PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 13 OF 2019
DATE ISSUED: 05 APRIL 2019

1. Introduction

1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.

1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

2. Directions to candidates

2.1 Applications on form Z83 with full particulars of the applicants’ training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s).

2.2 Applicants must indicate the reference number of the vacancy in their applications.

2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.

2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments

3.1 The contents of this Circular must be brought to the attention of all employees.

3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.

3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.

3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

AMENDMENT: DEPARTMENT OF TOURISM: Kindly note that the post of Director: Human Resource Administration and Employee Relations with Ref No: NDT 01/2019 advertised in Public Service Vacancy Circular 11 dated 22 March 2019 has been withdrawn. Enquiries: Mr A M Mafanele Tel No: (012) 444 6135. We apologies for any inconvenience caused.
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ANNEXURE A

DEPARTMENT OF ARTS AND CULTURE

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

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

CLOSING DATE:
23 April 2019 at 16:00

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

OTHER POSTS

POST 13/01: DEPUTY DIRECTOR: ENTITIES MANAGEMENT REF NO: 04/DAC//2019
Directorate: Entities Management:

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

CENTRE:
Pretoria

REQUIREMENTS:
Applicants must be in possession of a Bachelor of Commerce degree or a Diploma in Financial Management. 3 - 5 years Corporate Governance experience in a business management or public service environment. Extensive knowledge and understanding of Corporate Governance (finance and performance management) principles and compliance monitoring. Extensive knowledge and understanding of and the ability to interpret Financial Statements. Extensive knowledge and understanding of and the ability to interpret the Standards of Generally Recognised Accounting Practice (GRAP). Good research and analytical skills. Problem identification and solving skills. Project management skills as well as strategic thinking abilities. Computer literacy. Excellent written and verbal skills. Good interpersonal skills.

DUTIES:
The incumbent will be responsible for the following: Coordinate the appointment and induction of Councils/Boards and ensure that a database of Council / Board members is maintained. Provide secretariat support to governance forums. Oversee the planning processes of public entities by ensuring that strategic plans...
and annual performance plans are submitted and analysed. Manage the performance of public entities by ensuring that shareholder compacts are signed with all public entities; quarterly reports are submitted and analysed; and annual reports of public entities are tabled in parliament. Provide oversight to public entities through site visits and performance feedback sessions. Oversee the development and submission of the MTEF database and the Estimates of National Expenditure. Ensure that public entities adhere to all applicable legislative requirements.

**ENQUIRIES:** Ms N Ngcama Tel No: 012 441-3430

**POST 13/02:** HUMAN RESOURCE PRACTITIONER: PERFORMANCE MANAGEMENT REF NO: 5/DAC/2019 (12 months contract)

Chief Directorate: Human Resource Management

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

**CENTRE:** Pretoria

**REQUIREMENTS:** A Three-year degree or a National Diploma in Human Resource Management or equivalent qualification plus 2 – 3 years relevant experience in the implementation of Performance Management in the Public Service, practical experience in working on PERSAL. PERSAL Certificates (Introduction) would be an added advantage. Good communication skills (written and verbal), good planning and organising skills, computer literacy, ability to work under pressure, Knowledge of Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act, Chapter 4 of the SMS handbook, Human Resource Policies and Procedures. Planning and organising skills. Computer literacy. Excellent verbal and written skills. Problem solving and analytical skills.

**DUTIES:** The successful candidate will be responsible for receiving and checking the quality of performance agreements received, provide support service towards the implementation of PMDS in the department, provide advice on the developing of performance agreements and personal development plans. Provide administrative support and serve as a secretariat during committee meetings. Draft reports/submission, capture performance agreements and awards on PERSAL, advice line and support functions on the PMDS, assist with the formulation of the performance standards for the department, monitor compliance with PMDS in the department. Provide support to the HRD Unit in coordination and implementation of personal development initiatives.

**ENQUIRIES:** Ms N Ngcama, Ms B Manqaba, Ms P Mulaudzi Tel No: 012 441 3430/3650/3716

**POST 13/03:** ARCHIVIST: READING ROOM REF NO: 6/DAC/2019

National Archives and Records Service of South Africa (NARSSA)

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

**CENTRE:** Pretoria

**REQUIREMENTS:** A Three-year degree or a National Diploma with an appropriate major subject such as History or Information Management. A relevant post graduate qualification, such as Archival Studies, would be an added advantage. Knowledge of relevant legislation which impacts on the National Archives, including the National Archives and Records Service of South Africa Act No 43 of 1996 (as amended). Knowledge or experience of customer care and client services. Good interpersonal skills. Computer skills. Writing skills.

**DUTIES:** The incumbent will be responsible for the following: Management and general upkeep of the Reading Room. Assisting researchers in the Reading Room. Dealing with verbal and written enquiries. People management and empowerment. Adding relevant information on the archival collections to an electronic archival management system. Publish this information to a database for access on the NARSSA website. Verifying and editing the information already on the electronic archival management system. Updating registers including those on the electronic archival management system. Assisting with data clean-up on the electronic archival management system. Compiling various reports for the NARSSA.

**ENQUIRIES:** Ms N Ngcama, Ms B Manqaba, Ms P Mulaudzi Tel No: 012 441 3430/3650/3716
**POST 13/04**

ARCHIVIST: ARRANGEMENT AND DESCRIPTION REF NO: 7/DAC/2019
National Archives and Records Service of South Africa (NARSSA)

**SALARY**

R242 475 per annum (Level 07)

**CENTRE**

Pretoria

**REQUIREMENTS**

A Three-year degree or a National Diploma with an appropriate major subject such as History or Information Management. A relevant post graduate qualification, such as Archival Studies, would be an added advantage. Knowledge of relevant legislation which impacts on the National Archives, including the National Archives and Records Service of South Africa Act No 43 of 1996 (as amended). Knowledge or experience of customer care and client services. Computer skills. Writing skills.

**DUTIES**

The incumbent will be responsible for the following: The sorting and arranging of archival collections that have been transferred by client offices. Researching the history of the collections. Boxing of records in the collections. Adding relevant information on each collection to an electronic archival management system. Publish this information to a database for access on the NARSSA website. Verifying and editing the information already on the electronic archival management system. Updating registers including those on the electronic archival management system. Assisting researchers in the Reading Room. Dealing with verbal and written enquiries; and compiling various reports for the NARSSA.

**ENQUIRIES**

Ms N Ngcama, Ms B Manqaba, Ms P Mulaudzi Tel No: 012 441 3430/3650/3716

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**POST 13/05**

ARCHIVIST: LIBRARY REF NO: 8/DAC/2019
National Archives and Records Service of South Africa (NARSSA)

**SALARY**

R242 475 per annum (Level 07)

**CENTRE**

Pretoria

**REQUIREMENTS**

A 3-year Bachelor degree or equivalent qualification with an appropriate major subject such as History or Information Management. A relevant post graduate qualification, such as Archival Studies, would be an added advantage. Knowledge of relevant legislation which impacts on the National Archives, including the National Archives and Records Service of South Africa Act No 43 of 1996 (as amended). Knowledge or experience of customer care and client services. Knowledge or experience working in a library environment. Computer skills. Writing skills.

**DUTIES**

The incumbent will be responsible for the following: Management of the National Archives Repository library and official publication collections. Adding relevant information on the library collection to an electronic archival management system. Publish this information to a database for access on the NARSSA website. Verifying and editing the information already on the electronic archival management system. Updating registers including those on the electronic archival management system. Assisting researchers in the Reading Room. Dealing with verbal and written enquiries. Compiling various reports for the NARSSA.

**ENQUIRIES**

Ms N Ngcama, Ms B Manqaba, Ms P Mulaudzi Tel No: 012 441 3430/3650/3716

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**POST 13/06**

ASSISTANT ARCHIVIST: PHOTOCOPY SECTION ASSISTANT REF NO: 9/DAC/2019
National Archives and Records Service of South Africa (NARSSA)

**SALARY**

R136 800 per annum (Level 04)

**CENTRE**

Pretoria

**REQUIREMENTS**

Grade 12. Relevant experience working in a heritage institution would be a recommendation. Knowledge or experience of working with photocopying and/or scanning devices. Basic computer skills. Interpersonal skills.

**DUTIES**

The incumbent will be responsible for the following: The photocopying of archival collections. The retrieval and shelving of archival collections. Assisting researchers in the Reading Room. Dealing with requests from researchers wanting information on divorce decrees. Assisting with data clean-up on the electronic archival management system.
ENQUIRIES : Ms N Ngcama, Ms B Manqaba, Ms P Mulaudzi Tel No: 012 441 3430/3650/3716
ANNEXURE B

DEPARTMENT OF COOPERATIVE GOVERNANCE

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

APPLICATIONS 
Applications may be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: cogta43@ursonline.co.za or via fax: 086 415 5709.

FOR ATTENTION 
URS Response Handling Tel No: 012 811 1900

CLOSING DATE 
26 April 2019

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

OTHER POST

POST 13/07 : DEPUTY DIRECTOR: CORPORATE SECRETARIAT REF NO: 25986/01

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

DUTIES : The successful candidate will perform the following duties: Coordination and provision of secretariat support to internal Corporate Governance structures and external Intergovernmental Relations Forums. Develop minutes of the meetings and maintain records of meetings. Develop decision matrix and follow-up on the implementation of meeting resolutions. Develop and implement Policy guidelines and Procedures based on Corporate Governance best practice and the Intergovernmental Relations Act. Develop and maintain the database of all internal and external intergovernmental structures.

ENQUIRIES : Ms A. Jacobs Tel No: (012) 336 5727
ANNEXURE C

DEPARTMENT OF DEFENCE

CLOSING DATE: 26 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.

OTHER POSTS

POST 13/08: ARCHIVE CLERK REF NO: CMIS/21/19 (X2 POSTS)

SALARY: R163 563 per annum (Level 05)
CENTRE: Documentation Centre, Pretoria
REQUIREMENTS: A minimum of Grade 12 (NQF 3). An Archive and Records Management Qualification will be an added advantage. Knowledge and understanding of archival and information related legislated (specifically the National Archives of South Africa Act, 1996 (Act 43 of 1996) and the Promotion of Access to Information Act, 2000 (Act of 2000). At least one (1) year experience in records/registry/archive environment. Training with regards to the handling of archives and the processing of archives. Special requirements (Skills needed): Good interpersonal skills, good communication skills (Verbal and Written), problem solving skills, planning and organising skills, computer literacy relating to the use of Ms Office applications (MS Word, MS Excel, Ms PowerPoint, Ms Outlook).

DUTIES: Receive archives transferred from Force Structure Elements (FSE’s) to the DOD. Process transferred archives according to according to prescribed procedures. Updated archival index list. Control use of archival records by verifying all requested records are available and provided as per archival index list. Retrieve archives requested for research by keeping records of records retrieved according to prescribed procedures. Store and maintain supplemental archives. Report on
execution of activities by compiling and submitting monthly, quarterly and annual reports.

ENQUIRIES : Maj S.M.P. Maloka Tel No: (012) 355 5116 or WO1 S.A. McMaster Tel No: (012) 355 5670
APPLICATIONS : Department of Defence, CMIS Division Private Bag X161. Pretoria, 001
POST 13/09 : ADMINISTRATION CLERK REF NO: CIMS/21/02

SALARY : R163 563 per annum (Level 05)
CENTRE : Documentation Centre, Pretoria
REQUIREMENTS : A minimum of Grade 12 (NQF 3). At least one year relevant experience in administrative support/office management/administration/personal assistant/secretarial/receptionist environment/and in records management. Administration Qualification will be an added advantage previous experience will be an advantage. Special requirements (Skills needed): Good interpersonal skills, good communication skills (Verbal and Written), problem solving skills, planning and organising skills, computer literacy relating to the use of Ms Office applications (MS Word, MS Excel, Ms PowerPoint, Ms Outlook).

DUTIES : Provide reception service by receiving visitors and /or clients to Doc C. Administer payment of accounts within Doc C. Assist with HR Administration by keeping and maintaining Personnel Records of Doc C members. Provide Supply Chain Administrative support by liaising with internal and external stakeholders in relation to procurement of goods and services. Provide Office Administration support by writing routine letters and/or other correspondence when required. Provide secretarial support to Doc C coordinating meeting. Report on execution of activities by compiling and submitting monthly, quarterly and annual reports.

ENQUIRIES : Maj S.M.P. Maloka Tel No: (012) 355 5116 or WO1 S.A. McMaster Tel No: (012) 355 5670
APPLICATIONS : Department of Defence, CMIS Division Private Bag X161. Pretoria, 001
POST 13/10 : CLEANER II REF NO: JOPS/15/01 (X2 POSTS)

SALARY : R96 549 per annum (Level 02)
CENTRE : Joint Operations, SA Special Forces, Special Forces Headquarters Unit. Pretoria.
REQUIREMENTS : ABET (L1-4). Previous experience will be an advantage. Special requirements (Skills needed): Knowledge of a limited range of work procedures such as cleaning, equipment, work procedures, health and safety measures and incident handling procedures. Basic numeracy, interpersonal relationship, organizing and literacy. Must be physically healthy.

DUTIES : Rendering of cleaning services in order to maintain a high level of hygiene in and around the work place by cleaning offices, rest rooms, lounge, bars, vehicles, dining halls. Dusting and polishing tv rooms, vacuuming carpets, washing windows, sweeping floors, removing refuse and sweeping sidewalks. Forward requests for chemicals and cleaning materials to be used for execution of functions. Maintain all equipment and machinery used and report any defects.

ENQUIRIES : Maj N.J. Mokhitlinyane Tel No: (012) 674 5822
APPLICATIONS : Department of Defence, Special Forces Headquarters Private Bag X888, Pretoria, 0185
POST 13/11 : CLEANER II REF NO: JOPS/15/02 (X2 POSTS)

SALARY : R96 549 per annum (Level 02)
CENTRE : Joint Operations, SA Special Forces, 4 Special Forces Regiment, Langebaan. Western Cape.
REQUIREMENTS : ABET (L1-4). Previous experience will be an advantage. Special requirements (Skills needed): Knowledge of a limited range of work procedures such as cleaning, equipment, work procedures, health and safety measures and incident handling procedures. Basic numeracy, interpersonal relationship, organizing and literacy. Must be physically healthy.

DUTIES : Rendering of cleaning services in order to maintain a high level of hygiene in and around the work place by cleaning offices, rest rooms, lounge, bars, vehicles, dining halls. Dusting and polishing tv rooms, vacuuming carpets, washing
windows, sweeping floors, removing refuse and sweeping sidewalks. Forward requests for chemicals and cleaning materials to be used for execution of functions. Maintain all equipment and machinery used and report any defects.

ENQUIRIES: WO2 G.M. Engelbrecht Tel No: (022) 707 4515 or Ms M. Labuschagne Tel No: (022) 707 4503
APPLICATONS: Department of Defence, 4 Special Forces Regiment, Private Bag X1, Langebaan, 7357. Western Cape

POST 13/12: CLEANER II REF NO: JOPS/15/03 (X6 POSTS)

SALARY: R96 549 per annum (Level 02)
CENTRE: Joint Operations, SA Special Forces, 5 Special Forces Regiment, Phalaborwa. Limpopo.
REQUIREMENTS: ABET (L1-4). Previous experience will be an advantage. Special requirements (Skills needed): Knowledge of a limited range of work procedures such as cleaning, equipment, work procedures, health and safety measures and incident handling procedures. Basic numeracy, interpersonal relationship, organizing and literacy. Must be physically healthy.
DUTIES: Rendering of cleaning services in order to maintain a high level of hygiene in and around the work place by cleaning offices, rest rooms, lounge, bars, vehicles, dining halls. Dusting and polishing tv rooms, vacuuming carpets, washing windows, sweeping floors, removing refuse and sweeping sidewalks. Forward requests for chemicals and cleaning materials to be used for execution of functions. Maintain all equipment and machinery used and report any defects.
ENQUIRIES: Maj C.J. Baloyi Tel No: (015) 780 4601 or WO1 Fourie Tel No: (015) 780 4610
APPLICATIONS: Department of Defence, 5 Special Forces Regiment, Private Bag X 01029, Phalaborwa, 1390. Limpopo.
DEPARTMENT OF ENVIRONMENTAL AFFAIRS
The National Department of Environmental Affairs is an equal opportunity, affirmative action employer.

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

FOR ATTENTION: Mr LI Letshedi

CLOSING DATE: 23 April 2019

NOTE: Applications must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered. No faxed, e-mailed or late applications will be considered. The National Department of Environmental Affairs is an equal opportunity; affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the department through the filling of posts and candidates whose appointment/transfer will promote representivity will receive preference. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. Applicants shortlisted for SMS posts will be subjected to the following: a technical exercise that intends to test relevant technical elements of the job, screening and security vetting to determine their suitability for employment, including but not limited to criminal records; citizen status; credit worthiness; Previous employment (reference checks); and Qualification verification. The person appointed to this position will be subjected to a security clearance. SMS candidates will be subjected to a competency assessment test and the signing of a performance agreement and an employment contract (once appointed). The Department reserves the right not to make an appointment.

MANAGEMENT ECHELON

POST 13/13: DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY REF NO: COO18/2018

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

CENTRE: Pretoria

REQUIREMENTS: A recognized three year Bachelor’s Degree/ Advanced Diploma in Occupational Health & Safety (at NQF Level 7) or equivalent relevant qualification. 6-10 years’ experience in related field, of which minimum of 5 years’ should be at middle/senior management level. Understanding of Occupational health and Safety Act and Regulations, National Building Regulations and Standards, administrative procedures, project management, personnel management and policy development. Strategic planning management, leadership management, people management, change management, policy development and implementation, research, analytical, organising, planning, presentation, communication (verbal and written), interpersonal, coordination and stakeholder liaison skills. Ability to work long hours voluntarily, gather and analyse information, develop and apply policies, work individually and in team, work under extreme pressure, work with difficult persons and to resolve conflict.

DUTIES: The successful candidate will be responsible to manage, monitor and oversee implementation of Occupational Health and Safety requirements and ensure compliance with regards to the following key performance activities: Evaluate practices, procedures and facilities to assess the risk and adherence to the Act and Regulations. Inspect equipment and other machinery to observe possible unsafe conditions. Compile reports and submission on Occupational Health and Safety (OHS) matters. Manage emergency procedures and establish emergency teams. Enforce risk identification, evaluation and development of safe work procedures Liaise with facilities manager to establish contractor health and safety procedures. Maintain, review and report safety performance in the Department. Identify opportunities for improvement and implement preventative and corrective measures. Monitor OHS policy of the Department. Establish a culture of health and
safety in the Department. Advise employees on all health and safety matters to ensure compliance. Manage health and safety representatives meetings. Ensure health and safety training and awareness programmes in the Department. Manage health and safety committee meetings and fora. Conduct health and safety risks and hazard assessments, health and safety inspections as well as compliance audits in all buildings and sites occupied by the Department. Recommend and implement control measures and advice on the standard Personal Protective Equipment (PPE) issued to employees. Ensure that all incidents and accidents are properly recorded and reported. Investigate accidents and incidents and prepare reports. Develop health and safety monitoring systems. Implement preventative and remedial measures in the workplace. Ensure coordination of SHERQ inputs from all the Branches. Ensure coordination of training for emergency response teams in the Department.

**ENQUIRIES**

:  Ms NP Ngcobo Tel No: (012) 399 – 9875
GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

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

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

FOR ATTENTION: Mr S Matshageng

CLOSING DATE: 26 April 2019

NOTE: Applicants with disabilities are welcome to apply. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as originally certified copies of all qualification(s) and ID-document. The certification must be within three (3) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered. No faxed, copied or e-mailed application will be considered. Where a driver’s license is essential, such a license should be attached. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. “The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance”. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. The department reserves the right to fill or not to fill/not to fill the vacant post. Although these are freelance positions, the successful candidates must be available on request and willing to work irregular hours, on weekends and on public holidays, when required. The successful candidates will enter into a contract with the GCIS that will be reviewed based on performance, and must be in possession of their own transport and appropriate computer equipment and software.

OTHER POSTS

POST 13/14: FREELANCE PHOTOGRAPHER REF NO: 3/1/5/1 - 19/08

Directorate: Media Production (Photographic Unit)

SALARY: Per assignment allocated (benefits excluded)

CENTRE: Pretoria

REQUIREMENTS: Applicants should be in possession of an appropriate 3 year Degree (NQF 7) or National Diploma (NQF 6) or equivalent related qualification in Photography, and/or proven experience in photography.

DUTIES: Initiate, plan and execute GCIS and government photographic assignments on request. Assist with studio photography in the office and on location. Update photo library with new images. Send photographs to the media and GCIS clients. Scanning and digital manipulation of images. Be able to work under pressure and deadline oriented. The incumbent will be expected to work after hours and travel extensively.

ENQUIRIES: Mr Mokoena Ntswe Tel No: 012 473 0220

NOTE: Shortlisted candidates will undergo a practical test in studio photography and Adobe Photoshop, must be able to travel and be available on short notice.
POST 13/15: FREELANCE VOICE-OVER ARTIST REF NO: 3/1/5/1 – 19/09
Directorate: Media Production (Radio Unit)

**SALARY**: Per assignment allocated (benefits excluded)

**CENTRE**: Pretoria

**REQUIREMENTS**: Applicants should be in possession of an appropriate 3 year Degree (NQF 7) or National Diploma (NQF 6) or equivalent related qualification in Radio Production and television voice-over recording, and/or experience in acting on commercials, drama and public service announcements for radio and television. Be able to bring out the personality of a character through voice or on-camera acting. Ability to modify a voice to suit a particular character. Be able to take direction very well. Be able to understand the sentiments portrayed in every scene. Be able to work under pressure and deadline-oriented. Background in linguistics and language translation will be an added advantage.

**DUTIES**: The successful candidate will be required to interpret scripts, present and record voice overs for government radio and video campaigns. Translate scripts to at least one official South African language. Express ideas and portray characters on television and radio during government campaign productions. Present radio phone-in programmes.

**ENQUIRIES**: Mr Karabo Mokhubela Tel No: 012 473 0124

**NOTE**: Applicants must attach their portfolios to their applications or email to karabomo@gcis.gov.za (not bigger than 3MB), and may be subjected to a practical assessment.

POST 13/16: FREELANCE ACTOR / ACTRESS REF NO: 3/1/5/1 – 19/10
Directorate: Media Production (Video Unit)

**SALARY**: Per assignment allocated (benefits excluded)

**CENTRE**: Pretoria

**REQUIREMENTS**: Applicants should be in possession of an appropriate 3 year Degree (NQF 7) or National Diploma (NQF 6) or equivalent related qualification in Radio and television and/or experience in acting on radio and TV commercials, drama and related fields. Be able to bring out the personality of a character through voice or on-camera acting. Ability to modify a voice to suit a particular character. Be able to take direction very well. Be able to understand the sentiments portrayed in every scene. Be able to work under pressure and deadline-oriented. Background in linguistics and language translation will be an added advantage.

**DUTIES**: Interpret scripts for radio and television and portray the characters on audio-visual platforms.

**ENQUIRIES**: Mr Karabo Mokhubela Tel No: 012 473 0124

**NOTE**: Applicants must attach their portfolios to their applications or email to karabomo@gcis.gov.za (not bigger than 3MB), and may be subjected to a practical assessment.

POST 13/17: FREELANCE RADIO PRESENTER REF NO: 3/1/5/1 – 19/11
Directorate: Media Production (Radio Unit)

**SALARY**: Per assignment allocated (benefits excluded)

**CENTRE**: Pretoria

**REQUIREMENTS**: Applicants should be in possession of an appropriate 3 year Degree (NQF 7) or National Diploma (NQF 6) in Broadcast journalism or equivalent qualification and/or proven experience in live radio talkshow or current affairs broadcasting. The successful candidate will be required to conduct research and think on their feet. The candidate must also have scriptwriting, interviewing, good speaking and technical skills. Ability to work under pressure.

**DUTIES**: The successful candidate will be required to present news and government talkshow programmes or reports. Responsible for presenting and interviewing special guests as well as acting as moderators for discussions.

**ENQUIRIES**: Mr Karabo Mokhubela Tel No: 012 473 0124

**NOTE**: Applicants must attach their portfolios to their applications or email to karabomo@gcis.gov.za (not bigger than 3MB), and may be subjected to a practical assessment.
<table>
<thead>
<tr>
<th>POST 13/18</th>
<th>FREELANCE COPYWRITER REF NO: 3/1/5/1 – 19/12</th>
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<tbody>
<tr>
<td>Directorate: Media Production (Radio Unit)</td>
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<tr>
<td>SALARY</td>
<td>Per assignment allocated (benefits excluded)</td>
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<tr>
<td>CENTRE</td>
<td>Pretoria</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Applicants should be in possession of an appropriate 3 year Degree (NQF 7) or National Diploma (NQF 6) or equivalent related qualification in advertising with copywriting as a major and/or relevant experience. Be highly creative and imaginative, have good writing and interpersonal skills; have an eye for detail and have an interest in government programs and content. Be able to write creatively and excellent grammatic skills. Ability to work under pressure and deadline oriented.</td>
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<td>DUTIES</td>
<td>The successful candidate will be required to conduct research, generate ideas, create informative and creative copy around various government themes for radio, design and television. He / she will be responsible for writing content that articulates government programs very well.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr Karabo Mokhubela Tel No: 012 473 0124</td>
</tr>
<tr>
<td>NOTE</td>
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<thead>
<tr>
<th>POST 13/19</th>
<th>FREELANCE RADIO PRODUCER REF NO: 3/1/5/1 – 19/13</th>
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<tbody>
<tr>
<td>Directorate: Media Production (Radio Unit)</td>
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<tr>
<td>SALARY</td>
<td>Per assignment allocated (benefits excluded)</td>
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<tr>
<td>CENTRE</td>
<td>Pretoria</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Applicants should be in possession of an appropriate 3 year Degree (NQF 7) or National Diploma (NQF 6) or equivalent related qualification in Media studies and/or experience in radio production including the use of digital editing suites (recording, editing and packaging). Strong technical background will be an added advantage. Knowledge of technical studio operation including mobile / location studio operation (digital and analog). He / she must be computer literacy, have good writing skill for radio, verbal communication skills, good understanding of Government Communications. Capacity for Electronic News Gathering / Electronic Field Production.</td>
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<tr>
<td>DUTIES</td>
<td>The successful candidate will be responsible for the production of radio adverts, mini dramas, phone in programmes, radio news bulletin, compiling radio news bulletin. Recording voice over artists in the studio, editing the recorded material, recording the events taking place in locations, live broadcast on location / OB, engaging the assigned community radio stations on regular basis, sourcing quotes, reports and invoices from the identified community radio station.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr Karabo Mokhubela Tel No: 012 473 0124</td>
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<tr>
<td>NOTE</td>
<td>shortlisted candidates will undergo a practical test.</td>
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<tr>
<th>POST 13/20</th>
<th>FREELANCE GRAPHIC DESIGNER REF NO: 3/1/5/1 – 19/14</th>
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<tbody>
<tr>
<td>Directorate: Media Production (Graphic Design)</td>
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<tr>
<td>SALARY</td>
<td>Per assignment allocated (benefits excluded)</td>
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<td>CENTRE</td>
<td>Pretoria</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Applicants should be in possession of an appropriate 3 year Degree (NQF 7) or National Diploma (NQF 6) or equivalent related qualification in Graphic Design, and at least two (2) years’ experience in the Graphic Design field. He/ she must be proficient in the use of an Apple Macintosh computer, Adobe Illustrator, Photoshop and InDesign. Must have the ability to develop creative and innovative design concepts. Proficiency in the use of Web, 3-D, 2D Animation skills will be an added advantage. Strong design skills and thorough knowledge of reprography and printing. Good organisational and communication skills. The successful candidate Ability to work under pressure, overtime and meet deadlines. Ability to multi-task and manage priorities in a fast-paced environment. Should be highly motivated with an eye for detail.</td>
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DUTIES: The successful candidate will be required to collaborate with the design manager on the overall look and feel for all design products. Work as a Graphic Designer on various products as per brief. Conceptualise and handle visual execution of all design briefs. Handle creative jobs from concept through to print. Provide comprehensive briefs to photographers. Liaise with reproduction houses, advertisers and printing companies on production.

