PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 16 OF 2019
DATE ISSUED: 10 MAY 2019

1. Introduction
   1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.
   1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

2. Directions to candidates
   2.1 Applications on form Z83 with full particulars of the applicants’ training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s).
   2.2 Applicants must indicate the reference number of the vacancy in their applications.
   2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
   2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments
   3.1 The contents of this Circular must be brought to the attention of all employees.
   3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.
   3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.
   3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

AMENDMENTS:

NORTHERN CAPE: DEPARTMENT OF HEALTH: Kindly note that the post of Candidate Engineer (for Provincial Office – Kimberley) with Ref No: NCDOH 09/2019 advertised in Public Service Vacancy Circular 14 dated 12 April 2019, the requirements of the post has been amended as follows: Candidates Engineer must be registered as a Candidate Engineer and applications are welcomed if you have applied for the post previously ,there is no need to re-apply as the application will be considered, the closing date has been extended to the 30 April 2019 and also the posts of Candidate Construction Project Manager (for Provincial Office – Kimberley) with Ref No: NCDOH 10/2019 advertised in Public Service Vacancy Circular 14 dated 12 April 2019, the requirements of the post has been amended as follows: Candidates Construction Project Manager must be registered as a Candidate Construction Project Manager and applications are welcomed if you have applied for the post there is no need to re-apply as the application will be considered, the closing date has been extended to the 30 April 2019.

DEPARTMENT OF PLANNING MONITORING AND EVALUATION: Kindly note that the post of Assistant Director: OD and HR Planning with Ref No: 010/2019 advertised in Public Service Vacancy Circular 15 dated 26 April 2019 has been amended as follows: Salary has been amended to R376 596 per annum (Level 09) plus benefits and a requirement of EQUATE has been amended to EVALUATE. People who have already applied need not re-apply and the closing date has been extended to the 17 May 2019.
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ANNEXURE A

DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES

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

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

FOR ATTENTION: Mr M. G. Matloga, Room: F-GF-06, Agriculture Place building

CLOSING DATE: 27 May 2019

NOTE: Applications must be submitted on a Z83 form, obtainable from any Public Service department or on the Internet at http://www.daff.gov.za/doaDev/doc/Z83.pdf which must be physically signed and dated (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) including the details of at least two contactable referees (should be people who recently worked with the applicant). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered.

Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disabilities are encouraged to apply. NB: All short listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool.

MANAGEMENT ECHELON

POST 16/01: CHIEF DIRECTOR: STAKEHOLDER RELATIONS AND COMMUNICATIONS

REF NO: 28/2019

Reports to Branch: Policy, Planning & Monitoring & Evaluation

SALARY: R1 189 338 per annum (Level 14) (all-inclusive package consists of a basic salary, the State’s contribution to the Government Employees’ Pension Fund, a medical fund and a flexible portion in terms of applicable rules). The successful candidate must enter into a performance agreement and sign and employment contract.

CENTRE: Pretoria

REQUIREMENTS: It will be expected of the ideal candidate to possess a relevant undergraduate qualification (NQF level 7) in Communication/Public Relation as recognized by SAQA coupled with a minimum of 5 years’ experience at a Senior Managerial Level in a communication environment. The incumbent should also have knowledge and understanding of the Public Service legislative framework, corporate governance principles, and the field of journalism, international law and international relations.
requirements, and Government priorities and imperatives. The successful candidate will be required to oversee the effective co-ordination and delivery of communication, media liaison, and stakeholder relations management and brand management activities for the Department.

**DUTIES:**

The incumbent's key responsibilities will include, inter alia: Provide strategic leadership and guidance on DAFF’s interactions with provincial departments of agriculture, local government structures and other government departments, oversee the implementation of the intergovernmental Relations Framework act; oversee the development of DAFF Intergovernmental Relations Strategy, oversee the coordination of structured DAFF meetings with provincial Departments of Agriculture, oversee the coordination of structured DAFF meetings with various local government structures and oversee the coordination of structures DAFF meeting with traditional leaders. Facilitate DAFF’s interactions with all relevant stakeholders to implement the sector plan: Oversee the development of comprehensive stakeholder management strategy and ensure alignment with the Department’s strategy, promote and ensure effective coordination of stakeholder relations in the department, ensure that stakeholders are organized into different forums, ensure that regular stakeholder meetings take place and oversee the implementation of resolutions of stakeholder meetings. Oversee stakeholder engagement and support: Build and maintain good partnerships with key stakeholders at multiple levels of interaction, ensuring stakeholder satisfaction and accountability at all times, ensure that high level stakeholder analysis is conducted, in order to interpret and understand stakeholder needs and issues, ensure two way communication with all stakeholders, using various communication channels, ensure that accurate and up-to-date information is provided to all stakeholders all the time and oversee the monitoring of negative publicity and initiate corrective measures as required. Provide guidance and support to the Communication directorate: Oversee and ensure that research is conducted within the communications, stakeholder management and marketing fields in order to keep abreast of best practice initiatives and developments, oversee the planning and development of a brand management strategy/framework and ensure that it is implemented, oversee the planning and development of a communication and media strategy/framework and ensure that it is implemented, oversee the development of the annual marketing budget, ensure the implementation of communication policies, procedures and guidelines, provide strategic leadership on the implementation of marketing campaigns and oversee the utilization of other public platforms for the Minister to pursue the departmental objectives. Oversee communications and media activities: Ensure the effective planning, co-ordination, and management of media and communication activities (including media briefings), oversee the development of standard communication information (e.g. FAQ’s, model answers) within the department in order to ensure consistency of communications, ensure the delivery of communication to staff through a range of channels e.g newsletters, articles, intranet, etc., ensure that writing and editorial support is provided for all communication initiatives, including speeches and articles, co-ordinate the production of papers and articles in magazines, newspapers and books, ensure that media correspondence and coverage monitoring take place, liaise with the Office of the DG with regard to the Presidential Hotline Matters and ensure efficient administration of media and communication. Ensure effective brand management: Ensure that the reputation of the department is managed through effective promotion and brand management strategies, Plan and oversee the implementation of branding strategies, campaigns and processes, oversee all brand management activities relating to design, production, marketing and/or promotion of material, plan and ensure the development of advertising and promotional activities base on the brand promise, ensure that research into market trends, best practice and branding opportunities for the department is conducted and liaise with external service providers for branding and publicity purpose, ensure the provision of adequate administrative support in respect of developing internal communication templates e.g. presentation templates, word document templates, letterheads, e-mail signatures, etc. Oversee campaign and even management with the department: Coordinate the selection and management of external service providers for communication/campaign projects, oversee all events and advocacy campaigns.
and provide advice in relation to objectives and deliverables, oversee the approval of project work plans and resources, ensure the integration of all campaign functions and over the development of quality assurance plans and ensure that service providers adhere to quality standards. Oversee the provision of marketing support to the department: Oversee all marketing campaigns, events, exhibitions, conferences, launches and seminars, ensure that public participation, education and communication campaign initiatives are effectively coordinated at all times e.g. road shows, conferences and seminars and oversee the review of existing promotional materials for marketing effectiveness and adherence to the GCIS manuals. Oversee the management of the resources of the Chief Directorate.

**ENQUIRIES**

Mr M. Kgobokoe Tel No: 012 319 6168

**NOTE**

The Department of Agriculture, Forestry and Fisheries is looking to appoint a dynamic, vibrant and innovative individual with a passion to oversee the effective co-ordination and delivery of communication, media liaison, stakeholder relations management and brand management activities for the department. The candidate must also have proven leadership skills including building of strategic stakeholder relationships with other law enforcement agencies within the South African, regional and international spheres. The successful incumbent will report to the Deputy Director-General: Policy, Planning, Monitoring and Evaluation.

**POST 16/02**

**DIRECTOR: COMMUNICATION SERVICES REF NO: 27/2019**

Reports to Branch: Policy, Planning & Monitoring & Evaluation

**SALARY**

R1 005 063 per annum (Level 13) (all-inclusive package consists of a basic salary, the State’s contribution to the Government Employees Pension Fund, a medical fund and a flexible portion in terms of applicable rules). The successful candidate must enter into a performance agreement and sign and employment contract.

**CENTRE**

Pretoria

**REQUIREMENTS**

The ideal candidate will possess a relevant undergraduate qualification (NQF level 7) in Communication/Public Relation as recognized by SAQA coupled with a minimum of 5 years' experience at a middle/ senior management level in a communication environment. The incumbent should also have knowledge and understanding of the Public Service legislative framework, corporate governance principles, and the field of journalism, international law and international relations requirements, and Government priorities and imperatives. The successful candidate will be required to oversee the effective co-ordination and delivery of communication, media liaison, corporate identity, public liaison, branding management and internal and external event management for the Department.

