)

CENTRE: University of Pretoria Oral Health Centre

REQUIREMENTS: Registration with the HPCSA in the category Independent Practice as a Dentist, or Dentist and Medical Doctor. A postgraduate qualification in Oral Surgery, ALTS certification and Primary subjects passed (in accordance with the regulations of the College of Maxillofacial and Oral Surgery – CMSA) is mandatory. At least three (3) years’ experience after obtaining the tertiary qualification.

DUTIES: Training in Maxillo-Facial and Oral Surgery. Service delivery and patient care. Undergraduate and post-graduate clinical teaching. Research (output of master's dissertation/essay and at least one publication). Exercise control over all functions and personnel under his/her supervision, in conjunction with the supervisor.

ENQUIRIES: Dr. S Naidoo Tel No: 012 319 2454/2232

APPLICATIONS: Quoting the relevant reference number. Direct applications must be delivered to Ms. I Swart, Human Resource Management at Louis Botha A Building, Room 1.28, Dr. Savage Road, Riviera, Pretoria or mail to Ms I Swart PO Box 1266, Pretoria, 0001.

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

CLOSING DATE : 12 April 2019

POST 12/33 : DENTIST/ LECTURER GRADE 1/2/3
Directorate: Prosthodontics

SALARY : R757 707 – R1 295 025 per annum (All inclusive package)

CENTRE : University of Pretoria Oral Health Centre

REQUIREMENTS : BChD or BDS degree, registration with HPCSA a dentist, and a minimum of five (5) years’ clinical practice. Candidates must have experience of teaching and training of undergraduate students in both crown and bridge work and removable prostodontics. Particular skills and expertise with CAD/CAM technology and removable partial denture design. Didactic lecturing experience and evidence of knowledge and application of valid and reliable assessment methods. Recommendations: A record of research experience and any additional qualifications. Current study will be advantageous.

DUTIES : The successful candidate will be expected to carry out clinical and didactic teaching to undergraduate students predominantly in fixed prostodontics, to coordinate and oversee all aspects of crown and bridge work including lecturing, staff rosters, clinical supervision, and setting and evaluation of the final clinical and theory examinations, rendering of treatment to patients, specific administrative duties as agreed upon with the Head of Department and undertaking research.

ENQUIRIES : Prof. LM Sykes Tel No: 012 319 2681

APPLICATIONS : Quoting the relevant reference number. Direct applications must be delivered to Ms. I Swart, Human Resource Management at Louis Botha A Building, Room 1.28, Dr. Savage Road, Riviera, Pretoria or mail to Ms I Swart PO Box 1266, Pretoria, 0001.

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

CLOSING DATE : 12 April 2019

POST 12/34 : DEPUTY DIRECTOR: REGIONAL TRAINING CENTRE REF NO: DDRTC/022/2019 (X3 POSTS)
Directorate: Professional Development

SALARY : R697 011 per annum (plus benefits)

CENTRE : Regional Training Centre (JHB Metro District/ Westrand, Ekurhuleni/Sedibeng and Tshwane)

REQUIREMENTS : A 3 to 4-year Degree/Diploma in any Human Sciences Fields. Additional qualification in Education and Human Resources Management. 5-year experience in the Training and development as middle manager (level 9 or 10). Registration with the relevant statutory council as a professional. Knowledge of Health Sciences environment and legislation applicable to Public Health. Ability to develop curricula. Experience in the field of HIV, AIDS, STI and TB, MCWYH, NCD and Primary Mental Health. Competencies needed: Good Communication (Written, Verbal, Presentation and negotiation) skills. Ability to supervise, mentor and manage team. Knowledge in Project, Financial, Risk and Procurement. Ability to function independently. Knowledge of PFMA. Knowledge of curriculum development, policy development and application. Proficient in computer skills in particular Excel, Word, Power Point and Outlook, (candidate will be subjected to computer skills test). Valid driver’s license and ability to drive. Knowledge of policy development and application. Attributes: Ability to make informed decisions and solve problems. A high level of diligence and commitment in ensuring that all duties are performed according to standard, quality and meet time frames set for submission of training

**DUTIES**

Overall Management of the RTC. Responsible for the performance of the development of the RTC Business Plan. Objectives. Align, plan, coordinate, manage monitor and evaluate the Regional Training Centre related activities of the Professional Development Sub Directorate in response to the identified needs to meet the goals of the Department. Develop and manage systems for internal financial control and procurement systems for the RTC in line with departmental procedures. Advise on curriculum development, manage accreditation of the new training programmes and skills programmes for mid-level workers. Management of Personnel. Liaise with Higher Education Institutions and School of Public Health on National and Provincial priority health projects. Develop tools for monitoring and evaluation of training programmes. Compile skills audits and training needs analysis reports. Compile training information and statistics reports monthly, quarterly and annually.

**ENQUIRIES**

Ms MH Lawrence Tel No: 079 881 5720

**APPLICATIONS**

The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 45 Commissioner Street (corner Kort Street), Marshalltown, 2107 or apply online by visiting www.gautengonline.gov.za

**NOTE**

Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Application without proof of necessary documents will be disqualified. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic 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 tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/ promotion/ appointment will promote representativity will receive preference.

**CLOSING DATE**

12 April 2019

**POST 12/35**

DEPUTY DIRECTOR: PRIMARY HEALTH CARE RE-ENGINEERING (CHWS, WBOTS AND EPWP) PROVINCIAL COORDINATOR REF NO: DDPHC/023/2019

Directorate: District Health Services

**SALARY**

R697 011 per annum (All-inclusive package)
CENTRE  :  Central Office - Johannesburg
REQUIREMENTS  :
Degree or National Diploma in Health or Social Science. A minimum of 5 years' credible relevant experience working in District Health Services Primary Health Care or HAST. Extensive knowledge of Expanded Public Works Programme (EPWP), Community Health Workers Programme (CHWP), and Ward based Outreach Teams (WBOT) and Training. Knowledge of the PFMA and the South African Qualification Authority (SAQA) Training Framework. Project Management, research, and analytical skills. A valid driver’s license. Ability to function independently. Computer literacy and proficiency in Microsoft Office in particular Word and PowerPoint. Coordination, problem solving and negotiations skills. Good written and verbal communication skills. A high level of diligence and commitment in ensuring that all duties are performed within timeframes and that outputs are of quality standard. Strong leadership and supervisory skills. Sound knowledge of Public Service policies and guidelines including Code of conduct. Registration with a Professional Body will be an added advantage.

DUTIES  :
Coordinate the implementation of the EPWP/ CHWP and WBOT in the Province.
Lead the EPWP social sector and coordinate the Ward Based structures. Liaise with relevant stakeholders in the EPWP sector and WBOT. Manage and Supervise the EPWP and WBOT Coordinators in the five Districts. Coordinate the EPWP Training in line with SAQA framework and develop the EPWP participant’s career exit strategy. Maintain the implementation of Sound Financial Management and effective communication in the EPWP social sector. Develop the EPWP annual business plan and allocate budget according to the EPWP key priorities.

ENQUIRIES  :
Mrs. F. Kgatoke Tel No: (011) 355-3217

APPLICATIONS  :
The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 45 Commissioner Street (corner Kort Street), Marshalltown, 2107 or apply online by visiting www.gautengonline.gov.za

NOTE  :
Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Application without proof of necessary documents will be disqualified. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic 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 tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/ promotion/ appointment will promote representativity will receive preference.

CLOSING DATE  :
12 April 2019
POST 12/36 : DEPUTY DIRECTOR: TRANSFER PAYMENTS REF NO: DDTP/024/2019
Directorate: Budget Management (Transfer Payments)

SALARY : R697 011 per annum (plus benefits)
CENTRE : Central Office

DUTIES : Review and update Memorandums of Agreements (MOAs)/ Service Level Agreements (SLAs). Update transfers budget on database for MTEF and adjustment. Compile gazetting information on transfers to municipalities. Analyze quarterly expenditure reports from funded entities for compliance. Clear misallocations. Manage financial monitoring and support of funded NPOs. Perform monitoring visits to funded NPOs and entities. Authorize payments to funded/contracted NPOs and other entities. Coordinate Transfer Certificates. Monitor the implementation of the findings and recommendations of the AG. Respond to AG queries. Attend quarterly Grant Management meetings. Check and authorize monthly Annexures to Interim Annual Financial Statements (IAFS).

ENQUIRIES : Ms S Masemola at 0713844593
APPLICATIONS : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 45 Commissioner Street (corner Kort Street), Marshalltown, 2107 or apply online by visiting www.gautengonline.gov.za

NOTE : Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Application without proof of necessary documents will be disqualified. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic 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 tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representativity (race,
(gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/ promotion/ appointment will promote representativity will receive preference.

**CLOSING DATE** : 12 April 2019

**POST 12/37** : PRODUCTION PHARMACIST REF NO: KPHT/05/19

**CENTRE** : Kalafong Provincial Tertiary Hospital

**SALARY** : R655 980 per annum (plus benefits)

**REQUIREMENTS** : Grade 12, B Pharm qualifications. Registration with SA Pharmacy Council as a Pharmacist. Skills: Excellent communication and information skills, team builder, basic administrative and computer skills, training skills, counselling skills, Research, development and Statistical analysis skills, supervisory/ motivational skills, problem solving and decision making, basic financial management skills, project management skills, policy analysis skills, Monitoring and evaluation skills, presentation skills. Customer focused and responsiveness. Sound knowledge of legislation applicable to pharmacy practice, Human Resource management and staff relation. Appropriate clinical and theoretical knowledge.

**DUTIES** : Keep surveillance on medicine consumption in the department. Supervise, Coordinate all administrative functions of the department. Dispensing of medicine. Monitor and evaluate the quality of service in the department. Control of budget for the department. Ensure adherence to the dispensing and GPP standards as set out by the SAPC. Manage, monitor and evaluate pharmacy staff in the unit. Ensure adherence to both hospital and drug availability and avoid wasteful and fruitless expenditure. Support the Pharmacy Manager in effective administration of the pharmacy department. Produce relevant reports. Registration as tutor. Assist with on-call and after hour duties. Ability to work under pressure, Observe all Batho Pele principles.

**ENQUIRIES** : Ms. TM Sono Tel No: (012) 318-6839

**APPLICATIONS** : 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](http://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](http://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 3 months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. It is the department’s intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. 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** : 12 April 2019
POST 12/38: ASSISTANT MANAGER NURSING (SPECIALTY) PNB-4 CRITICAL CARE REF NO: REFS/003822 (X1 POST)
Directorate: Nursing

SALARY: R581 826 per annum (Plus benefits)
CENTRE: Dr. George Mukhari Academic Hospital
REQUIREMENTS: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with SANC as a Professional Nurse and proof of current registration. A 1 year post basic nursing qualification in Nursing Administration. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of appropriate/recognizable experience in the specialty area after obtaining the 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

DUTIES: Demonstrate an in-depth knowledge of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team(unit) in accordance with the scope of practice and nursing standards as determine by the relevant health facility. Promote quality of nursing care as directed by the Professional Scope of Practice and Standards as determined by the relevant Health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate basic computer literacy as a supporting tool to enhance service delivery. Implement and ensure compliance to National Core Standards.

ENQUIRIES: Dr. Nkosi L.J Tel No: (012) 529 3696
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: 12 April 2019

POST 12/39: AREA MANAGER: PNA-7 REF NO: REFS/003820 (X1 POST)
Directorate: Nursing

SALARY: R581 826 per annum (Plus benefits)
CENTRE: Dr. George Mukhari Academic Hospital
REQUIREMENTS: Basic R425 qualification i.e Diploma/Degree in Nursing qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration with SANC. A minimum of 8 years recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate recognizable experience at management level.

DUTIES: Demonstrate an in-depth understanding of Nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure that the clinical nursing practice by the nursing team is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Evaluate National Core Standards, develop and implement quality improvement plan where gaps were identified. Work effectively and amicably at management level with persons of diverse intellectual ability. Able to manage own work and that of units reporting to the post and to ensure appropriate interventions to enhance nursing services at institutional level. Able to promote an environment that encourages the rights of patients, advocating and facilitating proper treatment and care and ensuring that the principles of the values are adhered to. Demonstrate a basic understanding of Human Resources and Financial Management Policies and Practices. Must have Basic Computer Skills. Demonstrate basic understanding of the legislative framework governing the public service – must be prepared to work shifts including to rotate and relieve on night duty.
ENQUIRIES : Dr. Nkosi L.J Tel No: (012) 529 3696
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 : 12 April 2019
POST 12/40 : OPERATIONAL MANAGER (SPECIALTY) PNB3: INTENSIVE NURSING SCIENCE (CRITICAL CARE) REF NO: REFS/003817 (X1 POST)
Directorate: Nursing
SALARY : R532 449 per annum (plus benefits)
CENTRE : Dr. George Mukhari Academic Hospital
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic nursing qualification with a duration of at least 1 year accredited with SANC in the relevant specialty. Registration with SANC as Professional Nurse. Proof of current registration as Professional Nurse. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.
DUTIES : Promote quality of nursing care as directed by professional scope of practice and set nursing standards within a professional/legal framework. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Participate in training, research and self development. Demonstrate a basic understanding of HR and financial policies and practices. Must be prepared to work shifts including to rotate and relieve on night duty. Ability to function as part of a team and display good professional image. Demonstrate basic computer literacy as a support tool to enhance service delivery. Demonstrate effective communication with patients, supervisors, subordinates and other health professionals including more complex report writing when required. Display a concern for patients, promoting, advocating and facilitating proper treatment and care ensuring that the unit adheres to the principles of Batho Pele. Promote achievement of the National Core Standards targets. Encourage self-development among subordinates.
ENQUIRIES : Dr. Nkosi L.J Tel No: (012) 529 3696
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 : 12 April 2019
POST 12/41 : OPERATIONAL MANAGER (SPECIALTY) PNB3: ADVANCED MIDWIFERY AND NEONATAL NURSING SCIENCE REF NO: REFS/003819 (X2 POSTS)
Directorate: Nursing
SALARY : R532 449 per annum (plus benefits)
CENTRE : Dr. George Mukhari Academic Hospital
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic nursing qualification with a duration of at least 1 year accredited with SANC in the relevant specialty. Registration with SANC as Professional Nurse. Proof of current registration as Professional Nurse. A minimum of 9 years appropriate/recognizable experience in nursing after
registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**

Promote quality of nursing care as directed by professional scope of practice and set nursing standards within a professional/legal framework. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Participate in training, research and self development. Demonstrate a basic understanding of HR and financial policies and practices. Must be prepared to work shifts including to rotate and relieve on night duty. Ability to function as part of a team and display good professional image. Demonstrate basic computer literacy as a support tool to enhance service delivery. Demonstrate effective communication with patients, supervisors, subordinates and other health professionals including more complex report writing when required. Display a concern for patients, promoting, advocating and facilitating proper treatment and care ensuring that the unit adheres to the principles of Batho Pele. Promote achievement of the National Core Standards targets.