ENQUIRIES: Ms Ntombenkosi Malgas Tel No: 012 473 0221
NOTE: Applicants must attach their portfolios to their applications or submit on Compact disc / email to ntombenkosi@gcis.gov.za (not bigger than 3MB)

POST 13/21: FREELANCE CAMERA OPERATOR REF NO: 3/1/5/1 – 19/15
Directorate: Media Production (Video Unit)

SALARY: Per assignment allocated (benefits excluded)
CENTRE: Pretoria
REQUIREMENTS: Applicants should be in possession of an appropriate 3year Degree (NQF 7) or National Diploma (NQF 6) or equivalent related qualification in Film and Television production and/or proven experience in the Audio & Visual industry. The candidate must be in possession Full HD cameras. i.e Panasonic P2 and be able to produce high quality content. They must take directions and apply creative and artistic approach to their work. They will occasionally be required to travel and a driver's license is a must have.

DUTIES: The successful incumbent will be responsible for visually communicating government messages to the South African by capturing and media briefings, cabinet updates and occasionally shoot awareness documentaries and advert. You will also be doing live streams of events and recording of PSA messages.

ENQUIRIES: Ms Cindy Ludick Tel No: 012 473 0048
NOTE: Applicants must attach a show reel to their application, or submit on Compact disc / email to cindy@gcis.gov.za, and will be expected to present it during their interview.

POST 13/22: FREELANCE VIDEO EDITOR REF NO: 3/1/5/1 – 19/16
Directorate: Media Production (Video Unit)

SALARY: Per assignment allocated (benefits excluded)
CENTRE: Pretoria
REQUIREMENTS: Applicants should be in possession of an appropriate 3 year Degree (NQF 7) or National Diploma (NQF 6) or equivalent related qualification in Film and Television production and/or proven experience in the Audio & Visual industry. The candidate must be able work on Final Cut, knowledge of editing and video production process. Must have a sound understanding of post-production process & understanding of codecs for final outputs to all broadcasting platforms. They will occasionally be required to travel and a driver's license is a must have.

DUTIES: The candidate will be responsible for meeting tight deadlines. Show high professional approach and dedication to the creative process as they will be working with different clients from all governments departments including The Presidency. Must be able to edit live events and do visual mixing. The candidate must have knowledge of government content and be able to reuse video material for multiple digital platform. Must be able to maintain and store all files. Must meet assignments deadlines. They must have their mobile own editing suit.

ENQUIRIES: Ms Cindy Ludick Tel No: 012 473 0048
NOTE: Applicants must attach a show reel to their application, or submit on Compact disc / email to cindy@gcis.gov.za, and will be expected to present it during their interview.

POST 13/23: FREELANCE BROADCAST JOURNALIST REF NO: 3/1/5/1 – 19/17
Directorate: Media Production

SALARY: Per assignment allocated (benefits excluded)
CENTRE: Pretoria
REQUIREMENTS: The candidate should be in a possession of a National Diploma (NQF level6) or equivalent qualification in Broadcast Journalism or Journalism. The candidate
must have good writing skills, interviewing skills, communication skills, have confidence in front of a camera “on air presence”, excellent listening skills. Have an interest in current affairs, news, people and good general knowledge. The candidate should have the ability to work in a team and function independently and be able to work under pressure to meet deadlines. The candidate must be proficient in English as well as in the use of an Apple Macintosh computer. The candidate should adhere to the code of conduct as prescribed by the SA Media Law.

**DUTIES**
A portfolio of evidence that must be submitted on a flash drive or DVD is a prerequisite. Short-listed candidates will be subjected to a competency test.

**ENQUIRIES**
Ms Cindy Ludick Tel No: 012 473 0048

**NOTE**
Applicants must attach a show reel to their application, or submit on Compact disc / email to cindy@gcis.gov.za, and will be expected to present it during their interview.

**POST 13/24**
**FREELANCE ACTOR / ACTRESS REF NO: 3/1/5/1 – 19/18**
Directorate: Media Production (Video Unit)

**SALARY**
Per assignment allocated (benefits excluded)

**CENTRE**
Pretoria

**REQUIREMENTS**
Applicants should be in possession of an appropriate 3 year Degree (NQF 7) or National Diploma (NQF 6) or equivalent related qualification in Drama and Film and/or proven work track record in the theatre & screen acting. Skills required are reading, projection and excellent communication in multiple languages.

**DUTIES**
Reading and analyzing your script. Confidently deliver on your performance for screen. Be a fast thinker, outgoing and confident and always showing professionalism.

**ENQUIRIES**
Ms Cindy Ludick Tel No: 012 473 0048

**NOTE**
Applicants must attach a show reel to their application, or submit on Compact disc / email to cindy@gcis.gov.za, and will be expected to present it during their interview.

**POST 13/25**
**FREELANCE SOUND OPERATOR REF NO: 3/1/5/1 – 19/19**
Directorate: Media Production

**SALARY**
Per assignment allocated (benefits excluded)

**CENTRE**
Pretoria

**REQUIREMENTS**
Applicants should be in possession of an appropriate 3year Degree (NQF 7) or National Diploma (NQF 6) or equivalent related qualification in Film and Television Industry and/or proven work track record. Must have your own sound equipment for every occasion and every assignment. You will also be required to occasionally travel and a license is a requirement.

**DUTIES**
You will assemble, operate and maintain the technical equipment used to record, amplify, enhance, mix or reproduce sound. You will also identify the sound requirements for a given task or situation and perform the appropriate actions to produce this sound.

**ENQUIRIES**
Ms Cindy Ludick Tel No: 012 473 0048

**NOTE**
Applicants must attach a show reel to their application, or submit on Compact disc / email to cindy@gcis.gov.za, and will be expected to present it during their interview.
DEPARTMENT OF HEALTH

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

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

FOR ATTENTION: Ms M Shitiba

CLOSING DATE: 23 April 2019 at 12:00pm Mid-Day

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

OTHER POST

POST 13/26: SENIOR INTERNAL AUDIT REF NO: NDOH 6/2019 (X5 POSTS)
(Contract Posts Ending 31 March 2022)
Directorate: Internal Audit-Global Fund

SALARY: R299 709 per annum (plus 37% in lieu of benefits)

CENTRE: Pretoria

REQUIREMENTS: A three-year Bachelor’s Degree/National Diploma or equivalent NQF 6 qualification in Accounting or Internal Audit. At least three (3) years experience in Internal Audit environment. Membership of the Institute of Internal Auditors South Africa/Global (IIASA) or completion of Professional Internal Auditor (PIA program) three years (3) IAT learnership from IIASA will be an advantage. Knowledge and exposure to Public Service policies and procedures. In-depth knowledge and skills in internal auditing, risk management, accounting, management, staff training and corporate governance. Good communication (verbal and written), benchmarking and networking skills.

DUTIES: Contribute to the development of strategic internal audit plans. Participate in the identification of the risk areas for the institution emanating from current operations as set out in the strategic plan and risk management strategy. Assist in maintaining efficient and effective controls and achieving the objectives of the department by evaluating the department’s controls/objectives and determine their effectiveness and efficiency through internal audit according to the internal audit plan. Collect, analyze and interpret data for purposes of the development of the engagement work program. Collect information and participate in the compilation of reports to the Accounting Officer and Audit Committee. Compile progress reports against audit plan. Monitor and engage in continuous professional development activities.

ENQUIRIES: Mr A Masemola Tel No: (012) 395 8452
DEPARTMENT OF LABOUR

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

APPLICATIONS: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

FOR ATTENTION: Sub-directorate: Human Resources Operations, Head Office

CLOSING DATE: 23 April 2019

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

OTHER POST

POST 13/27: PRINCIPAL COMMUNICATION OFFICER (SENIOR GRAPHIC DESIGNER)

REF NO: HR4/19/4/01HQ

Directorate: Communication

SALARY: R299 709 per annum

CENTRE: Head Office


DUTIES: Conduct and use systems to ensure efficient and effective production of publicity material. Design and layout of publicity material for the Department, Coordinate
the quotations process for the publications. Preparing artwork for printing. Execute the photography for Departmental events.

**ENQUIRIES**

Ms. N Kgatle Tel No: (012) 309 4963

**NOTE**

All applications must be accompanied by a CV and portfolio, applicants who do not attach their portfolio will not be considered.
DEPARTMENT OF MILITARY VETERANS

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

APPLICATIONS: Please forward your applications, quoting the relevant reference number, to the Department of Military Veterans, Private Bag X943, Pretoria, 0001 or hand deliverer at Department of Military Veterans corner 328 Festival & Arcadia Streets, Hatfield, Pretoria, 0001.

FOR ATTENTION: The Director: Human Resource Management

CLOSING DATE: 26 April 2019

NOTE: Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at http://www.info.gov.za/documents/forms/employ.pdf which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s), Matric certificate must also be attached and ID-document and Driver's license (where applicable). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Short listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). No faxed or e-mailed applications will be considered.

MANAGEMENT ECHelon

POST 13/28: DIRECTOR: INFORMATION AND COMMUNICATION TECHNOLOGY REF NO: DMV01/04/2019

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

CENTRE: Pretoria

REQUIREMENTS: An appropriate Bachelor's degree or equivalent NQF Level 7 qualification in Information Technology / Information Management or relevant field and Cobit implementation, TOGAF, ICDL (International Computer Driving Licence), A+ and N+ certifications plus at least 5 years’ experience at middle / senior management level, 3 – 5 years’ experience in an Enterprise or Technology architecture environment is required, Sound knowledge of strategic management, Sound knowledge of Information Technology systems and processes, Working experience managing Networks, Sound knowledge of Microsoft environment especially in supporting ERP systems, Sound knowledge in managing VMWare virtualised environments, Sound knowledge of business continuity management, Sound Knowledge of the E-government strategy and roadmap, Interactive communication, Problem solving and Analytical thinking achievement orientation, Planning and Organizing, proven Project Management competency, strategic thinking.

DUTIES: Ensure operational efficiency and improvement of IT Governance in the Department, effectively plan, manage, assign and coordinate the day-to-day tasks and activities of the ICT Operations team inclusive of processes, procedures, risk management and financial governance, ensure the integrity and smooth operation of the departmental ICT infrastructures, systems and applications, ensure Backup and Disaster Recovery systems are adequate, in place and operational, engage
with the department’s project groups, and other key business stakeholders to ensure ICT services are provisioned to meet business needs, ensure periodic review and audits are performed across all key ICT operational infrastructures and systems, perform procurement activities in support of general ICT operations, Take responsibility and accountability for the complete management of projects and tasks, including planning, scheduling and implementation, within allocated budgets and quality controls, plan and deploy information security mechanisms and ensure compliance with relevant regulatory frameworks and authorities through researching, developing and implementing information security policies. Manage the development of Enterprise Architecture domain to ensure that the department sustains a holistic and integrated view of technology standards and solutions, create an enabling environment for line and support functions to perform their functions more effectively and efficiently. Ensure confidentiality and reliability of proprietary information and intellectual property, oversee identified deficiencies for IT policies, standards and best practices to ensure that architectural criteria and practices continue to meet the strategic needs of the Department, develop and maintain computing standards relative to an overall strategy to provide an appropriate degree of standardization, develop and implement governance processes, frameworks and procedures within the Directorate in compliance with GITO requirements, render advice to senior management on relevant technology trends and their applicability to business enhancement, oversee the management of business agreements (BAS) and Service Level Agreement (SLA) of suppliers of information management and Information Technology goods and services, contribute to the business strategy formulation processes.

ENQUIRIES : Ms Dineo Masemola / Mr Caiphus Mailula Tel No: (012) 765 9454
NOTE : All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

POST 13/29

DUTIES

The successful candidate will be responsible for the following: Advising the DG and the Minister on exercising their statutory responsibilities in order to avoid and minimise legal risks, reviewing existing legislation, identifying shortcomings and drafting and implementing new legislation, as well as overall management of the Department’s annual legislative programme, effectively managing litigation and litigation support in cases for and against the Department and the Minister, undertaking compliance management, ie effectively managing general compliance with internal and external legislation, providing legal training and building the
capacity of DMV personnel to understand and engage with legal matters, such as contracts and service level agreements.

ENQUIRIES: Ms Dineo Masemola / Mr Caiphus Mailula Tel No: (012) 765 9454
NOTE: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance.

OTHER POSTS

POST 13/30: DEPUTY DIRECTOR: PROJECT COORDINATOR FOR MILITARY VETERANS HEALTH CARE AND WELLNESS SUPPORT REF NO: DMV03/04/2019

SALARY: R733 257 – R863 748 per annum (Level 11) (All inclusive)
CENTRE: Pretoria
REQUIREMENTS: An appropriate Degree or Diploma in Healthcare or equivalent qualification. 3-5 years’ experience at a managerial level in health care management and wellness environment. Registration or license as a Social Worker or Psychologist. Appropriate working experience and understanding of Public Service Administration, Report writing, able to conduct Research and presentations, military veterans’ Act, health care Act, a good Knowledge of Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relation Act and other employment legislations, good office management skills, good organisational skills, good inter-personal relations, coordination skills. Be able to work independently. Understanding of Military Veterans Act.

DUTIES: Provide provision of technical and administrative support on dedicated counselling and wellness services. Promote, Facilitate and Co-ordinate the counselling and wellness services activities. Monitor and evaluate service delivery and management systems relating to counselling and wellness services. Supervise arrangements for all associate counsellors. Contribute to the development of policies, procedures and practices in the sub directorate. Overseer and report on the provision of clinical assessments of clients and effective ongoing therapeutic interventions and or making suitable and timely referrals. Facilitate payment of invoices within the stipulated period. Monitor and report appropriately. Ensuring that the core objectives are achieved. Participate and ensure the provision of professional services including confidential counselling. Co-ordinate and manage the identification and screening process for military veterans eligible for admission to the wellness centres and compensation benefit. Coordinate group counselling and processes for military veterans across all provinces. Co-ordinate access for wellness services for military veterans identified for admission. Manage and monitor the implementation of home based care process and programs. Manage assessments and identify personal problems affecting military veterans, their beneficiaries and dependents and write relevant reports. Ensure the facilitation of individuals and group counselling. Coordinate the feedback mechanism to Military veterans on the outcome of assessments. Ensure correct placement and referral for military veterans and beneficiaries seeking services. Develop, monitor and evaluate the referral, service delivery protocols and systems. Develop partnerships and network with relevant stakeholders. Support the establishment, management and maintenance of good relations with service providers and all relevant stakeholders. Support the Implementation and monitor service level arrangements. Initiate and attend regular meetings with service providers and relevant stakeholders. Co-ordinate reports from service providers and provide a comprehensive monthly reports on the wellness centre. Monitor and report on the utilization of services. Manage resources (physical, human and financial). Ensure proper implementation of the budget by monitoring, projecting & reporting expenditure. Monitor and report on the utilization of equipment’s. Evaluate and monitor performance and appraisal of employees. Ensure capacity and
development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Evaluate and monitor performance and appraisal of employees.

ENQUIRIES
Ms Dineo Masemola / Mr Caiphus Mailula Tel No: (012) 765 9454

POST 13/31
SECURITY MANAGEMENT OFFICER (FEMALE) REF NO: DMV06/04/2019
Term: 12 Months Fixed Term Contract

SALARY
R257 508 – R303 339 per annum (Level 07) plus 37% in lieu of benefits

CENTRE
Pretoria

REQUIREMENTS
Grade 12 with 2-3 years’ experience in policing, military or security fields, or a minimum of Grade C SOB certificate with PSIRA. 2-3 years’ experience as a security officer and completed VIP protection course / training, firearm and other weapons management course / training.

DUTIES
Co-ordinate the provision of surveillance services. Work with security officers from the service provider in monitoring and authorizing entrance and departure of employees and visitors. Collaborate with the personnel from the private security in screening and determining whether visitors and service providers have necessary authorization to access departmental premises. Circulate among visitors, patrons, and employees to preserve order and protect property. Investigate and report on issues related to the breach of security procedures / standards and entry of unauthorized persons in the department. Observe and report suspects to police, or apprehend offenders when appropriate and detain them until police arrive and hand them over. Collaborate with personnel from the private security in monitoring alarm systems and closed-circuit television (CCTV) systems. Respond to emergency situations as they arise. In collaboration with personnel from the private security Ensure that private individuals / visitors are escorted when venturing into the office areas of the department. Assist in the allocation of parking and the monitoring thereof. Ensure safekeeping and guarding of departments assets and properties. Collaborate with personnel from the private security to ensure that premises are secured by being patrolled and inspected. Report and Investigate theft, break ins, disturbances cases in collaboration with the Police and the private security personnel. Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences. Prevents losses and damages by reporting irregularities; informing violators of policy and procedures and restraining trespassers. Collaborate with personnel in checking doors, gates and windows for signs of unauthorized entry and to ensure that they are locked when not in use or after hours, detect and report fraud, offences and unlawful acts by employees and visitors. Collaborate with personnel from the private security in conducting searches of personnel, vehicles and bags etc. Administer the bio-metrics system Manage the scanning of the fingers of employees for the purpose of the bio-metrics system; administer the bio-metrics system in order to monitor the activities of employees in relation to arrival, lunch and departure times. Print and present bio-metrics reports. Provide to the Director General and VIP’s protection / escort and chauffier services. Assist with the provision of weapons and ammunition escort services to the Director General and the VIP’s, assist in the development, consultation and implement a pro-active plan to counter threat and risk to the VIP’s and the Director General, assist in the development, consultation and implement a re-active plan to manage threat and risk to the VIP’s and the Director General. Assist in the development, consultation and implement an emergency exit plan to counter threat and risk to the VIP’s and the Director General. Assist in conducting situational and environmental analysis for the engagements / meetings and external interactions of the VIP’s and the Director General in order to counter threats and risks.

ENQUIRIES
Ms Dineo Masemola / Mr Caiphus Mailula Tel No: (012) 765 9454

NOTE
Shortlisted candidates may be required to make a presentation to the interview panel and undertake a writing test.
POST 13/32 : ADMINISTRATIVE ASSISTANT: OFFICE OF THE DIRECTOR-GENERAL REF NO: DMV04/04/2019

SALARY : R208 584 – R245 694 per annum (Level 06) plus benefits
CENTRE : Pretoria
REQUIREMENTS : A national diploma or equivalent tertiary qualification in office management or relevant field is a requirement and minimum of 2 years’ experience at clerical or senior clerical level or as an intern in relevant field. Knowledge, skills, training and competencies required: Basic organizational skills, communication and interpersonal skills. Incumbent must be a lateral thinker with excellent analytical skills, numerical and reporting writing skills, and excellent demonstration of end-user computer skills, Ms Word, Excel, Access and Power Point. The incumbent must be able to work independently and in possession of a valid driver’s licenses.

DUTIES : Provide secretariat support services, type documents, take minutes during meetings, compile and distribute agendas and minutes, circulate and collect attendance registers during meetings, receive and re-route incoming calls, record and relate massages. Operate and ensure that office equipment is in good working order, coordinate and schedule meetings, coordinate the provision of refreshments and water during meetings, follow-up with the supervisor regarding scheduled meetings and appointments, manage the cancellation and rescheduling of appointments. Provide records management and filing services, ensure the effective flow of information to and from the office, receive and register incoming correspondence, file and safe keep documents in line with the file plan and other relevant regulations and practice, register and distribute outgoing correspondence, maintain the confidentiality of documents. Receive clients and visitors, provide refreshments to clients and visitors where necessary, respond to general enquiries of visitors, manage the tidiness of the office. Provide administrative and logistical support services. Order stationary for the office. Serve as a chief user clerk and coordinate the procurement of Office supplies, computer consumables and stationary for the office, check invoices for correctness and certify them for payment, coordinate the payment of invoices, make bookings for venues, accommodation and manage travel arrangements, ensure the processing of S&T and overtime, collate and compile reports and any other information as requested, obtain the necessary signatures on documents, scrutinise documents to determine actions, manage the leave register and the submission of leave forms for the office, monitor budget spending for the office in order to note under and over utilisation, collect and coordinate all documents that relate to the budget and funding requirements.

ENQUIRIES : Ms Dineo Masemola / Mr Caiphus Mailula Tel No: (012) 765 9454
NOTE : Shortlisted candidates may be required to make a presentation to the interview panel and undertake a writing test.

POST 13/33 : ADMINISTRATIVE CLERK: SUBSISTENCE AND TRAVELLING ARRANGEMENTS REF NO: DMV05/04/2019

SALARY : R173 703 – R204 612 per annum (Level 05) plus benefits
CENTRE : Pretoria
REQUIREMENTS : An appropriate Human Resource Management Diploma or equivalent qualification with 2 years appropriate working experience and understanding of Public Service Administration, a good Knowledge of Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relation Act and other employment legislations, good office management skills, good organisational skills, good inter-personal relations, coordination skills, good communication, problem solving/interpretation and technical skills. Be able to work independently. Must have a knowledge of PERSAL, knowledge and understanding of Department of Transport Tariff Rates Management.

DUTIES : Issuing of travel and subsistence advances on BAS by implementing payments for T&S advances processed within 24 hours, correct calculations of allowances are given as stipulated in the DMV policy and DPSA Circulars, be able to check and verify amounts, ensure accurate calculations of overseas advances as per directive from DPSA, accurately convert foreign currency, ensure payment advances are stamp paid. Must ensure that all payments are verified and
accurately captured, and no wrong payments to officials are processed. Ensure that S&T enquiries are dealt with in a friendly and professional manner, prepare and present an S&T report to the manager, ensure the recording of travel and subsistence claims on PERSAL by finalizing claims within 7 days after return from a journey in case of the head office officials and 14 days after return from a journey for Provincial Office colleagues, and claims of and overseas trip must be done within 10 days of return of journey. Maintain monthly statistics and keep records of enquiries, ensure that monthly statistics are up to date and submitted, keep daily record of all salary enquiries received and ensure that salary enquiries are dealt with in 24 hours. Ensure that maintenance of T&S advances: DOM: CA AND RES: DOM: CLMS: N/DEPT: CLAIM RECOV Suspense Account.

ENQUIRIES

NOTE

Ms Dineo Masemola / Mr Caiphus Mailula Tel No: (012) 765 9454

Shortlisted candidates may be required to make a presentation to the interview panel and undertake a writing test.
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: Office of the Chief Justice

National Office: Midrand
Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685. Enquiries: Ms D Botha/Ms C Gideon/Ms L Mothemane (010) 493 2500/2528/2533

Northern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X5043, Kimberley, 8300 or hand deliver applications to the High Court, Sol Plaatje Drive, Room B107, Kimberley. Enquiries: Ms S Ruthven (053) 807 2733

Western Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X9020, Cape Town 8000. Applications can also be hand delivered to, Office of the Chief Justice Provincial Service Centre, 30 Queen Victoria Street, Cape Town. Enquiries: Ms M Baker (021) 469 4000

Gauteng: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000 or hand deliver applications to the 12th floor, Cnr Pritchard and Kris Street, Johannesburg. Enquiries: Ms T Mbalekwa (011) 335 0404

Eastern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 13012, Cambridge 5206, East London or Hand delivered applications, Physical Address: 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London. Enquiries: Mr S Mponzo (043) 726 5217

CLOSING DATE: 23 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.

ERRATUM: kindly note that the permanent post of Judges’ Secretary (for the Labour and Labour Appeals Court Johannesburg) with Ref No: 2019/424/OCJ (X1 Post) advertised in the Public Service Vacancy Circular 06 dated 15 February 2019 with a closing date 01 March 2019, the post title must read as follows: Contract Judges’ Secretary (3 Year Contract) and also the salary scale should be R242 475 – R285 630 per annum plus 37% in lieu of benefits. Apologies for any inconvenience caused.

OTHER POSTS

POST 13/34 : ASSISTANT DIRECTOR: COURT INTERPRETING REF NO: 2019/478/OCJ

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

CENTRE : Northern Cape High Court: Kimberley
**REQUIREMENTS**: NQF level 4/ Grade 12, National Diploma: Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF level 5; Six years of practical experience as a Court Interpreter with a minimum of three years' supervisory experience; A valid driver's licence; Proficiency in two or more indigenous languages and Proficiency in English and/or Afrikaans. Skills and Competencies: Communication skills; Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organising and the Ability to work under pressure.

**DUTIES**: Manage legal interpreting and language services and stakeholder relations in the High Court; Develop and manage the business plan for the cluster; Manage special projects of legal interpreting and language services; Co-ordinate the interpreting and languages services activities; Manage training and developing of Court interpreters.

**ENQUIRIES**: Ms S Ruthven Tel No: (053) 807 2733

**POST 13/35**: ASSISTANT DIRECTOR: GRAPHIC DESIGN AND PUBLICATIONS REF NO: 2019/479/OCJ

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

**CENTRE**: National Office: Midrand

**REQUIREMENTS**: A three year National Diploma/ Degree in Graphic Design; A minimum of three years 'experience in the Graphic Design and Publications Production field; Knowledge of software e.g Illustrator, Photoshop; InDesign (MAC and/or PC); Basic knowledge of photography/ photography skills and A valid driver's licence. Skills and Competencies: Project management; advanced computer skills; Expert knowledge of MS Office programs (Word, Excel and PowerPoint); Design skills; Creative thinking; Good interpersonal skills; Good communication skills; Problem solving; Ability to work in multiple projects; Project management skills; attention to detail; The ability to work independently, fast and accurately; The ability to meet deadlines and initiative.

**DUTIES**: Design corporate publications as well as products for events, exhibitions, and outreach activities and facilitate quality control on all design projects; undertake photographic duties for the Department and assemble images for use in various design work; Oversee the production process for all outsourced productions; Manage the OCJ’s social media platforms, including development of brand awareness and online reputation, content management, search engine optimisation, and generation of inbound traffic; Manage the design studio, its personnel equipment and financial resources.

**ENQUIRIES**: Ms C Gideon (010) 493 2500

**POST 13/36**: LAW RESEARCHER (3 Year Contract)

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

**CENTRE**: Gauteng Division: Pretoria Ref No: 2019/480/OCJ (X1 Post) Gauteng Local Division: Johannesburg Ref No: 2019/481/OCJ (X2 Posts)

**REQUIREMENTS**: A four (4) year legal qualification; A minimum of 1 years’ post-qualification work experience in legal research; Knowledge of electronic information resource and online retrieval. Skills and Competencies: Excellent communication skills (verbal and written); Computer literacy; Research capabilities, Administrative and organizational skills; Problem solving and planning skills; Decision making skills; Time management skills; Customer service orientated and assertiveness; Attention to detail, initiative, ability to remain calm, work under pressure and meet deadlines; Interpersonal relations and decisive where appropriate.

**DUTIES**: Conduct legal research as directed by Judges; Maintain a repository of research products; Ensure the effective and efficient use of legal materials allocated to the court; Proofreading and citation checking of all draft judgements; Prepare draft speeches and or papers for local and international conferences where so requested; Alert Judges of new developments in the law.

**ENQUIRIES**: Ms T Mbalekwa Tel No: (011) 335 0404
POST 13/37: IT CO-ODINATOR REF NO: 2019/482/OCJ

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

CENTRE: Provincial Service Centre: Western Cape

REQUIREMENTS: A three year National Diploma/ Degree in Information Technology; Three (3) years relevant experience of which 2 years must be at supervisory level; 1 Year end user training and a valid driver’s licence. An advanced certificate in ITIL will be an added advantage. Technical knowledge/ Competencies: Project and Systems Management; Network administrator; Help Desk first line support; knowledge of Government prescripts, regulations and laws; Knowledge of Development of users training manuals, guidelines and procedures and drafting a budget; Knowledge/ experience in evaluation on End-User Training; Knowledge of Public Sector IT environment, LAN, Project and Change Management; Experience in (IT and general) Asset Management; Behavioural Competencies: Project and system management; Above average communication skills; Good interpersonal relations skills; Training and presentation skills; Problem solving and analytical skills; Planning and Organising; Customer service orientation.

DUTIES: Conduct functional training on Business Systems Applications; Provide IT first line support and liaison with the End-Users and LAN support; Liaise with Contracted Service Providers at Provincial level; Conduct infrastructural assessment (Application support) and coordinate all the IT related activities in the regions; Manage projects for Roll-out of Business systems and training; Compile regional report on the IT system usage and all the IT business systems undertaken.

ENQUIRIES: Ms M Baker (021) 469 4000

POST 13/38: CONTRACT POOL JUDGES’ SECRETARY REF NO: 2019/483/OCJ (1 Year Contract)

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

CENTRE: Gauteng Local Division: Johannesburg

REQUIREMENTS: Grade 12. An 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 the 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 T Mbalekwa Tel No: (011) 335 0404
POST 13/39 : USHER MESSENGER (X3 POSTS)

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

CENTRE : Mthatha High Court Ref No: 2019/484/OCJ (X2 Posts)
          Gauteng Division: Pretoria Ref No: 2019/485/OCJ (X1 Post)

REQUIREMENTS : Grade 12; 1 year relevant court exposure. Skills and Competencies: Knowledge of relevant legislation; Planning and organizing skills; Problem solving and Analysis; Time Management; Client Orientation and Customer Focus; Report writing skills; Driving skills; Negotiation skills; Communication skills; Attentive to detail; Good interpersonal skills; Initiative driven and Flexibility.