**DUTIES**

The incumbent’s key responsibilities will include, inter alia: Provide guidance and support to the Communication directorate: Oversee and ensure that research is conducted within the communications and marketing fields in order to keep abreast of best practice initiatives and developments, oversee the planning and development of a brand management strategy/framework and ensure that it is implemented, oversee the planning and development of a communications and media strategy/framework and ensure that it is implemented, oversee the development of the annual marketing budget, ensure the implementation of communication policies, procedures and branding guidelines, provide strategic leadership on the implementation of marketing campaigns and oversee the utilization of other public platforms for the Minister to pursue the departmental objectives. Oversee communications and media activities: Ensure the effective planning, co-ordination, and management of media and communications activities (including media briefings), oversee the development of standard communication information (e.g. FAQ’s model answers) within the department in order to ensure consistency of communications, ensure the delivery of communication to staff through a range of channels e.g. newsletters, articles, intranet, etc., ensure that writing and editorial support is provided for all communication initiatives, including speeches and articles, co-ordinate the production of papers and articles in magazines, newspapers and books, ensure that media correspondence and coverage monitoring take place, liaise with the Office of the DG with regards to the Presidential Hotline Matters and ensure efficient administration of the media and communication. Ensure effective brand management: Ensure that the reputation of the department is managed through effective promotion and brand management.
strategies, plan and oversee the implementation of branding strategies, campaigns and processes, oversee all brand management activities relating to design, production, marketing and/or promotion of material, plan and ensure the development of advertising and promotional activities based on the brand promise, ensure that research into market trends, best practice and branding opportunities for the department is conducted and liaise with external service providers for branding and publicity purposes, ensure the provision of adequate administrative support in respect of developing internal communication templates e.g. presentation templates, word document template, letterheads, e-mail signatures, etc. Oversee campaign and event management within the department: Coordinate the selection and management of external service providers for communication/campaign projects, oversee all events and advocacy campaign and provide advice in relation to objectives and deliverables, oversee the approval of project work plans and resources, ensure the integration of all campaign functions and oversee the development of quality assurance plans and ensure that service providers adhere to quality standards. Oversee the provision of marketing support to the department: Oversee all marketing campaigns, events, exhibitions, conferences, launches and seminars, ensure that public participation, education and communication campaign initiatives are effectively coordinated at all times e.g. road shows, conferences and seminars and oversee the review of existing promotional materials for marketing effectiveness and the adherence to the GCIS manuals. Oversee the management of resources of the Directorate.

ENQUIRIES: Mr M. Kgobokoe Tel No: 012 319 6168

NOTE: The Department of Agriculture, Forestry and Fisheries is looking to appoint a dynamic individual with a passion to oversee the effective co-ordination and delivery of communication, media liaison, language services, corporate identity, brand management activities, internal and external event management for the department. The candidate must also have proven leadership skills including building of strategic stakeholder relationships with other law enforcement agencies within the South African, regional and international spheres.

POST 16/03: DIRECTOR: INFRASTRUCTURE SUPPORT REF NO: 19/2019
Reports to Branch: Food Security and Agrarian Reform

SALARY: R1 005 063 per annum (Level 13) (all-inclusive package consists of a basic salary, the State’s contribution to the Government Employees Pension Fund, a medical fund and a flexible portion in terms of applicable rules). The successful candidate must enter into a performance agreement and sign and employment contract.

CENTRE: Pretoria

REQUIREMENTS: The ideal candidate should possess a B.Sc degree in Engineering and registered with ECSA with a minimum of 5 years’ relevant experience at a middle/ senior managerial level. The incumbent must have sound knowledge and understanding of the following: Sector production and inter-related sphere of engineering infrastructure with production. Project management principles, processes and systems. The incumbent should have knowledge of all relevant legislation and regulations that govern the Public Service including the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and Treasury Regulations, the Public Service act, 1994 (Act 103 of 1994), the Labour Relations Act, 1995 (Act 66 of 1995), etc. Government priorities and imperatives. The White Paper on Transforming Public Service Delivery (Batho Pele).

DUTIES: The incumbent’s key responsibilities will include, inter alia: Provide professional advisory services in respect of engineering projects which include amongst others, the coordination and management of the development of technical capacity required for projects. Management of the execution of all technical functions according to design plans and ensure the sign-off of all project-engineering designs. Provide all aspects of technical advice. Assist with the implementation, control inspections, and sign-off project certificates. Monitor and evaluate projects fostering improved client relations. Ensure that all existing norms and standards are adhered to. Report on project standards and compliance. Monitor engineering and infrastructure activities across the provinces. Identify and implement infrastructure needs which include inter alia: seek economically viable infrastructure initiatives, propose models of ownership and use of infrastructure
initiatives, work with the community to develop viable infrastructure models and ensure food security via the development of infrastructure needs. Ensure food security through broader planned initiatives and commercial planning. Ensure plans are in line with national directives. Manage the resources of the Directorate.

ENQUIRIES: Dr J. K. Moeng Tel No: 012 319 8495
NOTE: The Department of Agriculture, Forestry and Fisheries is looking to appoint a dynamic and vibrant individual with a passion to advise upon and monitor the implementation of infrastructure projects, and the provision of appropriate inputs across the Department’s core delivery areas, ensuring project success and food security.

POST 16/04: DIRECTOR: SECTOR TRANSFORMATION AND GENDER MAINSTREAMING
REF NO: 18/2019
Reports to Branch: Food Security and Agrarian Reform

SALARY: R1 005 063 per annum (Level 13) (all-inclusive package consists of a basic salary, the State’s contribution to the Government Employees Pension Fund, a medical fund and a flexible portion in terms of applicable rules). The successful candidate must enter into a performance agreement and sign and employment contract.

CENTRE REQUIREMENTS: Pretoria

The ideal candidate should possess a relevant undergraduate qualification (NQF level 7) in Development Studies or a relevant Agricultural degree as recognized by SAQA coupled with a minimum of 5 years’ relevant experience at middle/senior managerial level. Knowledge and understanding of all relevant legislation and regulations that govern the Public Service including the PFMA and Treasury Regulations, The Public Service Act, the Labour Relations Act etc. In depth knowledge and understanding of the legislative and regulatory framework that governs transformation in South Africa, including policies. Knowledge and understanding of the White Paper on the transformation of the Public Service. Knowledge of government policies, strategies and priorities with regard to broad transformation. Knowledge of the Department’s intentional obligations and commitments with regards to transformation and understanding of Departmental strategies and prescripts.

DUTIES: The incumbent’s key responsibilities will include, inter alia: Development of a framework to facilitate the implementation of programmes aimed at achieving the Department’s and Government’s objectives and international obligations with regards to vulnerable groups within the sector, identify and develop policies, programmes and strategies aimed at addressing issues affecting vulnerable groups within the sector in line with legislative regulatory requirements and international obligations, develop and maintain systems for managing the implementation of policies, programmes and strategies aimed at addressing issues affecting vulnerable groups within the sector, provide inputs into the Department’s strategic and programme planning process to ensure that issues affecting vulnerable groups are being addressed. Facilitate engagements with other role players within the sector to ensure that issues affecting vulnerable groups are being addressed. Prepare and provide strategic inputs to inform the overall sector transformation strategy, develop guidelines and operating procedures to ensure the implementation of sector wide policies, programmes and strategies aimed at addressing issues affecting vulnerable groups. Facilitate and manage the implementation of policies, programmes and strategies aimed at addressing issues affecting vulnerable groups within the sector, provide/facilitate the provision of direct support (including training) to key role players within the sector to ensure the implementation of relevant policies, programmes or strategies, participate in relevant national, regional and international structures and forums to facilitate the implementation of sector wide policies, programmes and strategies, prepare and submit reports on relevant programmes and initiatives to key stakeholders including regional bodies and international structures, identification of service delivery programmes to address basic human needs issues and provide poverty alleviation programmes in service areas where DAFF is most competent. Undertake strategic review of strategies and programmes aimed at addressing issues affecting vulnerable groups, facilitate the formulation of strategic partnerships with key stakeholders within the sector to ensure implementation of
sector wide policies, strategies and programmes, monitor, evaluate and report on sector wide strategies, programmes and initiatives. Facilitate and manage the implementation of policies, programmes and strategies aimed at addressing issues affecting vulnerable groups within the sector, develop a sectoral service delivery improvement plan, manage the implementation of the sectoral service delivery improvement plan, monitor, evaluate and report on the implementation of sectoral service delivery improvement plans. Facilitate sectoral service delivery improvement, develop a sectoral service delivery improvement plan, manage the implementation of the sectoral service delivery improvement plan, monitor, evaluate and report on the implementation of sectoral service delivery improvement plan. Manage the resources of the Directorate, develop the operational plan for the Directorate and ensure its implementation, allocate and manage resources at functional levels to ensure the delivery on set targets for the Directorate, develop solutions to technical challenges, conduct financial planning and account for allocated budget, ensure adherence to policy and statutory directives relevant to the functional terrain of the Directorate, monitor, evaluate and report on the performance of the Directorate, manage client relations, ensure the management and development of human resources.

**ENQUIRIES**

Ms L. Botsheleng Tel No: 012 319 7328

**NOTE**

The Department of Agriculture, Forestry and Fisheries is looking to appoint a dynamic individual with a passion to develop, manage, co-ordinate, monitor and provide strategic direction and support in the implementation of sector transformation policies and strategies that target maximum participation of vulnerable groups, to enhance the service delivery of the sector as well as to enable achievement of the transformation objectives of the sector.
DEPARTMENT OF BASIC EDUCATION

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

APPLICATIONS

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

FOR ATTENTION

Mr A Tsamai

NOTE

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

MANAGEMENT ECHELON

POST 16/05

DIRECTOR: MATHEMATICS, SCIENCE AND TECHNOLOGY & CURRICULUM INNOVATION AND E-LEARNING REF NO: DMSTCIE/01/2019
Branch: Curriculum Policy, Support and Monitoring
Chief Directorate: Curriculum Quality and Enhancement of Programmes
Directorate: Mathematics, Science and Technology (MST) & Curriculum Innovation and e-Learning

SALARY

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

CENTRE

Pretoria

REQUIREMENTS

A Bachelor’s degree in Maths, Science or Technology Education or equivalent qualification in Information Communications Technology and E-learning, coupled with at least five (5) years’ experience at middle or senior management level. This should ideally be supported by substantial experience within the Basic Education Sector. Knowledge of the key challenges in MST as well as in e-Learning and how these can be mediated to improve learner performance in schools. In-depth knowledge of the CAPS as well as e-Education. Knowledge of the National Qualifications Framework and Curriculum Development processes. Knowledge of and ability to work with critical stakeholders within the Sector to strengthen the implementation of ICT e-Learning and MST interventions. Ability to monitor the implementation of Norms and Standards in line with section 3 and 8 of the National Education Policy Act. The ability to provide strategic leadership to the MST and e-Learning teams. A thorough understanding of and experience in all processes involved in project management, including management and oversight of conditional grants. Management of Special Interventions and Support Programmes to provinces, districts, and schools. Ability to update and implement the MST as well as e-Learning Strategies. Ability to co-ordinate and manage the finances of the directorate in line with PFMA and procurement processes. Good and functional knowledge of Government prescripts, knowledge of Monitoring, Evaluation and Reporting systems and processes. Excellent Planning and Organising skills. Strong leadership and advanced computer applications skills. Good interpersonal relations and the ability to handle pressure. A valid driver’s license.