**ENQUIRIES**

Dr. Nkosi L.J Tel No: (012) 529 3696

**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**

12 April 2019

**POST 12/42**

**OPERATIONAL MANAGER (SPECIALTY) PNB3: CHILD/PAEDS/NEONATAL NURSING SCIENCE REF NO: REFS/003821 (X1 POST)**

Directorate: Nursing

**SALARY**

R532 449 per annum (plus benefits)

**CENTRE**

Dr. George Mukhari Academic Hospital

**REQUIREMENTS**

Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic nursing qualification with a duration of at least 1 year accredited with SANC in the relevant specialty. Registration with SANC as Professional Nurse. Proof of current registration as Professional Nurse. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**

Promote quality of nursing care as directed by professional scope of practice and set nursing standards within a professional/legal framework. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Participate in training, research and self development. Demonstrate a basic understanding of HR and financial policies and practices. Must be prepared to work shifts including to rotate and relieve on night duty. Ability to function as part of a team and display good professional image. Demonstrate basic computer literacy as a support tool to enhance service delivery. Demonstrate effective communication with patients, supervisors, subordinates and other health professionals including more complex report writing when required. Display a concern for patients, promoting, advocating and facilitating proper treatment and care ensuring that the unit adheres to the principles of Batho Pele. Promote achievement of the National Core Standards targets.

**ENQUIRIES**

Dr. Nkosi L.J Tel No: (012) 529 3696
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: 12 April 2019

POST 12/43: OPERATIONAL MANAGER (SPECIALTY): PNB3- TRAUMA AND NURSING SCIENCE REF NO: REFS/003812 (X1 POST)
Directorate: Nursing

SALARY: R532 449 per annum (Plus benefits)
CENTRE: Dr. George Mukhari Academic Hospital
REQUIREMENTS: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic nursing qualification with a duration of at least 1 year accredited with SANC in the relevant specialty. Registration with SANC as a Professional Nurse. Proof of current registration as a Professional Nurse. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES: Post quality of nursing care as directed by professional scope of practice and set nursing standards within a professional/legally framework. Be able to manage an Accident and Emergency unit effectively. Allocate staff and monitor competencies to improve needs of patients. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate an in-depth knowledge of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Participate in training, research and self-development. Demonstrate a basic understanding of HR and financial policies and practices. MUST be able to work shifts including rotation and relieving night duty. Ability to function as part of a team and display good professional image. Demonstrate basic computer literacy as a supporting tool to enhance service delivery. Demonstrate effective communication with patients, supervisors, subordinates and other health professionals including more complex report writing when required. Display a concern for patients, promoting, advocating and facilitating proper treatment, care and ensuring that the unit adheres to the principles of Batho Pele. Promote achievement of National Core Standards targets.

ENQUIRIES: Dr. Nkosi L.J Tel No: (012) 529 3696
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: 12 April 2019

POST 12/44: ASSISTANT MANAGER NURSING- PNA-7 (INFECTION PREVENTION AND CONTROL) REF NO: AMN/026/2019
Directorate: Quality Assurance

SALARY: R532 499 per annum (plus benefits)
CENTRE: Central Office- Johannesburg
REQUIREMENTS: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council as a professional nurse. Degree or Diploma in Nursing Administration will be an added advantage. A minimum of eight (8) years appropriate/recognizable experience in Nursing after registration as a professional nurse with SANC in General Nursing. At least three (3) years of the period referred to above must be
appropriate/recognizable experience at management level in Infection Prevention and Control department. Current registration with SANC. Knowledge and understanding of Nursing and OHS regulations, policies and Acts. Computer literacy (i.e. Ms. Word, PowerPoint and Excel). Ability to work independently in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills. Qualification in Infection Prevention and Control will be an added advantage.

**DUTIES:**
- Develop clinical quality improvement programmes, policies, guidelines, and indicators with regard to Infection Prevention and Control and Risk Management.
- Promote compliance and implement safety standards programmes. Effect communicable disease outbreak prevention, management, report and feedback.
- Support quality assurance initiatives through monitoring of implementation and adherence to National and Provincial Infection Prevention and Control policies and Core Standards. Monitor and evaluate health establishment operational practices and techniques. Collate monthly and quarterly reports from health establishments and consolidate into a comprehensive report for the Province. Monitor clinical quality through audits, surveillance and research. Analyze data, establish and manage trends.
- Plan and facilitate relevant trainings on Infection Prevention and Control and Risk Management.
- Facilitate, guide and support Infection Control committees. Liaise, advise and effectively communicate with relevant internal and external stakeholders.

**ENQUIRIES:**
Ms. P. Ntamane Tel No: 082 372 0549/063 685 9226

**APPLICATIONS:**
The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 45 Commissioner Street (corner Kort Street), Marshalltown, 2107 or apply online by visiting www.gautengonline.gov.za

**NOTE:**
Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Application without proof of necessary documents will be disqualified. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic 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 tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/ promotion/ appointment will promote representativity will receive preference.

**CLOSING DATE:**
12 April 2019
POST 12/45       : ASSISTANT MANAGER NURSING- PNA-7 (CUSTOMER CARE) REF NO: AMNCC/027/2019
Directorate: Quality Assurance

SALARY           : R532 499 per annum (plus benefits)
CENTRE           : Central Office- Johannesburg
REQUIREMENTS     : Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council as a professional nurse. Degree or Diploma in Nursing Administration or Nursing Administration will be an added advantage. A minimum of eight (8) years appropriate/recognizable experience in Nursing after registration as a professional nurse with SANC in General Nursing. At least three (3) years of the period referred to above must be appropriate/recognizable experience at management level in Customer Care. Current registration with SANC. Knowledge and understanding of Complaints Management Guidelines and Health regulations, policies and Acts. Computer literacy (i.e.MS Word, PowerPoint and Excel). Ability to work independently in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills. Applicant must be in a possession of a valid South African driver’s license.


ENQUIRIES        : Ms. P. Ntamane Tel No: 082 372 0549/063 685 9226
APPLICATIONS     : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 45 Commissioner Street (corner Kort Street), Marshalltown, 2107 or apply online by visiting www.gautengonline.gov.za

NOTE             : Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Application without proof of necessary documents will be disqualified. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic 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 tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to
have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/ promotion/ appointment will promote representativity will receive preference.

CLOSING DATE : 12 April 2019

POST 12/46 : ASSISTANT MANAGER AREA PRIVATE LICENSING OFFICE REF NO: AMAPL/028/2019

SAALRY : R532 449 per annum
CENTRE : Central Office- Johannesburg
REQUIREMENTS : A three-year health related tertiary qualification. Five (5) to ten (10) years’ experience in the Health Sector, computer literacy managerial skills. Written and verbal communication skills. Applicants must be able to work and react calmly under pressure and be able to meet set deadlines. Extensive travelling within the Gauteng province, therefore a valid driver’s license is required.

DUTIES : Assist in the development of policy frameworks, norms and standards according to legal requirements. Develop guidelines for the implementation of policy, norms, standards and procedures. Provide a comprehensive technical advisory service to the Department on any matters relating to the adjudication and licensing of private health establishments. Provide a technical support service to the appeals committee of the department when necessary. Conduct periodical inspections in private health establishments to ensure compliance with norms and standards. Assist in the evaluation of applications for private health establishment’s. ensure applications are processed within acceptable time frames and that all documentation is ready for the adjudication committee. Assist in the co-ordination of the activities of the Directorate. Assist in the development and continuous improvement of monitoring and data collection tools with regards to all aspects of private health facilities audits and licensing. Perform any other relevant tasks as delegated by the Department.

ENQUIRIES : Ms. P. Ntamane Tel No: 082 372 0549/063 685 9226

APPLICATIONS : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 45 Commissioner Street (corner Kort Street), Marshalltown, 2107 or apply online by visiting www.gautengonline.gov.za

NOTE : Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Application without proof of necessary documents will be disqualified. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic 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 tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been
contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/ promotion/ appointment will promote representativity will receive preference.

**CLOSING DATE** : 12 April 2019

**POST 12/47** : OPERATIONAL MANAGER(GENERAL): PNA-5 REF NO: REFS/003815 (X4 POSTS)

Directorate: Nursing

**SALARY** : R420 318 per annum (Plus benefits)

**CENTRE** : Dr. George Mukhari Academic Hospital

**REQUIREMENTS** :
- Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration with SANC as a Professional Nurse and Proof of current registration. A post basic nursing qualification with a duration of at least 1 year accredited with SANC. A minimum of 7 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. (Less one year from experience for candidates appointed from outside public service after complying with registration requirements).

**DUTIES** :
- Promote quality of nursing care as directed by the professional scope of practice and standards as determined by relevant health facility. Demonstrate an in-depth knowledge of nursing legislation and related legal and ethical nursing practices. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determine by the relevant health facility. Able to manage own work time and that of subordinate to ensure proper nursing service in the units. Demonstrate basic understanding of HR and financial policies and practices. Demonstrate basic computer literacy as a supporting tool to enhance service delivery. Work as part of multidisciplinary team to ensure good nursing care by the nursing team. Demonstrate effective communication with patients, supervisors, junior colleagues and other health professionals including more complex report writing when required. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting, advocating and facilitating proper treatment, care and ensuring that the unit adheres to the principles of Batho Pele. Promote achievement of National Core Standards targets. Be prepared to work shifts including to rotate and relieve on night duty.

**ENQUIRIES** : Dr. Nkosi L.J Tel No: (012) 529 3696

**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** : 12 April 2019

**POST 12/48** : OPERATIONAL MANAGER (GENERAL): PNA5- NIGHT DUTY REF NO: REFS/003816 (X1 POST)

Directorate: Nursing

**SALARY** : R420 318 per annum (Plus benefits)

**CENTRE** : Dr. George Mukhari Academic Hospital

**REQUIREMENTS** :
- Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration with SANC as a Professional Nurse and Proof of current registration. A minimum of 7 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.
DUTIES:
Demonstrate an in-depth knowledge of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice at night by the nursing team in accordance with the scope of practice and nursing standards as determine by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, junior colleagues and other health professionals including more complex report writing when required. Work as part of multidisciplinary team to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Be able to manage own work, time, and that of junior colleagues to ensure proper nursing service. Display a concern for patients, promoting, advocating and facilitating proper treatment, care and ensuring that the unit adheres to the principles of Batho Pele. Demonstrate basic computer literacy as a supporting tool to enhance service delivery. Promote achievement of National Core Standards targets.

ENQUIRIES:
Dr. Nkosi L.J Tel No: (012) 529 3696

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:
12 April 2019

POST 12/49:
PNA5 OPERATIONAL MANAGER GENERAL REF NO: KPHT/04/19
Directorate: General Wards

SALARY:
R420 318 – R473 067 per annum (plus benefits)

CENTRE:
Kalafong Provincial Tertiary Hospital

REQUIREMENTS:
Grade 12 or equivalent NQF/ Basic R425 qualification (i.e. Diploma / Degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. A minimum of 7-years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Diploma in Nursing Management and Education will be an added advantage, a priority will be given to professional nurses with Nursing Management/Administration. Current registration with the South African Nursing Council (SANC) 2019. Proof of service record certificate. Extensive experience in inpatient management. Computer literate (MS Excel, MS Outlook, MS Word, MS PowerPoint). Drivers license will be an added advantage. Knowledge of Nursing care processes and procedures, nursing strategy, nursing statutes, National Core Standards and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and procedure, grievance procedure, etc. Skills: Leadership, Organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into the procedures and policies pertaining to Nursing care. Ability to interact with diverse stakeholders and givers. Good communication skills (verbal and written). Report writing skills. Coordination skills. Problem solving skills. Adverse events management. Complaints management. Personal: Responsiveness, Pro-activeness, Professionalism, Accuracy, Flexibility, Initiative, Cooperation, Team player, Supportive, Assertive. Good communication skills and ability to work under pressure. Knowledge and in-depth understanding of National Core Standards. Ability to interact with diverse stakeholders and givers, good communication skills/verbal and written, report writing skills, co-ordination skills, Problem solving skills, adverse events management and complaints management.