DUTIES : The escorting of Judges to the court rooms; The rendering of administrative support functions to the Judges’ and the court room crew; The maintenance of court rooms’ records; The facilitation of the smooth-running of the court rooms and the collection and distribution of court files.

ENQUIRIES : Eastern Cape: Mr S Mponzo Tel No: (043) 726 5217
            Gauteng: Ms T Mbalekwa Tel No: (011) 335 0404
DEPARTMENT OF PUBLIC WORKS

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

CLOSING DATE: 26 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. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will NOT be accepted.

MANAGEMENT ECHELON

POST 13/40: CHIEF DIRECTOR: FINANCIAL ACCOUNTING AND REPORTING (PMTE FINANCE) REF NO: 2019/63

SALARY: R1 189 338 per annum (All-inclusive package) (Total package to be structured in accordance with the rules of the senior management service)

CENTRE: Head Office (Pretoria)

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

DUTIES: Lead the Chief Directorate: Financial Accounting and Reporting under the guidance of the Head of Finance. Design, implement and maintain the Chief Directorate’s strategic and operational plans, Identify and manage risks. Ensure that business processes are aligned to strategic plans and that internal controls adequately address risks, Compile and present reports on the functioning of the Chief Directorate and other financial reports required by EXCO and other governance structures, Manage and coordinate the compilation of all financial reports, including the financial statements (interim and annual) in accordance to the Standards of GRAP, PFMA and other legislative requirements. Manage internal and external financial audits. Liaise with National Treasury, Accounting Standard Board, Auditor-General SA and other internal and external governance structures, manage the accounting functions, including payables, payroll and bank. Provide technical accounting support for accounting related queries from line functions. Provide inputs on behalf of the Department on ASB Exposure Drafts, Ensure effective corporate governance processes and sound resources management, Manage the budget and expenditures of the Chief Directorate,
Ensure effective corporate governance processes and sound resource management.

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

POST 13/41 : DIRECTOR: PROPERTY PAYMENTS REF NO: 2019/64

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

CENTRE : Head Office (Pretoria)

REQUIREMENTS : An undergraduate qualification (NQF 7) in Real Estate Management/Financial Management, Accounting, Economics, Business Studies or relevant qualification.
Five (5) years relevant working experience at middle/senior management level in Property-related Finance or expenditure and revenue management and Management experience. Extensive experience in State land administration and verification of immovable assets (land and buildings) will be an added advantage.
Willingness to travel, valid unendorsed drivers license. Knowledge: Knowledge of the property industry, Property management processes and systems, Procurement and tender regulations, Public Finance Management Act, Treasury Regulations, financial delegations and applicable financial management legislation. Skills: Effective communication skills, Advanced report writing skills, Numeracy and accounting, Computer literacy, Ability to work with service providers and clients at various levels, Organisation and planning, Relationship management, Project management, Interpersonal and diplomacy skills, Presentation skills, Analytical thinking, Problem solving skills, Decision making skills, Negotiation, Conflict resolution, Motivational skills. Personal Attributes: Innovative, Creative, Solution orientated – ability to design ideas without direction, Ability to work under stressful situations, Ability to communicate at all levels, People orientated, Hard-working and highly motivated.

DUTIES : The development of policy guidelines on processing of property payments and its associated revenue. Development and monitoring the implementation of business processes, Provide guidelines and inputs on drafting plans regarding payments and revenue, Development of internal control measures, Reconciliations of expenditure and revenue of all leased and state-owned properties, Manage property payments and revenues through effective implementation of the property expenditure management system, Manage property revenues, Maintain an effective property asset register, Ensure correct and timeous payments of creditors, Maintain and update creditors and customers master data files, Ensure compliance with related prescripts, delegations and procedures, Implement and monitoring of internal control measures, Development of policy guidelines, Manage budgets of the Section, Liaise with clients regarding property payments issues, Provide leadership and direction on all property-related expenditure and revenue, Identify opportunities for optimisation of properties under custodianship of the Entity for revenue and expenditure management, Identify opportunities to minimise costs and ensure efficiency in the properties of the Entity and advise management on cost cutting measures, Respond to audit queries, Manage budget and expenditure allocated to the Directorate, Provide adequate development and training for all staff with the directorate, Manage staff and employment related processes, Management of the Directorate.

ENQUIRIES : Mr L Toona Tel No: (012) 406 2123
APPLICATIONS : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria.

FOR ATTENTION : Ms N.P Mudau
OTHER POSTS


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 any of the following fields: Social Science, Administration, Building Sciences, Financial related or related field plus appropriate junior management experience related to office management. Knowledge of the relevant Public Service Regulation, Wide range of office management and administrative tasks, Project management. Skills: Communication (verbal and written), Policy analysis and development, Planning and organising, Financial Management, Facilitation and presentation, Stakeholder and client liaison and Report writing. Personal Attributes: People orientated, Resourceful, Creative, Trustworthy, Hard-working, Ability to work independently and Ability to work under pressure.

DUTIES : Act as formal channel of communication between office of the DDG and other Departments and organisations; Compile briefing notes as well as other documentation to adequately prepare the DDG for such meetings; Contribute to the development and promotion of the programmes under the jurisdiction of the DDG; Undertake research and inform DDG of such outcomes in strengthening the position of the Branch within the wider context of its mandate; Represent DDG at meetings as and when required; Consolidate all Chief Director’s reports to produce a monthly and quarterly Branch report. Ensure efficient records management. Administer office correspondence, documents and reports; co-ordinate and organise office activities. Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements; Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation Report on the performance of the unit against operational plan, business requirements and targets, Develop the work plan for the unit and ensure effective prioritisation and resource planning. Agree on the training and development needs of the unit, Compile monthly cash-flow and expenditure projections. Facilitate the compilation of the zero based budget inputs from senior managers for timeous submission to finance, Facilitate the compilation and coordination of inputs from Chief Directorates to the annual financial statement of the departments. Manage compliance of the unit against finance, asset management, supply chain and procurement regulations and policy requirements.

ENQUIRIES : Ms NP Mudau Tel No: (012) 406 1548

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

POST 13/43 : ASSISTANT DIRECTOR: EPWP TRAINING COORDINATOR REF NO: 2019/66

SALARY : R444 693 per annum

CENTRE : Port Elizabeth

REQUIREMENTS : A three year tertiary qualifications in Human Resources Development, Human Resource Management, Public Management, Behavioural Sciences or related. Relevant experience in Skills Development, Training Coordination, Contract Management, Supply Chain Management. Willingness to travel and work irregular hours and be in possession of a valid driver’s license (Code B – Old Code 8), Social facilitation, problem solving, analytical thinking, conflict management, interpersonal relations, training and presentation skills, training quality assurance, stakeholder management, monitoring and evaluation are also key requirements.

DUTIES : Coordinate the training for EPWP participants, Provide assistance in the management of budget allocated to the region for the training of EPWP
participants, Assist in the coordination of the procurement of training providers and support training providers on contractual matters, Collect data for reporting on training interventions, Coordinate capacity building programmes for EPWP Officials.

ENQUIRIES : Ms C Makunike Tel No: (012) 492 3075
APPLICATIONS : (For Port Elizabeth): The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056.
FOR ATTENTION : Ms F. Clark
Applications can be submitted: By post to the Registry Office, The Department of Trade and Industry, Private Bag X84, Pretoria, 0001; Hand-delivered to the dti Campus, corner of Meintjies and Robert Sobukwe Street, Sunnyside, Pretoria; or go to: http://www.thedti.gov.za and click on the “Careers” link to submit online application.

Closing Date: 23 April 2019

Note: Applications must be submitted with a completed and signed form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents or http://www.thedti.gov.za/careers. Shortlisted candidates will be subjected to a technical exercise and the selection panel for MMS and SMS positions will further recommend candidates to attend a generic managerial competency-based assessment. Background verification and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. The dti is committed to the pursuit of diversity and redress. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Correspondence will be limited to short-listed 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 dti reserves the right not to fill any advertised position(s).

MANAGEMENT ECHELON

POST 13/44: CHIEF DIRECTOR: BROADENING PARTICIPATION INCENTIVE REF NO: IDAD/BPI 001

Overview: To provide strategic leadership and management of Incentive Programmes under the Chief Directorate Broadening Participation Incentive within IDAD.

Salary: R1 189 338 per annum (Level 14) (All-inclusive remuneration package)

Centre: Pretoria

Requirements: Mandatory requirements: An undergraduate qualification (NQF Level 7) in Economics / Finance / Public Management. 5 years’ relevant senior managerial experience in an economic environment. Key requirements: Experience in incentive & programme management and monitoring thereof. Experience in coordination, development and management of systems, policies and procedures for continuous improvement. Experience in financial management, strategic management, project management, stakeholder management, change management, people management and empowerment. Experience in research and analysis. Experience in the management of a directorate. Knowledge and understanding of Public Service act, Public Service Regulations, PFMA and Treasury regulations. Communication skills (Verbal and Written), mentoring and coaching. Proficient in MS Office packages.

DUTIES: Strategy and Planning: Provide strategic leadership to the development, management and implementation of the operational plan for the Chief Directorate for relevant incentive schemes. Oversee the development of the operational and risk registers for the Chief Directorate and report on implementation progress. Communicate clear performance criteria and service standards for incentives administered by the Chief Directorate and oversee the compliance thereof. Leading, coordination and management of interventions: Lead, co-ordinate, provide guidance to develop and manage systems, policies and procedures for continuous improvement. Review and implement business processes of incentives. Oversee the development of automation of Black Industrialist (BI) systems. Identify and lead the implementation of improving applications and claims documentation and templates for all incentives. Incentive program monitoring: Oversee and review reporting on Chief Directorate operational plan, incentive reconciliations, risk registers, and service delivery improvement plans. Monitor the performance of the Chief Directorate against business and project plans and take
corrective measures. Monitor the uptake of incentive schemes. Monitor project implementation progress of all approved projects for relevant incentives to minimise the contingent liability. Oversee and monitor the management of internal controls in line with approved applications, cancellations, appeals and reinstatements, as well as claims. Customer and stakeholder management: Establish and maintain strategic partnerships with local and international institutions to improve incentive impacts. Oversee the tracking of customer queries and enquiries and the resolution thereof. Manage the relationships with key stakeholders in order to ensure implementation of the programs. Effectively communicate the work of the Chief Directorate to key stakeholders. Address identified challenges faced by clients. Internal controls and governance: Oversee and monitor the supply of audit information, actions to minimize audit findings and the management of responses. Oversee and proactively manage all legal disputes and litigation cases and review appeal packs, affidavits and legal responses. Oversee and manage the compliance to applicable guidelines during the applications and claims processes. Oversee and manage the reporting of compliance measures and whether applicable laws / regulations and guidelines are followed throughout the applications and claims process. Oversee the training on legislative processes, risk mitigation, applicant's delinquent registers and corporate governance. Chief Directorate Management: Oversee management of the financial resource and assets of the unit. Oversee the staff/ personnel. Oversee the strategic planning of the unit and execution of the operational plan.

ENQUIRIES: Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on 012 394 1809/1835.

POST 13/45: DIRECTOR: GREEN INDUSTRIES REF NO: IDD/GREEN IND 016
Overview: To lead & manage policies and programmes to align Industrial Policy and environmental objectives as part of the sector programmes for the Industrial Development Division

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


DUTIES: Lead the process of aligning Industrial Policy with the Environmental objectives of government. Manage and direct the Industrial Policy Action Plan process relating to the development and implementation of key action programmes to align industrial policy and environmental objectives. Environment and Energy Efficiency sector stakeholders, including other Government departments and tiers of government, organized business and labour. Engage in continual policy advocacy and co-ordination in the Green Economy. Develop the strategic focus and policy direction for the directorate. Ensure maintenance of effective internal administration of the directorate: filing of all documents, the maintenance of records, approval of procurement and expenditure and all reporting requirements. Manage stakeholders, including other government departments and tiers of government, organised business and labour. Work closely with other units within the dti and other departments to develop and align industrial policy and environmental objectives. Establish contact and setup information sharing session with other units within the dti. Liaising, consulting and networking with appropriate relevant stakeholders for developing joint programs. Represent the department in
all forums and focus groups addressing Environment and Energy Efficiency challenges. Provide analysis of the industrial value chains in order to align Industrial Policy and Environment objectives. Consolidate all research findings to formulate policies, procedures and strategies in line with the Industrial Policy Action Plan. Continuously review policies and methodologies and benchmark against international best practice. Manage consultants appointed to conduct studies. Provide support with the implementation of programmes. Manage expenditure of the directorate. Manage, train and develop staff in accordance with the personal development plans. Manage the strategic planning of the unit and execution of the operational plan. Monitor implementation of sector development interventions. Develop and monitor implementation of the corrective action to facilitate the implementation of the interventions. Provide the necessary support to complete the interventions. Provide leadership in identifying and developing new sub sectors in the Green Economy.

ENQUIRIES: Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on 012 394 1809/1835.

OTHER POST

POST 13/46: DEPUTY DIRECTOR: ADVANCED MANUFACTURING INDUSTRIES REF NO: ISA/ADV MAN 003
Overview: To manage the provision of an investment promotion in the Advanced Manufacturing Industries (Advanced Materials, Pharmaceuticals, Chemicals and Advanced Manufacturing sectors.

SALARY: R866 007 per annum (Level 12) (All-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS:
Mandatory requirements: A three - year National Diploma / Bachelor’s Degree in Chemical Engineering / Business Administration /Economics. 3 - 5 years’ relevant managerial experience in an investment promotion and/or manufacturing environment. Key requirements: Experience in recruitment of local and foreign investment. Experience in the attraction, retention and expansion of investment in South Africa. Experience in lead generation and investment marketing. Experience in risk management, project management, stakeholder and customer relations management, reporting, research and analysis, financial management, policy formulation and implementation. Strategic investment, analytical skills, planning and coordination, problem solving skills, communication skills (verbal and written) and interpersonal skills. Knowledge and understanding of IPAP and economic policies, Public Service Regulations, Public Service Act, Public Finance Management Act and Treasury Regulations. Proficient in MS packages.

DUTIES:
Recruitment of local and foreign investment into the Advanced Manufacturing sectors: Ensure the development of investment recruitment strategy and plans for sector including sector scan. Participate on the implementation of investment promotion and recruitment programmes. Manage the inward and outward missions. Manage the investor's projects database, pipeline, leads and provide reports. Undertake research, analysis and technical input of sector. Attraction, retention and expansion of investment in South Africa: Analyse companies' investment proposals and business plans. Manage the development of a business case for companies to invest in South Africa. Analyse and identify potential investors. Manage the provision of information to investors viz. incentives, market opportunities and dynamics and the government's Industrial Policy Plans. Manage and execute the investment cycle in terms of investor targeting, lead generation and investment marketing. Lead generation and investment marketing: Manage the development and execution of the investment marketing plan. Coordinate investors’ visits to South Africa. Manage the conversion of leads into projects. Tracking of foreign direct investment (FDI) flows and prospects. Identification, packaging and promoting of major investment projects: Determine and collate investment projects. Manage the packaging and promotion of investment projects for local and foreign investment conferences, pavilions, targeted outward investment missions. Attend, participate and ensure follow-up on one-on-one meetings. Manage the packaging of investment products to potential investors. Manage the development of marketing materials such as customised inputs,
presentations, briefing documents and speeches. Manage the development of value propositions for the sectors and analyse trends on the sectors. Stakeholder management: Manage stakeholder relations and ensure maintenance of relations within the public, private sectors and industry organisations. Manage the development of strong partnerships and communication with stakeholders. Attend and report on bi-national commissions, joint ministerial commissions and state visits. Attend adjudication meetings in order to provide advice and inputs on applications for investment incentives. Maintain and update the database of stakeholders in the advanced manufacturing sectors. Represent the Invest SA division at various forums, events and international events as and when required. Customer relations management: Manage the development of customer relationship management system (CRM), maintain and update investment pipeline. Manage investment enquiries and leads generation. Determine and obtain group or individual target investors for a specific incentive. Attend and follow-up on investors’ meetings to determine investment goals or to discuss investment strategies and plans. Follow-up on regulatory inquiries to the Chief Directorate: Investment Facilitation. Reporting and risk management: Provide inputs into the quarterly and annual reports, business plans and targets. Compile reports on investment meetings and visits. Manage the updating of the investment pipeline. Compile weekly, monthly, quarterly and bi-annual and annual reports. Mitigate and report on financial and operational risk. Identify and mitigate business economic risk. Sub-directorate management: Manage staff. Monitor and make recommendations to the budget. Manage the operational plan of the sub-directorate. Manage staff weekly schedules as per the policies of the department.

ENQUIRIES: Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on 012 394 1809/1835.

NOTE: In terms of the dti’s EE requirements, preference will be given to African and White male candidates, Coloured candidates as well as people with disabilities.
ANNEXURE L

PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF HEALTH

APPLICATIONS : Bhisho (Head Office) Post to: HR Office, Department of Health (Head Office) Private Bag X0038, Bhisho, 5605 or Hand delivered to: Department of Health, Office no DS3, UIF Building, Phalo Avenue, Bhisho, 5605.

CLOSING DATE : 23 April 2019

NOTE : Applications must be posted on the Z83 Form accompanied by copies of Qualification(s) inclusive of Matric certificate, Identity document (certified within the past three months), Proof of registration, proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further Personnel Suitability checks will be conducted on short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools. People with disabilities are encouraged to apply for these posts. Additional Note: The filling of these posts will be in line with the Annual Recruitment Plan 2019/20. The Eastern Cape Department of Health has the right not to fill these posts.

OTHER POST

POST 13/47 : DIRECTOR: PHARMACEUTICAL SERVICES REF NO: ECHEALTH/DIRPS/HO/01/03/2019

SALARY : R1 257 033 – R1 437 270 per annum (OSD)

CENTRE : Bhisho, Head Office

REQUIREMENTS : Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with the SAPC as a Pharmacist. A minimum of 10 years’ appropriate experience after registration as a Pharmacist with the SAPC. A post-graduate qualification in business administration, public health or equivalent qualification as an additional qualification. Knowledge of the health service and understanding of the pharmaceutical sector policies and laws. A valid driver’s licence.

DUTIES : Develop a shared vision and effective strategies for the delivery of efficient, effective and quality pharmaceutical services in the Eastern Cape Province. To provide strategic leadership and oversight for the effective and efficient provision of pharmaceutical services. Ensure the development, updating and implementation of provincial policies related to pharmaceutical services, e.g. medicines supply management policies. Ensure compliance with all relevant legislation, policies, procedures, norms and standards, guidelines, and contractual documents relating to the provision of health products and pharmaceutical services. Establish and ensure an optimal functioning of the provincial Pharmaceutical and Therapeutics Committee (PTC) in accordance with the national policy on PTCs. Provide oversight in ensuring that a provincial formulary for medicine is established and maintained in accordance with the relevant policies including the essential medicines list and standard treatment guidelines, and in
accordance with the epidemiological profile of the province. Review expenditure related to pharmaceuticals and surgical sundries, and advise on budget management. Provide leadership in the pharmacy professional development programme (Pharmacist assistants to Doctor of Pharmacy).

ENQUIRIES:

K Matshotyana Tel No: 040 608 1104
ANNEXURE M

PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HEALTH

CLOSING DATE : 26 April 2019
NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s), academic records including a Senior certificate and ID-document [Driver’s license where applicable]. The certification must be within three (3) months as at the advert closing date. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department’s intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan.

OTHER POSTS

POST 13/48 : ASSISTANT MANAGER NURSING: PNB-4: HAST REF NO: H/A/26

SALARY : R581 826 per annum OSD
CENTRE : Mangaung Metro District
REQUIREMENTS : Registration with the SANC as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC. A minimum of 10 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 6 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification. At least 3 years of the period referred to above must be appropriate / recognizable experience at Management Level and HIV management program. Computer literacy. Valid driver’s license (Code EB 8). Proof of SANC receipt for the current year. Knowledge and Skills: Ability to work under pressure. Ability to implement and manage change. Good written and verbal communication skills. Confidentiality. Good interpersonal relations. Exposure and training in MCWH & Nutrition and PMTCT.

DUTIES : Implement and monitor 90-90-90 strategy. Plan and implement HIV prevention and care program according to the NSP. Support and oversee the implementation of HIV comprehensive care management. Liaise with stakeholders in the Public and Private sectors. Display sound management of resources.

ENQUIRIES : Me N J Ramarou-Makhoali Tel No: (051) 403 9715
APPLICATIONS : The District Manager, Mangaung Metro, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein
FOR ATTENTION : Mr T A Mokoqo
POST 13/49 : OPERATIONAL MANAGER: PNA REF NO: H/O/12

SALARY : R420 318 per annum (OSD)
CENTRE : Phekologong Hospital, Bethlehem
REQUIREMENTS : Degree/ Diploma in Health Care Management. Diploma/Certificate in Infection Prevention and Control. Registration with the SANC as Professional Nurse. A minimum of 7 years appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing and Advanced Midwifery. Knowledge and Skills Good communication and interpersonal relations. Ability to function with the multidisciplinary team.

DUTIES : To ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective and equitable manner. Ensure compliance to professional and ethical practice. Coordination of optimal, holistic specialized nursing care provided within set standard and a professional/legal framework. Provision of effective support to nursing services. Coordination of the provision of effective training & research. Maintain professional growth/ethical standard and self-development. Manage effectively the utilization and supervision of HR. Coordinate mother & child program. Provide holistic nursing care to patients in a specialty unit in a cost effective, efficient & equitable manner. Ensure compliance to national core standard and ten-point plan. Management of assets. Identify, manage control risks. Skills of report writing and Data management.

ENQUIRIES : Me M E Rakhetla Tel No: (058) 303 5123
APPLICATIONS : The Chief Executive Officer, Phekologong/Nketoana Complex, Private Bag X1, Bethlehem, 9700
FOR ATTENTION : Mr P P Radebe

POST 13/50 : CLINICAL PROGRAM CO-ORDINATOR: PNA-5 REF NO: H/C/21

SALARY : R420 318 per annum (OSD)
CENTRE : Dihlabeng Hospital, Bethlehem
REQUIREMENTS : Registration with the SANC as Professional Nurse. A minimum of 7 years appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. A one-year qualification in Infection Control. Knowledge and Skills: Health Care Management will be an advantage. Knowledge of the management of people, finance and conflict management. Computer literacy.

DUTIES : Provide professional and technical support for the provision of quality patient care through proper management of Infection Control Programmes. Maintain standards and norms of Infection Prevention and Control practice to promote the health status and health care users: Utilize the relevant Infection Prevention Control legal and regulatory framework in service rendering, conduct staff meetings to disseminate information such as new developments on policies and guidelines, monitoring and evaluation of maintenance of Infection Prevention and Control standards and professionalism. Develop and implement quality assurance programmes, guidelines, protocols, norms and standards: Participate in policy development and facilitate stakeholder participation to ensure that health care users’ needs receive attention, participate in multi-disciplinary quality assurance task groups at various levels.

ENQUIRIES : Me M E Royi Tel No: (058) 307 1254
APPLICATIONS : The Chief Executive Officer, Dihlabeng Hospital, Private Bag X3, Bethlehem, 9700
FOR ATTENTION : Me T Harris

POST 13/51 : ASSISTANT DIRECTOR (HUMAN RESOURCE MANAGEMENT) REF NO: H/A/28

SALARY : R356 289 per annum (Level 09)
CENTRE : Pelonomi Tertiary Hospital, Bloemfontein
REQUIREMENTS : An appropriate 3-year tertiary qualification. A minimum of 3-5 years’ functional experience in the human resources environment which 2 years should be at supervisory level. Knowledge and Skills: Knowledge of Public Service Act and Regulations, Skills Development and Levies, Employment Equity Act, DPSA
Directives and Prescripts, Understanding of human resource policies and Procedures, Persal Administration, Basic Project Management skills, negotiation skills, management skills, computer literacy (MS Word, Excel, PowerPoint, Outlook) and communication skills (written and verbal). Valid driver’s license.

**DUTIES**: Supervise, plan and coordinate the activities of the Unit in rendering of a professional human resource administration service for example; Personnel development, Performance and discipline, ensure quality of work, Supervise the implementation and maintenance of human resource administration practices concerning service benefits and or maintenance and provisioning of human resources in the department to contribute to the rendering of a professional Human Resource Management Service. Conditions of Service and service benefits (leave, housing, medical, injury on duty, terminations, long service recognition, overtime, re-allocation, pensions, allowances etc.) HR Provisioning (Recruitment and Selection, Appointments, Transfer, Verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc.), Performance Management. Address human resource management practices. Inform guide and advice Department/Personnel on human resource administration matters to enhance the correct implementation of personnel practices/policies. Approve transactions on Persal according to delegations. Prepare reports on personnel administration issues and statistics. Manage resources in the Unit.

**ENQUIRIES**: Me. NL Nzume Tel No: 051 405 1931

**APPLICATIONS**: The Chief Executive Officer, Pelonomi Tertiary Hospital, Private Bag X20581, Bloemfontein 9300, Hand delivery/courier Room 12,5th Floor Block K, Dr Belcher Road, Pelonomi Tertiary Hospital Bloemfontein 9301

**FOR ATTENTION**: Mr. LB Aaron

**POST 13/52**: LEGAL ADMIN OFFICER: MR-5 REF NO: H/L/5

**SALARY**: R353 253 – R867 399 per annum (OSD)

**CENTRE**: Legal Services: Corporate Office


Knowledge and Skills: Incumbents must be admitted attorneys or Advocates who have served pupillage and have passed. Both must provide testimonials of good standing with their professional bodies. A driver’s licence is required. Incumbents will be expected to undergo security clearance.

**DUTIES**: The incumbent will be responsible for, among other things: Providing legal advice and opinion assistance to the Department. Handling litigation matters involving the Department. Giving input into agreements, vetting of contracts and drafting of memoranda of understanding entered into by the Department with other parties. Providing advice on the interpretation and application of legislation administered by the Department. Handling internal and external enquiries of a legal nature. Representing the Department at various committees. Liaising with the State Attorney’s office and other organs of State in protecting the interest of the Department.

**ENQUIRIES**: Mr. M J Finger Tel No: (051) 408 1483/1900

**APPLICATIONS**: The Director, HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein

**FOR ATTENTION**: Me P Mpu
POST 13/53 : DEPUTY MANAGER NURSING
Directorate: Nursing
Re-Advertisement (applicants who previously applied are encouraged to reapply)

SALARY : R801 918 – R902 550 per annum (All inclusive)
CENTRE : Leratong Hospital
REQUIREMENTS : Diploma/ Degree in Nursing accredited with SANC in terms of R425 or equivalent qualification that allows registration with SANC as a Professional Nurse. Minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 4 years of the period referred to above must be appropriate recognisable experience at Management level. In depth knowledge and insight into NCS, Six Key Priorities, Infection Prevention & Control Good communication, presentation, facilitation & analytic skills and report writing skills.

DUTIES : Provide guidance and leadership towards the realization of strategic goals and objectives of the division. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs. Advocate and ensure the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programmes, regulations, practices, procedures and standards pertaining to nursing care. Utilize information technology and other management information system to manage nursing information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Manage and utilise resources in accordance with relevant directives and legislation: Oversight the accreditation programme for the hospital in line with NCS & IPC Programmes. Effective management of Human and Material Resources in line with PFMA. Liaise and collaborate with linked/associated Nursing Colleges. Coordinate & Support the implementation of LEAN Management System.

ENQUIRIES : Mr. G.J Dube Tel No: (011) 411 3531
APPLICATIONS : Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.