DUTIES

The successful candidate will be expected to manage the Directorate. Implement the National Strategy for Learner Attainment (NSLA). Manage and oversee GET and FET Special Intervention and Support Programmes to provinces, districts and schools, including focus schools. Oversee curriculum implementation, monitoring
and support for MST subjects and e-Learning. Strengthen intra- and inter-sectoral collaboration. Plan for assessment support in GET and FET schools. Receive and quality assure learning and teaching support material. Provide professional support to provinces/distRICTS/fields/schools in curriculum implementation. Develop and maintain policies concerning curriculum, qualifications and assessment protocols. Formulate and implement the Directorate’s Operational Plan. Effectively manage all contracts within the Directorate to achieve predetermined deliverables. Internalise and operationalise the departmental risk management policy and strategy. Compile and Implement Departmental Information security standards. Implement the Departmental Internal Control Measures and Findings and Recommendations of the Internal Audit functions and Auditor General. Ensure that Annual budget and monthly cash-flow expenditure are monitored in line with policies and procedures. Ensure that Subject profiles are compiled and identified weaknesses are addressed. Track learner performance to inform quarterly interventions. Measure the impact of monitoring and support to schools on learning outcomes. Measure the impact of all the interventions on the learning outcomes. Ensure that the NSLA quarterly reports are coordinated, analysed and feedback given to provinces within seven (7) days and that the Evidence-Based Report (EBR) is prepared fourteen (14) days before presentation to Umalusi for standardization and DG’s consideration. Monitor and support the implementation of MST and e-Learning Programmes. Coordinate the Implementation of the MST sector fire framework with DBE, DHET and DST as well as International Cooperation Agreements. Co-ordinate Private Sector stakeholder’s inputs, including inputs from NGOs and PEDs. Ensure that Employment Equity policy and targets are applied during selection and recruitment processes.

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

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.

CLOSING DATE:
31 May 2019

OTHER POSTS

POST 16/06: DEPUTY DIRECTOR: BUSINESS ANALYSIS, POLICY MONITORING AND GOVERNMENTAL PARTNERSHIPS REF NO: DBE/23/2019
Branch: Planning, Information and Assessments
Directorate: Education Management Information Systems (EMIS)

SALARY: R869 007 per annum (All-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS:
An appropriate three-year Bachelor’s Degree or a three year relevant post matric qualification with specialisation in Computer Sciences, Information Technology or Business Applications (or related fields). A Postgraduate qualification and knowledge of the Education system and policies will be added advantages. A minimum of 4 years’ relevant experience at a supervisory/middle managerial level in business or system analysis and project management is essential. Extensive proven experience in Business process mapping notation (BPMN), UML, SDL, and JAD. Knowledge of Business Analysis methodologies and mapping required and knowledge in Agile methodologies will be advantageous. Application of Project Management in relation to PM methodologies (PMBok or PRINCE 2). Advanced knowledge of all Microsoft Office Tools including MS Project and MS Visio. The ideal candidate must be able to create logical and innovative solutions to complex problems and possess practical experience in business process analysis or re-engineering. Knowledge of Education Data systems, including SA-SAMS and...
LURITS is recommended. A valid driver’s license, be prepared to travel and work overtime on occasion. Excellent written and verbal communication skills are a must. Must be able to multitask and meet deadlines in a fast-paced start-up environment with minimal guidance. Work well in a team environment, under pressure and willing to work overtime on occasion. Have strong project management skills.

**DUTIES**

The successful candidate will reverse engineer education policies into business processes and system specifications for operational units; Examine existing process models and data flows within the education system and design improved solutions; Facilitate JAD sessions with customers to determine requirements; Create and review business cases, terms of references and tender specifications; and develop user, functional and technical specifications; Provide project management services to the Directorate including the management of service providers; Manage the Modernisation of SA-SAMS Project, monitor the full SDLC of the solution for the education sector using a variety of delivery methods, including reporting on the Project on various levels; Develop policies and standards to govern education management information systems. Ensure implementation of Education Information Policy and support Policy alignment; Manage governmental partnerships on data matters; Provide reporting and administrative support to the Directorate, including financial management; Support provinces in the implementation of education management systems for school administration, reporting and collection of quality data; Develop relevant training materials for managers and facilitate training programmes and meetings at national and provinces; Expected to assist in the management of the Directorate and represent the Department in various internal and external meetings and conferences.

**ENQUIRIES**

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

**NOTE**

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

**CLOSING DATE**

31 May 2019

**POST 16/07**

**DEPUTY DIRECTOR REF NO: DBE/24/2019**

Branch: Office of the Director-General

Directorate: Co-ordination and Secretariat Support

**SALARY**

R869 007 per annum (All-inclusive remuneration package)

**CENTRE**

Pretoria

**REQUIREMENTS**

An appropriate Bachelor’s degree or three year relevant post matric qualification. At least four (4) years’ experience in managing high-level secretariat support functions, processes and outputs. Four (4) years relevant experience at supervisory/middle managerial level. Excellent organisational, administrative and coordination skills. Sound interpersonal and stakeholder liaison skills. Excellent verbal and written communication skills. Knowledge and experience of governance issues and report writing at corporate level. Computer literacy. Ability to work under pressure and inordinate hours. Willingness to travel and a valid driver’s license.

**DUTIES**

The successful candidate will coordinate and manage the provision of high-level secretariat support service to meetings of statutory bodies such as CEM and HEDCOM, various departmental structures such as Broad Management, Senior Management and Ministerial Management, among others, and inter-governmental structures, including the Social Protection, Community and Human Development Cluster; coordinate the participation of the Department of Basic Education in interdepartmental work including at Cluster level; manage decision support systems and processes to optimise functions of governance structures; serve as a custodian of executive decisions of governance structures and develop a mechanism to ensure executive decisions are acted upon.

**ENQUIRIES**

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

**NOTE**

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

**CLOSING DATE**

31 May 2019
<table>
<thead>
<tr>
<th>POST 16/08</th>
<th>DEPUTY DIRECTOR (STRUCTURED SCHOOL MANAGEMENT AND ASSISTANT SUPPORT PROGRAMME) REF NO: DBE/25/2019</th>
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<tbody>
<tr>
<td></td>
<td>(One Year Renewable Contract)</td>
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<td></td>
<td>Branch: Curriculum Policy, Support and Monitoring</td>
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<td></td>
<td>Chief Directorate: Curriculum Implementation and Monitoring</td>
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<td></td>
<td>Directorate: Curriculum, Implementation and Quality Improvement (GET)</td>
</tr>
<tr>
<td>SALARY</td>
<td>R733 257 per annum (All-inclusive remuneration package)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Pretoria</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>An appropriate recognised three year relevant (NQF level 6) post matric qualification or equivalent qualification. At least four (4) years relevant experience at supervisory level. The successful candidate must demonstrate a good understanding of the education sector in South Africa, proven experience in managing the implementation of projects; proven ability to produce quality work under pressure; manage deadlines; ability to work with people at different levels, team player able to work autonomously; proficient computer skills; strong analytical and problem-solving skills; good communication and writing skills, process management. This position requires willingness to frequently travel and working outside the Gauteng Province.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Overseer some aspects of the programme including: managing the negotiation of contracts with service providers following the Department of Basic Education policies (DBE) and processes, monitor implementation of the delivery agreements of several service providers, ensure service providers adhere to agreed deadlines and communicate any risks to management, work closely with project teams, ensure effective stakeholder engagement, support the monitoring and evaluation of the project, prepare monthly and quarterly reports.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr A Tsamai Tel No: 012 357 3321/ Ms M Thubane Tel No: 012 357 3297</td>
</tr>
<tr>
<td>CLOSING DATE</td>
<td>24 May 2019</td>
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<thead>
<tr>
<th>POST 16/09</th>
<th>DEPUTY DIRECTOR (STRUCTURED LEARNING DISTRICT CURRICULUM LEADERSHIP PROGRAMME) REF NO: DBE/26/2019</th>
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<tr>
<td></td>
<td>(One-Year Renewable Contract)</td>
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<tr>
<td></td>
<td>Branch: Curriculum Policy, Support and Monitoring</td>
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</tr>
<tr>
<td>SALARY</td>
<td>R733 257 per annum (All-inclusive remuneration package)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Pretoria</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>An appropriate recognised three year relevant (NQF level 6) post matric qualification in Finance field or equivalent qualification. At least four (4) years of demonstrable relevant experience at supervisory level. Experience in project management is a prerequisite. Extensive knowledge of PFMA and Treasury Regulations is a prerequisite. The successful candidate will have: proven experience in managing, evaluating and analysing financial performance in a project. The understanding of and the proven ability to produce quality work under pressure and manage deadlines; proven experience of analysing performance information for alignment and verification; evidence of showing attention to detail; ability to negotiate and manage contracts, report writing, risk management. Willingness to travel frequently outside Gauteng.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>To ensure the successful planning and implementation of components of the programme including: Negotiating contracts with service providers; managing the contract delivery agreements ensuring that planned activities take place within the budgeted plan and all obligations by service providers are met; Work as part of team with all stakeholders, fulfil all financial and narrative project requirements such as providing financial reports for the entire programme and supporting the monitoring and evaluation of the project, prepare presentations, plan and organise all activities including scheduling and arranging payments.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr A Tsamai Tel No: 012 357 3321/ Ms M Thubane Tel No: 012 357 3297</td>
</tr>
<tr>
<td>CLOSING DATE</td>
<td>24 May 2019</td>
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</tbody>
</table>
POST 16/10: ASSISTANT DIRECTOR: REPORTING, PUBLICATION AND INFORMATION DISSEMINATION REF NO: DBE/27/2019
Directorate: Education Management Information Systems (EMIS)

SALARY: R470 040 per annum
CENTRE: Pretoria
REQUIREMENTS: An appropriate three-year Bachelor’s degree or a three-year relevant post matric qualification in Statistics, Social Sciences, Information Technology or related fields. Three year relevant experience in computer applications such as databases and spreadsheets, statistical software such as SPSS or STATA. Ability to work with large datasets and dissemination of education-related data will be a strong recommendation. Experience in project management, research and statistical methods. Good writing skills and an understanding of the education system and legislative framework will be an added advantage. It is recommended that the incumbent should have a strong analytical background.