DUTIES:
Supervise and ensure the provision of an effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical practices. Provide relevant health information to health care users to assist on achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stake holders.
holders (i.e. inter-professional, intersectoral and multidisciplinary teamwork). Participate in the analysis, formulation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources.

ENQUIRIES

APPLICATIONS

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CLOSING DATE

POST 12/50

SALARY

CENTRE

REQUIREMENTS

DUTIES

holders (i.e. inter-professional, intersectoral and multidisciplinary teamwork). Participate in the analysis, formulation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources.

ENQUIRIES

APPLICATIONS

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APPLICATIONS

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CLOSING DATE

POST 12/50

SALARY

CENTRE

REQUIREMENTS

DUTIES

holders (i.e. inter-professional, intersectoral and multidisciplinary teamwork). Participate in the analysis, formulation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources.
and training needs analysis. Develop annual training plans /calendar for RTC. Liaise with subject matter experts and specialists in the Department. Curriculum development for skills programs and qualifications, standardization and accreditation of all training programmes in order to meet the requirements set by the National Department of Health and accrediting bodies. Conduct /facilitate of training programmes for the RTC. Managing training information and statistics by compiling monthly, quarterly and annual reports. Compile training information and statistics reports monthly, quarterly and annually.

ENQUIRIES

APPLICATIONS

NOTE

Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Application without proof of necessary documents will be disqualified. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic 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 tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representativity will receive preference.

CLOSING DATE

POST 12/51

CHIEF DIETITIAN GRADE 1 REF NO: STDH/0001

Directorate: Allied Health Services

SALARY

CENTRE

REQUIREMENTS

R440 982 – R489 429 per annum plus benefits

Sizwe Tropical Disease Hospital

Qualified Dietitian (B / B Sc Dietetics) and currently be registered with the HPCSA. Minimum of at least four (4) years working experience after community service. Supervisory experience will be an added advantage. Current registration with Health Profession Council of South Africa (HPCSA) as an independent Dietitian. Good knowledge of public service legislation and Department of Health and the Dietetics Profession legislation, policies and guidelines. Knowledge of Quality Assurance and National Core Standards. Extensive experience in the hospital / health care setting. Working experience in a TB (MDR & XDR) environment will be an added advantage. Sound knowledge of dietetics principles including nutritional assessment, analysis, intervention, monitoring and evaluation. Monitoring and
evaluation and comprehensive knowledge of community-based rehabilitation. Sound knowledge of general clinical nutritional management. Sound knowledge of nutrition for people with HIV/AIDS and TB. Knowledge in monitoring and evaluation of the CCMT programme. A valid driver’s license. Communication Skills, sound written and verbal communication skills. Good interpersonal and team building skills. Skills in research methods. Ability to work under pressure and independently. Time management skills. Basic computer literacy in MS Word and MS Excel.

**DUTIES**
- Reports to the Allied Manager. Manage the overall Dietetics Department in terms of supervision. Monitoring & Evaluation and Performance Management Development System in accordance with Departmental policy. Provide dietetics services to patients referred in and out of the hospital and carry a patient case load as required. Participate in the Tuberculosis rehabilitation programmes of the hospital and associated districts. Strategically coordinate and delegate the departmental activities and resources to achieve maximum productivity. Provide nutritional counseling and support to all patients with emphasis on nutrition assessment, planning, implementation and evaluation. To monitor, evaluate and follow-up patients receiving nutritional intervention. To train staff and patients on nutritional related issues and to ensure the smooth running of the department. Provide input into compilation of the strategic and operational plans of the department and hospital. Ensure the hospital has adequate supplies of supplements and to manage the supplements per the supply chain management and stock control principles. To manage, plan, coordinate departmental functions including report writing (monthly and annual) and collation of daily and monthly statistics. To contribute towards quality improvement within the institution and Dietetics Department. Represent the hospital at various internal and external management forums.

**ENQUIRIES**
Mr. LJ Mopeli Tel No: (011) 531 4488/4462

**APPLICATIONS**
Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to No.2 Corner Club and Modderfontein Road, Sandringham

**NOTE**
To be submitted on Z83 form, certified copies of qualifications and ID, Curriculum Vitae (CV)

**CLOSING DATE**
12 April 2019

**POST 12/52**
- **LECTURER PND 1/2 PROFESSIONAL NURSE: ONCOLOGY NURSING SCIENCE (X1 POST)**
  - Directorate: Nursing College
  - **SALARY**
    - PND1: R362 559 – R420 318 per annum (plus benefits)
    - PND2: R445 917 – R581 826 per annum (plus benefits)
  - **CENTRE**
    - Rahima Moosa Campus
  - **REQUIREMENTS**
    - PND1 minimum of 4 years appropriate/ recognizable Nursing experience after registered as Professional Nurse. PND2 minimum of 14 years appropriate/ recognizable nursing experience after registered as Professional Nurse; at least 10 years of the period must be appropriate experience in Nursing Education. Minimum of 2 years appropriate experience in Oncology Nursing Science, Registered with SANC as a General Nurse and Midwifery, Diploma in Oncology Nursing Science, with a track record of transferability of the post applied. A code 8 drivers’ license. Proof of computer is required: Computer literacy (Word, PowerPoint, Excel.). Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance. Applicable Master’s degree will be an advantage.
  - **DUTIES**
    - The officer should be able to: develop curricula, plan and manage academic programs, capable of employing a variety of teaching strategies to reach the required outcomes, develop policy, develop clinical tools, implement PMDS for post basic students where applicable, develop, review and evaluate policies and circulars, implement clinical assessment strategies to determine learner competence in the clinical area, record –keeping, accompany learners in clinical areas affiliated to the college. Keep abreast of current trends in nursing, training and applicable legislation.
  - **ENQUIRIES**
    - Mrs. N. Buthelezi Tel No: (011) 247-3304-3300
APPLICATIONS : All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville 2093, Private Bag X116 Melville 2109, Human Resource Department.

CLOSING DATE : 12 April 2019

POST 12/53 : LECTURER PND 1/2 PROFESSIONAL NURSE: OPHTHALMOLOGY NURSING SCIENCE (X1 POST)
Directorate: Nursing College

SALARY : PND1: R362 559 – R420 318 per annum (plus benefits)
PND2: R445 917 – R581 826 per annum (plus benefits)

CENTRE : Rahima Moosa Campus

REQUIREMENTS : PND1 minimum of 4 years appropriate/recognizable Nursing experience after registration as a Professional Nurse. PND2 minimum of 14 years appropriate and recognizable nursing experience after registration as a Professional Nurse. At least 10 years of the period must be appropriate experience in Nursing Education. Registered with SANC as a General Nurse and Midwife, Diploma in Ophthalmology Nursing Science and a degree in Nursing Education. Minimum of 2 years appropriate experience in Ophthalmology Nursing Science with a track record of transferability of the post applied for. A code 8 drivers’ license. Proof of computer literacy is required: Computer literacy (Word, PowerPoint, Excel,). Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance. Applicable Master's degree will be an advantage.

DUTIES : The officer should be able to: develop and review curricula and program documents, plan and manage academic programs, be capable of employing a variety of teaching and learning strategies to reach the required programme outcomes, develop policies, develop clinical tools, implement PMDS for post basic students where applicable, develop, review and evaluate policies and circulars, implement clinical support and assessment strategies to determine learner competence in the clinical area, record-keeping, accompany learners in clinical areas affiliated to the college. Keep abreast of current trends in nursing, nursing education and applicable legislation.

ENQUIRIES : Mrs. N. Buthelezi Tel No: (011) 247-3304-3300
Mr. A.T Tsoke Tel No: (011) 247 3321 3300

APPLICATIONS : All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville 2093, Private Bag X116 Melville 2109, Human Resource Department.

CLOSING DATE : 12 April 2019

POST 12/54 : LECTURER/STUDENT COUNSELLOR (X1 POST)
Directorate: Nursing Services

SALARY : PND1: R362 559 – R420 318 per annum (plus benefits)
PND2: R445 917 – R581 826 per annum (plus benefits)

CENTRE : Rahima Moosa Campus

REQUIREMENTS : Basic qualification accredited with SANC in terms of Government notice 425 (i.e. diploma/degree in Nursing) or equivalent that allows registration with the SANC: General Nursing Science and Midwifery/ Community/ Psychiatric Nursing Science. Post basic qualification in Nursing Education registered with SANC. A minimum of 4 years appropriate and recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. A minimum of 3 years' experience as a Lecturer. Master’s in nursing will be added as an advantage or intending to study master’s attach a motivation letter. A valid Code 8 manual driver’s license. Sound communication, counselling, report writing and presentation skills. Good computer skills (Ms. Word, PowerPoint and Excel). The ability to work in a team and under pressure. Successful candidate will be subjected to Medical surveillance.

DUTIES : The successful candidate will be responsible for; amongst others, the following specific tasks: Plan, implement and manage learner counselling and support program. Implementation of life and study skills for learners. Assessment and referral of individual learners with personal problems. Promotion of general welfare, personal and professional development of learners. Support and guidance
of Student Representative Council and class representative. Orientation of newly appointed learners. Conduct classroom presentation to improve academic performance. Provide counselling and support to academic and administrative staff in emergencies. Assist with the provision of employee wellness service. Plan, implement and manage the provision of the English program. Policy development, review and evaluation. Continuing education in Student Counselling and Nursing Education.

ENQUIRIES: Mrs. J. Gassiep Tel No: (011) 247-3303-3300
APPLICATIONS: Mr. A.T Tsoke Tel No: (011) 247 3321 3300
NOTE: Orientation of newly appointed learners. Conduct classroom presentation to improve academic performance. Provide counselling and support to academic and administrative staff in emergencies. Assist with the provision of employee wellness service. Plan, implement and manage the provision of the English program. Policy development, review and evaluation. Continuing education in Student Counselling and Nursing Education.

APPLICATIONS: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, 2093. Private Bag x116 Melville 2109 Human Resource Department.
NOTE: All applications must be submitted on Z83 form, certified copies of qualifications, curriculum vitae (CV) certified ID copy and driver’s license.
CLOSING DATE: 12 April 2019
POST 12/55: ASSISTANT DIRECTOR: PRIVATE LICENSING REF NO: ADPL/029/2019
Directorate: Quality Assurance
SALARY: R356 289 per annum
CENTRE: Central Office- Johannesburg
REQUIREMENTS: Five (5) to ten (10) years’ experience in the Health Sector in the Health Sector, computer literacy, supervisory skills, written and verbal communication skills. Applicants must be able to work and react calmly under pressure and be able to meet set deadlines. Extensive travelling within the Gauteng province, therefore a valid driver’s license is required.
DUTIES: Conduct periodical inspection in Private Health establishments to ensure compliance with norms and standards. Assist in the development of policy frameworks, norms and standards according to legal requirements. Develop guidelines for the implementation of policy, norms, standards and procedures. Provide a comprehensive technical advisory service to the Department on any matters relating to the adjudication and licensing of private health establishments. Provide a technical support service to the appeals committee of the department when necessary. Assist in the evaluation of application for private health establishments. Ensure applications are processed within acceptable time frames and that all documentations is ready for the adjudication committee. Assist in the development and continuous improvement of monitoring and data collection tools with regards to all aspects of private health facilities audits and licensing perform any other relevant tasks as delegated by the Department.
ENQUIRIES: Ms. P. Ntamane Tel No: 082 372 0549/063 685 9226
APPLICATIONS: The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 45 Commissioner Street (corner Kort Street), Marshalltown, 2107 or apply online by visiting www.gautengonline.gov.za
NOTE: Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Application without proof of necessary documents will be disqualified. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic 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 tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. A curriculum vitae with a detailed description of duties and the
names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/ promotion/ appointment will promote representativity will receive preference.

CLOSING DATE : 12 April 2019

POST 12/56 : ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: ADDM/030/2019 (X1 POST)
Directorate: Supply Chain Management

SALARY : R356 289 per annum (Plus Benefits)
CENTRE : Central Office

DUTIES : To lead a team that renders demand management. To conduct needs analysis and industry analysis (benchmarking) for the Gauteng Department of Health to ensure value for money. To compile a Demand Management Plan and Annual Procurement Plan. Compile reports on the Demand Management Plan and Annual Procurement Plan. Liaise, correspond, advise and meet with directorates, hospitals, and regions with regard to demand requirements, documents and committees. Co-ordinate Bid Specification Committee meetings. Supervise employees to ensure an effective demand management service and undertake all administrative functions required with regard to financial and HR administration.

ENQUIRIES : Ms Paramas Govender Tel No: (010) 345 4001
APPLICATIONS : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 45 Commissioner Street (corner Kort Street), Marshalltown, 2107 or apply online by visiting www.gautengonline.gov.za

NOTE : Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Application without proof of necessary documents will be disqualified. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic 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 tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic
competency assessment as well as a technical practical exercise as part of the selection process. A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representativity will receive preference.