NOTE : Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified SANC registration certificate and proof of current SANC receipt. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

CLOSING DATE : 23 April 2019 (at 12h00 PM)
| POST 13/54 | **DEPUTY DIRECTOR: ADMIN**  
Directorate: Cooperate service  
Re-Advertisement (applicants who previously applied are encouraged to reapply) |
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<td><strong>SALARY</strong></td>
<td>R697 011 – R821 052 per annum (All inclusive)</td>
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<td><strong>CENTRE</strong></td>
<td>Leratong Hospital</td>
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<td><strong>REQUIREMENTS</strong></td>
<td>A recognized 3 years Bachelor’s degree or National Diploma in Public Management, Public Management and Administration or Public Administration with at least 3 Years’ experience in management position or Grade 12 certificate 5-10 years’ experience in management position. Candidates with Hospital Management experience will be added advantage. Strong management leadership skills and the ability to interpret and implement policies, directives and guidelines of the Gauteng Department of Health. Excellent verbal and written communication skills with good interpersonal skills. Negotiation, team building, conflict and problem solving skills. Must have the understanding of the hospital corporate management as well as the following administrative, support and logistics. Ensure proper implementation and compliance to the Public Finance Management Act, 1999; HR Policies and other relevant statutory prescriptions. Prepared to work under pressure and stressful situations. Must have at least code 08 driver’s license and be computer literate.</td>
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<td><strong>DUTIES</strong></td>
<td>Will be responsible for overall management of the administration and support departments in keeping with the legislative framework, delegation and total quality management. Facilitate and monitor implementation of strategic Plan, Operational Plan and Quarterly Reviews in the institution. Maintain sound financial and budgetary process to ensure the adherence of the Hospital statutory responsibilities in the PFMA. Adherence to procurement, asset and facility management procedure. Comply with Supply Management, provisioning administration and BBBEE requirements. Ensure that system are in place for the continuous maintenance of the Hospital. Ensure effective utilization of human resources, corporate governance. Liaise with stakeholders to establish sound hospital/community relationship. Ensure proper record keeping through the utilization of paper based and electronic systems. Ensure information risk management, security and protocols are implemented and adhered to.</td>
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<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Mr. G.J Dube Tel No: (011) 411 3531</td>
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<tr>
<td><strong>APPLICATIONS</strong></td>
<td>Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdo, Krugersdorp, 1740 or posted to Leratong Hospital, Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.</td>
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<td><strong>CLOSING DATE</strong></td>
<td>23 April 2019 (at 12h00 PM)</td>
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| POST 13/55 | **ASSISTANT MANAGER SURGICAL**  
Directorate: Nursing  
Re-Advertisement (applicants who previously applied are encouraged to reapply) |
| **SALARY** | R532 449 – R617 253 per annum |
| **CENTRE** | Leratong Hospital |
REQUIREMENTS: Diploma/Degree in Nursing accredited with SANC in terms of R 425 or equivalent that allows registration with S.A.N.C as a Professional General Nurse. Senior Certificate. Minimum 8 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General. Nursing at least 3 years of the above must be appropriate and recognizable experience at management level.

DUTIES: Provide effective leadership and supervision in line with all relevant prescripts & legislation. Delegate, supervise and coordinate the provision of effective and efficient nursing care to patients/service users in the area of function in line with Department mandates. Initiate and participate in health promotion to ensure consistent communication of relevant accurate comprehensive information on health care. Develop, establish and maintain constructive working relationships with nursing and timeous redress of gaps and clinical SOP’s. Participate in the analysis, formulation and implementation of nursing guidelines periodically, Human Resource Management using the Lean management methods. Monitor and ensure utilization of financial resources. Ensure compliance with National Core Standards- efficient management of equipment and consumables through daily status sheet driven oversight rounds. Compliance with Performance Management and Development System. Implemented relevant recommendations and priorities of the National Strategic plan for Nurse Education, Training and Practice. A deliverogy and department recovery implementation plan. Ensure effective communication in designated unit.

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

APPLICATIONS: Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.

NOTE: Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified SANC registration certificate and proof of current SANC receipt. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks - provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

CLOSING DATE: 23 April 2019 (at 12h00 PM)

POST 13/56: ASSISTANT MANAGER QUALITY ASSURANCE
Directorate: Nursing
Re-Advertisement (applicants who previously applied are encouraged to reapply)

SALARY: R532 449 – R617 253 per annum
CENTRE: Leratong Hospital
REQUIREMENTS: Basic Diploma/Degree accredited with the SANC in terms of R425 or equivalent qualification that allows registration with SANC as a professional Nurse. A minimum of 08 years appropriate/recognised experience in nursing after registration as professional Nurse with SANC in General Nursing. At least 3 years of the above must be appropriate and recognisable experience at management level. Report writing and Communication skills.

DUTIES: Encourages and co-ordinate the activities of the quality assurance programmes. Manages a programme of customer care in the hospital which entails complaints management, client satisfaction. Manage the accreditation programme for the hospital in line with the NCS. Manage the clinical audit system which will include reporting and investigation of SAE’s, mortality and morbidity meetings. Liaise with
central and regional office quality management matters. Prepare and present quality improvement report to CEO. Monitor evaluate compliance with N.C.S and implementation of LEAN based quality improvement plans. Effective management of Human and Material Resources in line PFMA. Oversight of infection prevention and control programme.

ENQUIRIES: Mrs M. Khoza Tel No: (011) 411 3502
APPLICATIONS: Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamidor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.

NOTE: Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified SANC registration certificate and proof of current SANC receipt. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

CLOSING DATE: 23 April 2019 (at 12h00 PM)

POST 13/57: ASSISTANT MANAGER TRAINING AND DEVELOPMENT
Directorate: Nursing
Re-Advertisement (applicants who previously applied are encouraged to reapply)

SALARY: R532 449 – R617 253 per annum
CENTRE: Leratong Hospital

REQUIREMENTS: Basic Diploma/Degree accredited with the SANC in terms of R425 or equivalent qualification that allows registration with SANC as a professional Nurse. Minimum 8 yrs. appropriate/recognised experience in nursing after registration as professional Nurse with SANC in General Nursing. At least 3 yrs. of the above must appropriated and recognisable experience at management. Computer literacy with ability to apply computer technology and programmes. Communication, Supervisory, report writing, facilitation & presentation skills. Analytic thinking & organizational skills. Ability to work in a Team.

DUTIES: Support implementation of relevant recommendations and priorities of the National Strategic Plan for Nurse Training and Practice. Conduct skills audit & training needs analysis. Delegate, supervise & coordinate the provision of Training & Development that improves level of competence. Oversee CPD Implementation. Co-ordinate and manage all training activities in the Institution which include development of training materials & manuals aligned to relevant training needs. Co-ordinates study leave applications in line with Policy. Align clinical training & Human Resource Department issues to the Departmental strategic. Co-ordination of Human Resources issues and documents Management between Nursing Management and HR. department i.e. leaves claims for payments of overtime and allowances. PMDS Personal Documents e.g. (certificates, etc. Miscellaneous correspondence to HR. Facilitate Recruitment and terminations between Nursing Management and HR department. Allocation of Nursing Staff to various departments including community Services Professional Nurses. Facilitate Nursing Agency processes to mitigate and shortage of nursing staff. Participate in verification of staff in monthly pay roll meetings. Provide direction & support with regard to strategic issues, supervision & Development and implementation of policies. Establish, maintain & participate inter-professional and multidisciplinary team work that promotes effective & efficient patient care. Manage & utilize Resources in accordance with legislation. Attend meetings & updates relating to
HRD, LMSD & Nursing Colleges. Submission of reports & statistics to relevant areas.

ENQUIRIES : Mrs M. Khoza Tel No: (011) 411 3502
APPLICATIONS : Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.

NOTE : Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified SANC registration certificate and proof of current SANC receipt. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks - provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

CLOSING DATE : 23 April 2019 (at 12h00 PM)

POST 13/58 : ASSISTANT MANAGER NURSING (HEAD OF NURSING SERVICES)

SALARY : R532 449 per annum (Plus benefits)
CENTRE : Medunsna Oral Health Centre
REQUIREMENTS : Basic R425 qualification in nursing, degree/diploma in general nursing, Diploma in nursing administration. Nursing education will be an added advantage. Minimum of 8-years appropriate/recognizable experience as professional nurse with South African nursing council in General Nursing. At least 3-years of the period referred above must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

DUTIES : Delegate, supervise and coordinate provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant accurate information on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders (Inter-Professional inter-sectorial and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and Procedures. Monitor and ensure proper utilization of human resources, Financial and physical resources. Manage human Resources.

ENQUIRIES : Ms MM Leballo Tel No: (012) 521 4909
APPLICATIONS : can be hand delivered to Medunsna Oral Health Centre HR L5. Human Resource Department, Room S531 Fifth floor or posted to Medunsna Oral Health Centre, Private Bag X848, Pretoria, 000

NOTE : Applications must be submitted on Z83 obtainable from any Public Service department, accompanied by a CV, certified copies of ID, qualifications. People
with disabilities are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 23 April 2019

POST 13/59 : ASSISTANT DIRECTOR: ENVIRONMENTAL HEALTH PRACTITIONER REF NO: EHD2019/04/07
Directorate: Health Programmes
Re- Advertisement (Applicants who previously applied are advised to re-apply as their previous applications will not be considered)

SALARY : R517 326 – R574 158 per annum (plus benefits)
CENTRE : Ekurhuleni Health District
REQUIREMENTS : B. tech or Diploma in Environmental Health. Registration with the HPCSA in the Environmental Health Profession. A valid driver’s license is essential. A minimum of 05 years appropriate/recognizable experiences after registration with HPCSA as an Environmental Health Practitioner of which 3 years must be appropriate experience in management. Good interpersonal relationship skills. Good communication skills.

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

ENQUIRIES : Ms T.G Marumolo Tel No: (011) 876 1825
APPLICATIONS : to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.
FOR ATTENTION : Human Resource Manager
NOTE : People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.

CLOSING DATE : 26 April 2019

POST 13/60 : CHIEF OCCUPATIONAL THERAPIST GRADE 1 REF NO: EHD 2019/04/06
Directorate: Rehabilitation

SALARY : R466 119 - R517 326 per annum (Plus benefits)
CENTRE : Nokuthela Ngwenya CHC
REQUIREMENTS : Degree in Occupational Therapy. A minimum of 3years appropriate experience in Occupational Therapy post Community Service. Registration with HPCSA as an independent Occupational Therapy practitioner. Proof of current registration as an
Occupational Therapist with HPSCA. Applicants should have experience in working in a multidisciplinary team and community-based rehabilitation. Demonstrate the ability to use Health information for planning. The applicant must possess the ability to work under pressure. Ability to lead a team to implement strategy in daily operations to achieve outcomes set. The applicant should be able to take initiatives, work under pressure and possess problem-solving skills. Knowledge of relevant departmental policies and legislations like labour relations act etc. An understanding of data management systems, good communication skills and writing skills. A valid driver’s license and computer literacy are essential.

DUTIES:
- Render an Occupational Therapy service (including promotion and prevention campaigns) in allocated area that complies with the standards and norms as indicated by Health policies. Participate and implement quality assurance measures in own areas of work. Develop and implement strategies in Occupational Therapy services as required. Undertake management and administration tasks as required. Oversee allocated Human and financial resources and participate in continuous professional development programs (CPD). Comply with the Performance Management and Development System (PMDS: contracting, quarterly reviews, and annual assessments). Implement relevant departmental policies and legislations. Be part of the PHC team. Ensure effective communication and data management systems within the unit. The candidate should be part of the PHC team.

ENQUIRIES:
Ms KR Maluleke Tel No: 011 876 1776

APPLICATIONS:
to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

FOR ATTENTION:
Human Resource Manager

NOTE:
No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver’s license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration. Driving skills will be evaluated.

CLOSING DATE:
26 April 2019

POST 13/61:
CLINICAL PROGRAMME COORDINATOR
Directorate: Nursing

SALARY:
R459 294 - R473 067 per annum (plus benefits)

CENTRE:
Pholosong Hospital

REQUIREMENTS:
Basic nursing Diploma/Degree as a Professional Nurse registered with the SANC. A minimum of 7 years recognisable experience after registration as a Professional Nurse. Have experience in infection Control and Prevention Activities. Have short courses in (epi) Expanded Programme Immunization Certificate in Infection control and prevention will be an advantage. Team building and good interpersonal skills in necessary. Certificate, EPI certificate will be an added advantage. Computer literacy. A minimum of 7 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SA Nursing Council in General Nursing. Computer literacy will be an added advantage.

DUTIES:
Implement all infection Control Prevention Programme in the hospital. Prepare for infection control in service training according to outbreaks and risks of infections identified and report appropriately. Give inputs to his/her immediate Supervisor about facility compliance to infection principles. Collect and coordinate data weekly and monthly on infection immediately to deliverables. Notify all communicable
ENQUIRIES: Ms KF Mabuza Tel No: (011) 812 5000
APPLICATIONS: Applications must be submitted with a Z83 form, certified copies of ID And certificate of qualifications to Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550 Or apply online at: www.gautengonline.gov.za

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

CLOSING DATE: 26 April 2019

POST 13/62: CLINICAL PROGRAMME COORDINATOR GRADE 1 REF NO: EHD2019/04/01
Directorate: HAST

SALARY: R444 276 – R500 031 per annum (plus benefits)
CENTRE: Ekurhuleni Health District (ESDR)
REQUIREMENTS: Basic R425 qualification i.e. Diploma / Degree in Nursing that allows registration with SANC. A minimum of 7 years appropriate experience in Nursing after registration as a Professional Nurse. Evidence of current registration with SANC. Supervisory experience will be an added advantage. A valid driver’s license
Experience in TB, HIV and AIDS and TB programme management. Ability to work under pressure, presentation and report writing skills. Computer literacy.

DUTIES: Implementation of the HAST Strategic plan in line with the 90 90 90, HIV and TB strategy. Improving access to HIV and TB services through routine HCT, TB screening. GeneXpert and PCR. Implementing quality assurance to the HIV and TB programme to ensure sustained treatment viral suppression and cure rates. Liaison with HIV partners and Municipality to improve service delivery. Implementation of integrated Health information systems for ART, HCT, Pre-ART and TB on Tier.net. Community mobilisation and NGO support with focus on key populations. Conducting quarterly reviews for performance monitoring at sub district. Manage human, financial and physical resources for HAST at sub district and prepare source documentation for audit purposes. Report writing. Perform all other duties delegated by Supervisor/Manager.

ENQUIRIES: Ms S.A Motloung Tel No: (011)876 1820
APPLICATIONS: to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.
FOR ATTENTION: Human Resource Manager
NOTE: No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver’s license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.

CLOSING DATE: 26 April 2019

POST 13/63: CLINICAL PROGRAMME COORDINATOR GRADE 1 REF NO: EHD2019/04/02
Directorate: HAST

SALARY: R444 276 – R500 031 per annum (plus benefits)
CENTRE: Ekurhuleni Health District (SSDR)
REQUIREMENTS: Basic R425 qualification i.e. Diploma / Degree in Nursing that allows registration with SANC. A minimum of 7 years appropriate experience in Nursing after registration as a Professional Nurse. Evidence of current registration with SANC.
Supervisory experience will be an added advantage. A valid driver’s license and experience in TB, HIV and AIDS and TB programme management. Ability to work under pressure, presentation and report writing skills. Computer literacy.

**DUTIES**
- Implementation of the HAST Strategic plan in line with the 90 90 90, HIV and TB strategy. Improving access to HIV and TB services through routine HCT, TB screening, GeneXpert and PCR. Implementing quality assurance to the HIV and TB programme to ensure sustained treatment viral suppression and cure rates. Liaison with HIV partners and Municipality to improve service delivery. Implementation of integrated Health information systems for ART, HCT, Pre-ART and TB on Tier.net. Community mobilisation and NGO support with focus on key populations. Conducting quarterly reviews for performance monitoring at sub district. Manage human, financial and physical resources for HAST at sub district and prepare source documentation for audit purposes. Report writing. Perform all other duties delegated by Supervisor/Manager.

**ENQUIRIES**
Ms S.A Motloung Tel No: (011)876 1820

**APPLICATIONS**
to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

**FOR ATTENTION**
Human Resource Manager

**NOTE**
No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver’s license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.

**CLOSING DATE** 26 April 2019

**POST 13/64** OPERATIONAL MANAGER GRADE 1 – GRADE 2 REF NO: 003791 (X1 POST)

**SALARY**
- Grade 1: R420 927 – R473 067 per annum (all-inclusive package)
- Grade 2: R487 266 – R548 436 per annum (all-inclusive package)

**CENTRE** Mamelodi Regional Hospital

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

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

**ENQUIRIES**
Ms S Mahlangu Tel No: (012) 841 8490
Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, or posted to Private Bag X0032, PO Rethabile 0122. Or apply online at www.gautengonline.gov.za.

NOTE: Applications must be submitted on a z83 form, certified copies of ID and Qualifications to be attached. Suitable candidates will be subject to security screening and vetting process. Successful candidates will undergo a medical surveillance.

Closing Date: 26 April 2019

Post 13/65: Operational Manager Nursing: General Medical Ward (X1 Post)
Directorate: Nursing

Salary: R420 318 - R473 067 per annum (plus benefits)
Centre: Pholosong Hospital

Requirements: A 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 the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SA Nursing Council in General Nursing. Computer literacy will be an added advantage.

Duties: Coordination of optimal, holistic nursing care provided within set standards and professional/Legal framework. Manage effectively the supervision and utilization of resources. Coordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development.

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

Applications: Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550 or apply online at: www.gautengonline.gov.za

Note: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. The institution reserves the right not to fill the post.

Closing Date: 26 April 2019

Post 13/66: Clinical Programme Coordinator Grade 1 (Quality Assurance)
Directorate: Quality Assurance

Salary: R420 318 - R473 067 (plus benefits)
Centre: Medunsa Oral Health Centre

Requirements: Grade 12. A basic R425 qualification which allows registration with SANC professional Nurse. A qualification in Quality Assurance or minimum of 5 years' experience in Quality Assurance. A qualification in management will be a recommendation. Valid driver’s license. Advanced computer literacy. Experience: Minimum of 8 years appropriate/recognisable experience in nursing after registration with SANC in general nursing. Years of experience as contained in the OSD Annexure A. At least 3 years of the abovementioned period must be at managerial level.


Enquiries: Ms MM Leballo Tel No: (012) 521 4909

Applications: can be hand delivered to Medunsa Oral Health Centre, Human Resource Department, Room S531 Fifth floor or posted to Medunsa Oral Health Centre, Private Bag X648, Pretoria, 0001

Note: Applications must be submitted on Z83 obtainable from any Public Service department, accompanied by a CV, certified copies of ID, qualifications and registration with the SANC.
CLOSING DATE : 23 April 2019

POST 13/67 : PROFESSIONAL NURSES SPECIALTY: CRITICAL CARE, THEATRE, TRAUMA AND CHILD NURSING SCIENCE REF NO: HRM 23/2019
Directorate: Nursing

SALARY : PN-B1 PN-B2 R383 226 - R471 333 per annum plus benefits

CENTRE : Steve Biko Academic Hospital

REQUIREMENTS : PN-B1 Grade 12: Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma degree in Nursing as a Professional Nurse. A post basic qualification with the duration of at least 1 year accredited with the SANC in terms of Government notice No R212 in Specialty. A minimum of 4 (Four) years appropriate 'recognizable experience as Professional Nurse after registration with the SANC in General Nursing Strong leadership, good communication and sound interpersonal skills are necessary. Verified proof of experience. PN-B2 Grade 12, 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 the SANC as a Professional Nurse plus a post-basic nursing qualification, with duration of at least one year accredited with the SANC in terms of Government Notice No R 212 in the relevant Specialty. A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post-basic qualification in the relevant Specialty. Service certificates compulsory. South African Nursing Council annual practicing certificate.


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

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

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

CLOSING DATE : 23 April 2019

POST 13/68 : ASSISTANT DIRECTOR: HUMAN RESOURCE
Directorate: Human Resource

SALARY : R356 289 – R419 679 per annum (plus benefits)

CENTRE : Medunsa Oral Health Centre

REQUIREMENTS : Applicants must be in possession of National Diploma/degree in Human Resource management. At least a minimum of 8 years’ experience in HRM 3 years in supervisory level is recommended. Candidate must at least have the following Persal certificates (Introduction to Persal, leave Administration, Staff Establishment, Salary Administration and Personnel Administration). Knowledge of the Public Service Act: Public Finance Management Act and other public service acts, regulations and prescripts. Knowledge and application of labour relations Act: Basic Condition of Employment Act; Skills Development Act; Occupational Health and Safety Act and other HR Legislations. Strong leadership, problem Solving Skills, strategic planning and management. Sound human resources budget management skills are recommended.

DUTIES : Manage and render effective Personnel Administration, Salary Administration Leave Administration and Staff Establishment. Monitor recruitment and selection process, terminations, leave (including PILIR); overtime; Performance management and other HR related tasks. Knowledge of Risk Management and NCS .Render support to the CEO office. Help with labour related issues.

ENQUIRIES : IS Makgatho Tel No: (012) 521 5869
APPLICATIONS: Applications can be hand delivered to Medunsa Oral Health Centre HR L5. Human Resource Department, Room S531 Fifth floor or posted to Medunsa Oral Health Centre, Private Bag X848, Pretoria, 0001

NOTE: Applications must be submitted on Z83 obtainable from any Public Service department, accompanied by a CV, certified copies of ID, qualifications. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE: 23 April 2019

POST 13/69: ASSISTANT DIRECTOR REF NO: 003793 (X1 POST)
Directorate: Supply Chain Management

SALARY: R356 298 per annum (Level 09) (plus benefits)

CENTRE: Mamelodi Regional Hospital

REQUIREMENTS: An appropriate 3-year Degree/National diploma or equivalent qualification in purchasing/ supply chain management/logistic management/any relevant qualification. A minimum of 5 years experiences in SCM of which 3 years should be supervisory level/Grade 12 with extensive 10 years’ experience which 5 years should be supervisory level. Knowledge and understanding of the PFMA, PPPFA, and treasury regulations supply chain management framework Act strong analytical skills. Good interpersonal skills. Excellent and written communications skills. Strategic leadership skills, change management. HR management and people management skills. Planning organizing and customer relationship management skills. Computer literacy skills. Good problem-solving skills. Decision making skills. A valid driver’s license. Experience in Health system will be an added advantage.

DUTIES: Manage Supply Chain Management by coordinating and supervising the developments and applications of all elements within SCM and establishment of operational directions of the SCM components to ensure alignments with the operational plan of the institution. Lead SCM team that renders services in Demand. Acquisition and logistics management. Conduct need analysis and industrial analysis. Manage risk within the component. Ensure that the requirements are link to the budget and the strategic objectives. Compile demand and procurement plan. Prepare reports for hospital management. Participate in various committees within the hospital. Represent the hospital in various forums. Ensure compliance with the national core standards. Ensure compliance of 30 days payment. Assist the hospital to acquire a clean audit.

ENQUIRIES: Ms Leshabane Tel No: 012 841 8387
APPLICATIONS: to be sent to Human Resources, Mamelodi Hospital, Private Bag X0032, Rethabile, Mamelodi East, 0122 or hand deliver to 19472 Serapeng Street, Tsamaya Road, Mamelodi East, or submit on line at www.gautengonline.gov.za - Resources – Recruitment section.

FOR ATTENTION: Mr V Nakene Tel No: 012 841 8387
NOTE: Applications should include Z83, CV, Certified copies of ID and Qualifications.
CLOSING DATE: 26 April 2019

POST 13/70: OCCUPATIONAL THERAPIST GRADE 1 – GRADE 3 REF NO: EHD2019/04/03
Directorate: Rehabilitation

SALARY: Grade 1: R317 976 – R361 872 per annum (Plus benefits)
Grade 2: R372 810 – R426 291 per annum (Plus benefits)
Grade 3: R439 164 – R532 959 per annum (Plus benefits)

CENTRE: Ekurhuleni Health District

REQUIREMENTS: Appropriate qualification(degree) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession as an Occupational Therapist. **Grade 1:** No experience required after registration with the HPCSA as an Occupational Therapist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. **Grade 2:** A minimum of 10 years’ relevant experience after registration with the HPCSA as an Occupational Therapist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. **Grade 3:** A minimum of 20 years’ relevant experience after registration with
DUTIES: Render effective patient centered occupational therapy service in a clinic and community setting in adherence to the scope of practice and health protocols. Relieve as and when the need arises, and to work closely with the multidisciplinary team members. Carry out delegated duties. Participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at facility level. Adhere to provincial, District and Clinic policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in continuous professional development activities, colleagues and the multidisciplinary team members. Participate in research projects of the District. Communicate effectively with all stakeholders. Exercise safeguarding of all consumables and equipment.

ENQUIRIES: Ms. Katekani Maluleke Tel No: (011) 876 1776

APPLICATIONS: Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

NOTE: No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Relevant service certificates, certified driver’s license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE: 26 April 2019

POST 13/71: PHYSIOTHERAPIST GRADE 1 – GRADE3 REF NO: EHD2019/04/04
Directorate: Rehabilitation

SALARY: Grade 1: R317 976 – R361 872 per annum (Plus benefits)
Grade 2: R372 810 – R426 291 per annum (Plus benefits)
Grade 3: R439 164 – R532 959 per annum (Plus benefits)

CENTRE: Ekurhuleni Health District

REQUIREMENTS: Appropriate qualification (degree) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist. Grade 1: No experience required after registration with the HPCSA as a Physiotherapist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. Grade 2: A minimum of 10 years’ relevant experience after registration with the HPCSA as a Physiotherapist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. Grade 3: A minimum of 20 years’ relevant experience after registration with the HPCSA as a Physiotherapist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. A valid driver’s license is essential.

DUTIES: Render effective patient centered physiotherapy service in a clinic and community setting in adherence to the scope of practice and health protocols. Relieve as and when the need arises, and to work closely with the multidisciplinary team members. Carry out delegated duties. Participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at facility level. Adhere to provincial, District and Clinic policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets management.
Contribute and participate in continuous professional development activities, colleagues and the multidisciplinary team members. Participate in research projects of the District. Communicate effectively with all stakeholders. Exercise safeguarding of all consumables and equipment.

ENQUIRIES: Ms. Katekani Maluleke Tel No: (011) 876 1776
APPLICATIONS: Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

NOTE: No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE: 26 April 2019

POST 13/72: SPEECH THERAPIST AND AUDIOLOGIST (DUAL) GRADE 1 – GRADE 3 REF NO: EHD2019/04/05
Directorate: Rehabilitation

SALARY: Grade 1: R317 976 – R361 872 per annum (Plus benefits)
Grade 2: R372 810 – R426 291 per annum (Plus benefits)
Grade 3: R439 164 – R532 959 per annum (Plus benefits)

CENTRE: Ekurhuleni Health District

REQUIREMENTS: Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist and Audiologist. **Grade 1:** No experience required after registration with the HPCSA as a Speech Therapist and Audiologist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. **Grade 2:** A minimum of 10 years’ relevant experience after registration with the HPCSA as a Speech Therapist and Audiologist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. **Grade 3:** A minimum of 20 years’ relevant experience after registration with the HPCSA as a Speech Therapist and Audiologist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. A valid driver’s license is essential.

DUTIES: Render effective patient centered speech therapy and audiology services in a clinic and community setting in adherence to the scope of practice and health protocols. Relieve as and when the need arises, and to work closely with the multidisciplinary team members. Carry out delegated duties. Participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at facility level. Adhere to provincial, District and Clinic policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in continuous professional development activities, colleagues and the multidisciplinary team members. Participate in research projects of the District. Communicate effectively with all stakeholders. Exercise safeguarding of all consumables and equipment.

ENQUIRIES: Ms. Katekani Maluleke Tel No: (011) 876 1776
APPLICATIONS: Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
NOTE: No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver’s license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE: 26 April 2019

POST 13/73: ORAL HYGIENIST GRADE 1
Directorate: Community Dentistry

SALARY: R300 828 – R342 357 per annum (including benefits)
CENTRE: Meduns Oral Health Centre
REQUIREMENTS: Degree or Diploma in Oral Hygiene (BOH or Dip OH), registration with Health Professions Council of South Africa (HPCSA) as an Oral Hygienist, proof of current registration with the HPCSA and a copy of the expanded functions certificate. Experience in teaching and training, valid driver’s license. Ten years’ experience as an Oral Hygienist. Experience in working in Rural Institutions e.g. Clinics, Community health Centres or District Hospitals.

DUTIES: The incumbent will actively participate in all community-based Services/programmes held in every sub-district. The incumbent will render clinical services within their scope of practice in the clinics, dental mobile, institutions, and hospitals and perform the required administrative duties. Ensure implementation of the Oral Health Strategy. Provide training to other Health workers and the community. Perform any other task as delegated by Manager.

ENQUIRIES: Prof DP Motloba Tel No: (012) 521 4848
APPLICATIONS: can be hand delivered to Meduns Oral Health Centre HR L5. Human Resource Department, Room S531 Fifth floor or posted to Meduns Oral Health Centre, Private Bag X848, Pretoria, 0001

NOTE: Applications must be submitted on Z83 obtainable from any Public Service department, accompanied by a CV, certified copies of ID, qualifications. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE: 23 April 2019

POST 13/74: HUMAN RESOURCE OFFICER REF NO: HRM 24/2019
Directorate: Human Resource Management
This is a re-advertisement. It was previously advertised in circular 50 of 2018 and those who have applied previously should re-apply.