DUTIES: The successful candidate will Interpretation and validation of data/information prepared for clients and publications; Disseminating of data to clients and extract, organize, clean and structure data to provide reliable and timely information; Respond to statistical education questions from clients and Parliamentary; Maintain a Query Logging System (QLS), monthly, quarterly and annually; Extraction and compilation of data tables in MS-Excel and MS-Access, Good working knowledge of developing, analysing reports by using Statistical Packages (e.g. STATA); Develop data collection tools and provide advisory service on data collection methodologies to other directorates and provide them with support to on analysis of data and writing reports on statistical data; Validate and complete standard questionnaires from UNESCO and other international reporting; Support in developing and maintaining Education Data Standards.

ENQUIRIES: Mr A Tsamai Tel No: 012 357 3321/ Ms M Thubane Tel No: 012 357 3297
NOTE: All shortlisted candidates will be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance.
CLOSING DATE: 31 May 2019
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, Tijgerpoort, 0056; submitted electronically via email: cogta42@ursonline.co.za or via fax: 086 415 5709.

FOR ATTENTION
URS Response Handling Tel No: 012 811 1900

CLOSING DATE
31 May 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 16/11
DEPUTY DIRECTOR: DISASTER RISK REDUCTION AND PLANNING REF NO: 26086/01

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

CENTRE
Pretoria

REQUIREMENTS
A three-year National diploma/Bachelor's degree in Disaster Management/Development Studies/Environmental Management/Sciences/Natural Sciences/Public Administration and/or Management qualification or equivalent with 3 to 5 years' experience in a disaster risk management field. Additional requirements: A driver’s license and travel extensively. Generic competencies: Planning and organising, Coordination, Problem solving and decision making, Project management, People management and empowerment, Client orientation and customer focus, Team leadership, Diversity management, Communication (verbal and written), Technical competencies: Policy and legislation relevant to the disaster risk management function in South Africa and Internationally, Concept of disaster risk reduction, Project management methodologies, Provincial and Local Government environment, Core philosophy of disaster risk reduction and mainstreaming risk reduction into development initiatives, Intergovernmental Relations, Knowledge, understanding, interpretation, packaging and application of spatial data.

DUTIES
The successful candidate will perform the following duties: Facilitate the development, coordination and alignment of disaster risk reduction and disaster management planning. Develop guidelines on the integration of disaster risk reduction plans into Integrated Development Plans, Spatial Development Frameworks and climate change adaptation. Develop national risk reduction strategies and national preparedness and response plans for each specific risk/hazard. Facilitate and manage the establishment of public private partnerships to promote risk reduction and enhance resilience of communities, infrastructure, environment and business to disasters. Conduct disaster assessments and assess
the post disaster recovery projects and reports to enhance disaster risk reduction programmes and disaster management planning within organs of state.

ENQUIRIES

: Ms M.J. Lekalakala Tel No: (012) 848 4616
DEPARTMENT OF ENVIRONMENTAL AFFAIRS

OTHER POSTS

POST 16/12: DEPUTY DIRECTOR: SYSTEM ADMINISTRATOR, MONITORING & EVALUATION REF NO: CCAQ03/2019
(1 Year Contract)

SALARY: R733 257 per annum (all-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: A three (3) year Bachelor’s degree/National Diploma qualification in environmental management; science, engineering or IT; and In service training; and Knowledge in the area of air quality information management. Information management techniques, methodologies, systems and the latest technologies. The use of sophisticated information and communication technology. Scientific practise, procedures and protocols. Climate Change systems analysis would be an advantage. Project management skills.

DUTIES: Design, develop and maintain the National Climate Change Response Database (NCCRD). Contribute in the development of the South Africa’s Climate Change Monitoring and Evaluation System (SACCMES). Working with relevant line departments and other M&E institutions nationally in designing, developing, and implementing the overall South African Climate Change Monitoring & Evaluation System (SACCMES) that will evolve with international measuring, reporting and verification (MRV) requirements. Prepare monthly performance statistics. Monitor and evaluate general performance of the SACCMES system. Management of Electronic Climate Change related documents. Providing guidance and assistance to the Chief Directorate with regarding IT-related issues Analysing data generated by the atmospheric quality databases.

ENQUIRIES: Mr. Jongikhaya Witi Tel No: (012) 399 9048
APPLICATIONS: Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.
FOR ATTENTION: Ms JM van Schalkwyk
NOTE: Application must be submitted on a signed and dated Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizen Status; Credit worthiness; Previous employment (reference checks); and Qualification verification. The persons appointed to this position will be subjected to a security clearance. The Department reserves the right not to make an appointment. No faxed, e-mailed and late applications will be considered. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.

CLOSING DATE: 27 May 2019

POST 16/13: SENIOR LEGAL ADMINISTRATION OFFICER (MR6): APPEALS AND LEGAL REVIEW REF NO: LACE01/2019

SALARY: R473 820 – R1 140 828 per annum (OSD)
CENTRE: Pretoria
REQUIREMENTS: An LLB degree coupled with at least 8 years post qualification experience in the provision of legal services. Knowledge of Environmental Law, Mining Law, Constitutional Law, Promotion of Access to Information Act and Administrative Law. Knowledge and experience in judicial review application. An ability to interpret legislation, good analytical and research skills, good verbal and written communication skills in English, good drafting skills, computer literacy, an ability to work in a team, a pro-active, problem-solving and positive attitude and an ability
to adhere to deadlines are essential. Must be able to travel and must have a drivers license, and be able to work after hours or over weekends when necessary. Good negotiating skills.

**DUTIES**

Provide legal support and legal advice on the interpretation of environmental legislation and the Promotion of Access to Information Act or the Promotion of Administrative Justice Act in appeal related matters. Deal with appeals received in accordance with the relevant processes and within the relevant time frames. Receive and respond to appeals related media queries, parliamentary queries, queries from stakeholders, including the appellants and applicants. Appoint appeal panels when required and convene meetings to discuss appeals depending on the complexity of the appeal. Attend to filing of appeal documents in terms of internal filing policies and guidelines. Provide litigation support, including compilation of court records, and attend to consultations with legal counsel on appeal decisions taken on review. Draft ministerial submissions and appeal decisions.

**ENQUIRIES**
Adv. Mokete Rakgogo Tel No: 012 399 9626

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

**FOR ATTENTION**
Ms Lerato Ngobeni

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

**CLOSING DATE**
27 May 2019

**POST 16/14**
ASSISTANT DIRECTOR: PROGRAMME DEVELOPMENT AND MANAGEMENT (NEAR-TERM CLIMATE CHANGE PRIORITY FLAGSHIP PROGRAMMES) REF NO: CCAQ02/2019
(1 Year Contract)

**SALARY**
R470 040 per annum plus 37% in lieu of benefits

**CENTRE**
Pretoria

**REQUIREMENTS**
A three (3) year Bachelor’s Degree/ National Diploma in management, programme/project management or equivalent qualification in the related field. Sound understanding of climate change and/or sustainable development. Strong communication and leadership skills, Extensive knowledge and understanding of South Africa climate change response policies and relevant strategies/regulatory frameworks Extensive knowledge and understanding of climate finance landscape, Work experience in development, climate change and development, environmental sciences, natural resource management, disaster risk management, law, applied economics, social sciences, sustainable development or a related field.

**DUTIES**
Support DEA’s coordination of the implementation and scaling-up plans of prioritised Climate Change Flagship Programme activities, Facilitate the streamlining of project/programme with the aim of linking them to opportunities of financial support, Provide technical support and expertise to key actors, in the implementation and scaling-up of prioritised Climate Change Flagship Programme activities including the coordination of programmes across different spheres of government, the private sector and civil society, where relevant, Identify, coordinate and support stakeholders in the development and implementation of prioritised Climate Change Flagship Programme activities and enhance co-operation and collaborative action among these key actors, Contribute to the
profiling of the Climate Change Flagship Programmes, and knowledge management for the Climate Change Flagship Programmes, assisting with the development of materials and content for this purpose.