CLOSING DATE : 12 April 2019

POST 12/57 : ASSISTANT DIRECTOR: PAYMENTS TRANSFER REF NO: ADTP/031/2019

Directorate: Supply Chain Management

SALARY : R356 289 per annum (Plus Benefits)

CENTRE : Central Office


DUTIES : Monitor funded NPOs for compliance to the MOAs/SLAs. Do financial monitoring of funded NPOs/NPIs through visits to enforce compliance. Analyse financial information of the NPOs/NPIs (AFS, monthly expenditure reports). Train funded NPOs and Other Entities on financial management and reporting. Do support visits to funded NPOs/NPIs. Check and authorize payments to NPOs/NPIs and Other Entities. Attend to AG queries. Attend quarterly Grant Management meetings. Receive and keep record of Transfer Certificates. Implement findings and recommendations of the AG. Clear misallocations. Compile monthly Annexures to Interim Annual Financial Statements (IAFS).

ENQUIRIES : Ms S Masemola at 0713844593

APPLICATIONS : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 45 Commissioner Street (corner Kort Street), Marshalltown, 2107 or apply online by visiting www.gautengonline.gov.za

NOTE : Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Application without proof of necessary documents will be disqualified. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic 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 tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to
declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representativity will receive preference.

CLOSING DATE : 12 April 2019

POST 12/58 : IT TECHNICIAN (ADMINISTRATION CLERK)
Directorate: IT Department

SALARY : R163 563 per annum (Level 05) (plus benefits)
CENTRE : Rahima Moosa Nursing College
REQUIREMENTS : Grade 12 with a relevant IT Diploma and 1-year relevant IT experience or A+, N+ with 2 years relevant IT experience. MCSA or MCSE will be advantageous, Knowledge and experience in Desktop, LAN and WAN support, experience in supporting BAS, PERSAL, SAP, SRM and Microsoft package. Ability to work under pressure, be client orientated and customer focused. Have good problem solving and analytical skills, knowledge of telephones will be an added advantage. Good written and verbal communication and planning skills also required as well as a good attendance profile. Proof of computer literacy is required: Computer literacy (Word, PowerPoint, Excel).

DUTIES : The successful candidate will be responsible for implementing, managing and constantly monitoring all information and communication technology equipment e.g. computers, telephones, laptops, printers and processes etc.; the continuous functioning of the LAN and WAN, to resolve connectivity, provide technical support and maintain desktop and other hardware for all users in the department, perform network troubleshooting and support, install computer hardware, software and configure network devices, internet and email accounts for all users in the College, attend to end-user queries and provide 1st line support, ensure network connectivity of transversal systems i.e. BAS, SAP, PERSAL, and SRM. Audit all information technology equipment. Assist with communication between staff and students e.g. emails. Record keeping, assist with provision of specifications for (IT) information technology equipment. Assist with ICT strategy including the design and implementation of an effective system. Manage overall ICT systems security and disaster recovery. Support and monitor effective utilization of Interactive boards.

ENQUIRIES : Mr. J Machaba Tel No: (011) 247-3345-3300
APPLICATIONS : All applications must be hand delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville or posted to Private Bag X116, Melville.
CLOSING DATE : 12 April 2019

POST 12/59 : SECREATARY
Directorate: Administration and Support Service

SALARY : R163 563 per annum (plus benefits)
CENTRE : Rahima Moosa Campus
REQUIREMENTS : A Grade 12 with a minimum of 1-2 years’ experience as a secretary. Diploma in Office administration. Proof of computer literacy is required: Computer literacy
Excellent communication and good interpersonal skills. Ability to work independently and under pressure. Business writing skills. Proficiency in all secretarial/Office administration duties. Have to be a self-driven individual with flexible approach to work duties. Good time management skills and the ability to juggle multiple responsibilities.

**DUTIES**

Making and receiving telephone calls, typing of letters, memos and taking accurate minutes. Managing the diaries of responsible manager(s). Plan and organize meetings. Plan, organize and manage events. Ensure office is equipped with necessary needs and stationery. Manage enquiries. Develop and implement an efficient filing system. Writing reports.

**ENQUIRIES**

Ms. J. Gassiep Tel No: (011) 247-3300/02

**APPLICATIONS**

All applications must be hand delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville or posted to Private Bag x116, Melville, 2109 or apply online at: www.gautengonline.gov.za

**CLOSING DATE**

12 April 2019

**POST 12/60**

**FINANCIAL CLERK REF NO: HRM 21/2019**

Directorate: Finance Management

**SALARY**

R163 563 per annum plus benefits

**CENTRE**

Steve Biko Academic Hospital

**REQUIREMENTS**

Grade 12 certificate (National Diploma will be an added advantage) and the following key competencies. Knowledge of Accounting and Basic Accounting System (BAS) MEDCOM and understanding of PFMA, Treasury Regulations, Computer Literacy (spreadsheets techniques) and numeracy, ability to use Excel and communicate at all levels. Customer Service, experience in client liaison and telephone etiquette as well as good communication skills.

**DUTIES**

The successful candidate will be expected to perform all offices related tasks. This comprises to raise patient's invoices be familiar with ICD10 code, IOD, RAF, Defence, SAPS and Correctional Services. Making follow ups of outstanding debts, writing-off of long outstanding untraceable debts and submission of patients accounts to different stakeholders.

**ENQUIRIES**

Ms. E Rammbuda/ Ms. A Mukhithi Tel No: (012) 354 1790/1131

**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**

12 April 2019

**POST 12/61**

**CLEANING SUPERVISOR REF NO: STDH/0002**

Directorate: Support Services

**SALARY**

R136 800 – R161 148 per annum plus benefits

**CENTRE**

Sizwe Tropical Disease Hospital

**REQUIREMENTS**

Aber level 4/ Grade 12 Certificate or equivalent. Three (3) years cleaning experience in hospital environment. Must be computer literate. Knowledge of cleaning procedures, health and safety requirements, basic records keeping and understanding of applying or using cleaning chemicals correctly (dilution/mix). Have Communication, interpersonal, problem solving and conflict resolution and Administrative skills.

**DUTIES**

Daily inspection to ensure hygiene and cleanliness, supervise cleaning staff and provide training, delegation of duties and control of cleaning materials. Asses and evaluate the performance of cleaners (PMDS). Effectively manage and control cleaning equipment. Order, receive and issue cleaning materials. Monitor the condition and availability of cleaning materials. Communicate with all stakeholders, Adhered to infection control. Knowledge of six priorities of minister and to carry lawful instructions given by an authorized person.

**ENQUIRIES**

Mr LK Moatshe Tel No: (011) 531 - 4311/4310
<table>
<thead>
<tr>
<th>POST 12/62</th>
<th>DRIVER / MESSENGER</th>
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<tbody>
<tr>
<td><strong>Salaries</strong>: R136 800 per annum (Level 04) plus benefits</td>
<td></td>
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<tr>
<td><strong>Centre</strong>: Rahima Moosa Nursing College</td>
<td></td>
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<tr>
<td><strong>Requirements</strong>: Minimum qualification of Grade 10 or Standard 8 or Level 4 ABET qualification. Must have a valid minimum ECI (Code 10) driver’s license with two (2) or more years’ experience as a driver. Must be in possession of a recent PDP (renewed). Basic literacy and basic numeracy skills. Good command of English language. Ability to work under pressure. Sound Interpersonal relations.</td>
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<tr>
<td><strong>Duties</strong>: Deliver and collect documents to and from stakeholders, deliver documents promptly and obtain signatures from recipients. Work as a messenger. Take vehicles to dealers for service and repairs; provide driving services to staff that need to be transported on official trips. Wash and keep vehicles clean and tidy. Ensure that all relevant documents are recorded and maintained according to legislative prescripts.</td>
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<tr>
<td><strong>Enquiries</strong>: Mr. C Molokwane Tel No: (011) 247-3351</td>
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<tr>
<td><strong>Applications</strong>: All applications must be delivered to: Rahima Moosa Nursing College, Gate 4 Corner fuel &amp; Riversdale Road Coronationville, Post Private Bag X16 Melville 2109. Human Resource Department.</td>
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<tr>
<td><strong>Closing Date</strong>: 12 April 2019</td>
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<table>
<thead>
<tr>
<th>POST 12/63</th>
<th>FOOD SERVICE AID (X1 POST)</th>
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<tbody>
<tr>
<td><strong>Salaries</strong>: R96 549 per annum (Plus benefits)</td>
<td></td>
</tr>
<tr>
<td><strong>Centre</strong>: Rahima Moosa Campus</td>
<td></td>
</tr>
<tr>
<td><strong>Requirements</strong>: Grade 10 or Level 04 ABET Certificate. Basic literacy and basic numeracy skills. Ability to perform routine tasks, Ability to operate kitchen equipment and machinery. Good command of English language. Ability to work under pressure. Sound Interpersonal relations.</td>
<td></td>
</tr>
<tr>
<td><strong>Duties</strong>: Perform routine tasks and operate kitchen machinery. Perform all tasks related to operation, cooking and serving of food to staff, students and visitors. Cleaning of kitchen and boardroom cupboards and fridges, washing of cutlery, crockery and relevant linen. Apply hygiene procedures in the food service unit. Control of food production in the kitchen. Ordering of supplies, control of storage and issuing thereof. General management of food service unit equipment, crockery and stores. Do all general work allocated by the supervisor.</td>
<td></td>
</tr>
<tr>
<td><strong>Enquiries</strong>: Mr. A.T Tsoke Tel No: (011) 247 3321 3300</td>
<td></td>
</tr>
<tr>
<td><strong>Applications</strong>: All applications must be hand delivered to: Rahima Moosa Nursing College, Fuel &amp; Riversdale Road Gate 4, Coronationville or posted to Private Bag X116, Melville, 2109 or apply online at: <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a></td>
<td></td>
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<tr>
<td><strong>Closing Date</strong>: 12 April 2019</td>
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<table>
<thead>
<tr>
<th>POST 12/64</th>
<th>LAUNDRY WORKER REF NO: STDH0003</th>
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<tbody>
<tr>
<td><strong>Salaries</strong>: R96 549 – R113 730 per annum plus benefits</td>
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</tr>
<tr>
<td><strong>Centre</strong>: Sizwe Tropical Disease Hospital</td>
<td></td>
</tr>
<tr>
<td><strong>Requirements</strong>: ABET Level 4/Grade 12 certificate or equivalent. Certificate in seamstress and sewing skills will be an added advantage. Have good communication and writing skills.</td>
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<tr>
<td><strong>Duties</strong>: Collecting and delivering dirty and clean linen from and to the wards. Loading and off-loading of linen. Counting and sorting of linen. Adhered to infection control. Washing and drying of clothes and blankets. Communicate with all stakeholders.</td>
<td></td>
</tr>
</tbody>
</table>
Repair of linen, participate in bi-annual stock taking and to carry lawful instructions given by an authorized person.

ENQUIRIES: Mr. AM Masuluke Tel No: 011 531 - 4353
APPLICATIONS: must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag X2, Sandringham, 2131 or hand delivered to No.2 Corner Club and Modderfontein Road, Sandringham
NOTE: To be submitted on Z83 form, certified copies of qualifications and ID, Curriculum Vitae (CV).
CLOSING DATE: 12 April 2019

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

APPLICATIONS: Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107
CLOSING DATE: 12 April 2019
NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than three (3) months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. Please use Circular post number as a reference number.

OTHER POST

POST 12/65: ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT AND DEVELOPMENT
Directorate: Corporate Services

SALARY: R356 289 per annum (plus benefits)
CENTRE: Johannesburg
REQUIREMENTS: Relevant 3-year tertiary qualification, e.g. National Diploma/ Degree in Human Resource Management. 3 – 5 years’ experience in the PMDS environment as an administrator.
DUTIES：Coordinate and facilitate the GPT Induction. Coordinate and facilitate PMDS training sessions. Implementation of PMDS systems, policies, frameworks and directives. Coordinate the departmental Moderation Committees and Assessment appeals panels. Facilitate the payment of performance incentives. Prepare PMDS reports and manage the data system. Represent the Department in Provincial PMDS forum. Serve as an advisory capacity on PMDS matters.

ENQUIRIES：Ms. Baleseng Sedibe Tel No: (011) 227 9000

DEPARTMENT OF ROADS AND TRANSPORT

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

CLOSING DATE：12 April 2019

NOTE：Applications received after the closing date will be disqualified. Your Z83 form must be signed. Copies of qualifications and driver’s license copy must be certified. Persons from designated groups are encouraged to apply. Errors and Omissions will be rectified. The Department reserves the right not to fill the position (s). Shortlisted candidates will be subject to pre-employment screening (vetting). Candidates will be required to undertake a competency assessment as per the Department of Public Service and Administration requirements including security clearance with the Social Security Administration. Candidates will also be required to write a test on the post requirements as part of the short–listing process.

MANAGEMENT ECHELON

POST 12/66：DIRECTOR: FINANCIAL AND MANAGEMENT ACCOUNTING REF NO: REFS/003801 Branch: gFleet Directorate: Financial and Management Accounting

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

CENTRE：Bedfordview (Gauteng) Johannesburg

REQUIREMENTS：Undergraduate qualification (NQF level 7) in Finance as recognized by SAQA. 5 years’ relevant experience in middle managerial level (MMS). Experience in the Public Service and Registration with the Institute of Professional Accountant, will be an added advantage. In-depth knowledge of the Public Finance Management Act 1 of 1999 as amended, the Treasury Regulations, Preferential Procurement Policy Framework Act, B-BBEE Act Supply Chain Management Policies and other related Public Sector related regulatory frameworks. Thorough knowledge of accounting methodologies, principles and standards application to the Public Sector. Generally Recognized Accounting Practice (GRAP), International Public Sector Accounting Standards (IPSAS) AND International Financial Reporting Standards (IFRS). A self-motivated professional with well-developed and proven leadership skills. Ability to work under pressure and willingness to work long hours as may be required. Strong finance acumen. Strong computer literacy skills. (SAP, MS excel, MS word, Pastel, etc.). Sound interpersonal relation. Effective communication skills (both written verbal), Problem-solving. Negotiation, decision making analytical skills. Strong ethical conduct. Valid driver’s license.