SALARY: R275 508 per annum plus benefits
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: An appropriate NQF level 6 in Human Resources with 3-5 year’s relevant experience in the field. Provide proof managerial experience in the area or combination thereof. A demonstrated ability to provide leadership on HR practices and Administration. The ability to develop, monitor and evaluate Skills development legislation, HR policies and procedures. The ability to interpret and analyze HR data. Experience in developing reports and presenting them to management. Demonstrate experience in managing PERSAL and drawing reports. Ability to manage staff, work independently, adhere to strict deadlines. Job knowledge: Knowledge of PERSAL systems. Knowledge of the Public Services Act, the Public Finance Management Act, Treasury Regulation, Resolution of PSCBC, PILIR, Performance Management and Development processes, Public
Service Regulations, Labour Relations Act, Employment Equity Act and other HR legislation and prescript. Competences required: problem solving and analysis, people management. Good communication skills (verbal and non-verbal), report writing skills, negotiation, teambuilding, problem solving, conflict resolution) and ability to work under pressure. Excellent ethics demeanor. Knowledge of employee relations and experience of National Core Standards will be an added advantage. Computer literacy is essential. A valid driver’s license.

**DUTIES**
Monitor and coordinate Recruitment and Selection processes including procedure on recruiting foreigners. Implement and execute effective Human Resource functions. Manage and update staff establishment, databases to assist the HRIM section. Formulate advertisements internally and externally. Coordinate and manage employment equity, render an effective HR advisory service to management and employees. Provide training and support to subordinates. Manage and support performance of subordinates. Allocate and control delegated work, provide monthly statistics and reports. Control and provide administrative service and ensure compliance with applicable legislation. Implement National Core Standards file and update it regularly. Implement and monitor Personnel and salary policies and procedures. Implementation and monitor appointments; transfers; translations; overtime (normal and commuted); allowances GEHS; Terminations i.e. Pensions; OSD implementation.

**ENQUIRIES**
Mrs. M Ntseke Tel No: (012) 354 5359-5396

**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**: 23 April 2019

**POST 13/75**: PROFESSIONAL NURSE (ADVANCED MIDWIFERY, NEONATOLOGY) GRADE 1 – GRADE 2 REF NO: 003790 (X2 POSTS)
Directorate: Nursing Services

**SALARY**
Grade 1: R262 559 – R420 318 per annum (all-inclusive package)
Grade 2: R445 917 – R548 436 per annum (all-inclusive package)

**CENTRE**
Mamelodi Regional Hospital

**REQUIREMENTS**
Basic R425 or R683 qualification with midwifery (Diploma/Degree in Nursing that allows registration with South African Nursing Council as a Professional Nurse. A post basic qualification with atleast 1 year accredited with SANC in terms of Governance Notice No. 212 in Advanced Midwifery and Neonatology. Current registration with SANC. Good Communication Skills/verbal and written. Report writing skills. Sound interpersonal skills are necessary. National core standards demonstrate basic understanding of HR and financial policies and practices. Ability to plan and organize own work, time and that of support personnel to ensure proper smooth running of theater slip and procedures.

**DUTIES**
Provision of high quality nursing care that is holistic and is patient centered. Ensuring that nursing care provided is within the scope of practice of nurses and the legal framework. Maintain a professional and ethical practice as well as enabling environment for ethical practice. Maintain a constructive working relationship with nursing and other stakeholders. Participate in management and utilize physical, financial and human resources to fulfill operational and developmental functions in accordance with legislation and policies. Participate in research, training of staff, students, personal development and CPD (continuing Professional Development). Ensure compliance with six key priorities.

**ENQUIRIES**
Ms S Mahlangu Tel No: (012) 841 8490

**APPLICATIONS**
Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, or posted to Private Bag X0032, PO Rethabile 0122. Or apply online at www.gautengonline.gov.za.

**NOTE**
Applications must be submitted on a Z83 form, certified copies of ID and Qualifications to be attached. suitable candidates will be subject to security screening and vetting process. Successful candidates will undergo a medical surveillance.
CLOSING DATE: 26 April 2019

POST 13/76: ENGINEERING TECHNICIAN CANDIDATE
Directorate: Health

SALARY: R253 026 - R268 554 per annum (Level 07) (plus benefit)
CENTRE: Pholosong Hospital
REQUIREMENTS: National Diploma in Engineering or relevant qualification. 1 or 2 year experience in electronics or on medical equivalent and practicing clinical engineering. Ability to work individually. Good communication skills (Verbal and Written). Ability to work under pressure. Knowledge and skill in the use of various hand tools and test equipment. A valid driver’s license. Registration with ECSA.

DUTIES: Assist in managing clinical engineering workshop (Running and Organizing). Perform in house repairs and maintenance of medical equipment. Type out reports when necessary. Attend meetings related to medical equipment. Give advice on procurement of medical equipment, prepare and monitor maintenance programme. Monitor repair costs of equipment and advice on equipment life cycle costs. Monitor and manage performance of outsourced contracts. Liaise with suppliers for services, repairs-parts and training consumables and accessories. Perform standby and respond to after-hours call out duties. Assist in preparing medical equipment maintenance and replacement plans.

ENQUIRIES: Dr NM Makgana Tel No: (011) 812 5000
APPLICATIONS: Applications must be submitted with a Z83 form, certified copies of ID And certificate of qualifications to Pholosong Hospital, 1067 Ndaba Street, Tsakanke, 1540 or can be posted to Private Bag X4, Brakpan, 1550 Or apply online at: www.gautengonline.gov.za

CLOSING DATE: 26 April 2019

POST 13/77: ADMINISTRATION OFFICER (PATIENT AFFAIRS)

SALARY: R242 475 per annum (Level 07) (plus benefits)
CENTRE: Medunsa Oral Health Centre
REQUIREMENTS: Minimum Diploma/Degree in Public Administration/Public Management or relevant qualification with 7 years relevant experience in Patient Administration and Records Knowledge of PAAB UPFS, tariffs. Patient. Classification. National core standard, National Archives and Audit. Knowledge of mortuary and Pottering services. Be able to work days shift as a supervisor for Admin and Support service. Skills: Problem solving, good verbal and written communication, report writing, strong Leadership qualities and computer Literacy, good interpersonal skills and ability to work under pressure.

DUTIES: Supervision. Monitoring and evaluate of operations in all patient Administration units and Records Management. Ensure that patients are classified correctly according to UPFS. Maintenance and Management of good patients Records keeping, quality clinical and other records. Assist Revenue Department with Revenue collection. Understanding Downtime Management processes and submission to Head Office. Performance evaluation in accordance with HR and LR regulations updating of job descriptions. Submission of Monthly reports. Ensure that Patient Administration departmental meetings and trainings are taking place. Regular attendance of meetings and feedback. Management of the National Core Standards (NCS) in the patient affairs department and participate in the implementation of the NCS. Identify and evaluate risks within the patient affairs department and implement and monitor improvement plans.

ENQUIRIES: IS Makgatho Tel No: (012) 521 5869
APPLICATIONS: can be hand delivered to Medunsa Oral Health Centre HR L5. Human Resource Department, Room S531 Fifth floor or posted to Medunsa Oral Health Centre, Private Bag X848, Pretoria, 0001

NOTE: Applications must be submitted on Z83 obtainable from any Public Service department, accompanied by a CV, certified copies of ID, qualifications. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE: 23 April 2019
POST 13/78 : MATERIAL RECORDING CLERK REF NO: FERH/RECORD/01 (X1 POST)
Directorate: Supply Chain

SALARY : R242 475 – R285 630 per annum (Level 07)
CENTRE : Far East Rand Hospital
REQUIREMENTS : An appropriate three-year tertiary qualification (NQF level 7) in Supply Chain or related fields with 0-2 years’ experience; or Grade 12 with a minimum of 5 year’s relevant experience. Have knowledge and understanding of Public Finance Management Act (PFMA), Tertiary Regulation (TRs) and other related prescripts. Knowledge of computer skills in MS Excel, Word and PowerPoint. Good reasoning, attention to detail, innovative, strong mathematical, problem solving and statistical analysing ability. Good communication (written and verbal); continual learning information search.

DUTIES : Facilitate the process of compiling, coordinating and approval of Demand and Procurement plans for the whole institution, and accurate submission to Head Office; Do frequent market research to find market-related price and to identify suitable service providers for requested items; Analyse and reconcile orders with approved Demand plans; Assist end-users with specifications and selection or creation of correct material master numbers; Assist in accurate calculation of minimum and maximum inventory levels for all disciplines; Assist the Budget team to accurately do budget submissions Goods and Service items.

ENQUIRIES : Mr E. Ngcobo Tel No: (011) 812-8311
APPLICATIONS : should be Submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
NOTE : Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993.

CLOSING DATE : 30 April 2019

POST 13/79 : PROFESSIONAL NURSE GRADE 1 – GRADE 3 REF NO: 003789 (X5 POSTS)
Directorate: Nursing Services

SALARY : Grade 1: R241 908 – R280 437 per annum (all-inclusive package)
Grade 2: R297 516 – R343 296 per annum (all-inclusive package)
Grade 3: R362 559 – R459 294 per annum (all-inclusive package)
CENTRE : Mamelodi Regional Hospital
REQUIREMENTS : Basic R425 or R683 qualification with midwifery (Diploma/Degree in Nursing that allows registration with South African Nursing Council as a Professional Nurse. Proof of current registration with SANC.

DUTIES : Provision of high quality nursing care that is holistic and is patient centered. Ensuring that nursing care provided is within the scope of practice of nurses and the legal framework. Maintain a professional and ethical practice as well as enabling environment for ethical practice. Maintain a constructive working relationship with nursing and other stakeholders. Participate in management and utilize physical, financial and human resources to fulfill operational and developmental functions in accordance with legislation and policies. Participate in research, training of staff, students, personal development and CPD (continuing Professional Development). Ensure compliance with six key priorities.

ENQUIRIES : Ms. S Mahlangu Tel No: (012) 841 8490
APPLICATIONS : must be submitted to: Mamelodi Regional Hospital, Human Resource Department, or posted to Private Bag X0032, PO Rethabile 0122. Or apply online at www.gautengonline.gov.za.
NOTE : Applications must be submitted on a z83 form, certified copies of ID and Qualifications to be attached. suitable candidates will be subject to security
screening and vetting process. Successful candidates will undergo a medical surveillance.

CLOSING DATE : 26 April 2019

POST 13/80 : ADMINISTRATION CLERK (STUDENT AFFAIRS) REF NO: CHBNC/2019/03
/ADMIN1
Directorate: Nursing Education and Training

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

CENTRE : Chris Hani Baragwanath Nursing College

REQUIREMENTS : Grade 12 Certificate with Accounting or Mathematics as a passed subject. One-year experience in the Public Service Administration environment. Sound Communication (written and verbal) and interpersonal relations skills. Computer literacy (Word and Excel), certificate attached. Sound telephone etiquette. Must be willing to undertake a skills knowledge test on MS Word and Excel. A valid driver’s license will be added as an advantage.

DUTIES : Administrate students’ absenteeism records. Assist students with leave matters and submit leave forms to HR. Keep students’ records safe. Retrieve students’ files for management when requested. Arrange and label students training documents trays and files every year. Facilitate students’ course registration/orientation and award ceremonies. Maintain and update students’ records e.g. tests, examination results and lecture periods. Coordinate and record clinical hours and theoretical periods of students from all campuses. Monitoring completion of clinical hours in correlation with course requirements. Arrange class rooms and examination venues according to schedules. Carry out lawful duties allocated by the supervisor.

ENQUIRIES : Mr. T. Nxumalo Tel No: (011) 983 3001

APPLICATIONS : Applications should be submitted at the Human Resource Department, Chris Hani Baragwanath Nursing College (inside the Hospital premises), Chris Hani Road, Diepkloof, Soweto or posted to Private Bag X05, Bertsham, 2013.

NOTE : Applications must be submitted on a Z83 form with your C.V., certified copies of your I.D and Qualifications. State all your competencies in your C.V. Certification stamp must not be over six months on the day of submitting the application. Smart card ID must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Written or practical test might be implemented in the process of recruiting and selection. Incomplete applications or applications received after closing date will not be considered. Previous applicants may re-apply.

CLOSING DATE : 23 April 2019

POST 13/81 : ENROLLED NURSE GRADE 1 – GRADE 3 REF NO: 003791 (X2 POSTS)
Directorate: Nursing Services

SALARY : Grade 1: R161 376 – R181 620 per annum (all-inclusive package)
Grade 2: R192 681 – R216 861 per annum (all-inclusive package)
Grade 3: R228 027 – R280 437 per annum (all-inclusive package)

CENTRE : Mamelodi Regional Hospital

REQUIREMENTS : Qualification that allows registration with the South African Nursing Council (SANC) as a Staff Nurse. Registration with SANC as Enrolled Nurse and proof of current registration. Good Communication Skills/verbal and written. Report writing skills. Sound interpersonal skills are necessary. National core standards demonstrate basic understanding of HR and financial policies and practices. Ability to plan and organize own work, time and that of support personnel to ensure proper smooth running of the department.

DUTIES : To ensure safe and effective clinical nursing practice, ensure effective management of quality Nursing. Service, Mentoring of Enrolled Nursing
Assistants, ensure that the Nursing standards are upheld and maintained. Ensure effective communication within the health setting, ensure optimal utilization of Human and material resources. Demonstrate basic understanding of nursing procedures, demonstrate basic understanding of the legislative framework protocols or policies governing the public service. Ensure that the national core standards are maintained and upheld.

ENQUIRIES
APPLICATIONS
NOTE
CLOSING DATE
POST 13/82
SALARY
CENTRE
REQUIREMENTS
DUTIES
ENQUIRIES
APPLICATIONS
CLOSING DATE
POST 13/83
SALARY
CENTRE
REQUIREMENTS
DUTIES
ENQUIRIES: Ms S Mahlangu Tel No: (012) 841 8490  
APPLICATIONS: must be submitted to: Mamelodi Regional Hospital, Human Resource Department, or posted to Private Bag X0032, PO Rethabile 0122. Or apply online at www.gautengonline.gov.za.  
NOTE: Applications must be submitted on a Z83 form, certified copies of ID and Qualifications to be attached. Suitable candidates will be subject to security screening and vetting process. Successful candidates will undergo a medical surveillance.  
CLOSING DATE: 26 April 2019  
POST 13/84: GENERAL STORES ASSISTANT  
Directorate: Procurement  
SALARY: R96 549 – R113 730 per annum (plus benefits)  
CENTRE: Medunsa Oral Health Centre  
REQUIREMENTS: Minimum Grade 10 and above. 1-2 years’ experience as a store assistant will be an added advantage. Excellent communication and interpersonal skills, customer oriented, responsible, time management, positive attitude and enthusiastic, self-motivated, dynamic and a quick learner, able to work under pressure and meet the schedule of stock delivery.  
DUTIES: Off-load stock and pack in designated areas under the supervision of a Stores Supervisor and Transito Clerk. Movement and dispatch of stock and asset to designated areas during stock delivery from supplier. Pack incoming stock at designated areas according to stores procedures. Adhere to good general stores housekeeping. Maintain a neat and clean environment. Delivery/Collection of documents to and from Control rooms and other outlets. Assist to mark new State assets.  
ENQUIRIES: Mr B Makhubela Tel No: (012) 521 4407  
APPLICATIONS: can be hand delivered to Medunsa Oral Health Centre HR L5. Human Resource Department, Room S531 Fifth floor or posted to Medunsa Oral Health Centre, Private Bag X84, Pretoria, 0001  
NOTE: Applications must be submitted on Z83 obtainable from any Public Service department, accompanied by a CV, certified copies of ID, qualifications. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration.  
CLOSING DATE: 23 April 2019  
POST 13/85: CLEANER REF NO: CHBNC/2019/SUPPORT 1  
Directorate: Nursing Education and Training  
SALARY: R96 549 per annum (Level 02) (plus benefits)  
CENTRE: Chris Hani Baragwanath Nursing College  
REQUIREMENTS: Minimum of Grade 10/standard 8 or Abet Level 4. Zero to two years cleaning experience will be an added advantage. Sound communication skills. Ability to effectively use cleaning machines and materials. Plan and organize own work to promote team spirit. Ability to work independently and under pressure.  
DUTIES: Clean inside the college as allocated. Dust, sweep, mop, vacuum, scrubbing floors, wax floors and clean walls. Polish window sill. Dust and polish furniture and equipment. Empty and clean dustbins. Remove medical and general waste. Preparation of exam venues. Remove or rearrange or replace furniture and equipment. Prepare board rooms as mandated. Refilling of hand wash liquid soap and replace toilet papers. Operate heavy duty/industrial cleaning machines. Keep equipment clean. Safe keeping and control of cleaning equipment and materials. Adhere to Occupational Health Safety and Infection control policies. Executing of any other reasonable instruction delegated by an authorized person. Be prepared to rotate to different areas that require cleaning.  
ENQUIRIES: Mr. J. Hlatshwayo Tel No: (011) 983 3053  
APPLICATIONS: Applications should be submitted at the Human Resource Department, Chris Hani Baragwanath Nursing College (inside the Hospital premises), Chris Hani Road, Diepkloof, Soweto or posted to Private Bag X05, Bertram, 2013.  
NOTE: Applications must be submitted on a Z83 form with your C. V., certified copies of your I.D and Qualifications. State all your competencies in your C.V. Certification
stamp must not be over six months on the day of submitting the application. Smart card ID must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Written or practical test might be implemented in the process of recruiting and selection. Incomplete applications or applications received after closing date will not be considered. Previous applicants may re-apply.

CLOSING DATE  :  23 April 2019
POST 13/86  :  MACHINE OPERATOR REF NO: CHBNC/2019/SUPPORT 2
Directorate: Nursing Education and Training

SALARY  :  R96 549 per annum (Level 02) (plus benefits)
CENTRE  :  Chris Hani Baragwanath Nursing College
REQUIREMENTS  :  Minimum qualification of Grade 10 or Standard 8 or Lever 4 ABET qualification. No experience. One-year relevant experience and computer literacy will be added as an advantage. Sound communication skills. Must have passion for work, knowledge of customer care and self-motivated to work in a team.

DUTIES  :  Photocopy documents as requested, fill in a photocopying form and provide all necessary information, binding, shredding and laminating documents as requested, check machine readings every morning before using the machine and every afternoon before switching off the machine Report any malfunctioning of Photostat machine and ordering of stationary on VA2. Inform the supervisor of any problems. Ensure adequate stock of paper, toner and ink as required. Record all Photostatting in the register, balance the register at the end of every month and submit the figures to the supervisor. Control economical usage of paper. Register all documents before it is sent to the E-government Department. Receive posted mail, post mail received and send faxes. Must be able to accept responsibility and able to work under pressure. Must be able to maintain confidentiality.

ENQUIRIES  :  Ms. E.C. Van Der Merwe Tel No: (011) 983 3072
APPLICATIONS  :  Applications should be submitted at the Human Resource Department, Chris Hani Baragwanath Nursing College (inside the Hospital premises), Chris Hani Road, Diepkloof, Soweto or posted to Private Bag X05, Bertsham, 2013.

NOTE  :  Applications must be submitted on a Z83 form with your C.V., certified copies of your I.D and Qualifications. State all your competencies in your C.V. Certification stamp must not be over six months on the day of submitting the application. Smart card ID must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Written or practical test might be implemented in the process of recruiting and selection. Incomplete applications or applications received after closing date will not be considered. Previous applicants may re-apply.

CLOSING DATE  :  23 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: 23 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 POSTS

POST 13/87: DEPUTY DIRECTOR: MUNICIPAL ACCOUNTING & AUDITING REPORTING
Directorate: Municipal Accounting & Auditing

SALARY: R697 011 per annum (All-inclusive package)
CENTRE: Johannesburg
REQUIREMENTS: A three-year tertiary qualification e.g. degree (NQF level 7 as recognised by SAQA) in Accounting or Auditing. 3-5 years junior management level (ASD) experience in the Municipal Accounting and Financial Reporting environment.

DUTIES: Monitor and review the implementation of accounting standards (GRAP) and report on the quality of Annual Financial Statement. Develop a support plan for municipalities on their compilation of annual financial statements. Review the Assistant Directors’ draft and in- year financial statements assessment. Manage stakeholder’s relationship, direct, guide and advise stakeholders on accounting practice and compile documents/ presentations for discussion on various topics related accounting on various sessions/forums. Monitor compliance with the reporting requirements. Facilitate workshops & training on accounting frameworks, standards, guidelines and transversal accounting policies. Review the submissions of audit reports, management letters and audit action plans. Review, monitor, support and report on the implementation of the audit action plans. Prepare & consolidate report on the annual and oversight reports tabled as required by Municipal Financial Management Act. Support municipalities in resolving audit queries escalated by Assistant Directors. Provide technical support & compile report on the preparations of the Audit file. Coordinate the provision of Accounting Services and Support. Direct & co-ordinate on technical GRAP issues that affect the municipalities to provide clear guidance, application and direction. Participate in the Accounting Standards Board, Public Sector Accounting Forums on the new/update on accounting reforms. Monitor the implementation of financial

ENQUIRIES : Mr Sihle B Hlomuka Tel No: 011 227 9000

POST 13/88 : DEPUTY DIRECTOR: LOCAL GOVERNMENT RESOURCE MANAGEMENT - GOVERNMENT DEBT
Municipal Financial Governance

SALARY : R697 011 per annum (All-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : NQF level 7 Qualification in Public Finance/Financial Management/Financial Accounting/Management Accounting/Internal Auditing. 3–5 years Junior Management (Assistant Director) Level experience in Local Government Finance. A driver’s license is a must.
DUTIES : Ensure monthly compliance by municipalities, Gauteng Provincial Government (GPG) departments, national departments and parastatals in submitting monthly age analysis and payments made on government debt, consolidation and distribution of the age analysis. Manage, monitor and follow-up with municipalities, departments and parastatals on processes, procedures and activities to manage government debt owed to municipalities. Manage the Special and Quarterly Debt Management Committee (DMC) meetings with government departments, entities and municipalities as well as the preparation of the quarterly report on the status of government debt. Manage the personnel, processes and other resources within the Sub-Directorate.

ENQUIRIES : Ms. Tshiamo Sokupha Tel No: (011) 227 9000

POST 13/89 : REGISTRY CLERK
Chief Directorate: Corporate Services

SALARY : R163 563 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12. 1-year experience in the public sector.
DUTIES : To maintain and ensure the smooth operation of the Registry office in the department. Handles the filing system with regard to Personnel matters in the registry office. Sort all documents alphabetically. Ensures that all documentation are filed on the relevant files. Creates new files as requested. Receives and records transfer of files within and outside the department. Ensures surname changes were reflected on files in regard to marriage status. Attends to personnel staff queries immediately. Monitors the movement of files. Dispose files according to the National Archives Act of SA. Receives, sorts and distributes incoming mails.

ENQUIRIES : Mr Sihle B Hlomuka Tel No: 011 227 9000
# Other Posts

## POST 13/90

### Head Clinical Unit: Surgery Ref No: HCU/SUR/2019

| **Salary** | R1 643 352 per annum |
| **Centre** | Addington Hospital: KwaZulu-Natal |
| **Requirements** | MBChB Degree, Registration certificate with the Health Professions Council as a Specialist-Surgery, Annual fees registration renewal with HPCSA 2019/2020, Three (3) years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist in Surgery. Certificates of service proving at least three (3) years’ experience as a Specialist in Surgery. Knowledge, Skills Training and Competencies Required: Proven management ability, sound communication, negotiation, planning, organizing, leadership, decision-making and interpersonal skills. Financial management and Human Resource Management. Conflict resolution and problem-solving skills. Cross cultural awareness. A concern for excellence. Presentation skills. Sound teaching and Supervisory skills. Ability to function in a multi-disciplinary team. |
| **Duties** | Control and management of clinical services as delegated by the Manager of the post. Maintain satisfactory clinical, professional and ethical standards related to these services. To provide effective & efficient specialist consultant care at regional level within the scope of acceptable and up to date practices in order to contribute to optimal health care. Supervision of and effective utilization of medical staff in these areas. Develop systems and protocols in collaboration with Heads of clinical departments to ensure timeous and effective management of referred patients. Conduct clinical audits including Morbidity and Mortality reporting and review and clinical documentation audits. Conduct, assist in, and stimulate research. |

### Enquiries
Dr A Aron Tel No: 031 327 2570

### Applications
All applications should be forwarded to: Attention: The Human Resource Department, Addington Hospital, P O Box 977, Durban, 4000 OR dropped off in Room 23, Human Resource Department, 1st Floor, and Addington Hospital.

### Note
Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document (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. 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. Please note that due to the large financial constraints no S &T and settlement claims will be considered for payment to candidates that are invited for the interview.

### Closing Date
23 April 2019

## POST 13/91

### Manager – Medical Services Ref No: WWH02/2019 (X1 Post)

| **Salary** | R1 115 874 – R1 238 451 per annum (Total Package) |
| **Centre** | Wentworth Hospital |
| **Requirements** | A tertiary qualification (MBChB or equivalent), plus Proof of current registration as a Medical Practitioner. Full registration with Health Professionals Council as a Medical Practitioner, plus a Minimum of 8 years appropriate experience after... |
registration with HPCSA as a Medical Practitioner of which 2 years must be in a Supervisory/ Management capacity. Knowledge of current health and public service legislation and policies. Sound clinical knowledge, experience in the respective disciplines. Excellent human relations, communication skills, leadership and team building skills. Ability to develop and monitor policies. Computer Literacy. Sound negotiation, planning, organizing, decision making and conflict management skills. Sound knowledge of clinical skills in medical disciplines and management skills. Knowledge and experience in the District Health System.

**DUTIES**
- Ensure the provision of protocols and guidelines to the Medical and Allied Professions team. Formulate policies and procedures for clinical services and ensure that they are in accordance with the current statutory regulations and guidelines. Provide leadership, management and support to all Cluster Managers, Clinical Heads, Clinical Managers, Pharmacy, Allied Health Professionals and staff under their supervision. Conduct service assessment and implement quality improvement programs. Lead Clinical Governance functions within the institution.
- Facilitate resuscitation programs and disaster management systems. Liaise with other stakeholders within and outside Department of Health such as Chief Specialists, other Hospital management teams, the District Office and Medical School on medical and management issues. Ensure optimal/ efficient use of resources, both human resources and financial resources. Ensure continuous monitoring of morbidity and mortality through clinical audits. Monitor and evaluate patient care delivery. Maintain discipline and deal with grievances and Labour Relations issues in terms of the laid down procedures and policies. Monitor and manager staff performance.
- Develop and sustain a hospital CME program. Establish Integrated Primary Health Care Systems in Wentworth Hospital District and surrounding feeder clinics. Develop Integrated Primary Health Care plan to capacitate all clinics, training doctors, nurses and other staff. Improve Clinical Quality and Patient Satisfaction at all institutional clinics. Establish multi-disciplinary teams and improve competencies of Health Care Workers. Participate in Senior Management and strategic activities. Perform clinical duties as situation demands. Deputize CEO as required. Manage information of clinical priority programs.

**ENQUIRIES**
Mrs. M. M. Mkhize Tel No: (031) 460 5001

**APPLICATIONS**
Applications to be forwarded to: The Human Resource Department, Wentworth Hospital, Private Bag, Jacobs, 4026 OR Hand deliver to Wentworth Hospital, 1 Boston Road, Management Boardroom.

**FOR ATTENTION**
Mr. M. S. Mgoza

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

**CLOSING DATE**
26 April 2019

**POST 13/92**
CLINICAL MANAGER (OBSTETRICS AND GYNAECOLOGY) REF NO: GTN 15/2019

**SALARY**
Grade 1: R1 115 874 per annum
CENTRE : Greytown Hospital

REQUIREMENTS : Senior Certificate/ Matric or Grade 12. MBCHB degree or equivalent qualification. Current registration certificate with HPCSA as Medical Practitioner with the HPCSA as Medical Practitioner. At least (05) five years’ experience as a Medical Practitioner with the HPCSA. Valid driver’s license code EB. Knowledge of health legislation and policies at public institution. Excellent human, communication and leadership skills. Sound knowledge and clinical skills. Ability to develop policies. Sound knowledge of obstetrics and Gynaecology. Computer literacy. Sound negotiation, planning, decision making and conflict management skills. Proof of training in ESMOE. Good team building and problem solving skills. Knowledge of medical disciplines and management skills. Knowledge and experience in District Health System.