ENQUIRIES
Mr. Jongikhaya Witi Tel No: (012) 399 9048

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

FOR ATTENTION
Ms JM van Schalkwyk

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

CLOSING DATE
27 May 2019
GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

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

APPLICATIONS

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

CLOSING DATE

24 May 2019 at 12h00.

NOTE

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

OTHER POST

POST 16/15:

FINANCIAL ANALYST: JOBS FUND PMU ADMINISTRATION REF NO: G006/2019

Term: 36 Months Fixed Term Contract

SALARY

R869 007 – R1 023 645 per annum (Level 12) (All – inclusive package)

CENTRE

Pretoria

REQUIREMENTS

A relevant 3-year (NQF 7) qualification Degree/Diploma in Accounting or Finance, Post graduate degree Financial Administration, Accounting or a related field will be an advantage. Minimum of 3 years' experience in reporting, consolidation and financial analysis. Knowledge of Statutory Accounting Principles. To provide reliable, accurate, timely and well-informed advice to the Jobs Fund Team on legal issues and the potential legal implications of various business initiatives and projects. Competencies required: Client Orientation: Client-service orientation implies helping or serving others, to meet their needs. It means focusing on discovering those needs, figuring out how to best meet them as well as putting into practice the Batho Pele spirit. The term "clients" refers to both internal and external clients. Concern for Quality and Order: Desire to see things done logically, clearly and well. It takes various monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining information system. Effective Communication: Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering: verbal, non-verbal, written, and or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Emotional Intelligence: Capacity for recognising their own feelings and those of others, for motivating themselves and others as a result of this awareness, and for managing emotions within themselves and in others.

DUTIES

Financial Appraisals and Portfolio Reports: Analysis of Corporate Financials, appraising new investment proposals (due diligence) and opportunities, Commercial analysis, financial modelling and analysis, risk and institutional analysis, preparing appraisal/credit reports for submission, preparing disbursement request reports for submission, oversee disbursements to approved projects as well as monitor project progress post investment, reviews and verifies statistical and financial information. Cost Analysis: Identifies financial status by comparing and analyzing actual results with plans and forecasts, provision of...
trends and forecasts, provide explanation on processes and techniques and recommend actions, improves financial status by analyzing results and monitoring variances, identify trends and recommend actions to Jobs Fund management, recommends actions by analyzing and interpreting data and making comparative analyses. Accounting and Compliance: Analyzing current and past financial data and performance, identifying trends in financial performance and providing recommendations for improvement, evaluate projects capital expenditures against JF value for money frameworks. Auditing: Examines accounting data for accuracy, appropriateness and documentation, audits document submitted for payment for compliance with Jobs Fund guidelines and prepares and maintains mandated documents as required. Communications and Technical Support: Maintains communication with staff regarding financial matters, provides information and technical support in the development and revision of policies and regulations, assists in the development of office systems and procedures, promote knowledge management by sharing of technical financial information, reviews proposed contracts for adherence to Jobs Fund policy, existing laws and regulations and provides support to Jobs Fund staff or programs as a fiscal advisor when necessary.

ENQUIRIES : Kaizer Malakoane Tel No: (012) 315 5442
ANNEXURE F

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: 27 May 2019 at 12:00pm Mid-Day

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

OTHER POSTS

POST 16/16: DEPUTY DIRECTOR: HIV PREVENTION REF NO: NDOH 7/2019
(Contract Ending 31 March 2022)
Chief Directorate: HIV and AIDS
Directorate: HIV/AIDS Prevention Strategies

SALARY: R733 257 per annum (An all-inclusive remuneration package) [basic salary consists of 70% or 75% of total package, the State’s contribution to the Government Employee’s Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Middle Management Service guidelines.

CENTRE: Pretoria

REQUIREMENTS: A Post Graduate Degree in Health Sciences or Public Health. At least three years’ experience in junior or middle management within HIV and AIDS programmes including prevention strategies. Proven experience also in; policy analysis and development, finance, human resource and project management. Knowledge and understanding of health challenges in South Africa and SADC region. Knowledge of all relevant Public Service Statutes including Labour Relations Act, 66 of 1995 and the Individual Grievance Regulation, 2010. Excellent verbal, liaison and written communication, analytical, planning and organising skills including leadership, coordination, problem solving and time management. Ability to work in a highly pressured environment and willing to travel long and irregular hours. A valid driver’s license.

DUTIES: Coordinate and support implementation of the national HIV prevention strategy and progress reports for programmes. Monitor the coverage of the current HIV prevention activities and align implementation to the relevant policies, guidelines and implementation tools. Support implementation of operational plans. Provide human resource management, financial and data management support to the unit. Support and monitor the implementation of the national wellness campaign and ensure that there are critical enablers in place for the success of the campaign and

21
coordinate a multisectoral approach for implementation. Coordinate needs analysis for capacity building for all programmes in the Prevention Directorate.

**ENQUIRIES**

Dr T Chidarikire Tel No: (012) 395 9153

**POST 16/17**

DEPUTY DIRECTOR: PRE-EXPOSURE PROPHYLAXIS (PREP) AND POST EXPOSURE PROPHYLAXIS (PEP) REF NO: NDOH 8/2019

(Contract Ending 31 March 2022)

Chief Directorate: HIV and AIDS. Directorate: HIV/AIDS Prevention Strategies

**SALARY**

R733 257 per annum (An all-inclusive remuneration package) [basic salary consists of 70% or 75% of total package, the State’s contribution to the Government Employee’s Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Middle Management Service guidelines.

**CENTRE**

Pretoria

**REQUIREMENTS**

A three-year Bachelor’s Degree/National Diploma or equivalent NQF 6 qualification in Health Science or related field. A Postgraduate degree will be an advantage. At least three (3) years experience in the implementation of Pre-Exposure Prophylaxis (PrEP) and Post Exposure Prophylaxis (PEP), HIV prevention programme at Junior management or equivalent level. Knowledge of management of programme, HIV/AIDS PrEP and PEP, Policy Development and Public Services regulations and relevant prescripts. Good communication (verbal and written), facilitation, presentation, interpersonal, financial management and computer Skills (MS Office packages).

**DUTIES**

Manage the implementation of the National PrEP and PEP programme. Coordinate and support the development of provincial business plan to incorporate PrEP and PEP. Develop and revise prevention policies, strategies and guidelines to enhance the effectiveness of PrEP and PEP programme, the correct delivery and use thereof including PEP kits. Conduct monitoring and evaluation of the programme and provide appropriate corrective actions for implementation. Support training and mentorship to all stakeholders delivering PrEP and PEP services through Regional Training Centers (RTCS) and implementing partners at District Outreach and Facility levels. Develop a database for trainers and Trainers of Trainers (TOT). Facilitate the roll out of PrEP and PEP programme to reach the appropriate populations. Mobilise resources needed for PrEP and PEP programme and strengthen linkages to care. Provide strategic direction and support to the Unit and Provinces in the implementation of interventions related to PrEP and PEP, HIV prevention, treatment and implementation of the National Strategic Plan for HIV and AIDS and STIs.

**ENQUIRIES**

Dr T Chidarikire Tel No: (012) 395 9153
ANNEXURE G

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(GOLDFIELDS TVET COLLEGE)

APPLICATIONS must be forwarded to: Attention: The Principal, Goldfields TVET College, Private Bag X95, Welkom, 9459 or be hand delivered at Goldfields TVET College (Central Office), 36 Buren street, Flamingo Park, Welkom

CLOSING DATE: 27 May 2019 at 16:00

NOTE: Goldfields TVET College invites suitable candidates to apply for the following permanent posts (PERSAL). A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers license. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will NOT be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. Note: The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disability are encouraged to apply. Goldfields College is an equal opportunity employer.

OTHER POSTS

POST 16/18: HUMAN RESOURCE PRACTITIONER: HUMAN RESOURCE ADMINISTRATION AND DEVELOPMENT REF NO: GTVETC 01/04/2019

SALARY: R257 508 per annum (Level 07)
CENTRE: Central Office
REQUIREMENTS: A National Senior Certificate (Grade 12) or NCV level 4. A 3 year recognised Degree or National Diploma in HRM/Development; 2 -3 year experience in Human resource environment, Knowledge of Skills Development Act, Skills Development Levies Act, Employment Equity Act, SAQA and understanding of SETA functions and requirements; Computer literacy in Microsoft packages and PERSAL Knowledge(Introduction to PERSAL, Establishment Administration, Personnel Administration, Leave Administration, Salary Administration and Labour relations, knowledge of Public Service Prescripts and Legislations Knowledge of Public Service Regulations Knowledge of Office Administration Knowledge of HR Policies and Procedures Knowledge of Labour Law, EE, Basic Conditions of Employment Knowledge of Public Service Act Knowledge of DPSA Determinations and Regulations. Must be analytical. Problem solving skills, Skills and Competencies: Analytical and decision-making skills; Computer literacy MS Office; Communication skills Verbal and written; Presentation and Facilitations skills; Policy development skills; Problem solving and sound judgment; Self-initiator and be innovative.
DUTIES: Provide advice and guidance on development, maintenance, administration of education and training programmes. Administration of internship and mentorship programmes. Implement policies on education training programmes. Assist in development of Human Resource Development policy and procedures. Do transactions on Persal. Ensure that resettlement is paid according to the policy and to qualifying officials only assist in maintaining the organizational structure on Persal. Implement processes and procedures of Human Resource Practices and Administration. Facilitate the adherence to termination, appointment and transfers.
A valid driver’s license is essential as traveling and extended working hours may be required.

ENQUIRIES
: Mr Mokoai Pheko Tel No: 057 910 6000

POST 16/19
: ADMIN CLERK: HUMAN RESOURCES MANAGEMENT REF NO: GTVETC 02/04/2019 (X2 POSTS)

SALARY
: R173 703 per annum (Level 05)

CENTRE
: Central Office

REQUIREMENTS
: A National Senior Certificate/Grade 12 or NCV Level 4 certificate, an appropriate Degree/National Diploma in Human Resource Management. Computer Literate (Word, Excel, PowerPoint, Outlook), Knowledge of HR administration and Persal system is essential. Planning, organizing and negotiation skills. Ability to work under pressure, independently and also as part of a team. Analytical and problem solving skills. Communication and listening skills. Time management skills. Conflict management skills.