DUTIES：Provide effective financial accounting, management accounting, assets management, internal control and Supply Chain Management Functions. Establish and maintain Internal Control systems. Develop and implement effective debtors and revenue management systems. Develop and implement effective payment systems. Handle all internal and external auditor’s queries. Develop, implement and monitor Risk Management strategies, policies and procedure. Manage the resources of the directorate. Ensure effective management of g-FleeT’s assets. Establish and appropriate internal control and reporting systems. Compliant with the provisions of the PFMA, Treasury Regulations GRAP, IFRS, IPSAS standards and other legislative requirements pertaining to management of state assets. Develop, implement and transparent financial accounting system.

ENQUIRIES：Mr. Mbasa A. Ngumla Tel No: (011) 372 - 8600/8650
POST 12/67: DIRECTOR: FLEET MAINTENANCE REF NO: REFS/003803
Branch: gFleet
Directorate: Fleet Maintenance

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

CENTRE: Bedfordview (Gauteng), Johannesburg

REQUIREMENTS: An undergraduate qualification (NQF level 7) as recognized by SAQA. 5 years' relevant experience in a middle managerial level (MMS). Trade Test Diploma and National Technical Diploma (NQF6) in Mechanical/Panel Beating/Towing Services will be an added advantage. Registration with the professional body will be an added advantage. In-depth knowledge of Mechanical, Vehicle Towing and Panel Beating environment. Overall knowledge of fleet management and vehicle maintenance principles. Knowledge of vehicle auctioning environment. Knowledge of vehicle market trends. In-depth knowledge of machinery and Occupational Safety Act and Occupational Health and Safety Act. Understanding of the Public-Sector Acts, policies and regulations. A self-motivated, client centric professional with well-developed and proven leadership skills. Ability to work under pressure and willingness to work long hours as may be required. Strong contract management acumen. Strong computer literacy skills (MS excel, MS word, etc.). Sound interpersonal relation. Cost and quality control. Effective communication skills (both written and verbal). Negotiation, problem-solving, decision making and analytical skill. Strong ethical conduct. A valid code 8 driver's license.

DUTIES: Provide Fleet Maintenance services for the Entity. Develop and implement administrative and operational internal controls, processes and systems for the directorate. Develop and implement Risk Management policies and procedures to ensure that the directorate risks are mitigated. Handle all internal and external auditors' queries. Manage client and stakeholder relations for all matters relating to the functions of the directorate. Manage the resources of the directorate and ensure that the directorate deliver on its core functions and services.

ENQUIRIES: Ms. A.N. Ngcobo Tel No: (011) 372 - 8600/8648

OTHER POSTS

POST 12/68: DEPUTY DIRECTOR: TOWING AND AUCTIONS REF NO: REFS/003802
Branch: gFleet
Directorate: Fleet Maintenance

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

CENTRE: Bedfordview (Gauteng), Johannesburg

REQUIREMENTS: An appropriate 3-years National Technical Diploma or equivalent NQF level 7 qualification with Trade Test Diploma. Postgraduate studies in relevant/related fields will be added advantage. Registration with the professional body will be an added advantage. In-depth knowledge of mechanical, vehicle Towing and panel beating processes and environment. Overall knowledge of fleet management and vehicle maintenance principles. Thorough knowledge of the vehicle auctioning environment. Knowledge of automotive industry trends. Understanding of Public Sector policies and regulations. A dynamic, self-motivated and client centric professional with well-developed and proven leadership skills. Ability to work under pressure and willingness to work long hours as may be required. Strong contract management acumen. Strong computer literacy skills (MS excel, MS word, etc.) Sound interpersonal relation, effective communication (both written and verbal), problem solving, decision making and analytical skills. Record. keep. A valid driver’s license.

DUTIES: Manage towing and recovery of all the Entity’s vehicles. Provide functional and technical advice and guidance to the Entity’s Board of Survey Committee and Asset Management sub-directorate. Develop and maintain the necessary administrative and operational internal controls, processes and systems. Identify and mitigate risk for the sub-directorate. Handle all internal and external auditor’s
queries. Manage the resources of the sub-directorate and ensure that the sub-directorate deliver on its core functions and services.

ENQUIRIES
Mr. Sifiso Mhlongo Tel No: (011) 372 - 8600/8654

POST 12/69
DEPUTY DIRECTOR: ASSET MANAGEMENT REF NO: REFS/003800
Branch: gFleet
Directorate: Financial and Management Accounting

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

CENTRE
Bedfordview (Gauteng) Johannesburg

REQUIREMENTS
An appropriate 3-year tertiary qualification or equivalent NQF level 7 qualification in Accounting/Economics/Public Finance. A minimum of 5 years’ working experience at junior management level in the same field. Postgraduate studies in relevant/related fields, experience in the Public Service and Registration with the professional body, will be an added advantage. Sound and in-depth knowledge of relevant prescripts and application of resources as well as understanding of the legislative framework governing the Public Service such as: PFMA, National Treasury Regulations, Government Immovable Asset Management Act (GIAMA), Asset Management, Generally Recognized Accounting Practices (GRAP), International Financial Reporting Standard (IFRS), International Public Sector Accounting Standard (IPSAS) and Public Sector policies. Programme and project management. Sound analytical, problem identification and solving skills. Strong computer literacy (MS Word, Excel, SAP). Financial management. Ability to work effectively and efficiently and under pressure, organization and planning. Excellence communication (written and verbal), good interpersonal relations, analytical and negotiation skills. A valid driver's license.

DUTIES
Ensure effective management of g-Fleet assets. Develop, implement and monitor risk management strategies, policies and procedures. Implement and maintain compliant and transparent financial accounting systems for g-Fleet assets. Provide specialized asset management services. Handle all internal external audit queries. Manage the resources for the component and perform generic management functions.

ENQUIRIES
Mr. Matodzi Mamatsinya Tel No: (011) 372 - 8600/8642

POST 12/70
ASSISTANT DIRECTOR: REVENUE REF NO: REFS/003799 (X1 POST)
Branch: gFleet
Directorate: Financial and Management Accounting

SALARY
R356 289 per annum (plus benefits)

CENTRE
Bedfordview (Gauteng) Johannesburg

REQUIREMENTS
A relevant National Diploma / Bachelor’s degree or equivalent NQF Level 6/7 qualification in Financial Accounting. A minimum of 5 years’ relevant working experience in the financial accounting environment of which at least 3 years must have been at supervisory level in the same field. In-depth knowledge of the Public Finance Management Act (PFMA) 1 of 1999 as amended, Treasury Regulations and other related Public Sector regulatory frameworks. Thorough knowledge of accounting methodologies, principles and standards applicable to the Public Sector, Generally Recognized Accounting Practices (GRAP), International Public Sector Accounting Standards Board (IPSASB) and International Financial Reporting Standards (IFRS). Excellent communication skills (verbal and written). Strong computer literacy skills (MS Word, MS Excel, SAP, PASTEL). Ability to work under pressure. Good interpersonal skills. Excellent analytical, negotiating, problem-solving, planning and organizing skills. A valid driver's license.

DUTIES
Overall management of the sub-directorate. Develop, maintain and implement an effective revenue and debtors' management system. Develop, control and monitor mechanisms to ensure compliance with legislative requirements. Conduct tariffs research, reviews and make recommendations on setting of annual tariffs. Ensure that the revenues from client departments are collected. Assist with the development and implementation of revenue forecasting tools/models. Directing and planning close-off procedures as well as the preparation of documents leading to the compilation of the financial statements. Ensure all client queries are responded to. Ensure compliance with the overall Debtor’s Management Policy as
required by PFMA, Treasury Regulations and relevant acts and Provincial directives. Managing revenue, reporting procedures and ensuring that all reports reflect the full and correct financial implications and are compliant to PFMA, Treasury Regulations, GRAP, IPSASB and IFRS. Ensure proper maintenance of the filing system for all debtor account related records. Develop, implement and monitor risk management strategies, policies and procedures. Handle all to internal and external auditors’ queries.

ENQUIRIES : Mr. Matodzi Mamatsinya Tel No: (011) 372 - 8600/8642

POST 12/71 : ASSISTANT DIRECTOR: INFORMATION AND COMMUNICATION TECHNOLOGY REF NO: REFS/003798
Branch: gFleet
Directorate: Human Capital Management

SALARY : R356 289 per annum (plus benefits)
CENTRE : Bedfordview (Gauteng) Johannesburg
REQUIREMENTS : An appropriate 3-year National Diploma /Bachelor’s Degree in Information Technology or equivalent NOF level 6/level 7 environment of which at least 3 years must have been at supervisory level in the same field. Experience in information systems development and support. Knowledge and experience of JAVA, VB.Net, ASP.Net and MS SQL. Application development methodologies. Business requirements writing experience. Practical knowledge of Systems Development Life Cycle (SDLC) and can work under pressure. Excellent communication skills (verbal and written), interpersonal, project management, planning and organizing, cost and quality control, problem solving, negotiation, decision making and contract management skills. A valid driver’s license. SharePoint and flow centric skills will be an added advantage.

DUTIES : Render system development, support and maintenance services. Perform data administration functions. Co-ordinate server and network services and availability services. Co-ordinate ICT software and hardware asset management function. Research and development. Assist in managing budget and mitigating risks for sub-directorate. Handle all internal and external auditors’ queries. Compile weekly, monthly and annual reports or as when requested. Manage resources allocated to the sub-directorate.

ENQUIRIES : Mr. Chris Masombuka Tel No: (011) 372 - 8600/8642

POST 12/72 : ARTISAN PRODUCTION GRADE A: TOWING & AUCTIONS REF NO: REFS/003796 (X1 POST)
Branch: gFleet
Directorate: Fleet Maintenance

SALARY : R179 523 per annum (plus benefits)
CENTRE : Bedfordview (Gauteng) Johannesburg

DUTIES : Assist the Senior Artisan Practitioner with all tasks related to towing and auctions. Ensure that policies and standards related to towing and auctions adhered to. Perform mechanical, towing and auction administration duties, data capturing and filing. Arrange for towing of all vehicles from the merchants, client and regional offices i.e. vehicles declined for repairs. Formally inform client departments of their withdrawn vehicles.

ENQUIRIES : Mr. Sifiso Mhlongo Tel No: (011) 372 - 8600/8654
POST 12/73 : ARTISAN PRODUCTION GRADE A: PANELBEATING AND MECHANICAL
REF NO: REFS/003795 (X4 POSTS)
Branch: gFleet
Directorate: Fleet Maintenance

SALARY : R179 523 per annum (plus benefits)
CENTRE : Bedfordview (Gauteng) Johannesburg


DUTIES : Manage the quality of repairs and servicing on g-Fleet vehicles. Developing and implementing policies, programmes and inspection quality systems and standards for artisans. Manage the training and development of all Artisans for pre and post inspections. Ensure that policies and standards related to panel beating and mechanical repairs are adhered to. Implement all approved standard Operating Procedures, process and policies. Perform mechanical and panel beating administration duties, data capturing and filling.

ENQUIRIES : Mr. Sifiso Mhlongo Tel No: (011) 372 - 8600/8654
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.

ERRATUM: Kindly note that the post of Medical Officer (X3 posts) (for Murchison Hospital) advertised in Public Service Vacancy Circular 12 dated 22 March 2019 has reference: Reference Number has been amended to Ref No: MURCH 05/2019 and salary scales for Grade 2: R892 551.00 per annum (All-inclusive package and Grade 3: R1035831.00 per annum (All-inclusive package)

OTHER POSTS

<table>
<thead>
<tr>
<th>POST 12/74</th>
<th>HEAD CLINICAL UNIT (MEDICAL) GRADE 1 GASTROINTESTINAL SURGERY</th>
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<tbody>
<tr>
<td></td>
<td>REF NO: GS 25/19</td>
</tr>
<tr>
<td></td>
<td>Component – General Surgery</td>
</tr>
<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>DUTIES</td>
<td>Staffing: Maintain effective and efficient utilization of human resources in respect of: overseeing and supervising gastrointestinal surgical staff in the execution of their duties, training staff and promoting ongoing staff development in accordance with their individual and departmental development needs; recruiting and selecting staff in accordance with government prescripts; assessing performance of gastrointestinal surgical staff recruiting and allocating gastrointestinal surgical personnel to cover surgical need in Grey’s Hospital and the Metropolitan Hospital complex. Foster co-operation with Medical School (Department of General Surgery) to develop capacity for undergraduate and postgraduate training. Clinical: Incumbent to provide gastrointestinal surgical services at Grey’s Hospital and Pietermaritzburg Metropolitan Hospitals Complex; Participate in the delivery of a 24-hour in-patient and out-patient gastrointestinal Surgical care within the Pietermaritzburg Metropolitan Hospitals Complex and the tertiary drainage hospitals; Develop management protocols for the gastrointestinal Surgical patients in accordance with the level of care of the Metropolis and referral hospitals; Provide appropriate surgical care to patients in the Metropolis and tertiary drainage area; Maintain and monitor specialist, medical officer and registrar gastrointestinal surgery call system. Outreach: Accept responsibility for continuous professional development in gastrointestinal surgery (in reach and outreach program) in area</td>
</tr>
</tbody>
</table>
2. Develop and participate in outreach program for gastrointestinal surgery for area 2. Research: Stimulate and conduct sponsored and non-sponsored research activities for departmental and institutional development. Clinical Governance: Develop infrastructure and procure equipment for gastrointestinal surgery. Procure appropriate theatre equipment to meet tertiary needs. Accept responsibility for development and fulfillment of departmental objectives. Provide appropriate CPD activities within the employing institution (Grey’s Hospital). Institute Quality Assurance plans to maintain and improve gastrointestinal surgical standards in the Metropolis and in the referring hospitals. Foster collaboration with other hospitals within the tertiary drainage areas to improve level of care locally and to facilitate proper referral patterns. Projects: Exercise cost-control on the professional activities of the Department to contain expenditures to the allocated budget. Develop data collection system for gastrointestinal surgery.