DUTIES : Management of Obstetrics and Gynaecology inpatients. Provide the management support and supervision to all medical officers in maternity wards and theatre. Support continuous professional development by information seminars and scheduling external. Meetings. To ensure provision of protocols and guidelines to doctors. Participate to quality improvement plans. Provide an after hour emergency Obstetrics and Gynaec services. Ensure running Antenatal and Gynae out Patient clinic. Manage labour ward and Theatre. Participate in academic activities of the department and teaching of junior staff. Participate to the running of the obstetrics services in the community referral clinics. Work as a part of team providing districts hospital based Obstetrics and Gynecology services under consultant guidance. Support clinics referring to Obstetrics and Gynaecology department.

ENQUIRIES : Ms KJ Mngadi Tel No: 033 4139 450
APPLICATIONS : should be forwarded to: Human Resource Manager, Private Bag X 5562, Greytown, 3250.
FOR ATTENTION : Mr LP Ntombela
CLOSING DATE : 26 April 2019

POST 13/93 : MEDICAL OFFICER GRADE 1, 2, 3 REF NO: GTN 12/2019

REQUIREMENTS :

Grade 1: Registration with HPCSA as a Medical Practitioner, Foreign Health professional council of whom, it is no required to performed Community Service.
Grade 2: Minimum of 5years’ experience after registration with a recognized foreign health professional council of whom it is not required to perform Community Service; Grade 3: Minimum of 10 years’ experience After registration with HPCSA as a Medical Practitioner post Community service. Foreign candidates Require 11years relevant experience after registration with a recognizable foreign health professional Council, of whom it is not required to perform Community Service; Experience in Surgery/orthopedics and / or obstetrics and anaesthetics will be a recommendation Must meet prescribed requirement). Ability to give Spinal to general anesthetic when the need arises. Ability to work independently and without supervision for the after-hours call duties. Ability to do Caesarian sections, to Ectopic pregnancies etc. A sound working knowledge in the basic medical disciplines allow accurate diagnosis and appropriate management of clinical problems with specific emphasis on surgery. Broad knowledge of medicine and surgery as well as Obstet&Gynae, Paeds, Trauma. Ability to function in a multidisciplinary team. Good Communication and interpersonal skills.

DUTIES : Ensure effective, early and correct and cost effective, investigation and follow up treatment of patients. Provide a holistic patient care, inclusive of examining and formulating of patient treatment plans. Maintain accurate patient medical records. Provide preventive health interventions. Train and supervise medical interns, medical students and other personnel. Perform operating theatre work on an elective and emergency basis e.g. Caesarian section, minor surgical procedures etc. Participate in emergency after hours service. Actively participate in quality
improvement programme (morbidity and mortality meetings clinical audits and risk management). Perform medico legal duties.

ENQUIRIES: Ms PPL Nkala Tel No: 033 4139 41
APPLICATIONS: should be forwarded to: Human Resource Manager, Private Bag X 5562, Greytown, 3250.
FOR ATTENTION: Mr LP Ntombela
CLOSING DATE: 26 April 2019

POST: MEDICAL OFFICER REF NO: ST 23/2019 (X1 POST)
Component: Internal Medicine

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

CENTRE:
- Stanger Hospital

REQUIREMENTS:
- Grade 1: A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner.
- Grade 2: A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Five (5) years post registration experience as a Medical Practitioner. Grade 3: A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Ten (10) years post registration experience as a Medical Practitioner.

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

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

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

ENQUIRIES: Dr B Ramjiwan (Head of Department) Tel No: 032- 437 6263
APPLICATIONS: Applications to be forwarded to: Human Resources Department, The Human resource manager, Stanger Hospital, Private Bag x10609, Stanger 4450
FOR ATTENTION: Mr. S. Govender
NOTE: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be
indicated in the column provided on the form Z83 e.g. ST 23/2019. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post(s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. Current Community service Medical Officers are welcome to apply.

CLOSING DATE : 26 April 2019

POST 13/95 : OPERATIONAL MANAGER-SPECIALTY: POSTNATAL WARD REF NO: CLO2/2019

SALARY : R532 449 – R599 274 per annum
CENTRE : Clairwood hospital
REQUIREMENTS : National Senior Certificate (Grade 12) Diploma/degree in General and Midwifery plus nursing or equivalent qualification that allows registration with the South African year post basic qualification in advanced midwifery and Neonatology. Current registration with the South African Nursing Council (SANC) 2019. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to the above must be appropriate/recognizable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty (Advanced Midwifery and Neonatology). Certificate of service endorsed by HR.

DUTIES : Department. In depth Knowledge of nursing legislation and related legal and ethical practices. Leadership, mentoring and must maintain quality service delivery. Understanding of nursing legislation and related legal and ethical nursing practices and their impact on service delivery. Knowledge of code of conduct, Labour relation and related policies. Knowledge of programmes i.e. PMTCT, PPIP etc. Good interpersonal and team building skills. Conflict management skills. Good communication skills both verbal and written. Improve material and neonatal care by implementing protocols as stipulated by national provincial, district at facility level. Participate in the development and implementation of clinical policies, procedures and guidelines for IMCI and related programs / project s. Ensure adherence to legal framework for management obstetrical emergencies by determining the level of risk, initiating and coordinating effective emergency care. Identify and monitor clinical progress and outcome to determine the effectiveness and appropriateness of the care plan for both normal and abnormal outcomes. Maintain client's satisfaction, through quality service, innovation and nursing care by uploading relevant framework. Ensure management of integrated services e.g. PMTCT, STI and TB, EPI etc. Ensure implementation, monitoring and evaluation of all relevant programmes e.g. PPIP, CHIPP, CHIPP, CARMMA, MBFI, ESMOE etc. Monitor infection control within the postnatal ward. Ensure sound Labour relation aspect e.g. disciplinary action, grievance procedure, absenteeism management, abscondment procedure etc. Monitor implementation of national core standards and ideal hospital realization. Monitor implementation of child health services. Monitor implementation of child health indicators, formulation of QIP's and progress thereof. Ensure implementation of (5) Five-point contraceptive strategy. Strengthen implementation of MCWH programmes as per national guidelines. Identify, develop and control risk management systems within the unit. Ensure effective data management systems are in place and monitoring of the relevant data indicators thereof.

ENQUIRIES : Mrs. N Linda Tel No: 031 451 5177
APPLICATIONS: Applications may be sent to: Attention: Human Resource Department, Clairwood Hospital, Private Bag X04, Mobeni 4060 or Hand deliver: 1 Higginson Mobeni 4060.

NOTE: The contents of this Circular Minute must be brought to the attention of all eligible officers and employees on your establishment without delay. Also notify all candidates that qualify for the post in this circular minute even if they are absent from their normal work place. Directions to candidates, the following documents must be submitted: Application for Employment form (Z83), obtainable at any Government Department or from website – www.kznhealth.gov.za Certified copies of educational qualifications, Identity Documents-not copies of copies Curriculum Vitae, The reference number must be indicated in the column provided on the form Z83. Failure to comply with the above instructions will disqualify applicants. Fax, email, incomplete and late applications will not be considered. Please note that due to a large number of applications we envisage to receive, applications will not be acknowledged. However, should you not receive any response after two months after the closing date of this advert; consider your application as unsuccessful. People with disabilities should feel free to apply for the posts. The appointment is subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).

CLOSING DATE: 23 April 2019

POST 13/96: MEDICAL SPECIALIST – (GRADE 1, 2, 3) - (SESSIONAL) REF NO: GS 28/19
18 Sessions (Hours) Per Week- Contract – 6 Months
Component – Orthopaedics

SALARY:
Grade 1: R473 616 per annum
Grade 2: R541 008 per annum
Grade 3: R628 056 per annum

CENTRE:
Greys Hospital, PMB Metropolitan Hospitals Complex

REQUIREMENTS:
Minimum Requirements: A qualification in Health Science: PLUS Registration with the Health Professions Council of South Africa as a Specialist 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. Grade 3: Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist. Knowledge, Skills, Training and Competence Required: Possess sound knowledge of Human Resource Management, budgeting, program 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: Help with the development of District and Regional Orthopaedic Level of Care where the need exists. Continuously monitor service delivery in outlying areas and institute quality improvement measures to correct deficiencies. Participate in Outpatient Assessment and Treatment, Ward Rounds and Operative Treatment. Management: Engagement with relevant stakeholders within the Pietermaritzburg and Outlying Hospitals concerning Orthopaedic services and training. 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. Co-ordination/Integration of Orthopaedics in Outlying Hospitals. Teaching and Learning: Develop Teaching/learning programme relevant to District/Regional Outlying Hospitals. Skills transfer programme by active participation in Outreach Programmes. Research: To pursue research relevant to the pressing need of Orthopaedic in District and Regional Orthopaedics.

ENQUIRIES: Dr ME Senoge Tel No: 033-897 3299
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 28/19. 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: 23 April 2019

POST 13/97: CLINICAL PROGRAMME COORDINATOR-CCG COORDINATOR GRADE 1

REF NO: UMZIN 04/2019

SALARY: R420 318 per annum. Other Benefits: 13th cheque, Medical aid: Optional, Homeowner’s allowance: Employee must meet prescribed requirements, Rural allowance on claim basis

CENTRE: Umzinyathi Health District Office

REQUIREMENTS: Grade 12/ Matric certificate. An appropriate B Degree/ National Diploma or equivalent qualification in Nursing PLUS Minimum of 7 years appropriate /recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. Current Registration with SANC. Valid Driver’s License – Code 8 plus Proof of Computer Literacy – Ms Office (Word, Excel, Outlook & PowerPoint). Attach Proof of previous and / or Current Employment verified, signed and stamped by HR Department/ Employer. Recommendations: Experience in the CCG programme or related community work. Knowledge, Skills and Competencies Required: Project management, Excellent management, facilitation, communication and interpersonal skills. Report writing abilities. Financial Management skills. Empathy and counselling skills and knowledge. Ability to make independent decisions. An ability to priorities issues and other work related matters and to comply with timeframes. Proven initiative, decisiveness and the ability to acquire new knowledge swiftly. A clear understating of challenges facing the Public Sector.

DUTIES: Co-ordinate and manage the Community Care Giver Programme. Ensure that all resources for the CCG programme are available. Strengthen community mobilization with the aim of creating community involvement and participation. Ensure integration of services for CCG’s with all community based programs viz. Operation Sukuma Sakhe, Phila Mntwana Centers, War rooms etc. Facilitate and support the Sub-Districts with the recruitment of all CCG’s and CCG Supervisors with an aim of ensuring coverage of grey areas in the District. Facilitate capacity building of all CCG’s and CCG Supervisors. Co-ordinate District meetings with DOH and DSD Community Care Givers/Fieldworkers. Work with all relevant internal and external stakeholders to ensure implementation of priority programmes through the CCG program. Monitor CCG targets and monitor the output at all facilities, Sub-Districts and District level. Ensure that weekly facility and monthly Sub-District CCG meetings are conducted. Compile monthly, quarterly and annual reports and submit to direct supervisor and Head office. Ensure that verification of all CCG’s is done working closely with HR. Ensure that the community based model is implemented whilst providing clear direction for all CCG’s, CCG Supervisors and Outreach Team Leaders.

ENQUIRIES: Mrs. S Sibiya Tel No: (034) 2999 103

APPLICATIONS: should be forwarded to: The Human Resource Office, 34 Wilson Street, Umzinyathi Health District Office, Dundee, Private Bag X 2052, Dundee 3000

FOR ATTENTION: Ms. M Ngwenya
CLOSING DATE : 26 April 2019

POST 13/98 : PROFESSIONAL NURSE SPECIALTY – (ORTHOPAEDICS) GRADE 1 TO 2
REF NO: ST 24/2019 (X1 POST)
Component: Orthopaedics

SALARY : Grade 1: R362 559 per annum Plus 8% rural allowance
Grade 2: R445 917 per annum Plus 8% rural allowance
Benefits: 13th Cheque, home owner’s allowance, and Medical aid optional
[Employee must meet prescribed policy requirements]

CENTRE : Stanger Hospital

REQUIREMENTS : Grade 1: Diploma in General Nursing and Diploma in Midwifery Plus Advanced Midwifery. Proof of registration with SANC (2019 receipt) A minimum of 4 years appropriate/recognizable experience after registration as a Professional Nurse with SANC in General Nursing. Grade 2: A minimum of 14 years appropriate recognizable experience in Nursing after registration as a professional nurse with SANC in General Nursing. At least 10 years of the period referred to the above must be appropriate/recognisable experience in the specific specialty after obtaining the one year Post – Basic qualification in Orthopaedics. Attach proof of working experience endorsed by HR Department. Knowledge, skills training and competencies required: Knowledge of Nursing Care, Processes and procedures, Nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Leadership, Organizational, Decision Making, Problem Solving and interpersonal Skills within the limits of the public Sector. Personal attitudes, responsiveness, professionalism, supportive, Assertive and must be a Team player.

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

ENQUIRIES : Mr S.W Dlamini (Assistant Manager Nursing) Tel No: 032 437 6183
APPLICATIONS : Applications to be forwarded to: Postal Address: Human Resources Department, The Human Resource Manager, Stanger Hospital, Private Bag X10609, Stanger 4450, Physical address: The Human Resource Department, Corner of Patterson & King Shaka Street
FOR ATTENTION : Mr S. Govender
NOTE : Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae.
Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. St/17/2019. Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post(s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

CLOSING DATE : 26 April 2019

POST 13/99 : CLINICAL NURSE PRACTITIONER GR 1, 2 REF NO: GAM CHC 08/2019

SALARY : Grade 1: R362 559 per annum
          Grade 2: R445 917 per annum
Other Benefits: 13th Cheque, Medical Aid (Optional), Housing allowance (employee must meet prescribed requirements), 12 % rural allowance, Uniform allowance

CENTRE : Gamalakhe CHC: Ntabeni Clinic

REQUIREMENTS : STD 10 Certificate, Degree / Diploma in General nursing plus 1 year post basic qualification in Primary Health Care. Current registration with SANC (2019 Receipt). Experience: Grade 1: A minimum of 4 years appropriate / recognizable experience in nursing, after registration as a Professional Nurse with SANC in General Nursing. Grade 2: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing of which 10 years must be experience after obtaining the one year post basic qualification in Primary Health Care. NB: Proof of work experience and/or certificates of service. Knowledge, Skills and Competencies: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Mental Health Act, OH&S Act, Batho Pele and Patients’ Rights Charter, Labour Relations Act, Grievance procedures, etc. Leadership, organizational, decision making and problem solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and counselling. Financial and budgetary knowledge. Good in-sight of procedures and policies pertaining to nursing care. Computer skills in basic programs.

DUTIES : Provide quality comprehensive community health care by promoting preventative, curative and rehabilitative services for the clients and the community. Provide administrative services such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Promote scientific quality nursing care by functioning as a therapeutic team, coordinating between CHC and community and preventing medico-legal hazards. Ensure proper utilization and management of resources. Encourage research by assisting in departmental projects and always ensuring that the community needs, are taken into account including operation Sukuma Sakhe. Ability to handle obstetric and emergencies and high risk conditions. Ensure participation in National Core Standards and also Ideal Clinic realization. Assist the unit manager with overall management and necessary support for effective functioning in the facility. Participate in clinical records audits and monitor priority programs. Advocate for Nursing Professionalism and Ethics.

ENQUIRIES : Mrs N.O. Ndwenwe Tel No: 039-318 1113
APPLICATIONS : should be forwarded to: The CHC Manager, Gamalakhe Community Health Centre, Private Bag X 709, Gamalakhe, 4249
FOR ATTENTION : Human Resource Department
CLOSING DATE : 26 April 2019
POST 13/100: PROFESSIONAL NURSE SPECIALTY GRADE 1&2: REF NO: HRM14/2019(X9 POSTS)
Directorate: Department of Obstetrics and Gynaecology

SALARY
Grade 1: R362 559 – R420 318 per annum
Grade 2: R445 917 - R548 436 per annum
Other Benefits: Medical Aid (optional), housing allowance: employee must meet prescribed requirements.

CENTRE
King Edward VIII Hospital (KEH)

REQUIREMENTS
Matric/ Senior Certificate or Equivalent qualifications. Degree / Diploma in General nursing or equivalent that allow as registration with SANC as professional nurse plus one year post basic qualification in Advanced Midwifery. Current proof of registration (receipt) with SANC as general professional nurse and post basic.

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

Grade 2: Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC in nursing of which 10 years must be appropriate/recognizable experience in the specialty after obtaining one year post basic qualification in the relevant field (advanced midwifery). Certificate of service endorsed by Human Resource Department.

Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care process and procedures, nursing statutes and other relevant legal framework such as nursing act, Health and Safety Act, patient and right charter, Batho Pele principles, public service Regulations, Labour Relations Act, Disciplinary Code and procedure, Grievance Procedure. Good skills in communication, report writing, facilitation, co-ordination, problem-solving, planning and organizing, team building, decision making and computer literacy.

DUTIES
Diagnose and manage obstetric emergencies. i.e. Eclampsia APH, Etc. identify high risk clients during antepartum and post-partum periods manage them according to hospital policy. Develop mission and vision and objectives for obstetric unit. Develop, implement and review obstetric policies and procedures. Conduct Perinatal Mortality reviews or meetings. Know South African Nursing Council (SANC) rules and regulations pertaining to obstetrics. Develop and implement in service education and quality improvement programs for the obstetrics departments. Act as an advocate for clients utilizing Batho Pele principles. Form part of the multi-disciplinary team. Take part in all obstetrics programs i.e. PPIP, PMTCT, BBI, BFI and RHC- reproductive health. Identify training needs for the personnel. Practice participative management by assisting with relief duties of the supervisor. Liaise with all departments within the institution. Maintain and monitor stock and supplies. Attend meetings held in the institution/outside.

ENQUIRIES
Mr. BB Khoza Tel No: (031) 360 3026

APPLICATIONS
Hand delivered applications should be posted in to the red box marked “applications” next to the ATM in the administration building or posted to Human Resource Manager, King Edward VIII Hospital, Private Bag X02, Congella, 4013. 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 Highest Educational Qualifications and Professional Registration certificates (not copies of certified copies). Updated Curriculum Vitae with certificates of service. Certified copy of Identity Document. Current paid up receipt with the registration body. The Reference Number must be indicated in the column provided on the form Z83, e.g. HRM 14/2019. Failure to comply with the above instructions will disqualify applicants. Please note that due to the large number of applications we envisage to receive, applications will not be acknowledged. However, all applicants will be advised of the outcome of their applications in due course. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship) verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the
Hospital. Please note that due to financial constrains no S&T claims will be considered for payments to candidates that are invited for the interview. African male and people with disability are encouraged to apply.

**CLOSING DATE**: 25 April 2019

**POST 13/101**: CLINICAL NURSE PRACTITIONER– PHC STREAM REF NO: CNPD 01/2019 (X1 POST)

Directorate: Douglas Clinic

**SALARY**: R362 559 - R420 318 (13% cheque, housing allowance (employee must meet prescribed requirements)) medical aid (optional) 12% rural allowance

**CENTRE**: Dundee Hospital – Gateway Clinic

**REQUIREMENTS**: Grade 12 (Senior certificate), Standard 10/or National certificate (Vocational). Degree/ Diploma in General Nursing and Midwifery Plus One year post basic qualification in Clinical Nursing Science, Health assessment, Treatment and Care. Minimum of 4 years appropriate recognizable nursing experience after registration as a professional nurse with SANC in General Nursing. Proof of current registration with SANC (2019). Proof of work experience /Certificate of Service endorsed by Human Resource Department. Recommendation: Valid Driver’s License code 8 or 10. Knowledge, Skills and Competencies Required: Leadership, organizational, decision-making and problem solving abilities within the limit of public sector and institutional policy framework. Knowledge on nursing care processes and procedures, nursing statutes and other relevant legal framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Knowledge of Labour relations and disciplinary procedures. Insight into procedures and policies pertaining nursing care, computer skills in basic programmes.

**DUTIES**: Provision of an integrated quality and comprehensive primary health care services by promoting health, prevention of diseases, curative and rehabilitative services to the clients and community. Maintain intersectoral collaboration with other government structures. Provide PICT and adherence counselling to all clients. Provide primary prevention strategies and management of communicable and non-communicable diseases. Assist and identify training needs of the staff to increase level of expertise and assist patients and families to develop sense of self care. Provision of good quality care according to Ideal Clinic Realization and Maintenance (ICRM) and National Core Standards (NCS). Manage and monitor proper utilization of human, financial, physical and material resources. Ensure the availability of medication, essential equipment and supplies and proper utilization thereof. Participate in the HR performance though EPMD. Ensure data management is implemented and monitored. Support Operation Sukuma Sakhe activities.

**ENQUIRIES**: Mrs I.D Khumalo Tel No: 034-2121111 ext 259

**APPLICATIONS**: Applications should be delivered to: KwaZulu-Natal Department of Health, Dundee Provincial Hospital, 121 McKenzie Street, Dundee, 3000 Postal Address Dundee Provincial Hospital, Private Bag X2011, Dundee, 3000

**NOTE**: Employment Equity Plan: African Male. It is the department’s intention to promote equity through filling of all numeric targets as contained in the Employment Equity Plan to facilitate this process successfully, an indication of race, gender and disability status is required.

**CLOSING DATE**: 26 April 2019

**POST 13/102**: ASSISTANT DIRECTOR SYSTEMS REF NO: ADS 2/2019 (X1 POST)

**SALARY**: R356 289 per annum. Other Benefits: 13th Cheque, home owners allowance (employee must meet the prescribed requirements). 12% rural allowance.

**CENTRE**: Eshowe District Hospital

**REQUIREMENTS**: Senior certificate (Grade 12), Degree/Diploma in Public Management/Administration Management, At least five (5) years’ experience in systems environment of which three (3) years must be supervisory experience in Systems Management. NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management.
**DUTIES**

Manage the provision of all systems under your supervision ensuring high level of service delivery. Manage the following sections, ensuring optimal utilisation of resources: cleaning services, catering services, maintenance services, gardening services, mortuary services, housekeeping, security services, transport, registry, telecommunications, patient administration, waste management services, health and safety services. Manage staff in terms of Employee Performance Management and Development Systems (EPMDS). Ensure effective and efficient utilisation of resources. Conduct risk and security analysis and inform the institutional risk management team. Develop, implement and monitor effective policies, protocols and practices. Contribute as a member of a multi-disciplinary management team towards the effective management of the hospital.

**ENQUIRIES**

Chief Executive Officer Mr PN Sangweni Tel No: 035-4734500

**APPLICATIONS**

Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504 Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.

**FOR ATTENTION**

Mrs. GZ Dube: Human Resource Manager

**NOTE**

Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service must be endorsed by Human Resources. Certified copy of identity document. No faxed or e-mailed applications will be considered. The Department reserves the right to subject positive outcomes obtained for the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. “People with disabilities and African males are encouraged to apply. Shortlisted candidates will not be compensated for Subsistence and Travelling claims(S&T).

**CLOSING DATE**

23 April 2019

**POST 13/103**

**ASSISTANT DIRECTOR: FINANCE REF NO: DANCHC 02/2019 (X1 POST)**

**SALARY**

R356 289 – R419 679 per annum (Level 09). Other benefits: 13th Cheque, Medical Aid (Optional) and Housing allowance: Prescribed requirements to be met

**CENTRE**

Dannhauser Community Health Centre

**REQUIREMENTS**

Standard 10 or Grade 12 Bachelor Degree/National Diploma in Accounting, Cost and Management Accounting, Financial Management or equivalent plus Minimum three (3) years’ experience in Financial Management environment and Valid driver’s license. Applicants are required to submit proof of current and previous work experience endorsed by Human Resources. Knowledge, Skills, Training and Competencies required for the post: Possess thorough knowledge of laws, Regulations, Policies, Instructions, Practice Notes, Know Public Finance Management Act, Treasury Regulations and Treasury Guidelines. Possess in-depth knowledge of budget procedures and BAS. Have the ability to perform independently and under pressure. Have good communication and interpersonal relations. Be computer literate with a proficiency in Excel and PowerPoint Software applications. Possess knowledge of Human Resource Management policies. Have
planning, organizing, analytical thinking and presentation skills. Be able to develop/implement policies and financial practices. Possess knowledge of procurement procedures and directives Computer Literacy with knowledge of a computerized financial management System.

**DUTIES**

- Develop and manage the budgeting process in the institution in consultation with hospital management and other stakeholders in line with the Department’s strategy on financial management and other applicable prescripts by seeking to administer and coordinate the annual cycle. Develop and customise guidelines for outsourcing non-core hospital functions and train line managers on the guidelines and their implementation. Judge the efficiency of distinctive financial systems and control and justify procedures, instructions and manuals in respect of financial administration. Exercise overall control of the budget and expenditure of the institution as a Responsibility Manager in terms of Treasury Instructions and as appointed by the Head of Department. Maintain adequate availability of stores supplies. Provide the Chief Executive Officer with financial information that is accurate, concise, reliable and timely to facilitate effective decision-making. Develop and maintain a quality improvement program within the financial component. Develop and facilitate the implementation of financial reporting mechanisms to promote financial accountability. Develop, implement and monitor measures designed to optimise the collection of revenue from patients. Analyse, audit interpret and consolidate financial data as contained in books for a financial year, in accordance with accounting procedures. Maintain the availability, effective and efficient utilization of staff in Finance, Accounts Services Revenue, Asset Management and SCM sections. Safeguard and maintain Assets and liabilities. Maximize revenue collection in conjunction with the Systems Manager. Ensure effective Cash Flow and Procurement Committees at the Hospital and Clinics. Implementation of the turnaround strategy as recommended by AG’s report i.e. proper inventory management, elimination of surplus stock at ward level and at SCM, effective document management and proper linking of employees to correct objectives. Exercise management and leadership over the areas/clinics allocated.

**ENQUIRIES**

Dr PZ Mabaso Tel No: (034) 621 6188

**APPLICATIONS**

All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 or Hand delivery to: Dannhauser Community Health Centre; No 7 Dumacol Road; Dannhauser: 3080

**FOR ATTENTION**

Mrs DBP Buthelezi

**NOTE**

Applications must be submitted on the prescribed application for employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Certificates, Identity Document and Driver’s Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. 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 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. Preference Will Be Given To Indian Males and Indian Females.

**CLOSING DATE**

23 April 2019
ANNEXURE P

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

CLOSING DATE: 23 April 2019

NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 13/104: STATE VETERINARIAN: BACTERIOLOGY/VPH/MEDIA AND COORDINATION
REF NO: AGR 2019-17

SALARY: R733 257 per annum (Level 11) (All-inclusive salary package)
CENTRE: Department of Agriculture, Western Cape Government
REQUIREMENTS: An appropriate Bachelor of Veterinary Science (BVSc/BVMCh or equivalent qualification) recognised by the South African Veterinary Council; Registration as a Veterinarian with the South African Veterinary Council (SAVC); A minimum of 1 year post qualification experience; A valid code B driving licence. Recommendation: Experience in the following: Managing technical personnel; Veterinary microbiology and other veterinary laboratory diagnostics. Competencies: Knowledge of the following: ISO 17025 standard and requirements; Sound knowledge of animal diseases. The ability to work independently and in a team; The ability to work accurately and precisely; Problem solving skills, Planning; Proven computer literacy (MS Word, Access, Excel, PowerPoint, Outlook); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES: Responsible for supervising all diagnostic testing within the scope of the Bacteriology and VPH sections; Interpretation of diagnostic bacteriology and VPH laboratory test results and provision of relevant advice to clients; Compiling and sending reports to WCPVL clients; Monitor the implementation of a laboratory management system in the section according to ISO 17025 standards; Reviewing of results in the laboratory information management system (LIMS); Monitor administrative processes in these sections (e.g. Maintenance of laboratory registers, sections statistics, procurement of laboratory requirements, stock control and monthly section highlight reports); Liaison with other veterinarians (private and state), farmers and other clients of the laboratory; Manage the SPF poultry flock of the WCPVL.

ENQUIRIES: Dr M Seutloali at (021) 887 0324

POST 13/105: GROUNDS SUPERVISOR: GROUNDS MAINTENANCE
REF NO: AGR 2019-19

SALARY: R257 508 per annum (Level 07)
CENTRE: Department of Agriculture, Western Cape Government
REQUIREMENTS: Grade 12 (Senior Certificate or equivalent qualification); A minimum of 3 years' experience in a garden and grounds maintenance environment; A valid driving licence. Recommendation: An appropriate qualification in horticulture or agriculture (plant production); Supervisory experience in a garden and grounds maintenance environment; Ability to drive a vehicle with a trailer. Competencies: Proven computer literacy; Problem solving and decision making skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Leadership abilities and assertiveness.
DUTIES: Ensure an effective grounds maintenance unit; Manage the execution of general routine activities regarding the upkeep of gardens and grounds; Implement general financial administrative prescripts; Perform administrative and related functions in the unit; Manage the workshop and storage of tools and equipment; Render assistance with the provisioning of clean drinking water and the moving of offices and furniture; Render standby duties and overtime.