DUTIES
: The successful candidate will be responsible for providing Human Resources administrative support by capturing the leaves. Capturing of staff grievances. Administration the process of appointments and resignations of staff members. Administration of staff benefits. Filing, updating of personnel files and Performance Management.

ENQUIRIES
: Mr Mokoai Pheko Tel No: 057 910 6000

POST 16/20
: ASSISTANT NETWORK CONTROLLER REF NO: GTVETC 03/04/2019

SALARY
: R173 703 per annum (Level 05)

CENTRE
: Central Office

REQUIREMENTS
: A National Senior Certificate (Grade 12) or NCV level 4. A 3 year recognised Bachelor’s Degree/National Diploma in Computer Science/ Information Technology with a minimum of 3 year’s experience in ICT Enterprise environment. A+, N+ or CCNA will be an added advantage. Competencies: Good knowledge of ICT user requirement. Microsoft Office Suit. Desktop operation Systems. WAN and LAN infrastructure is essential. Hands on experience and knowledge of troubleshooting and resolving hardware and software related problems is required. Knowledge of Department transversal systems will be an added advantage. A valid driver’s license is essential as traveling and extended working hours may be required.

DUTIES
: Log calls on Helpdesk. Status update on calls logged on Helpdesk. Escalate unresolved calls to the next level of support personnel. Provide 1st and 2nd line support services. Collaborate with vendor support to resolve technical issues. Facilitate network installations, upgrades or enhancements and assist in evaluation of new products. Set up new computers, connect to the domain and install software. Connect users to printers on the GFMS network and create user boxes and passwords. Maintain a register for ICT equipment upgrades/repairs. Report user feedback and product requests. Record keeping. Develop and maintain installation and configuration procedures. Maintain the ICT infrastructure asset register. Ensure compliance with supply chain policies and procedures.

ENQUIRIES
: Mr Mokoai Pheko Tel No: 057 910 6000

POST 16/21
: SENIOR ADMINISTRATION CLERK (EXAMINATIONS) REF NO: GTVETC 04/04/2019

SALARY
: R173 703 per annum (Level 05)

CENTRE
: Central Office

REQUIREMENTS
: Senior Certificate/ Grade 12/NCV Level 4 plus a recognized Bachelor’s degree or National Diploma in Management Assistant or Office Management or equivalent qualification. A sound knowledge and understanding of Examination and Assessment policies and procedures and other relevant legislative framework governing the Public Service. Good communication skills (verbal and written). Ability to work under pressure and meet tight deadlines. Problem solving, interpersonal relationship, planning and organizing skills.
DUTIES : Administer the Archiving of examination material and development of Auditing Instruments for the sections activities. Administer Printing, production and dispatch of question papers. Quality assure printing work and assessment tools. Oversee storage facilities and ensure proper security of all assessment and examination material. Attend the training of examination administration and ensure that confidentiality agreements are signed and filed. Ensure proper strong room management for the safekeeping of question papers and scripts. Arrange for Braille format question papers. Liaise with respective College and National role-players on Examinations and Assessment related matters.

ENQUIRIES : Mrs Mamono Mofokeng Tel No: 057 910 6000

POST 16/22 : SENIOR ADMINISTRATIVE CLERK – BURSARIES REF NO: GTVETC
05/04/2019

SALARY : R173 703 per annum (Level 05)

CENTRE : Central Office

REQUIREMENTS : Senior Certificate/ Grade 12 or NCV Level 4. A 3 year Bachelor’s degree or National Diploma in Financial Management /Cost and Accounting or equivalent qualification. A sound knowledge and understanding of Departmental bursary policies and procedures and other relevant legislative framework governing the Public Service. Good communication skills (verbal and written). Ability to work under pressure and meet tight deadlines. Problem solving, interpersonal relationship, planning and organizing skills. Good understanding of bursary requirements and National Students Financial Aid Scheme (NSFAS). A valid driver’s license is essential as traveling and extended working hours may be required.

DUTIES : Planning for the start of the bursary process. Ensure that NSFAS applications are correctly filled in. Compile detailed NSFAS application schedules, Update bursary schedules with feedback from NSFAS. Facilitate timeous submissions of allowance payments for qualifying students to finance. Listing/compiling a schedule of all payments made by finance. Keeping reconciliation of monies outstanding due to students throughout the year. Ensuring that all qualifying students are paid before the year ends. Compile reports for Financial Aid Committee and Academic Board Committee, Marketing the DHET/TVET bursary schemes. Supervise staff in the Department.

ENQUIRIES : Mrs Mamono Mofokeng Tel No: 057 910 6000
DEPARTMENT OF HUMAN SETTLEMENTS

The Department of Human Settlements is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender & disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference.

APPLICATIONS: Basadzi, PO Box 394, Menlyn, 0063 or hand deliver to 642 Cnr Olivia Street and Jacqueline Drive, Garsfontein, Pretoria East.

FOR ATTENTION: Ms Duduzile Maria Ntuli

CLOSING DATE: 24 May 2019 @ 16:00

NOTE: It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on form Z83, obtainable from any Public Service department and must be accompanied by a detailed CV, together with certified copies of qualification certificates and your ID/Passport. All copies must be certified in the past 12 months. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to shortlisted candidates only. Please note that the all-inclusive remuneration package consists of a basic salary, the state’s contribution to the Government Employee’s Fund and a flexible portion in terms of applicable rules. As of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. All shortlisted candidates will be subjected to a technical exercise in order to test and measure relevant practical, theoretical and technical application of the applicants required skill set related to elements of the job. The logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Human Settlements reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment. Please note that this is a re-advertisement, candidates who previously applied need to re-apply.

MANAGEMENT ECHelon

POST 16/23: CHIEF DIRECTOR: EXECUTIVE SUPPORT IN THE OFFICE OF THE DIRECTOR-GENERAL REF NO: DOHS/01/2019

SALARY: R1 189 338 – R1 422 012 per annum (all-inclusive salary package)

CENTRE: Pretoria

REQUIREMENTS: Applicants must have an appropriate degree or equivalent qualification which may include Law, Administration and/or in the Housing and Human Settlements disciplines and/or relevant NQF equivalent. The applicant must have at least six (6) years’ experience and exposure at a senior strategic and operational management level. The successful applicant must have good administrative, operational, liaison and communication skills, both written and verbal. The applicant must have experience, knowledge and understanding of administration as well as managing and ensuring strategic, operational, administrative efficiency and compliance within an intergovernmental institutional framework. It is essential that the successful applicant is ICT literate. The knowledge of good practice and initiatives for efficient and effective administration and decision making will be an
advantage. Substantive knowledge and understanding of Government policies, legislation, regulatory objectives and strategies; Knowledge and understanding of policy, legislative and regulatory framework of the state and government.

**DUTIES**

The successful candidate will: Lead and manage the administrative responsibilities and accountability for efficient and effective strategic and operational decision making of the Department; the review, establishment and maintenance and management of efficient strategic, operational and administrative decision making systems in the Office of the Director-General and/or Department. Manage provision of executive, secretarial and logistical support for the Office of the Director-General. Manage and oversee the administrative and operational interface between the Department, Ministry, Parliament and Cabinet. Manage the provision and support for an efficient and effective Human Settlements. Manage and assist in the coordination, implementation and achievement of the objectives of the Departmental intergovernmental framework including the Forum of South African Directors-General and Cabinet Cluster Management requirements; Manage the development and implementation of the strategic, operational, financial and human resources plans of the Unit. Manage the functional administrative support of the Office of the Director-General; Provide Executive administrative support including strategic operational advice to the Director-General as maybe required. Effectively manage the linkages and liaison of the Office of the Director-General with the Office of the Minister/s; Provide quality assurance and oversight on documentation including correspondence, submission and memoranda; Provide support to ensure effective operational and business planning processes within the Department; Ensure and oversee the strategic, annual and operational for the unit; Manage the human resources and personnel of the unit.

**ENQUIRIES**

Charles Ramalepe Tel No: (012) 444-9113

**NOTE**

Representivity: Diversity is promoted. Female candidates and People with Disabilities are encouraged to apply

**POST 16/24**

**CHIEF DIRECTOR: ENTERPRISE ARCHITECTURE REF NO: DOHS/02/2019**

Chief Directorate: Enterprise Architecture

Branch: Chief Operations Officer

**SALARY**

R1 189 338 – R1 422 012 per annum (all-inclusive salary package)

**CENTRE**

Pretoria

**REQUIREMENTS**

Applicants must be in possession of an appropriate qualification relevant to Human Settlements and/or Housing Strategy, Planning, Funding, Development, Monitoring, Compliance, Performance Management and Reporting. An undergraduate and/or postgraduate qualification in the Built Environment, Legal, Administrative and/or Humanities is required with a minimum of six (6) years’ experience at a senior managerial level. Relevant experience and track record in strategy, strategic planning and performance management is required and knowledge, expertise and understanding of government and state strategy, policies, legislation and regulations related to monitoring and reporting will be considered a strength and advantage. The preferred candidate must have the following skill set: executive, result focused, quality and content orientated leadership and management ability and maturity, Research and strategic planning experience, knowledge of development prescripts, policies and practices, excellent communication skills, both verbal and written. Relevant people and financial management experience and oversight. A strong commitment to state and citizen development in the field of housing and human settlements.