ENQUIRIES
Dr V Govindasamy Tel No: 033 – 897379/81

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 25/19. 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
12 April 2019

POST 12/75
HEAD CLINICAL UNIT (MEDICAL) GRADE 1 BREAST, ENDOCRINE AND SOFT TISSUE TUMOUR SURGERY REF NO: GS 26/19
Component – General Surgery

SALARY
R1 643 352 per annum (All inclusive package), consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form.

CENTRE
Greys Hospital, PMB Metropolitan Hospitals Complex

REQUIREMENTS
A specialist qualification in the appropriate Health Science, PLU5 Registration with the Health Professions Council of South Africa for independent practice as a Specialist in General Surgery. Three years post registration experience as a specialist in breast and endocrine surgery. Recommendation: Experience in a tertiary environment, research experience and management training will be a recommendation. Knowledge, Skills and Experience: Appropriate Specialist procedures and protocols within field of breast, endocrine and soft tissue tumour surgical expertise, Sound knowledge of Human Resource management. Financial Management – monitoring of expenditure, Essential Drug List, Management functions – policy analysis and implementation, strategic management, project management, information management, total quality management and improvement, legal aspects, patient care and service delivery, applicable mandatory requirements and Acts, Regulations, Protocols and Guidelines used in Health Services. Planning and developing an appropriate program for breast, endocrine, soft tissue tumour and general surgical advancement in the Metropolis and in the referring regional hospitals. Good communication, leadership, decision-making and clinical skill. Develop and foster co-operation with Medical School. Competence in undergraduate, post graduate and subspecialty training. Computer literacy.
DUTIES: Staffing: Maintain effective and efficient utilization of human resources in respect of: overseeing and supervising breast, endocrine and soft tissue tumor surgical staff in the execution of their duties, training staff and promoting ongoing staff development in accordance with their individual and departmental development needs; recruiting and selecting staff in accordance with government prescripts; assessing performance of breast, endocrine and soft tissue tumor staff recruiting and allocating breast, endocrine and soft tissue tumor surgical personnel to cover surgical need in Grey’s Hospital and the Metropolitan Hospital complex. Foster cooperation with Medical School (Department of General Surgery) to develop capacity for undergraduate and postgraduate training. Clinical: Incumbent to provide breast, endocrine, soft tissue tumor and general surgical services at Grey’s Hospital and Pietermaritzburg Metropolitan Hospitals Complex; Participate in the delivery of a 24-hour in-patient and out-patient breast, endocrine, soft tissue tumor and general surgical care within the Pietermaritzburg Metropolitan Hospitals Complex and the tertiary drainage hospitals; Develop management protocols for the breast, endocrine, soft tissue tumor and general surgical patients in accordance with the level of care of the Metropolis and referral hospitals; Provide appropriate surgical care to patients in the Metropolis and tertiary drainage area; Maintain and monitor specialist, medical officer and registrar breast, endocrine, soft tissue tumor and general surgery call system. Outreach: Accept responsibility for continuous professional development in breast, endocrine, soft tissue tumor and general surgery (in reach and outreach program) in area 2. Develop and participate in outreach program for breast, endocrine, soft tissue tumor and general surgery for area 2. Research: Stimulate and conduct sponsored and non-sponsored research activities for departmental and institutional development. Clinical Governance: Develop infrastructure and procure equipment for breast, endocrine, soft tissue tumor and general surgery. Procure appropriate theatre equipment to meet tertiary needs. Accept responsibility for development and fulfillment of departmental objectives. Provide appropriate CPD activities within the employing institution (Grey’s Hospital). Institute Quality Assurance plans to maintain and improve breast, endocrine, soft tissue tumor and general surgical standards in the Metropolis and in the referring hospitals. Foster collaboration with other hospitals within the tertiary drainage areas to improve level of care locally and to facilitate proper referral patterns. Projects: Exercise cost-control on the professional activities of the Department to contain expenditures to the allocated budget. Develop data collection system for breast, endocrine, soft tissue tumor and general surgery.

ENQUIRIES: Dr V Govindasamy Tel No: 033 – 8973379/81
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 25/19. 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 shortlisted. 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 post will operate in conjunction with other Head Clinical Unit posts in General Surgery based at Grey’s hospital It is envisaged that the successful candidate will be sharing administrative duties and responsibilities at Grey’s hospital. This will facilitate optimum service provision at Grey’s hospital and the relevant drainage area.

CLOSING DATE: 12 April 2019
POST 12/76 : MEDICAL SPECIALIST REF NO: MEDSPECPLAST/2/2019 (X1 POST)
Department: Plastics and Reconstructive Surgery

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

CENTRE : Inkosi Albert Luthuli Central Hospital

REQUIREMENTS : Experience: Not applicable. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with Health Professional Council of South Africa as a specialist. Applicants must be registered as a Specialist Plastic & Reconstructive Surgeon with the Health Professions Council of South Africa with prior surgical experience. Grade 1: No experience required. Grade 2: Five (5) Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Plastic & Reconstructive Surgeon). Grade 3: Ten (10) Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Plastic & Reconstructive Surgeon). Knowledge, Skills, Training and Competencies: The following will serve as an advantage: Clinical knowledge and experience of treating plastic surgery patients. Knowledge of current health and public service legislation, regulations and policy. Good communication, decision making and clinical skills. In addition, you should have one of the following Advanced Trauma Life Support ATLS) Advanced Cardiac Life Support (ACLS) Advanced Paediatric Life Support (APLS).

DUTIES : The appointee will be required to perform plastic & reconstructive surgery operations expected of a junior specialist, attend to administration matters, outpatient duty and “on call duties when he/she will field urgent referrals and be required to take the appropriate action regarding these. He/she would also do ward rounds and teaching of undergraduate and postgraduate Medical Students.

ENQUIRIES : Prof A Madaree Tel No: 031 2401171

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

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

CLOSING DATE : 12 April 2019

POST 12/77 : MEDICAL SPECIALIST - HIGH RISK OBSTETRICS REF NO: MEDSPECO&G/1/2019
Department: Obstetrics and Gynaecology

SALARY : Grade 1: R1 051 368 per annum all-inclusive salary Package (excluding commuted overtime)
Grade 2: R1 202 112 per annum all-inclusive salary Package (excluding commuted overtime)
CENTRE: IALCH and rotations through the Durban Metropolitan Complex of hospitals as delegated by the Head of Department.

REQUIREMENTS: Medical Specialist qualification in Obstetrics and Gynecology. Registration with the Health Professions Council of South Africa as a Medical Specialist in Obstetrics and Gynecology Advantage – previous experience in a specialist position. Grade 1: No experience required. Grade 2: Five (5) years appropriate experience as a Medical Specialist after registration with the HPCSA. Grade 3: Ten (10) years appropriate experience as a Medical Specialist after registration with the HPCSA. Knowledge, Skills, Training and Competencies Required: Sound clinical knowledge and experience in Obstetrics and Gynecology. Knowledge of current Health and Public Service legislation, regulations and policies including medical ethics, epidemiology and statistics. Good communication, leadership, decision-making and clinical skills.

DUTIES: Control and management of clinical services as delegated. Outpatient and inpatient clinical responsibilities with after-hour participation in designated hospitals as per the departmental call roster. Participate in the development and on-going provision of under- and Post-graduate health personnel teaching as per the academic program of the department. Participate in the Quality Improvement Programmes of the Department. Maintain clinical, professional and ethical standards. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertains to the Department. Be involved in community-orientated programmes (outreach) including the provision of expert advice and services to all health facilities within the province as delegated.

ENQUIRIES: Prof Sebitloane Tel No: 031 2604390

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

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

CLOSING DATE: 12 April 2019

POST 12/78: MEDICAL SPECIALIST – GENETICS REF NO: MEDSPECGENETICS/1/2019
Department: Paediatrics

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

CENTRE: Inkosi Albert Luthuli Central Hospital

REQUIREMENTS: Requires appropriate qualification plus registration with the Health Professions Council of South Africa as a Specialist Geneticist or Subspecialist in Genetics. Current registration as a specialist/subspecialist in Genetics with the Health Professions Council of South Africa. Grade 1: No experience required. Grade 2:
Five (5) years appropriate experience as a Medical Specialist after registration with the HPCSA as a Specialist/Subspecialist in Genetics. **Grade 3:** Ten (10) years' experience after registration with the Health Professions Council of South Africa as a Specialist/Subspecialist in Genetics. Knowledge, Skills Training and Competency Required: Proficiency in medical genetics. Human resource management – labour relations and staff development programmes. Management capability. Knowledge of clinical governance systems and programmes including QAP/QAP. Epidemiology and statistics Medical ethics. Research.

**DUTIES:** Responsibility for the development, management and ongoing provision of an efficient facility and community based Genetic Service in Inkosi Albert Luthuli Central Hospital, eThekwini District and the province of KwaZulu-Natal. Participate in the provision of a 24 hour in- and outpatient consultative genetic service at specialist and multi-disciplinary clinics in Inkosi Albert Luthuli Central Hospital as well as tertiary and regional hospitals in its catchment area. Responsibility for the effective and efficient utilization of human, physical and financial resources within the Genetic Service. To relate with all clinical disciplines throughout the catchment area to ensure the efficient and effective coordination of Genetic Services. To ensure an appropriate scope of practice at the various levels of service and care commensurate to the designated hospitals and communities in the catchment area. To implement suitable quality assurance/improvement programmes as required to ensure an appropriate standard of care. Provide both academic and clinical service functions at the Hospital, including ward rounds, outpatient's clinics, and clinical training ward rounds. Participate in clinical research and academic programmes in the respective clinical department. Train under- and postgraduate students on both bedside training and classroom training at the hospital and University of KwaZulu Natal. Undertake rostered after-hours duties. Undertake appropriate clinical research.

**ENQUIRIES:** Prof R Masekela Tel No: 031 2604399 /Dr R Thejpal Tel No: 0312401536

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

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

**CLOSING DATE:** 12 April 2019

**POST 12/79:** MEDICAL SPECIALIST – (GRADE 1, 2 AND 3) REF NO: GS 24/19 (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. 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. 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 24/19. 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**

: 12 April 2019

**POST 12/80**

: **MEDICAL OFFICER REF NO: MO ORTHO/2/ 2019 (X1 POST)**

Department: Orthopaedics and Trauma Unit

**SALARY**

: Grade 1: R780 612 per annum (All Inclusive Salary Package) excluding Commuted Overtime

Grade 2: R892 551 per annum (All-inclusive Salary Package) excluding Commuted Overtime

Grade 3: R1 035 831 per annum (All-inclusive Salary Package) excluding Commuted Overtime

**CENTRE**

: Inkosi Albert Luthuli Central Hospital

**REQUIREMENTS**

: Applicants must be currently registered with the Health Professions Council of South Africa as a Medical Practitioner. Experience **Grade 1**: No experience required from South African qualified employees. One (1) year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Experience **Grade 2**: Five (5) years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. Six (6) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Experience **Grade 3**: Ten (10) years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. Eleven (11) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Recommendations: A minimum of 12 months previous orthopaedic experience is an advantage. Candidate must be able to operate independently on patients with simple orthopaedic trauma and uncomplicated elective orthopaedic patients requiring surgical treatment. Preference will be given to candidates who wish to specialise in orthopaedics in future. Preference will be given to applicants who have successfully completed the primary and/or intermediate exams of the College of Medicine in Orthopaedics of South Africa. Registrars who have completed/exited the registrar training and Registrars who have completed their Final Orthopaedic Fellowship Exams and are still busy with their M. Med are also encouraged to apply.

**DUTIES**

: Provide orthopaedic care to patients with orthopaedic conditions, especially trauma. Provide orthopaedic services to the trauma unit and elective orthopaedic services. Be responsible for basic operations, especially for bone and soft tissue trauma. To supervise and teach new doctors in the treatment of orthopaedic conditions, especially trauma. Conduct out-patient clinics in the hospital. Conduct patient management in the wards including both High Care and Intensive Care Unit and ensuring set standards are maintained. Doctors have to be available after hours to provide relevant emergency cover as required. Clerk all admissions and compile discharge summaries. Be responsible for all letters and assist patients with SASSA forms and medico-legal issues and forms. Conduct research in the field of orthopaedics. The incumbent will also be responsible for teaching of medical, paramedical and nursing staff. Prepare and attend Mortality and Morbidity meetings as required. The successful candidate may be seconded to the Orthopaedic Department of any other KZN state Hospital to render orthopaedic services.