ENQUIRIES: Mr P Michau at (021) 808 5140

DEPARTMENT OF COMMUNITY SAFETY

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapem.gov.erecruit.co.za

CLOSING DATE: 23 April 2019

NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POST

POST 13/106: INVESTIGATING OFFICER: WESTERN CAPE POLICE OMBUDSMAN REF NO: CS 2019-10

SALARY: R316 791 per annum (Level 08)

CENTRE: Department of Community Safety, Western Cape Government

REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree); a minimum of 1-year relevant investigation or related experience. Competencies: Knowledge of the following: Legal administration and processes; Relevant legislation; Management processes in the public service; Western Cape Community Safety Act; South African Police Act and Constitutional Dispensation; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Client care skills; Proven computer literacy; Conflict resolution skills; Leadership skills; Interpersonal skills; Problem solving skills; Report writing and presentation skills; Research and investigation skills.

DUTIES: Gather evidence (e.g. affidavits, witness statements); Coordinate and handle complaints; Consult/Liaise with various role-players; Update case-flow management system; Report and present evidence on investigations; Maintain stakeholder relations with role-players.

ENQUIRIES: Ms N Arabi at (021) 483 0663

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapem.gov.erecruit.co.za

CLOSING DATE: 23 April 2019

NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202
OTHER POST


SALARY : R316 791 per annum (Level 08)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate Postgraduate Diploma in Library and Information Science/Social Sciences (or equivalent qualification); A minimum of 1-year relevant experience; A valid code B driving licence. Recommendation: Knowledge of the following: Scientific research methods in Social Sciences; Investigative methods and techniques. Competencies: Knowledge of the following: Scientific research methods in Social Sciences; Investigative methods and techniques; Scientific report writing; Proven computer literacy (MS Office); Management and information; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape.
DUTIES : Conducting scientific research: Identify research projects and undertake commissioned research for the library services; Management of information and knowledge: Collate and analyse data and information from public libraries and other sections of the library services; Management of library statistics and databases; Proofreading and translations of outputs produced by the section.
ENQUIRIES : Mr N Adonis at (021) 483 2145

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

CLOSING DATE : 23 April 2019
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POST

POST 13/108 : ASSISTANT DIRECTOR: ENVIRONMENTAL LEGAL SUPPORT SERVICES
REF NO: EADP 2019-11
(12-Month Contract Position)

SALARY : R376 596 per annum plus 37% in lieu of benefits (Level 09)
CENTRE : Department of Environmental Affairs and Development Planning, Western Cape Government
REQUIREMENTS : An appropriate 4 year tertiary qualification (LLB, B.Juris or B.Proc degree or higher); A minimum of 3 years’ post qualification litigation/ legal advisory experience. Recommendation: Admitted as an attorney or advocate of the High Court, who has duly completed the Law Society of South Africa board examinations or national bar examination; Experience in administrative, planning and environmental law. Competencies: Experience and working knowledge of the following: Environmental and Planning legislation; Constitutional law, Administrative law, criminal procedure, civil procedure and law of evidence; Interpretation of legislation; the provision of legal advice; Research analysis and application of legislation, the provision of legal advice; Communication (written and verbal) skills in at least two of three official languages of the Western Cape; Computer literacy (MS Office).
DUTIES : Provision of the following: Standard litigation services; Assistance with regard to functional and operational legal support; Comments on national and provincial draft legislation which impacts on the Department.
ENQUIRIES : Adv C Maré at (021) 483 0502
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za
Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

CLOSING DATE: 23 April 2019

NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS


SALARY: R733 257 per annum (Level 11) (All-inclusive salary package)

CENTRE: Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Business, Commerce, Information and Communications Technology or related qualifications; A minimum of 3 years’ management level experience; A valid code B driving licence. Recommendation: Experience in the following: Project management in an economic development environment; Multi-organisational stakeholder co-ordination; Information/digital society environment; Post-graduate qualification in a relevant field. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Management principles; Public Service procedures; People management processes; Labour relations; Financial management; Public Finance Management Act (PFMA); Strategic Thinking and Planning skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Service delivery innovation; Problem Solving skills; Team work & self-management skills; Computer Literacy.

DUTIES: Develop, coordinate and manage strategies relevant to the sub-directorate; Develop, coordinate and implement unit's projects and programmes aligned to the overall strategy of the theme/enabler/driver; Manage and coordinate stakeholders and institutions as it relates to overall themes and projects under the sub-directorate’s responsibility; Plan the sub-directorate’s budget and manage expenditure, through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently.

ENQUIRIES: Ms O Dyers at (021) 483 9918

POST 13/110: ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: DEDAT 2019-16

SALARY: R376 596 per annum (Level 09)

CENTRE: Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS: A 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Social Sciences /Humanities/Economics /Management Science/Commerce/Information Management/Education/ Public Policy/ Public Management/Development Policy/ Health/Project management/Science; A minimum of 3 years' experience in administering, coordinating or managing projects or systems; A valid Code B driving licence. Recommendation: Post-graduate degree which involved the writing of a research paper/research report/mini-thesis in fulfilment of the degree requirements; any formalised training or qualifications in Evaluation/M&E/auditing/information management. Previous exposure to evaluation or 'M&E' through short courses or on the job training; Experience in: Working with data sets, from designing data systems to data analysis and reporting findings; Implementing or assisting with running projects/M&E/performace auditing/research/information systems/planning/reporting environments. Competencies: Knowledge and experience of the following: Monitoring and
evaluation concepts, practices, tools, uses in an organisation; Quantitative data analysis using MS Excel; Managing projects/systems; Report writing skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.

**DUTIES**

- Assist in designing and maintaining M&E frameworks;
- Develop a departmental indicator system to ensure that indicators track outputs, outcomes and impact to the departments strategic objectives;
- Assist in managing the departments non-financial performance information and reporting system;
- Draft reports to analytically measure the results of departmental projects, programs in relation to the department's strategic interventions and goals;
- Draft and manage the delivery of analytical reports, internal or external evaluation research reports;
- Support the executive management on special projects;
- Assist in managing the units operations.

**ENQUIRIES**

Ms G Smith at (021) 483 9511

**DEPARTMENT OF HEALTH**

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

**NOTE**

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

**OTHER POSTS**

**POST 13/111**

**DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT (CLINICAL SOURCING)**

Directorate: Supply Chain Management

**SALARY**

R697 011 per annum (A portion of the package can be structured according to the individual’s personal needs).

**CENTRE**

Head Office, Cape Town

**REQUIREMENTS**

- Inherent requirement of the job: Valid (Code B/EB) drivers’ license. Ability to handle matters of a confidential nature. Competencies (knowledge/skills): Sound problem-solving and presentation skills. Computer literacy (MS Excel, Word, PowerPoint, Outlook). Good numerical and analytical skills. Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of the Public Finance Management Act (PFMA), National, Provincial Treasury Regulations. Knowledge of the Department’s Accounting Officer's System and the Delegations.

**DUTIES**

- To provide an integrated demand, acquisition and contract management service of clinical commodities through the development, implementation and maintenance of a transformative approach to sourcing by means of: Commodity-based lifecycle costing; End-to-end management of the sourcing process; Supplier relationship and performance management; Internal stakeholder management and delivery of optimal commercial benefits to the Department; Managing and delivering multiple procurement projects in a commercial environment; Understanding of local industry, incl. cost drivers, supply and demand, innovations, vendor landscape, etc.; Leading a team of procurement specialists to deliver the organisation’s long-term procurement strategy; Developing and implementing policies and tools to facilitate strategic and transactional sourcing of clinical-related goods and services.

**ENQUIRIES**

Ms S du Toit Tel No: (021) 483-6093 or Santie.dutoit-white@westerncape.gov.za

**APPLICATIONS**

Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

**NOTE**

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

**CLOSING DATE**

23 April 2019
POST 13/112 : OPERATIONAL MANAGER NURSING (SPECIALTY: EMERGENCY CENTRE, THEATRE AND CSSD)
Cape Winelands Health District

SALARY : R532 449 (PN-B3) per annum (plus a non-pensionable rural allowance of 8% of basic annual salary)

CENTRE : Ceres Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency or Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one-year post-basic qualification in the relevant specialty. Inherent requirements of the job. Willingness to work after-hours, shifts, weekends and public holidays when required. Willingness to be on standby for theatre call if required. Valid (code B/EB) driver’s license. Willingness to relieve Assistant Manager and other Operational Manager. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector and basic computer literacy (MS Word, Excel and Outlook). Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpretation, leadership, decision-making and conflict resolution and organizational skills. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

DUTIES : Supervise, plan and implement the provision of effective and efficient, specialized nursing service in the Emergency Centre and theatre. Provide effective leadership and management of human and financial resources to ensure optimal operational functions. Supervise, plan and implement the provision of effective and efficient infection control measures. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Provide support to supervisor and management. Maintain and participate in inter-professional and multi-disciplinary teamwork. Effective management of information to enhance service delivery.

ENQUIRIES : Mr. R Neethling Tel No: (023) 316 9600
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

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

CLOSING DATE : 23 April 2019

POST 13/113 : CHIEF AUDIOLOGIST GRADE 1

SALARY : R440 982 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Audiologist and Speech Therapist or Audiologist. Registration with a professional council: Registration with the HPCSA as either an Audiologist/Speech Therapist or an Audiologist. Experience: Grade 1: A minimum of 3 years’ experience as an Audiologist after registration with the HPCSA as a Speech Therapy and/or Audiologist. Inherent requirements of the job: HPCSA accredited Additional Training in Cochlear Implants, or willingness to obtain additional licensing once appointed. Preference will be given to a person who has obtained the certification. Willingness to work overtime and be involved in research projects at the institution. Competencies (knowledge/skills): Competency in the assessment and management of patients with a hearing loss, in particular severe to profound sensorineural hearing loss. Good management, administrative and supervisory,
problem-solving, conflict resolution, interpersonal, organisational and communication skills in at least two of the three official languages of the Western Cape. Competent in Diagnostic audiology, hearing aid fitting and rehabilitation of children and adults with hearing loss. Interest in performing or cooperating in research projects within the Cochlear Implant Unit.

**DUTIES**

Manage a clinical caseload within the Cochlear Implant Unit, which includes Assessment and management of patients for cochlear implant candidacy, intra-operative and post-operative testing of implant function, programming (mapping) and rehabilitation of cochlear implant patients. Co-operate, train, consult and collaborate with outside agencies and/or professionals. Assist with the management of physical, financial and human resources in the Cochlear Implant Unit and co-ordination of all administrative activities regarding the patients, clinical area and unit. Supervise staff and train under and post-graduate Audiology students. Undertake and participate in appropriate research and investigations in area of work.

**ENQUIRIES**

Ms J Perold Tel No: (021) 938-4824 / 5086

**APPLICATIONS**

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

**FOR ATTENTION**

Ms N Mlanjana

**NOTE**

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

**CLOSING DATE**

23 April 2019

**POST 13/114**

**CLINICAL PROGRAMME CO-ORDINATOR: UNIT FOR INFECTION PREVENTION AND CONTROL**

**SALARY**

R420 318 (PN-A5) per annum

**CENTRE**

Tygerberg Hospital, Parow Valley

**REQUIREMENTS**

Minimum educational qualifications: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays. Competencies (knowledge/skills): Knowledge and insight related to Infection Prevention and Control. Knowledge of relevant legislation and policy related to IPC within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure. Ability to communicate in at least two of the three official languages of the Western Cape. Basic Computer literacy.

**DUTIES**

Responsible for planning, managing, co-ordinating and maintaining an optimal Infection prevention and control service to Tygerberg Hospital. Effective management and utilisation of human and financial Resources to ensure optimal operational function in the area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development.

**ENQUIRIES**

Ms FC Marthinus Tel No: (021) 938-4055

**APPLICATIONS**

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

**FOR ATTENTION**

Ms V Meyer

**NOTE**

No payments of any kind are required when applying for this post.

**CLOSING DATE**

23 April 2019

**POST 13/115**

**OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: MEDICAL UNIT)**

Chief Directorate: Rural Health Services

**SALARY**

R420 318 (PN-A5) per annum

**CENTRE**

Paarl Hospital

**REQUIREMENTS**

Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African
Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Proof of current registration required (licensing receipt for 2019). Experience: A minimum of 7 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid Code (B/EB) driver’s license. Willingness to work shifts, public holidays, after-hours and weekend cover for nursing. Deputising for the Assistant Manager, Nursing. Work night-duty on a planned schedule to relieve Night Nursing Manager. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of labour relations and disciplinary code and procedures. Knowledge and insight of relevant legislation and policy related to nursing within the Public Service. Experience in the use of clinical equipment and control of budget levels. Basic Computer literacy.

DUTIES
Supervise and coordinate the provision of an effective and efficient holistic and integrated Nursing Service in the Medical Unit. Effective and efficient People Management and People Development within the Department including staff performance and disciplinary processes. Effective management and utilisation of human, financial and physical resources with relevant directives and legislation to ensure optimal operational function in the unit. Initiate and participate in training, development and research within the nursing department. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures and regulations within the department. Deliver an effective support service to the Nursing Management and the Institution. Coordinate training and research. Maintain ethical standards and promote professional growth.

ENQUIRIES
Ms J M Hardine Tel No: (021) 860-2504
APPLICATIONS
The Chief Executive Officer: Paarl Hospital, Private Bag X3012, Paarl, 7620.
FOR ATTENTION
Mr KN Cornelissen
NOTE
No payments of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test on the day of interview.
CLOSING DATE
23 April 2019

POST 13/116
OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: OUTPATIENTS DEPARTMENT)
Chief Directorate: Rural Health Services

SALARY
R420 318 (PN-A5) per annum
CENTRE
Paarl Hospital
REQUIREMENTS
Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification with midwife that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum 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 overtime, weekends and night duty when required. Competencies (knowledge/skills): Knowledge and insight of legislation and policies, relevant to current nursing practice within the Public Service. Leadership, organisational and creative problem solving and decision making skills. Ability to work in a team, under pressure, compile reports and give feedback at meetings. Disciplinary and conflict management skills as well as knowledge of Human Resource and Financial policies. Proficient in at least two of the three official languages of the Western Cape. Computer literacy.

DUTIES
Supervise and ensure the provision of effective, efficient patient care through the identification of nursing care needs, planning and implementation of nursing care and the guidance of all staff. Manage and monitor the effective utilisation of human, financial and physical resources efficiently and effectively. Maintain and promote professional growth, ethical standards and development of self and others. Maintain a network of professional relations in order to enhance service delivery. Display the core values of the Department of Health WCG in the execution of duties.

ENQUIRIES
Mr S Bruiners Tel No: (021) 860-2522
### POST 13/117: RADIOGRAPHER GRADE 1 TO 3 (ULTRASOUND)

**SALARY**
- Grade 1: R374 364 per annum
- Grade 2: R440 982 per annum
- Grade 3: R519 456 per annum

**CENTRE**
- Tygerberg Hospital, Parow Valley

**REQUIREMENTS**
- Minimal educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography. Registration with a professional council: Registration with the HPCSA as a Radiographer in Ultrasound. Experience: **Grade 1:** None after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. One year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in RSA. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in RSA. **Grade 3:** Minimum of 20 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in RSA. Competencies (knowledge/skills): Clinical experience in obstetric and gynaecological and abdominal ultrasound. Computer literacy in word processing for accurate report writing. Good interpersonal skills for teamwork, competency building and training. Ability to serve patients in at least two of the three official languages of the Western Cape. Completion of supplementary courses in diagnostic ultrasound. Computer literacy and data management analysis skills. Experience and interest in teaching in Obstetrics and Gynaecology Ultrasound.

**DUTIES**
- Provide a comprehensive Diagnostic Ultrasound service at an advanced level to patients with Obstetric and Gynaecological problems. Effective administration within the Ultrasound unit regarding patient service as well as equipment. Supervise, train and assess junior colleagues and O&G/Radiology Registrars as well as Radiographers actively take part in CDP - programme, as learner as well as teacher.

**ENQUIRIES**
- Prof L Geerts Tel No: (021) 938-4702

**APPLICATIONS FOR ATTENTION**
- The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.

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

**CLOSING DATE**
- 23 April 2019
a regular basis away from work place to visit Healthcare Facilities that fall under the Western Cape Department of Health. Competencies (knowledge/skills): Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Ability to interpret and apply financial policies, procedures and prescripts, ability to work independently and within a team and able to liaise at a high level. Excellent conflict management, interpersonal, change management and leadership skills. Ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental Institutions. Knowledge and experience of human resource management, especially labour relations, performance management, staff development and disciplinary procedures. Advanced computer literacy in Microsoft Office applications (MS Word, Excel, Access, PowerPoint and Outlook).

**DUTIES**

Provide supervision and guidance with regards to Diagnosis Related Groups (DRGs) to ensure all audited data are allocated to a DRG utilising the DRG encoder and that the required analysis is performed. Assist with DRG Encoder adjustment and Maintenance and Development. Manage/participate in strategic relationships, interactions and transactions with external stakeholders with regards to Diagnosis Related Groups (DRGs). Perform effective and efficient supervision, planning and co-ordination of activities in the Diagnosis Related Groups (DRGs) component. Support sub-projects linked to eCCR and DRG implementation. Professional communication both telephonically and in writing with all role players. Accurate record keeping and analysis of eCCR and DRG Clinical Coding data. General office and ad-hoc duties.

**ENQUIRIES**

Mr F Vorster Tel No: (021) 938-4362 or E-mail: frans.vorster@westerncape.gov.za

**APPLICATIONS**

Applications are submitted online via www.westerncape.gov.za/health-jobs

**NOTE**

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

**CLOSING DATE**

23 April 2019

**POST 13/119**

**ASSISTANT DIRECTOR: FINANCE**

Cape Winelands Health District

**SALARY**

R356 289 per annum

**CENTRE**

Ceres hospital & Sub District, Witzenberg Sub district

**REQUIREMENTS**

Minimum educational qualification: Appropriate three year National Diploma or Degree. Experience: Appropriate relevant experience in Finance, Revenue, Patient Administration, Supply Chain, and Information management. Appropriate experience in budget and expenditure control, and supply chain management. Experience in the management of Asset and Liability Accounts. Proven Supervisory experience. Inherent requirement of the job: Valid (Code B/EB) drivers’ license. Willingness to work after hours when required. Competencies (knowledge/skills): Advanced computer skills in MS Office (MS Word, Excel, PowerPoint and Outlook), Good management and supervisory skills. Ability to meet need and to recognize and respond to problematic matters. Ability to work independently and part of a team. The ability to communicate in at least two of the three official languages of the Western Cape. Practical workable knowledge of LOGIS, BAS and CLINICOM/PHCIS. Good written and verbal communication skills.

**DUTIES**

Strategic and Operational Management of Finance and/ Supply chain management. Strategic and Operational Management of Revenue & Patient Administration. Strategic and Operational Management of the Case Manager Services. Strategic and Operational Management of Information Management. Management of Line functions and support to Medical Manager, Department heads and Primary Health services. Manage contracts administration related to hospitality services, estate management including gardening services, security, registries, staff accommodation.

**ENQUIRIES**

Dr ED Titus Tel No: (023) 316-9600

**APPLICATIONS**

Applications are submitted online via www.westerncape.gov.za/health-jobs

**NOTE**

No payment of any kind is required when applying for this post. Candidates will have to complete a skills competency test.

**CLOSING DATE**

23 April 2019
POST 13/120: SECURITY AND RISK MANAGER

SALARY: R356 419 per annum
CENTRE: Tygerberg Hospital, Parow Valley
REQUIREMENTS:

DUTIES:
Ensure that all security officers and security guards maintain a sense of responsibility. Good human relations integrity, zeal/dedication and image of Tygerberg Hospital. Maintain discipline of all uniforms staff. Draft policies, manage and instructions as required. Ensure that all security staff members know, understand and implement security instructions policies and manuals. Ensure proper shift changes and shift leaders are fully briefed. Ensure handover certificates complete. Ensure effective key control. Conduct security training need assessment. Ensure security staff registrations and that all security staff has clearance. Conduct performance assessment and evaluation of all staff and conduct security awareness initiatives and programmes. Ensure effective contract assessment. Investigate security incidents, trends including behaviour trends. Interact with all agencies and HET’s on site and with law enforcements agencies.

ENQUIRIES: Mr P Wolfaardt Tel No: (021) 938 4138
APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 23 April 2019

POST 13/121: INDUSTRIAL TECHNICIAN CONTROL
Directorate: Engineering and Technical Support

SALARY: R356 289 per annum
CENTRE: Bellville Mobile Workshop
REQUIREMENTS:
Minimum educational qualification: National Technical Diploma Mechanical or Electrical (T- or N- or S- Stream), or registration as Engineering Technician in terms of section 14(1) or 14(2) of the Engineering Profession of South Africa Act, 1990 in a relevant discipline. Experience: Appropriate post qualification experience in the management of a multi-disciplinary engineering and/or maintenance workshop. Appropriate experience in the repair, maintenance and installation of electrical or mechanical equipment, systems and plant. Relevant experience in the healthcare sector. Inherent requirements of the job: Willing to work overtime, stay away and travel throughout the Western Cape Province. Valid (Code B/EB) driver’s license. Competencies (knowledge/skills): Ability to manage staff. Competent with hands-on practical work. General technical proficiency with regard to electrical and mechanical systems. Ability to draft technical specifications. Liaise on all levels with clients and other components. Computer literate, proficient in Excel, Word, Outlook and Web-based applications. Good written and verbal communication in at least two of the three official languages.

DUTIES:
Manage and supervise a multi-disciplinary workshop including the budget and personnel. Ensure that repairs and installations are carried out. Liaise with clients with regard to information and work progress. Ensure compliance with Occupational Health and Safety Act. Write reports, specifications and call for tenders. Ensure the maintenance, repairs to, and installation of hospital electrical and mechanical equipment, systems and plant. Visit institutions to maintain service routes and preventative maintenance schedules.

ENQUIRIES: Mr S Reichert Tel No: (021) 830 3768
APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 23 April 2019
POST 13/122: DIAGNOSIS RELATED GROUPS COSTING SPECIALIST
(24 Months Contract Post)
Directorate: Coding and Diagnosis

SALARY: R299 709 per annum plus 37% in lieu of service benefits
CENTRE: Head Office, Cape Town based at Tygerberg Hospital Office
REQUIREMENTS: Minimum educational qualification: A health related three-year National Diploma or Degree registrable with the Health Professions Council of South Africa (HPCSA) or the South African Nursing Council (SANC). Registration with a professional council: Registration with the HPCSA or SANC. Experience: Appropriate organisational knowledge and experience level of clinical coding, DRGs, UPFS and/or Activity Based Costing in South Africa. Inherent requirements of the job: Valid unendorsed (Code B/EB) driver’s license. Willingness to travel on a regular basis away from work place to visit Healthcare Facilities that fall under the Western Cape Department of Health. Competencies (knowledge/skills): Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Ability to interpret and apply financial policies, procedures and prescripts, ability to work independently and within a team and able to liaise at a high level. Excellent people, technical and conceptual skills and the ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental Institutions. Advanced computer literacy in Microsoft Office applications (MS Word, Excel, Access, PowerPoint and Outlook).

DUTIES: To ensure all audited data are allocated to a DRG utilising the DRG encoder. To perform assessment and costing of audited data through utilisation of clinical records, accounts and invoices and capture data utilising the DRG costing tool. Perform assessment and analysis of related clinical and financial information in order to perform accurate and comprehensive DRG coding and costing. To manage service utilization by care coordination in order to meet the comprehensive Health needs of the individual client and to ensure quality and cost-effective outcomes. Professional communication both telephonically and in writing with all role players. Support sub-projects added to Diagnostic Coding, eCCR and DRG Implementation. Accurate record keeping and general office and ad-hoc duties.

ENQUIRIES: Mr F Vorster Tel No: (021) 938-4362 or E-mail: frans.vorster@westerncape.gov.za
APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs
NOTE: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test.
CLOSING DATE: 23 April 2019

POST 13/123: ARTISAN FOREMAN GRADE A (PLUMBING)
Directorate: Engineering and Technical Support Services

SALARY: R286 500 per annum
CENTRE: Metro West, Zwaanswyk Mobile Workshop

DUTIES: Produce objects with material and equipment according to job specifications and standards. Repair and service of equipment at facilities, plants and buildings according to standards. Do quality assurance on all maintenance and repair work performed and keep register of all work done and keep control of job cards. Compile and submit reports as required and provide input on the operational plan of the workshop. Supervise the workshop staff and perform related administrative duties. Assist the Chief Artisan in ordering, procurement and control of maintenance material and equipment.

ENQUIRIES: Mr B Lesch Tel No: (021) 715 5921
APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs
NOTE: No payment of any kind will be required when applying for this post.

CLOSING DATE: 23 April 2019

POST 13/124: ARTISAN FOREMAN GRADE A
Directorate: Engineering and Technical Support

SALARY: R286 500 per annum
CENTRE: Bellville Mobile Workshop, Electrical Workshop
REQUIREMENTS: Minimum educational qualification: An appropriate Trade Test Certificate. Experience: Five years post qualification experience working predominately in a medical build environment. Experience in management of a workshop or a team of technically staff. Inherent requirements of the job: Valid (Code E/EB) driver’s license. Willingness to travel long distances. Willingness to work away from home for extended periods. A Valid Wireman’s license. Competencies (knowledge/skills): Good verbal and written communication skills. Conversant with the requirements of the Machinery and Occupational Health and Safety Act. Conversant with the requirements of the SANS 10142 and SANS 10400 where applicable. Basic computer literacy in Excel, Word, and Internet Explorer (Internet). Basic knowledge of procurement and supply chain function principles and regulations (PFMA).

DUTIES: Day to day planning, delegation and management of job cards for the workshop including workload management, tracking and logging of jobs, planning and procurement of materials and equipment and quality control of completed works. Carry out technical investigations, provide technical support to clients, write specifications or work plans and repair, service and maintain equipment, plant and buildings in accordance with the relevant standards. Provide input to the operational plan of the workshop, assist with the administration of work including reporting and assist personnel with completion of administrative documents. Continuous self-development and development of staff to keep abreast with new technologies and procedures.

ENQUIRIES: Mr LS Semono Tel No: (021) 830-3770
APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs
NOTE: No payment of any kind is required when applying for this post.

CLOSING DATE: 23 April 2019

POST 13/125: ADMINISTRATION CLERK: FINANCE/ADMIN
Cape Winelands District

SALARY: R163 563 per annum
CENTRE: Stellenbosch Hospital
REQUIREMENTS: Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA’s) of the post. Experience: Appropriate experience in Financial Management and Supply Chain Management procurement processes. Practical experience of BAS, LOGiS and Integrated Procurement Systems (IPS) systems. Inherent requirement of the job: Valid (Code B/EB) driver’s license. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Office: Word, Excel, Outlook: e-mail). Knowledge of the PFMA, Finance Instructions, Provincial Treasury Instructions and National Treasury Regulations.

DUTIES: Check Supplier statements, capture and finalise payments within 30 days of receipt of invoice and perform reconciliations. Control, verify and capture journals, maintain accurate Batch Control, control, verify, capture and follow up on Inter Response and Debt account. Responsible for monthly financial reporting and provision of inputs to the Annual and Interim Financial Statements as well as assisting to ensure audit compliance. Perform duties related to IPS processes, invite quotations for goods and services, evaluation and adjudication on system and maintain the Demand Management Plan and the database of contracts. Prepare bidding templates and relevant documentation to present at Quotation Evaluation Committee and perform tasks related to procurement processes, i.e.
capturing on LOGIS system. Maintain 0-9 files and follow-up with Suppliers on outstanding store stock, buy-outs and invoices.

ENQUIRIES : Ms T September Tel No: (021) 808-6112
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs
NOTE : Shortlisted candidates may be subjected to a competency test.
CLOSING DATE : 26 April 2019

POST 13/126 : ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT
Cape Winelands District

SALARY : R163 563 per annum
CENTRE : Stellenbosch Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA’s) of the post. Experience: Appropriate experience of Asset Management in a LOGIS environment. Practical experience on LOGIS and Integrated Procurement system. Inherent requirement of the job: Valid (Code B/EB) driver’s license. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Office: Word, Excel, Outlook: e-mail). Knowledge of the PFMA, Finance Instructions, Provincial Treasury Instructions and National Treasury Regulations.