**DUTIES**

Lead, manage, develop, monitor and report on the required sector and departmental strategy, strategic, annual and operational performance plans in accordance with the approved Human Settlement and Housing Sector Strategy as required and contained in the Constitution, the National Development Plan, the Government Medium Term Strategic Plans and Mandates. Manage, develop, monitor, oversight and report on the Departmental Service Delivery Improvement Plan in line with the Public Service Regulations 2001, Part III as amended. Lead, manage, develop and performance manage the departmental efficiency and performance improvement plans and scorecards. Oversee the facilitation for the implementation of the relevant strategic, operation and performance plans and the
 provision of technical support in this regard. Manage and oversee required performance assessment frameworks and evaluations for monitoring the implementation of the key performance areas. Lead, manage and oversee the required unit’s human resources, personnel, finances, administration, policy, legislative and regulatory compliance. Provide the required support and assistance to the Executive and Accounting Officers of the Department related to strategy, strategic, annual and operational planning, compliance, monitoring and reporting.

ENQUIRIES : Mr C Ramalepe Tel No: (012) 444-9113
NOTE : Representivity: Diversity is promoted. Female candidates and People with Disabilities are encouraged to apply

POST 16/25 : CHIEF DIRECTOR: MONITORING AND EVALUATION REF NO: DOHS/03/2019
Branch: Project Programme Management Unit

SALARY : R1 189 338 – R1 422 012 per annum (all-inclusive salary package)
CENTRE : Pretoria

REQUIREMENTS :
Applicants must be in possession of a bachelor’s degree in Social and/or Economic Science, Built Environment or equivalent qualification, with at least six (6) years’ experience at senior management level. A Project management qualification will be an added advantage. Operationalization of strategic thinking into meaningful and sustainable results is essential. This ability will have to be applied in giving the oversight and guidance in promoting human settlements. Understanding and knowledge of government-wide Monitoring and Evaluation Programme is essential. The applicant must have good interpersonal and communication (written and verbal) skills.

DUTIES :
Managing and monitoring, evaluating and assessing project and programme planning and implementation processes in all provinces. This will include the following: Enhance effective service delivery techniques through constant monitoring and evaluation; Manage, monitor and evaluate DHS Programmes by continuously assessing performance against set objectives; Manage and co-ordinate reporting instruments and tools for compliance and performance; Ensure the institutionalisation of corporate governance values across the institution; Monitoring the performance of governments programme in relation to the Construction Industry, Rental Social Housing, and Informal Settlement Upgrades, the use of Alternative Building Technology in housing and Transformation in the sector. Managing the development, compiling of monitoring and statistical reports and publications on housing delivery through EPWP programme, job creation and entrepreneurial development programmes. Managing the tracking of project implementation processes against set milestones and targets, resources and time frames. Managing the compilation of evaluation reports on the impact of housing policies and programmes, job creation and entrepreneurial development programmes. Managing the tracking of project implementation processes against set milestones and targets, resources and time frames in the provinces. Liaising with provincial, national and international stakeholders in order to obtain information on the latest developments with regard to monitoring and evaluation. Overall management and accountability of the staff in the component to ensure the effective and efficient utilisation of resources, filling of vacant posts, induction of new employees, expenditure against personnel budget, management of the performance of staff in the component, leave, grievances and disciplinary processes, training, mentoring and career management plans, team building.

ENQUIRIES : Mr C Ramalepe Tel No: (012) 421 9113
NOTE : Representivity: Diversity is promoted. Female candidates and People with Disabilities are encouraged to apply

POST 16/26 : CHIEF DIRECTOR: PROGRAMME IMPLEMENTATION FACILITATION REF NO: DOHS/04/2019
Branch: Programme and Project Management Unit
Chief Directorate: Programme Implementation Facilitation

SALARY : R1 189 338 – R1 422 012 per annum (all-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS: Potential candidates for the position must be in possession of a 3 (three) years tertiary qualification in Project Management plus six (6) years of experience at senior managerial level. The successful applicant must have good administrative, operational, liaison and communication skills, both written and verbal. The applicant must have experience, knowledge and understanding of administration as well as managing and ensuring strategic, operational, administrative efficiency and compliance within an intergovernmental institutional framework. The knowledge of good practice and initiatives for efficient and effective administration and decision making will be an advantage. Substantive knowledge and understanding of Government policies, legislation, regulatory objectives and strategies; Knowledge and understanding of policy, legislative and regulatory framework of the state and government. The PFMA and Treasury regulations. Good conflict resolution skills are essential, coupled with project and contract management skills. Good knowledge of project and reporting skills will be an added advantage.

DUTIES: Provide program and project delivery management systems, through promotion the Project Process Guide and evaluate Provincial Business Plans; Provide direction and coordinate the delivery of implementation support for the upgrading of informal settlements; Manage the development of informal settlement capacity building programs; Provide direction and coordinate the delivery of implementation support to provinces and municipalities for human settlement programs; Provide regulatory support, oversight of the Rental housing & Community driven housing initiatives sectors and dealing with tenant protection issues. Management of risks in above programs and the mitigation thereof. Manage the budget and human resources within the Chief Directorate.

ENQUIRIES: Mr C Ramalepe Tel No: 012 444 9113

NOTE: Representivity: Diversity is promoted. Female candidates and People with Disabilities are encouraged to apply

POST 16/27: CHIEF DIRECTOR: HUMAN SETTLEMENTS PLANNING REF NO: DOHS/05/2019
Branch: Programme and Project Management Unit
Chief Directorate: Human Settlements Planning

SALARY: R1 189 338 – R1 422 012 per annum (all-inclusive salary package)

CENTRE: Pretoria

REQUIREMENTS: The position is available for a person in possession of an appropriate Bachelor’s Degree in Planning, Engineering and related disciplines in the built environment or equivalent qualification as well as minimum of six (6) years’ experience at senior management level in the human settlements, housing and/or built environment. The candidate must have a clear understanding of the human settlements, housing and built environment and an added advantage would be knowledge and experience of strategic and operational management of planning, funding, implementation and monitoring of targets, outputs and outcomes in built environment. The incumbent will be required to provide strategic leadership, management, co-ordination and administration in the development, innovation, application, maintenance, monitoring and evaluation of national human settlements and housing programme and project planning, funding and implementation, legislation, policies, plan and implementation frameworks. The successful candidate will be required to lead, develop and build coalitions, networks and partnerships in the development, implementation and monitoring of necessary required frameworks to ensure that the Department is able to achieve its mandate from relevant funding sources. Good programme and project management skills, knowledge, understanding and experience will be required of the successful candidate including the ability to develop strategies, manage and operationalize plans and frameworks and the implementation thereof. Good administrative and organisational skills. Good knowledge of the PFMA and other relevant legislation. The ability to build and maintain sound interpersonal relations. Proven skills in both written and verbal communication and the ability to work under pressure in a rewarding but demanding environment. A valid driver’s license is also required.
**DUTIES**

The successful candidate will be responsible for: The strategic and operational management of the devising, creation, innovation and development of the required human settlements and housing planning frameworks and instruments as required and consistent with the mandate as required in terms of legislation, policy, regulations and development objectives of the Department. Ensure that the Department achieves intergovernmental, sector and societal planning alignment, outputs, targets and outcomes as consistent with the National Development Plan, Strategic and Annual Performance Plan and Medium Term Strategic Framework of Government and Department. Manage the strategic operations of the Department related to macro intergovernmental and sector planning for the application of government funding for human settlements and housing. Provide strategic and operational development, implementation and application of human settlement and housing development planning frameworks at national provincial and municipal level and with private sector partners and community. Provide policy, implementation, monitoring and evaluation support related to the Department strategic planning outcomes. Manage and provide leadership for the Chief Directorate including human resource, financial and administrative management of the Unit. Performing priority tasks as required by the Director-General.

**ENQUIRIES**

Mr C Ramalepe Tel No: (012) 444-9113

**NOTE**

Representivity: Diversity is promoted. Female candidates and People with Disabilities are encouraged to apply.
INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

The Independent Police Investigative Directorate (IPID) is an equal opportunity and affirmative action employer. It is our intention to promote representatively in terms of race, gender and disability within the Department through the filling of posts.

CLOSING DATE : 24 May 2019 at 16h30

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department accompanied by a fully completed and signed form Z83 and 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. Correspondence will be limited to short-listed candidates only.

If you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). 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 will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend competency assessment using the mandated DPSA SMS competency assessment tools. The successful candidates will be appointed on a probation period of 12 months and will be required to sign a performance agreement. The suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the Department’s Employment Equity Plan.

MANAGEMENT ECHELON

POST 16/28 : PROVINCIAL HEAD REF NO: Q9/2019/10

SALARY : R1 189 338 per annum (All-Inclusive package which includes the basic salary that consists of 60% of the inclusive flexible remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : Northern Cape (Kimberly)

REQUIREMENTS : A Relevant NQF level 7 Undergraduate in Law or an equivalent qualification as recognised by SAQA, coupled with 5 years’ experience at senior management level. Knowledge and understanding of PFMA and all relevant legislation and regulations that govern the Public Service. Thorough knowledge and understanding of criminal law, criminal procedure and law of evidence is essential, Project management, and patent knowledge of investigative system and procedures, human rights and government’s broad transformation objectives and initiatives are essential. Experience in financial, human resource and assets management, Ability to work under pressure. A valid driver’s license is essential. Skills and Competencies: Strategic capacity and leadership, Analytical thinking, problem solving and decision making skills, Innovative and creative, Project management at strategic level, People development and empowerment, Communication (verbal & written) skills, Client orientation and customer focus, results-driven.