**ENQUIRIES**

: Dr Paul Ryan Tel No: 031-240 2160

**APPLICATIONS**

: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.
NOTE: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE: 12 April 2019

POST 12/81: MEDICAL OFFICER (GRADE 1, 2, 3) REF NO: GS 23/19 (X3 POSTS)
Component: Neurology: Internal Medicine

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

CENTRE: Greys Hospital, Pietermaritzburg

REQUIREMENTS: MBCHB Degree Plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner by the time of appointment. Community Service Officers may apply if eligible for HPCSA registration as an Independent Medical Practitioner within 1 months of the closing date of this advertisement. Grade 1: Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. Grade 3: Experience: 10 years experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. Recommendations: ACLS course completed (current valid certificate). Postgraduate qualifications in Neurology (FCN (SA) Part 1; Diploma in Internal Medicine; Diploma in HIV Medicine. Experience working a Neurology Unit or Internal Medicine Unit. Involvement in Research &/or publications. Knowledge, Skills, Training and Competence: Sound clinical and patient management skills; human resource management; information management; quality assurance programs. Current health and public service legislation, regulations and policy, and medical ethics.

DUTIES: Medical care of Neurology patients: Level of care required – medical care appropriate to Grey’s Hospital Neurology Service, (Tertiary). Diagnosing and treating medical & neurological emergencies; Managing Neurology inpatients and outpatients. Consulting on referrals from other Departments and communicating with other Departments and institutions; Inter-unit rotations at facilities included in the KZN Neurology Academic Complex i.e. IALCH Hospital. Outreach services to facilities in Area 2 may be required either regularly or from time to time. Overtime
requirements – commuted overtime within the Department of Neurology is mandatory, as required by operational demands within the Neurology after hour’s service. Commuted Overtime within the Department of Internal Medicine, Greys Hospital may be required, as required by operational demands. Administration and management: Supervise junior medical staff, including in clinical work, attendance, time management, conflict management etc. Service logistics – assist in administrative aspects of running the Department e.g. roster and rotation planning, clinical and operational protocol development; Quality improvement – assist and participate in quality improvement, including audits, patient safety incident reporting and morbidity and mortality reviews. Medico-legal matters – assist with medico-legal tasks such as medical reports for insurance claims. Academic programme: Training - provide in-service training to staff or be a recipient of in-service training, as appropriate for a medical officer and to meet the needs of the service; Teaching – participate in and support departmental training programmes (undergraduate, postgraduate and in-service). This includes teaching, examinations, administration, departmental talks etc. as required by the programmes. Academic activities – active participation in academic activities such as journal clubs, academic presentations and seminars etc. Research – participate in departmental research. Initiation and performance of research is required.

ENQUIRIES : DR C Lee Tel No: 033 897 3289
APPLICATIONS : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
FOR ATTENTION : Mrs. M. Chandulal
NOTE : Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website. Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. Curriculum Vitiae 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 23/19. 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 : 12 April 2019
POST 12/82 : OPERATIONAL MANAGER NURSING: SPECIALTY STREAM (THEATRE & CSSD) REF NO: GJC 02/2019
SALARY : R532 449 per annum. Other Benefits: 13th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)
CENTRE : GJ Crookes Hospital
REQUIREMENTS : Senior certificate. Registration certificate as a general nurse and midwife. Post Basic qualification in Operating Theatre Technique with duration of at least 1 year registration with South African Nursing Council (SANC). Current registration with the South African Nursing Council. A minimum of 9 years appropriate experience in nursing after registration as a Professional Nurse with SANC IN General Nursing of which at least 5 years must be in the relevant speciality, after obtaining the 1 year post basic qualification. Proof of current and previous work experience endorsed by from Human Resource Manager. Knowledge: Knowledge of Public Service Policies, Acts and Regulations. Knowledge of SANC Rules and Regulations. Sound knowledge of Scope of Practice. Good communication, leadership, interpersonal and problem solving skills. Knowledge of Code of Conduct and Labour Relations. Ability to plan and organise own work and that of support personnel to ensure proper nursing care. Conflict management and negotiation skills. Decision making and problem solving skills. Skills in organising,
planning solving skills. Knowledge in Batho Pele Principles and Patients Right Charter.

**DUTIES**
- Ability to provide professional leadership. Provision of Quality Nursing Care through the implementation of standards, policies and procedures coupled with supervision and monitoring the implementation thereof. To participate in Quality Improvement Programmes and Clinical Audits. Identify, develop and control Risk Management systems within the unit. Uphold the Batho Pele and Patient’s Right Charter principles. Provide a safe, therapeutic environment as laid by the Nursing Act Occupational Health and Safety Act and all other applicable prescripts. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and labour relation issues according to the laid down policies and procedures. Manage and supervise effective utilization of all resources e.g. human, financial and material etc. Implementation and management of Infection Control and prevention protocols. Participate in performance reviews i.e. EPMDS as well as student progress reports. Oversee CSSD.

**ENQUIRIES**
- MS PT Mkhize Tel No: 039 978 7019

**APPLICATIONS**
- Should be posted to: The Acting Human Resource Manager, GJ Crookes Hospital, Private Bag X5501, Scottburgh, 4180

**FOR ATTENTION**
- Mr. JL Majola

**NOTE**
- Application for Employment Form (form Z83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za. Certified copies of educational qualifications – not copies of certified copies, curriculum vitae, certified copy of Identity Document, certified copy of driving licence. The reference number must be indicated in the column provided on the Z83. The appointment is subject to the positive outcome obtained from the NIA to the following checks: (security checks, Credit records, qualification, citizenship and previous experience verifications). Please note that due to the large number of applications received, applications will not be acknowledged, however, please be informed that if no notification of appointment is made within three months of the closing date applicants should accept that their application was unsuccessful.

**CLOSING DATE**
- 12 April 2019 at 16h00

**POST 12/83**
- CHIEF RADIOGRAPHER GRADE 1, 2 REF NO: NDH 07/2019
- Cluster: Radiology Department

**SALARY**
- Grade 1: R489 429 per annum
- Grade 2: R559 611 per annum
- Benefits: 13th cheque, medical aid and housing allowance (optional and provided the incumbent meets the requirements)

**CENTRE**
- Northdale Hospital: Pietermaritzburg

**REQUIREMENTS**

**DUTIES**
- Provision of high quality radiography services according to patient’s needs, including CR. Take a supervisory role in all aspects of the radiography department as delegated. Provide guidance and supervision to junior and auxiliary staff. Execute all diagnostic radiographic procedures competently. Working knowledge and experience of EPMDs and be responsible for EPMDs of staff members as allocated. Play an active role in the implementation of quality assurance and quality improvement programmes, policy making, in service training and National Core Standards. Inspect and utilize equipment professionally to ensure that they comply
with safety standards. Implement measures to ensure that radiographic services comply with Radiation Control legislation. Participate in a 24 hour roster system which includes nights, weekends, Public holidays and standby duties. Perform general administrative duties as required. To contribute to overall work process in the diagnostic imaging department. To promote Batho Pele principles in the execution of duties.

ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE

Mrs R Bedford Tel No: 033 387 6459
All applications should be forwarded to: Human Resources Department Northdale Hospital, Private Bag X 9006, Pietermaritzburg, 3200
Mrs R Bedford
Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver’s License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. People with disabilities are encouraged to apply.

CLOSING DATE
POST 12/84
SALARY
CENTRE
REQUIREMENTS
DUTIES

15 April 2019
CHIEF DIAGNOSTIC RADIOGRAPHER GRADE 1 (ULTRASOUND) REF NO: GS 27/19
Component – Radiography
Grade 1: R440 982 - R489 429 per annum. Other Benefits: 13th cheque, medical aid (optional), home owner allowance, employee must meet prescribed requirements
Greys Hospital, Pietermaritzburg
National Diploma in Ultrasound / Bachelor’s Degree in Technology: Ultrasound. Certified copy of original registration with Health Professions Council of South Africa as a Radiographer (Ultrasound). Certified copy of current registration with the Health Professions Council of South Africa for 2019/2020 In the category Independent Practice: Ultrasound. A minimum of three years’ experience after registration with HPCSA as Ultrasound Radiographer: Independent Practice. Certificates of service to be attached as proof of experience. Recommendation: Experience performing high risk Obstetric and anomaly scans, as well as reporting on difficult pathology. Knowledge, Skills and Experience: Excellent knowledge of high risk obstetrics and gynecology, general, small parts, vascular, musculoskeletal scanning techniques, protocols and procedures. Basic knowledge of equipment use and trouble shooting. Sound report writing and administrative skills and computer literacy. Knowledge of relevant Health and Safety Acts and Infection Control measures. Good communication, interpersonal relations and problem solving skills. Basic supervisory skills.
Provide a high quality ultrasound service in keeping with tertiary status of the hospital: general scans with complicated pathology and detailed Obstetric anomaly scans. Provide correct interpretation of all ultrasound scans. Compile comprehensive reports as required in the working environment. Provide assistance, supervision and training to junior staff and students. Promote good health practices and ensure optimal care of the patient. Execute all clinical
ENQUIRIES : Mrs A Cooke Tel No: 033-897 3203
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 27/19. 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 : 12 April 2019
POST 12/85 : PROFESSIONAL NURSE SPECIALTY THEATRE REF NO: ITSH 08/2019
SALARY : Grade 1: R362 559 per annum
          Grade 2: R445 917 per annum
CENTRE : Itshelejuba Hospital
REQUIREMENTS : Grade 1: Matric senior certificate (Grade 12). Degree/Diploma in General Nursing or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwife plus one (1) year post basic qualification in Specialty (Diploma in Operating Theatre Technique). A minimum of four (4) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Proof of experience must be attached and verified by HR. SANC receipt for 2019 to be attached. Grade 2: Matric senior certificate (Grade12). Degree/ Diploma in General Nursing or equivalent qualification that allows registration with SANC as Professional Nurse and Midwife, One year post basic qualification in Specialty (Diploma in Operating Theatre Technique. A minimum of 14 years appropriate / recognizable experience in nursing after registration with SANC in General Nursing and Midwifery. At least 10 years of the period mentioned above must be recognizable experience in the specific Specialty after obtaining the relevant one (01) year post- basic qualification required for the relevant Specialty. Current registration with SANC as General Nurse, Midwife and operating Theatre.
DUTIES : Provision of optimal, holistic specialize nursing care provided within set standards and Professional / legal standards. Maintain accurate and complete Patients records according to legal requirements. Compilation and analysis of statistics. Participate in auditing of clinical charts and QIPs. Participate in the implementation of National Core Standards, guidelines, protocols. Effective, efficient and economical use of allocate resources. Provision of effective support to nursing services. Assist in supervision and development of staff. Participate in training and research and programmes e.g. IPC, Quality assurance. Scrubbing for minor and major operations. Provide a safe, therapeutic and hygienic environment for patients, visitors and staff. To participate in the care of swabs and instruments in Theatre. To provide immediate care to all patients those have been operated. To prepare for the operations ensuring smooth running of theatre. Maintain professional growth/ethical standards and self- development. Promote good working relationship with multidisciplinary team. Ensuring the availability of the necessary basic equipment and stock.
ENQUIRIES : Should be directed to TG Msibi Tel No: 034 4134000
APPLICATIONS : All applications must be addressed to Itshelejuba Hospital. Private Bag X0047 Pongola 3170 or hand delivered to the Human Resource office at Itshelejuba Hospital.

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

CLOSING DATE : 12 April 2019
In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

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

OTHER POSTS

POST 12/86: DEPUTY MANAGER NURSING (LEVEL 1 AND 2 HOSPITALS)
Chief Directorate: Metro Health Services

SALARY: R801 918 (PN-A8) per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE: Mowbray Maternity Hospital

REQUIREMENTS:
Minimum educational qualification: Basic R425 (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with a professional Council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB) driver’s license. Willingness to be on call and available in cases of emergency. Competencies (knowledge/skills): Knowledge of the relevant statutory and policy frameworks, including Healthcare 2030, Best Practice Criteria and National Core Standards and level 2 package of care for Midwifery, Obstetrics and Neonatology. Knowledge of quality assurance, infection control and occupational health and safety. Knowledge of human resource and financial management. Ability to communicate in at least two of the three official languages of the Western Cape (written and verbal) and the ability to work on MS packages (Word, Excel, PowerPoint).

DUTIES:
Provide strategic management and leadership within the Nursing Department. Manage quality improvement of nursing care and contribute to effective quality management at the Hospital by responding to medical and legal issues as they arise, and enhance the patient experience through effective management and responses to complaints and compliments and adverse incidents. Manage financial resources and consumable resources for the designated areas. Deliver effective and efficient management of the Nursing Department in terms of managing staff, reporting, participation in executive management decision-making and planning. Manage Human Resources in the relevant designated areas. Manage nursing research and both professional and nursing practice development.