DUTIES : Responsible for demand management and acquisition management: demand management plan, needs analysis, procurement activities for goods and services in Stellenbosch sub-district. Perform duties related to IPS processes, invite quotations for goods and services, evaluation and adjudication on system, Prepare bidding templates and relevant documentation to present at Quotation Evaluation Committee. Perform tasks related to procurement processes, i.e. capturing on LOGIS system, assistance with specification compilation, and maintain 0-9 files and follow-up with suppliers on outstanding goods. Assisting with effective Asset Management: Maintain a credible and effective asset register, manage asset movement, counting and bar-coding, Undertake Interim and Annual Financial asset counts, reporting of losses, theft, shortages and surpluses; Ensure disposals of assets in line with SCM policies and procedures.

ENQUIRIES : Ms T September Tel No: (021) 808-6112
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs
NOTE : Shortlisted candidates may be subjected to a competency test.
CLOSING DATE : 26 April 2019

POST 13/127 : ADMINISTRATION CLERK: FINANCE (X2 POSTS)
Directorate: Management Accounting

SALARY : R163 563 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA’s) of the post. Experience: Appropriate experience in Hospital or general patient fees or any health related claims environment. Appropriate experience in HIS (Health Information system)/Delta 9 or other health billing systems. Inherent requirements of the job: Willingness to travel and spend long periods away from the office. Valid (Code B/EB) driver’s license (persons with a valid learner’s license may also apply). Competencies (knowledge/skills): Knowledge of UPFS (Uniformed Patient Fee Schedule) or Hospital Memorandum Chapter 18 or general patient fee billing tariffs. Ability to perform Medical Aid/EDI (Electronic Data Interchange) related transactions in the billing systems. Ability to perform billing related transactions for State Departments i.e. RAF (Road Accident Fund), SANDF (South African National Defence Force), SAPS (South African Police Services), DCS (Department of Correctional Services) and COID (Compensation for Injury on Duty). Computer literacy (MS Word and Excel).
**DUTIES**: Ensure accurate billing of patient accounts, raising and releasing of invoices and debiting of charge entries to invoices as per UPFS (Uniform Patient Fee Schedule) billing procedures. Assist the hospital fees departments at various institutions with monthly drawing of relevant reports for account write-offs and follow up of outstanding patient accounts and invoices in terms of Hospital Fees Policy. Investigate debtor queries and assist hospital fees department with handing over of accounts to debt collectors. Ensure submissions of EDI (Electronic Data Interchange), paper claims and assist with EDI (Electronic Data Interchange) rejections and resubmissions. Capture payments and journals on BAS (Basic accounting System) and AR (Accounts Receivable Systems). Liaise with debtors, private companies (Medical Aids, etc.) and other relevant stakeholders telephonically, in person or in writing regarding outstanding balances. Ensure submission of invoices to State Departments and assist hospitals to clear State Department backlogs in terms of outstanding invoices.

**APPLICATIONS**: Applications are submitted online via www.westerncape.gov.za/health-jobs

**NOTE**: No payment of any kind is required when applying for this post. The nature of the duties is such that it is part of his/her core function to travel, for the performance of their official duties, to various hospitals which shall be regarded as their normal place of work.

**CLOSING DATE**: 26 April 2019

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**OTHER POSTS**

**POST 13/128**: APPLICATION DEVELOPMENT MANAGER: ECONOMIC/GOVERNANCE AND ADMINISTRATION REF NO: DOTP 2019-31

**SALARY**: R733 257 per annum (Level 11) (All-inclusive salary package)

**CENTRE**: Department of the Premier, Western Cape Government

**REQUIREMENTS**: An appropriate 3-year National Diploma/B-Degree; A minimum of 5 years' experience in a ICT environment of which 3 years must be middle management experience; A valid driving code B licence. Recommendation: Proven experience in the full System Development Life Cycle of Enterprise scale applications, managing developer team(s) and systems analysis at management level; Contract Management of software development services in the ICT sector. Competencies: Knowledge of public sector and its operations and Strategic Planning skills; Understanding of fundamental principles of Enterprise Software Development and Maintenance; Advanced computer literacy skills, especially Business Systems Analysis; Ability to work under pressure and meet deadlines; Report writing skills; Exceptional planning and organisation skills; Excellent Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Self-motivated and disciplined.

**DUTIES**: Manage a team of professionals and service providers that are necessary to perform and deliver services in accordance with the approved requirements and prioritised needs relating to systems and applications planning, development, implementation and maintenance; Provide inputs into the development and planning of provincial ICT policy and strategy relating to systems and applications; Develop, co-ordinate and manage departmental systems and applications policy,
strategy, architectures, standards and processes; Manages functional, applications training and support (FATS); Manages project office, project managers and project processes; Provide inputs into the budget and fiscal process; Member of the component’s management team.

ENQUIRIES: Ms E De Bruyn at (021) 483 6634/3816


SALARY: R733 257 per annum (Level 11) (All-inclusive salary package)

CENTRE: Department of the Premier, Western Cape Government

REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 6 years’ technical experience in an ICT enabled environment of which 3 years must be on management level; A valid code B driving licence. Competencies: Knowledge of the following: Network, voice, compute and storage infrastructure and operations, including VOIP architecture and systems and corporate IPT solutions; Cisco products as well as Windows and Linux environments; Network ICT training, security, LAN, MAN and WAN architecture, infrastructure, technical standards and procedures; Project management; Business and systems analysis; Financial, Basic Supply Chain, procurement and asset management; Team leadership and project leadership; Analytical skills pertaining to area of responsibility; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Leading & Supervising; Applying expertise & Technology; Planning & Organising

DUTIES: Manage a team of professionals and service providers, directly or indirectly; Develop, maintain network infrastructure and design advanced network solutions and advanced technologies inclusive of Wide Area Network, Metropolitan Area Network and Local Area Network services domains; Ensure that effective programme and projects documentation and reporting takes place in the approved systems; Provide inputs into the development and planning of provincial ICT policy and strategy relating to network infrastructure and ICT compute and storage services; Provide implementation and operational plans regarding ICT network, ICT security and to develop, co-ordinate and manage departmental ICT infrastructure and security policy in accordance with the approved ICT strategies, network architectures, standards and processes and implementation plans; Liaising with client departments in accordance with service needs, ICT operations and projects.

ENQUIRIES: Mr J Manasse at (021) 483 3676

POST 13/130: DEPUTY DIRECTOR: PEOPLE ANALYTICS REF NO: DOTP 2019-37

SALARY: R733 257 per annum (Level 11) (All-inclusive salary package)

CENTRE: Department of the Premier, Western Cape Government

REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in People Management (HR)/ Statistics or Organisational Psychology; A minimum of 3 years People Management experience at a managerial level. Recommendation: Post Graduate qualification in People Management / Organisational Psychology / Statistics. Competencies: Knowledge of the following: Regulatory framework governing the PM function; Customer orientation and service delivery; Analytical and problem-solving ability; People Management; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Advanced numeracy; Technical analysis and reporting; Interpretive and conceptualisation / formulation ability; The ability to persuade, advise and influence; Strong advocacy, liaison and engagement ability at operational and strategic level; Strong system and technology orientation.

DUTIES: Provide an assessment and reporting service; Facilitate and coordinate the establishment of standardised people management business intelligence systems; Provide people management data, information, trend analysis and research reports; Conduct people management related surveys, evaluations and management reports; Provide a province-wide People Management standard-setting and oversight role; Manage the People Analytics team; Conduct extensive stakeholder engagements to ensure change readiness.

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ENQUIRIES : Mr J Morkel at 021 483 3081

POST 13/131 : SUPPLY CHAIN MANAGEMENT PRACTITIONER: DEMAND AND LOGISTICS
MANAGEMENT REF NO: DOTP 2019-30

SALARY : R316 791 per annum (Level 08)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) with a minimum of 2 years' experience in Finance or Supply Chain Management. Competencies: Knowledge of the following: Policy Development; Financial norms and standards (Public Finance Management Act – PFMA, National Treasury regulations – NTR’s, Provincial Treasury; Human Resource Management; Financial management processes; Strategic Sourcing and Preferential Procurement / BEE; Procurement policies/procedures/contract management; Communication (written and verbal) skills in at least two of the three official languages in the Western Cape; Interpersonal skills; Computer literacy skills; Problem solving; Planning, organizing and people management skills; Research skills.
DUTIES : Procurement planning and monitoring; Monitor and coordinate supplier performance; Quarterly verification and preparation of reports to the Accounting Officer and Provincial Treasury, Prepare inputs to AFS, PT requirements and management reporting; Invoice /order preparations and verification prior to payment process.

ENQUIRIES : Mr R Hassiem at (021) 483 6625

PROVINCIAL TREASURY

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za
CLOSING DATE : 23 April 2019
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 13/132 : EXPENDITURE ANALYST: PROVINCIAL GOVERNMENT FINANCE
(EXPENDITURE MANAGEMENT) REF NO: PT 2019-10

SALARY : R376 596 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-degree) in Public Finance/ Accounting/ Economics; A minimum of 3 years' appropriate experience in a financial management environment. Recommendation: Strong financial background in Public Sector Finance. Competencies: Knowledge of the following: Financial norms and standards; Medium term Expenditure framework (MTEF) budget process and procedures; Adjustments Estimate process and procedures; Basic Accounting System and its structures; Sound organization and planning skills; Computer literacy (MS Office, Web applications and Outlook); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Research and econometric skills.
DUTIES : In-year monitoring (IYM) model: Compilation of provincial model, review, annual implementation, credibility of monthly information and draft monthly/ quarterly narrative reports; Evaluate inputs of rollover and revenue retention process; Assist with implementation and evaluate inputs for the adjustment budget process; Assist with the implementation and evaluation of inputs for the main budget process; Render technical support and training; Handle policy matters related to the job.
ENQUIRIES : Mr V Bester at (021) 483 3545

POST 13/133 : ASSISTANT DIRECTOR: STRATEGIC MANAGEMENT SUPPORT SERVICES
REF NO: PT 2019-11

SALARY : R376 596 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-degree); A minimum of 3 years' appropriate experience in strategic management environment or related. Competencies: Knowledge of the following: Government’s strategic planning, monitoring, reporting, MPAT and BizProject processes; Good planning and organising skills; Facilitation skills; People management skills; Proven computer literacy (MS Office packages and the Internet); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
DUTIES : Manage and coordinate departmental performance planning, monitoring and reporting processes; Review and update the Monitoring and Evaluation/Performance Information Policy/Framework and ensure that the department has standardized mechanisms and/or processes and procedures to collect, management and store data in place; Ensure that the department has a service charter, service standards and Service Delivery Improvement Plan (SDIP) and that it is monitored; Manage the departmental programme and project management system (BizProject); Facilitate organisational performance planning and multi-term annual planning cycle (Annual Performance Plan); Monitoring the Quarterly Performance Reporting (QPR) and Annual Report (AR) as per departmental strategic and annual performance plans; Supervise staff, manage workloads and day-to-day workflow; Mentor, coach and do staff appraisals.
ENQUIRIES : Ms R Julie at (021) 483 5080

POST 13/134 : ADMINISTRATIVE SUPPORT OFFICER: CORPORATE SERVICES
RELATIONS MANAGEMENT REF NO: PT 2019-12

SALARY : R257 508 per annum (Level 07)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate Certificate/Diploma/NQF level 5 (1-2 years post school qualification); A minimum of 3 years relevant experience. Competencies: The following skills: Communication (written and verbal) in at least two of the three official languages of the Western Cape; Basic research; Proven computer literacy; Planning and organising; Problem solving.
DUTIES : Assist with employee relations matters; Assist with employee health and wellness matters; Assist with policy and planning matters with reference to Employment Equity and Diversity Management; Assist with Occupational Health and Safety matters; Responsible for logistical arrangements and attendance of the different committees pertaining to Employee Relations, Employment Equity, Health and Wellness and Occupational Health and Safety.
ENQUIRIES : Ms S Sixubane at (021) 483 3586

POST 13/135 : ADMINISTRATION CLERK: PROVISIONING AND ASSET MANAGEMENT
(FINANCIAL MANAGEMENT) REF NO: PT 2019-13

SALARY : R173 703 per annum (Level 05)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Experience in an administration or related environment; a valid Code B driving licence. Competencies: A good understanding of Government Motor Vehicle Transport; Have the ability to work with diverse stakeholders; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Office etiquette.
DUTIES : Manage fleet services and ensure adherence to transport prescripts and recording of trips; Provide SCM (Supply Chain Management) Auxiliary services within the department; Manage and control departmental keys; Coordinating and managing building maintenance issues and recording maintenance faults.
ENQUIRIES : Ms NT Ndlazi at (021) 483 8915
POST 13/136 : SUPPLY CHAIN MANAGEMENT CLERK: FINANCIAL MANAGEMENT: SCM
REF NO: PT 2019-14

SALARY : R173 703 per annum (Level 05)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant experience in Supply Chain Management or a similar environment. Competencies: A good understanding of storage management; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Sound organising and planning skills.

DUTIES : Manage, maintain and ensure that the stationery store is run conscientiously in terms of the relevant prescripts; Maintain the data used in the administration of LOGIS; Perform stock taking/physical inventory count of store items; Take responsibility of reporting losses/disposal on the store stock; Prepare orders for payment/issue vouchers.

ENQUIRIES : Ms T Ndlazi at (021) 483 8915

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za
CLOSING DATE : 23 April 2019
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 13/137 : SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS (BEAUFORT WEST) REF NO: DSD 2019-38

SALARY : R384 228 per annum (OSD as prescribed)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Recommendation: A valid code B driving licence. Competencies: Knowledge of the following: Social work services and human behaviour; Analytical, diagnostic, assessment tools, evaluation methods and processes; Personnel Management and practices; Supervision Framework for Social Workers; Social Work legislation related to children; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Good communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Organising and planning skills; Project planning skills; Psycho social intervention skills; Report writing; Presentation and facilitation skills; Analytical and problem-solving skills; Client orientation and customer focus skills.

DUTIES : Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered; Attend to any other matters that could result in, or stem from, social instability in any form; Supervise employees; Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.

ENQUIRIES : Ms M Hendricks at (044) 814 1650
<table>
<thead>
<tr>
<th>POST 13/138</th>
<th>ASSISTANT DIRECTOR: COMMUNICATIONS REF NO: DSD 2019-40</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R376 596 per annum (Level 09)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Department of Social Development, Western Cape Government</td>
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<tr>
<td>REQUIREMENTS</td>
<td>An appropriate 3-year tertiary qualification (National Diploma/B-Degree); a minimum of 3 years’ supervisory experience; a valid driving licence. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Management principles; Public Service procedures; Financial management; Communication policy and strategies; Media liaison practices; Communication related software packages; Project management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.</td>
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<tr>
<td>DUTIES</td>
<td>Manage and coordinate the department’s corporate identity and brand; Coordinate the development and implementation of brand awareness campaigns; Coordinate communication campaigns and products: Facilitate the development and implementation of above-the-line communication campaigns and products in collaboration with relevant stakeholders (programmes, regions, facilities, etc.); Coordinate the provision of a media liaison service: Develop proactive media events in collaboration with the Media Liaison Officer in the MEC’s office; Coordinate the provision of language and translation service: Facilitate and oversee the process of translating departmental strategic documents from English into Afrikaans and Xhosa; Staff supervision/management.</td>
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<tr>
<td>ENQUIRIES</td>
<td>Ms E Lewis at (021) 483 5445</td>
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<tr>
<th>POST 13/139</th>
<th>CUSTOMER CARE ASSISTANT: CUSTOMER CARE (BEAUFORT WEST) REF NO: DSD 2019-37</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R173 703 per annum (Level 05)</td>
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<tr>
<td>CENTRE</td>
<td>Department of Social Development, Western Cape Government</td>
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<td>REQUIREMENTS</td>
<td>Senior Certificate (Grade 12 or equivalent qualification); a minimum of 6 months’ clerical experience. Recommendation: A valid Code B driving licence. Competencies: A good understanding of the following: Customer care, Office software applications; Customer care surveys; Social welfare services; Internal and external marketing and communication processes; Functions, programs and projects of the Department of Social Development; Information in the Department of Social Development domain; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Sound organising and planning skills; Conflict resolution skills; Ability to work under pressure and meet deadlines.</td>
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<tr>
<td>DUTIES</td>
<td>Perform front desk services by receiving and referring clients; Provide dispatch call service; Ensure register is signed and accurately completed; Facilitate all complaints and escalate accordingly; Compile monthly report regarding enquiries; Provide information to clients regarding available services; Assist clients on how to access services from the department; Render general administrative support services and maintain the database.</td>
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<tr>
<td>ENQUIRIES</td>
<td>Ms F Reachable at (044) 801 4300</td>
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<tr>
<th>POST 13/140</th>
<th>ADMINISTRATION CLERK: LOGISTICAL SERVICES (GEORGE) REF NO: DSD 2019-39</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R173 703 per annum (Level 05)</td>
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<tr>
<td>CENTRE</td>
<td>Department of Social Development, Western Cape Government</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Senior Certificate (Grade 12 or equivalent qualification). Competencies: A good understanding of the following: Legislative framework, policies and prescripts guiding supply chain management processes including transport in the public service; Excellent Communication (written and verbal) in at least two of the three official languages of the Western Cape; Planning and organising skills; Analytical thinking skills; Proven computer literacy (MS Office); Ability to work under pressure and meet strict deadlines.</td>
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<tr>
<td>DUTIES</td>
<td>Effective administration of transport policies and procedures; Assist with effective maintenance and optimal utilisation of fleet; Render support to the region with</td>
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regards to performance, leave and personnel documentation; Rendering of provisioning administration; Provide assistance in determining needs and application of correct procedures pertaining to provisioning; Liaise with service providers in respect of the supply and delivery of goods, registration of suppliers for electronic funds transfers and payments; Provide assistance with regards to asset management in relation to compilation of a database to record all assets; Reporting on all assets acquired on a quarterly basis; Compilation of inventories in reference of stores and equipment; Liaise with inventory controllers of offices and institutions to ensure a uniformed approach in the recording of assets; Provide assistance with the stocktaking processes in line with Provincial Treasury, PFMA and provisioning guidelines and procedures.

ENQUIRIES: Mr M Skosana at (044) 814 1660

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

CLOSING DATE: 23 April 2019

NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 13/141: ASSISTANT DIRECTOR: INFRASTRUCTURE POLICIES AND STRATEGIES

REF NO: TPW 2019-47

SALARY: R376 596 per annum (Level 09)

CENTRE: Department of Transport and Public Works, Western Cape Government

REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years’ experience in a management and planning environment; A valid code B driving licence. Competencies: Knowledge of the following: Public policy analysis and public policy development process; Relevant legislative, regulations, policies and practices impacting the planning and delivery of infrastructure; Research and planning methodology; Ability to access resources; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Clarity and coherence in responding to policy/research questions.

DUTIES: Assist with conducting high level research to promote the development of departmental and provincial policies, strategies and plans; Assist with conducting policy commentary and develop submissions to promote and support the development of national, provincial, local and departmental policies, strategies and plans; Strategic management (assist with planning for success and serving proudly together); Assist with stakeholder engagement regarding long term policy, strategy development and project implementation.

ENQUIRIES: Mr C Joseph at (021) 483 3853

POST 13/142: ASSISTANT DIRECTOR: LAND TRANSPORT INTEGRATION AND OVERSIGHT - GEORGE

REF NO: TPW 2019-52

(12 month contract position)

SALARY: R376 596 per annum (Level 09), plus 37% in lieu of benefits

CENTRE: Department of Transport and Public Works, Western Cape Government

REQUIREMENTS: 3-year tertiary qualification (National Diploma/B-Degree) in Transport planning or Transport Economics; A minimum of 3 years’ supervisory experience in a contract management or similar environment. Competencies: Knowledge of the following: Public Management and Administration; Project Management; Monitoring and
evaluation methods, tools and techniques; Applicable legislative and regulatory requirements policies and standards; Business and management principles involved in strategic planning, resource allocation, human resource modelling, leadership techniques, production methods and coordination of people and resources; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

**DUTIES**

Assist in the provisioning of integrated public transport services and public transport infrastructure within non-metro municipalities; Assist in providing support and capacitation of non-metro local authorities with regard to the implementation of land transport services; Enable the implementation of non-motorised transport and special needs passenger plans and strategies; Facilitate, coordinate and provide project support in order to enable land transport integration; Manage information (data, knowledge, wisdom) by applying tools and technologies to inform decision making, produce reports, enhance service delivery; Support transparency; Support integration and facilitate collaboration across departments and spheres of government; Determine and communicate financial requirements to execute assigned deliverables.

**ENQUIRIES**

Mr R Collins at (021) 483 8940

**POST 13/143**

**CHIEF WORKS INSPECTOR: BUILDING: GARDEN ROUTE/OVERBERG REF NO: TPW 2019-55**

**SALARY**

R316 791 per annum (Level 08)

**CENTRE**

Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**

A National Diploma (T/N/S streams) or equivalent; or N 3 and a passed trade test in the building environment; or Registration as an Engineering Technician; A minimum of 3 years' appropriate experience; A valid code B driving licence. Competencies: Knowledge of the following: All facets of the construction industry and the National Building Regulations; Construction regulations within the Occupational Health & Safety Act, compilation of specifications and tender regulations; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Report writing, which include condition assessments and project management skills; Proven Computer literacy.

**DUTIES**

Responsible for delivery of infrastructure maintenance, upgrading and minor new works; Ensure that project management and administration principles are applied to each project; Liaison with external service providers for example contractors, built professional consultants, facility managers, local municipalities and department of health; Responsible for PERMIS, mentorship and development; Good time management and effective neat housekeeping; Ensure that the social-economic impact (job creation) is maintained; Ensure that facility condition assessments of facilities in terms of GIAMA are delivered consistently.

**ENQUIRIES**

Mr L Titus at (021) 483 5215

**POST 13/144**

**INSPECTOR OF LICENCES: TRAFFIC LAW ADMINISTRATION (VREDENDAL) REF NO: TPW 2019-51**

**SALARY**

R316 791 per annum (Level 08)

**CENTRE**

Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**

An appropriate 1 or 2-year post-school Certificate/Diploma qualification on NQF 5 as recognised by SAQA; A minimum of 6 years relevant administrative experience; A valid code B driving licence. Recommendations: Appropriate Road Traffic legislation experience; Relevant NaTIS experience; Experience in the analysis and processing of financial information. Competencies: Knowledge of the following: National Road Traffic Act, 1996 (Act 93 of 1996) and the National Road Traffic Regulations, 2000; National Traffic Information System (NaTIS); Public Finance Management Act, 1999 (Act 1 of 1999); Proven computer literacy (MS Word, MS Excel and MS Outlook); Investigation and inspection skills; Communication skills in at least two of the three official languages of the Western Cape; Planning, organising and research skills.

**DUTIES**

Investigate the following: Conditions of motor vehicle i.r.o applications for the deregistration of a motor vehicles; Applications for the special classification of motor vehicles i.r.o the payment of licence fees; Tare reduction of motor vehicles;
Application for registration as motor dealers and dealer stocking of motor vehicles; Responsible for the collection of outstanding registration and licence fees; Obtain financial statements from members of the public who apply for the write off of outstanding motor vehicle licence fees; Liaison and communication with various clients / stakeholders in motoring environment.

ENQUIRIES: Mr ES Lotriet at (021) 483 8526


SALARY: Grade A: R311 859- R332 799 per annum  
Grade B: R353 226 - R380 775 per annum  
Grade C: R402 045 - R473 574 per annum  
(Salary will be determined based on post registration experience as per OSD prescribed)

CENTRE: Department of Transport and Public Works, Western Cape Government

REQUIREMENTS: National Diploma in Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A minimum of 3 years’ post qualification technical (engineering) experience. A valid code B driving licence. Recommendations: The ability to monitor and manage a prescribed maintenance programme for mechanical equipment in the road maintenance fleet. Competencies: The ability to: Evaluate and recommend offers according to specifications; Communicate all levels of management; Control budgetary costs; Proven computer literacy; Have broad understanding in all relevant aspects of the mechanical section and road construction; The ability to investigate technical problems and to find practical solutions; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

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

ENQUIRIES: Mr H Strydom at (021) 483 2130

POST 13/146: ENGINEERING TECHNICIAN (PRODUCTION LEVEL): RADIO COMMUNICATIONS REF NO: TPW 2019-56

SALARY: Grade A: R311 859- R332 799 per annum  
Grade B: R353 226 - R380 775 per annum  
Grade C: R402 045 - R473 574 per annum  
(Salary will be determined based on post registration experience as per OSD prescribed)

CENTRE: Department of Transport and Public Works, Western Cape Government

REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Engineering or relevant qualification; Compulsory registration with ECSA as an Engineering Technician; A minimum of 3 years post qualification technical (Engineering) experience. A valid Code B driving licence. Recommendations: A valid code C driving licence (or higher). Competencies: Extensive knowledge of the following: Project Management; Technical design and analysis; Computer-aided engineering applications; Legal compliance; Technical report writing; Technical consulting; Decision making; Customer focus and responsiveness; People Management; Computer literacy; Planning and organising; Communication
(written, verbal and presentation) skills in at least two of the three official languages of the Western Cape.

**DUTIES**
- Render technical services; Manage Radio Subscriber; Procure equipment spare part and control stock thereof; Administrate radio user interference and network affiliation; Research and development; Support Control Engineering Radio Technician with management of workshop.

**ENQUIRIES**
- Mr H Strydom at (021) 483 2130

**POST 13/147**
- **ADMINISTRATION CLERK: TRAFFIC LAW FEES COLLECTION AND DISBURSEMENT REF NO: TPW 2019-49**

**SALARY**
- R173 703 per annum (Level 05)

**CENTRE**
- Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**
- Grade 12 (Senior certificate or equivalent qualification). Recommendation: Administrative experience. Competencies: A good understanding of the following: National Road Traffic Act, 1996 (Act 93 of 1996) and the National Road Traffic Regulations, 2000; National Traffic Information System (NaTIS); Public Finance Management Act 1999 (Act 1 of 1999); Basic Accounting System (BAS); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

**DUTIES**
- Reconciliation of registration, licence and other miscellaneous fees collected by Registering Authorities, Driving Licence Testing Centres and Vehicle Testing Stations on behalf of the Department, RTMC and RTIA; Verify reconciliations of motor vehicle licence fees, driving licence fees and vehicle testing fees collected by municipal agents; Verify and authorise reconciliations of fees received and paid over to the Department by the municipalities for DLCA (driving licence card account), RTMC, RTIA and SABS, as well as pay-overs of these fees to the relevant institutions; Identifying and addressing cases of over-and-under payments; Liaison and communication with various clients / stakeholders; Administer payments of the National Traffic Information System (eNaTIS) related and other accounts / invoices.

**ENQUIRIES**
- Mr ES Lotriet at (021) 483 8526

**POST 13/148**
- **ADMINISTRATION CLERK: TRAFFIC LAW ADMINISTRATION (GEORGE) REF NO: TPW 2019-50**

**SALARY**
- R173 703 per annum (Level 05)

**CENTRE**
- Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**
- Grade 12 (Senior certificate or equivalent qualification). Recommendation: Experience in administration and finance. Competencies: A good understanding of the following: Public Financial Management Act; Departmental policies and prescripts; Financial procedures and general administrative functions; LOGIS; BAS payments; Staff Performance Management System (SPMS); Communication

**DUTIES**
- Render secretarial and administrative support to the Assistant Director and Compliance Monitoring unit: Make travel arrangements; Compile and updating of databases/ spreadsheets with information of Compliance Monitoring Unit performance; Deal with internal and external client enquiries and correspondence; Document and information management.

**ENQUIRIES**
- Mr ES Lotriet at (021) 483 8526

**POST 13/149**
- **ADMINISTRATION CLERK: TRAFFIC LAW ENFORCEMENT (BRACKENFELL X1 POST, SOMERSET WEST X1 POST) REF NO: TPW 2019-53**

**SALARY**
- R173 703 per annum (Level 05)

**CENTRE**
- Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**
- Grade 12 (Senior certificate or equivalent qualification). Recommendation: Experience in administration and finance. Competencies: A good understanding of the following: Public Financial Management Act; Departmental policies and prescripts; Financial procedures and general administrative functions; LOGIS; BAS payments; Staff Performance Management System (SPMS); Communication
(written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.

**DUTIES**: Assist with administrative and financial support service; Assist with procurement, loss control as well as fleet management of the component; Provide input to the drafting and compilation of reports and databases; Assist with general enquiries from internal and external stakeholders.

**ENQUIRIES**: Mr J Mostert at (021) 483 0131/ Ms N Sobekwa at (021) 936 9160