ENQUIRIES: Ms JC Joemat Tel No: (021) 659-5544
APPLICATIONS: The Chief Director: Metro Health Services, Private Bag X15, Parow, 7500.
FOR ATTENTION: Mr R Hattingh
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 12 April 2019

POST 12/87: ASSISTANT MANAGER NURSING (SPECIALTY UNIT)
Chief Directorate: Metro Health Services

SALARY: R581 826 (PN-B4) per annum

CENTRE: Mitchells Plain District Hospital

REQUIREMENTS:
Minimum educational qualifications: Basic R425 qualification (i.e. Diploma / degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and midwife. A post-basic nursing
qualification with duration of at least 1 year, accredited with the SANC in one of the following post-basic qualifications: Medical and Surgical Nursing Science (Trauma and Emergency), Child Nursing Science or Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Ability and willingness to work shifts which may include after hour hospital cover (night duty relief, weekends, public holidays) and overtime when required. Willingness to deputise or stand in for Nursing Service Manager. Willingness to do distant management. Competencies (knowledge and skills): Ability to lead and manage the nursing service within the scope of Practice and accepted nursing standards. Excellent communication skills (written and verbal) in at least two of three official languages of the Western Cape. In depth knowledge and understanding of legal and ethical legislations, Acts and Policy’s related to nursing practice, Health Care, National Core Standards and the Public service. Knowledge of South African Triage and emergency care system. Basic computer literacy (MS Word, Excel and Power Point presentation).

**DUTIES**

Clinical governance: provide leadership, technical and management support for the provision of adequate and efficient comprehensive holistic patient care. Total Quality Management: facilitate and ensure the provision of cost effective quality health care; evaluate nursing service practices and clinical outcomes; ensure legal and National Core Standard compliance. Resource planning and management in accordance with relevant directives and Legislation (human, health technology, financial and physical). Information management and utilisation of information technology – data collection and analysis. Service delivery with regards to assist with meeting service delivery targets as per Annual Operational Plans, Patient Health education and promotion strategies. Promote and maintain constructive working relationships with all stakeholders.

**ENQUIRIES**

Ms A Brown Tel No: (021) 377-4410 / 4781

**APPLICATIONS**

The Chief Executive Officer: Mitchell’s Plain District Hospital, Private Bag X9, Mitchell’s Plain, 7789 or hand delivered to 8 AZ Berman Drive, Mitchell’s Plain.

**FOR ATTENTION**

Ms CC Johnson

**NOTE**

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

**CLOSING DATE**

12 April 2019

**POST 12/88**

OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)

Central Karoo District

**SALARY**

R532 449 (PN-B3) per annum (Plus a non-pensionable rural allowance of 12% of basic annual salary)

**CENTRE**

Nieuweldpark CC, Beaufort West Sub-district

**REQUIREMENTS**

Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science: Health Assessment, Treatment and Care (48). Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Competencies (knowledge/skills): Good interpersonal and leadership skills. Strong sense of responsibility, knowledge of human resource and financial policies. Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Demonstrate an in-depth knowledge of nursing and public service legislation. Ability to effectively communicate in at least two of the
three official languages of the Western Cape. Computer literacy (MS Word and Excel).

**DUTIES**

Manage, control and act in facet of Health, Support, Security, Cleaning-Infection control and Ground services. Personnel matters including supervision and performance management, finances and procuring as well as implanting of policies, prescripts and protocols regarding the mentioned facets. Manage planning to practice a holistic health service on a short-/medium-/long term basis. Manage implementation of Ideal Clinic measures to achieve expected Ideal Clinic status. Organise a cost-effective service on a daily basis. Ensure that all personnel undergo training according their Individual Development and Performance Plan. Participate in community involvement. Collect, verify and submit accurate statistics timeously.

**ENQUIRIES**

Mr W J Erasmus Tel No: (023) 414-8200

**APPLICATIONS**

The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.

**FOR ATTENTION**

Ms S Pienaar

**NOTE**

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

**CLOSING DATE**

12 April 2019

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**POST 12/89**

**CLINICAL PROGRAMME COORDINATOR GRADE 1 (CLINICAL TRAINING)**

Chief Directorate: Rural Health Services

**SALARY**

R420 318 (PN-A5) per annum

**CENTRE**

Worcester Regional Hospital

**REQUIREMENTS**

Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the job, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver’s license. Willingness to work after-hours. Competencies (knowledge/skills): Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Knowledge of procedures relating to nursing education, training, basic and post-basic nursing and good understanding of nursing code of ethics and professional practice of the SANC. Critical thinking and ability to analyse systems and to prepare reports. Computer Literacy in MS Word, Excel, Outlook and PowerPoint.

**DUTIES**

Develop, coordinate, conduct, implement and evaluate orientation and induction programmes for all nursing staff. Identify, develop, conduct and facilitate all in-service and formal training for all nursing staff, continuously assess competencies and skills of nursing staff and provide mentoring as required. Active participation in academic and ward rounds, mortality and morbidity reviews, adverse incidents, clinical audits and documentation audits. Ensure continuous improvement of quality patient care and ensure maintenance thereof. Development and implementation of clinical guidelines, protocols, standard operating procedures and nursing documentation. Liaise with the Higher Education Institutions, coordinate placement of and assess competencies and skills of nursing students placed in clinical areas.

**ENQUIRIES**

Ms RM du Plessis Tel No: (023) 348 1104

**APPLICATIONS**

The Chief Executive Officer: Worcester Regional Hospital, Private Bag X3058, Worcester, 6850.

**FOR ATTENTION**

Ms H Swart

**NOTE**

Shortlisted candidates may be subjected to a practical test. No payment of any kind is required when applying for this post.

**CLOSING DATE**

12 April 2019
<table>
<thead>
<tr>
<th>POST 12/90</th>
<th>ULTRASOUND RADIOGRAPHER GRADE 1 TO 3 (X2 POSTS)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Chief Directorate: Metro Health Services</td>
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<tr>
<td>SALARY</td>
<td>Grade 1: R374 364 per annum</td>
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<td></td>
<td>Grade 2: R440 982 per annum</td>
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<td></td>
<td>Grade 3: R519 456 per annum</td>
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<tr>
<td>CENTRE</td>
<td>Retreat CHC (X1 Post)</td>
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<td></td>
<td>Du Noon CHC (X1 Post)</td>
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<tr>
<td>REQUIREMENTS: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography. Registration with a professional council: Registration with the HPCSA as a Radiographer in Ultrasound. Experience: <strong>Grade 1:</strong> None after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. One year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in RSA. <strong>Grade 2:</strong> Minimum of 10 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in RSA. <strong>Grade 3:</strong> Minimum of 20 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in RSA. Inherent requirement of the job: Valid SA driver's license (Code B/EB). Competencies (knowledge/skills): Knowledge of Obstetrics, gynaecology, abdominal ultrasound, general and other ultrasound examinations as required. Ability to work independently and as part of a multi-disciplinary team. Communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Experience and Diploma in Diagnostic Radiography will be an advantage.</td>
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<tr>
<td>DUTIES</td>
<td>Render an efficient and effective sonography service to patients. Assist with effective and efficient administration of the Department. Written reports of ultrasound investigations performed. Ensure the rational use of resources and equipment. Assist with training and quality assurance in the sonography department. Additional duties as required for service delivery. To service geographical areas in the sub-district.</td>
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<tr>
<td>ENQUIRIES</td>
<td>Ms L Appolis, Tel. No. (021) 202-0883 (Retreat CHC)</td>
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<tr>
<td></td>
<td>Mr W Caesar Tel. No: (021) 200-4500 (Du Noon CHC)</td>
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<tr>
<td>APPLICATIONS: The Director, Metro District Health Services, Southern/Western sub structure, DP Marais Nurses Home, Corner of White and Main Road, Retreat, 7945 or P.O. Box 30360, Tokai, 7966.</td>
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<tr>
<td>FOR ATTENTION NOTE: No payment of any kind is required when applying for this post. &quot;Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals whom apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)&quot;.</td>
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<td>CLOSING DATE: 12 April 2019</td>
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<tr>
<td>POST 12/91</td>
<td>ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT</td>
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<td></td>
<td>Chief Directorate: Rural Health Services</td>
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<tr>
<td>SALARY</td>
<td>R163 563 per annum</td>
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<tr>
<td>CENTRE</td>
<td>George Hospital</td>
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<tr>
<td>REQUIREMENTS: Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience in Human Resource Administration. Competencies</td>
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</tbody>
</table>
(knowledge/skills): Proven knowledge and exposure to the duties and responsibilities of personnel administration section. Computer literate (i.e. MS office package, e-mail and internet). Knowledge of applicable policies, legislation, guidelines, standards, procedures and applicable practices. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Or National Diploma registrable with a South African.

DUTIES: Perform all administrative duties pertaining to the personnel administration section e.g. appointments, service terminations, transfers, pension administration, salary administration, leave administration, housing, injury on duty, distribution of monthly payslips, debt management and verify documents. Responsible for capturing transactions on PERSAL, audit personnel and leave records. Handle all personnel enquiries and correspondence (written and verbal) and file personnel data, policies, regulations and circulars. Maintain registers, i.e. PILIR, RWOPS, Appointment and service terminations. Act as adviser during recruitment and selection processes. Support supervisor and management and assist members of the Public with regard to Human Resource and Personnel matters.

ENQUIRIES: Mr BH Cassim Tel No: (044) 802-4409
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 will be subjected to a practical test.
CLOSING DATE: 18 April 2019

POST 12/92: HANDYMAN (ELECTRICAL)
Directorate: Engineering and Technical Services

SALARY: R136 800 per annum
CENTRE: Bellville Mobile Workshop

DUTIES: Perform standby duties. Carry out minor maintenance and repairs of electrical fixtures and components. Assist with repairs and emergency breakdowns (including after-hours repairs). Assist with the control and requisitioning of material and parts. Clean areas where work has been carried out. Ensure that all tools and materials are available before commencing any tasks. Assist the artisan Cadre in the execution of their respective duties.

ENQUIRIES: Mr L Semone Tel No: (021) 830-3770
APPLICATIONS: The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.
FOR ATTENTION: Ms C Dawood
NOTE: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
CLOSING DATE: 18 April 2019

POST 12/93: LAUNDRY AID
Overberg District

SALARY: R96 549 per annum
CENTRE: Swellendam Hospital, Swellendam Sub-district
REQUIREMENTS: Minimum requirement: Basic numeracy and literacy. Experience: Appropriate laundry experience. Inherent requirements of the job: Physically fit to do manual labour. Ability to work with laundry machinery and equipment. Competencies (knowledge/skills): Ability to effectively communicate in at least two of the three official languages of the Western Cape.

DUTIES: Sort, wash, dry, prepare, fold and iron linen, clothing and textiles. Assist with the mixing of chemicals and the washing of linen. Load and unload washing machines and tumble driers. Empty soiled linen bags for sorting and counting the sealing and stacking of linen bags for dispatching. Monitoring the quality of work.
ENQUIRIES : Mr DW Brecht Tel No: (028) 514-8443
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 : 18 April 2019

POST 12/94 : CLEANER
Central Karoo District
SALARY : R96 549 per annum
CENTRE : Hillside CC, Beaufort West PHC
REQUIREMENTS : Minimum Requirement: Basic literacy and numeracy. Experience: Appropriate cleaning experience in a health environment. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies. Willingness to rotate to other clinics. Competencies (knowledge/skills): Good interpersonal relations and organisational skills. Good communication skills in at least two of the three official languages of the Western Cape.
DUTIES : General cleaning and maintenance of cleaning equipment. Dust, sweep, polish, scrub and mop floors, passages, furniture, empty dustbins and sort soiled linen according to correct cleaning procedures. Effective use of cleaning agents and stock. Responsible for general hygienic and safe environment. Handle cleaning equipment. Elementary stock control.
ENQUIRIES : Mr WJ Erasmus Tel No: (023) 414-8200
APPLICATIONS : The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 18 April 2019

POST 12/95 : CLEANER
Overberg District
SALARY : R96 549 per annum
CENTRE : Napier Clinic, Cape Agulhas Sub-district
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate Cleaner experience in a Health Environment. Inherent requirements of the job: Willingness to rotate to other clinics. Ability to lift/move heavy equipment and supplies. Ability to operate machinery and equipment. Competencies (knowledge and skills): Good interpersonal relations and organisational skills. Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape. Appropriate knowledge of infection control and safety procedures in a Health environment.
DUTIES : Provide a clean hygienic and safe environment within the Clinic, i.e. dust, sweep, polish, scrub and mop floors, passages, empty dustbins and sort soiled linen according to correct cleaning procedures. Safe handling, maintenance and storage of cleaning equipment. Effective use of cleaning agents and stock, including elementary stock control.
ENQUIRIES : Ms AM Haikney Tel No: (028) 423-3008
APPLICATIONS : The District Director: Overberg District Office, Private Bag X7, Caledon, 7230.
FOR ATTENTION : Ms A Brits
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 18 April 2019

POST 12/96 : MESSENGER
Chief Directorate: Metro Health Services
SALARY : R96 549 per annum
CENTRE : Stikland Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Inherent requirements of the job: Ability to pick up heavy bags filled with post/goods. Valid (Code B/EB) driver’s license and Public Driving Permit (PDP). Competencies (knowledge/skills): Sound interpersonal skills. Ability to work in a team and under pressure. Ability to maintain
a high standard of confidentiality. Ability to communicate in at least two of the three official languages of the Western Cape.

**DUTIES**

- Daily collection and delivery of all post within and outside of the hospital. Sorting of post in registry. Collect blood samples from wards. Collect and deliver prescriptions and medication to and from the pharmacy. Collect and deliver files, documents and forms to and from various sections. Assist with driving duties on and off the Hospital premises. Perform other general tasks as required.

**ENQUIRIES**

Mr G van Wyk Tel No: (021) 940-4427

**APPLICATIONS**

The Chief Executive Officer: Stikland Hospital, Private bag X13, Bellville 7530.

**FOR ATTENTION**

Mr C Solomons

**NOTE**

No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.

**CLOSING DATE**

18 April 2019