DUTIES : Appointment and performance management of staff, Facilitate investigations of cases and to perform any other function incidental to such investigations, Control and monitor active cases, Refer matters investigated by the Provincial Office under the Independent Police investigative Directorate to the National or relevant
prosecuting authority for criminal prosecution, Report to the Executive Director on matters investigated, Refer disciplinary matters to the Provincial Commission, Facilitate cooperation between the Provincial Head and the Provincial Civilian Secretariat of Police and SAPS, Keep proper financial records and prepare financial statements, Monitor and review service delivery against strategic objectives, Participation in the Management Committee, Maintain discipline and sound labour relations, Ensure compliance with administrative guidelines issued by the Executive Director.

ENQUIRIES
Mr M Sesoko @ (012) 399 0047
APPLICATIONS: Independent Police Investigative Directorate, Private Bag X 941, Pretoria, 0001 or 114 City Forum Building, Madiba Street
FOR ATTENTION: Ms DR Kumalo @ (0120 399 0038

POST 16/29 : DEPUTY PROVINCIAL HEAD REF NO: Q9/2019/11

SALARY : R1 005 063 per annum (All-Inclusive package which includes the basic salary that consists of 60% of the inclusive flexible remuneration package).

CENTRE : North West (Mahikeng)

REQUIREMENTS : A Relevant NQF level 7 Undergraduate in Law or an equivalent qualification as recognised by SAQA, coupled with five (5) years of experience at middle management level. Knowledge: Thorough knowledge and understanding of criminal law and Criminal Procedure and law of evidence, knowledge of human rights and government’s broad transformation objectives and initiatives are essential, Project Management and patent knowledge of investigative system and procedures, a valid driver’s license is essential, knowledge and understanding of PFMA and all relevant legislation and regulations that govern the Public Service, Should be available on short notice to perform duties, should be willing to travel on short notice. Skills and Competencies: Strategic capability and leadership, Analytical thinking, problem solving and decision making skills, Client orientation and customer focus, Results-driven, Good Communication skills, Report writing Skills, Highly skilled in Investigation and Firearm usage.

DUTIES : Develop good working relations with key stakeholders. Manage resources both human and physical including budget. Manage investigations in the province related to the investigation of section 28 matters of the IPID Act. Manage information and data integrity in the Province. Ensure the province meets the strategic objective on investigation and information management. Approve completion and closure of cases after quality investigation. Conduct high profile investigations. Ensure compliance with administrative guidelines issued by the Executive Director. Ensure productivity, internal controls and compliance with IPID Act, regulation and SOP’s. Ensure proper Administrative and Financial Management in the Province.

ENQUIRIES
Mr M Sesoko @ (012) 399 0047
APPLICATIONS: Independent Police Investigative Directorate, Private Bag X 941, Pretoria, 0001 or, hand deliver to City Forum Building, 114 Madiba Street, Pretoria Central
FOR ATTENTION: Ms DR Kumalo @ (012) 399 0038

OTHER POST

POST 16/30 : ASSISTANT DIRECTOR: CORPORATE SERVICES REF NO: Q9/2019/12

SALARY : R376 596 per annum (Level 09)

CENTRE : East London Office

REQUIREMENTS : A Degree with three (3) to five (5) years’ experience at supervisory level in Administration Field. Knowledge of IPID Act, Public Service Act, Public Service Regulations, PFMA, Treasury Regulations and Internal Control System such as PERSAL, LOGIS and BAS. Good interpersonal, communication and computer skills with emphasis on Excel and budget processes. A valid driver’s license is essential.

DUTIES : Manage and Provide Financial Administration support services, Manage and Provide Personneld Administration support services, Manage and Provide Supply Chain Support, Manage and Provide Auxiliary Transport support services, Manage of Human Resource/Staff, Manage and Provide Security Support services.
ENQUIRIES: Mr S Seisa Tel No: 043 707 7200
APPLICATIONS: Independent Police Investigative Directorate, Private Bag X 9085, East London 5200 or, hand deliver to No. 3-33 Waverly Office Park, Phillip Frame Road, Chislehurst East London, 5201
FOR ATTENTION: Ms U Qvile Tel No: 043 707 7200
DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration.

CLOSING DATE : 27 May 2019
NOTE : Interested applicants may visit the following website: www.justice.gov.za or www.dpsa.gov.za to view the full job specification of the above positions. Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 form & CV must be accompanied by original certified copies of qualifications, identity document and a driver’s license where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). Candidate will complete a financial disclosure form and also be required to undergo a security clearance. The foreigner or dual citizenship holder must provide the Police Clearance certificate from his/her country of origin. If the candidate is applying for an OSD post, certificates of service must be attached to the CV. Reasonable accommodation shall be applied for People with Disabilities including where drivers license is a requirement. Shortlisted candidates will be subjected to a personnel vetting process. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POSTS

POST 16/31 : ADMINISTRATIVE OFFICER (X3 POSTS)

SALARY : R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate Court Pietermaritzburg Ref No: 19/45/KZN
Magistrate Court Port Shepstone Ref No: 19/46/KZN
Magistrate Court Kokstad Ref No: 19/47/KZN

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

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

ENQUIRIES
Ms C.S Sikhonde Tel No: (031) 372 3000

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

POST 16/32
ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT REF NO: 19/51/KZN

SALARY
R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE
Regional Office, Durban

REQUIREMENTS
An appropriate three-year Commercial/Administrative degree/ National diploma; Two (2) years working experience in the Supply Chain Management environment with at least one (1) year experience on a supervisory level; Knowledge of the SCM Framework; Knowledge of the Preferential Procurement Policy Framework Act (PPPFA); BBBEE and Treasury Regulations; Experience in asset management and JYP; A valid driver’s license. Skills and Competencies: Computer literacy (Ms Office and Excel); Good communication skills (written and verbal); Planning and organizing skills; Accuracy and attention to detail; Ability to work under pressure and be self-motivated; Good interpersonal relations.

DUTIES
Key Performance Areas: Ensure that all prescripts, delegations and policies are adhered to; Assist with the drafting of bid specification and receive the specification/terms of reference from end user; Maintain a fling system of all asset related source documentation; Keeping and updating of the lease register for the region; Perform asset verification in the Regional Office; Amalgamate the inputs received for quarterly asset verifications for the Region; Manage the inputs for disposal of redundant and obsolete assets; Supervision of staff in the asset management component.

ENQUIRIES
Ms V Mlandeliso Tel No: (031) 372 3000

APPLICATIONS
Quoting the relevant reference number, direct your Application to: The Regional Head, Private Bag X54372, Durban, 4000 or Physical address: Recruitment Section, First Floor Reception, 2 Devonshire Place, Durban
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: Provincial Operations: Private Bag X 9368 Polokwane, 0700 Physical address: 42a Schoeman Street, Polokwane 0700

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

CLOSING DATE:
27 May 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 and failure to follow application instruction 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 16/33:
STATUTORY SERVICE OFFICER REF NO: HR 4/4/6/59

SALARY:
R316 791 per annum

CENTRE:
Provincial office: Limpopo

REQUIREMENTS:

DUTIES:
Assist in court for enforcement of IES. Manage the implementation of enforcement processes for IES. Manage the advocacy strategy in the Province. Manage and facilitate the implementation of capacity development programmes for the inspectors in the provinces. Compile the stats for the unit.

ENQUIRIES:
Mr. GC Morebodi Tel No: (015) 290 1768
DEPARTMENT OF MINERAL RESOURCES

The Department of Mineral Resources (DMR) is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Sector through the filling of this post. Persons whose transfer/promotion/appointment will promote representivity will therefore receive preference. An indication in this regard will be vital in the processing of applications. People with disabilities and women are encouraged to apply.

APPLICATIONS

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

FOR ATTENTION

Ms T Sibuthu / Ms N Maseko

CLOSING DATE

24 May 2019

NOTE

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

MANAGEMENT ECHELON

POST 16/34

DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: (DMR/19/0033)

SALARY

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

CENTRE

Head Office – Pretoria

REQUIREMENTS

A/an appropriate Tertiary Qualification equivalent to NQF level 7, NQF level 8 will serve as an added advantage, Driver’s License, Plus 6-10 Years Organisational Development experience of which 5 years must be at MMS or SMS level. Experience in the Management of the Ethics function/ HR Planning/Employment Equity. PLUS the following competencies: knowledge of: Relevant in-depth knowledge of Organisational Design, Organisational Culture and Climate, Employment Equity, Human Resource Planning and Policy, Ethics in the public service, Operations Management in the public service, Change Management, Diversity Management, Job Profiling and Evaluation, Form Design Skills: Strategic
Capability and Leadership; Knowledge Management, Service Delivery Innovation (SDI); Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; People Management and Empowerment; Programme and Project Management; Financial Management as well as Change Management. Communication: Strong verbal and written communication Creativity: Ability to identify OD/HR Planning/Ethics challenges and come up with innovative solutions; Other: Ability to integrate organisational development to other human resources disciplines and the department.

DUTIES: Manage the Organisational Development and Design functions; Implementation of Operations Management Framework and Methodology in the context of the public service; Financial Disclosures, Applications for other remunerative work; Acceptance and disclosures of gifts as well as other ethics functions as per the DPSA directive. Compilation and revision of Delegations of Authority as per the Public Service Regulations. Implementation of Employment Equity legislation; Development of departmental policies and or strategies and plans relative to the functions of the Directorate: Organisational Development.

ENQUIRIES: Ms Nthatisi Rapoo Tel No: (012) 444 3362

NOTE: Women, Coloureds, Indians as well as people with disabilities are encouraged to apply.

OTHER POSTS

POST 16/35: INSPECTOR OF MINES: MINE HEALTH AND SAFETY REF NO: (DMR/19/0034)

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

CENTRE: North West - Rustenburg

REQUIREMENTS: A Mine Manager's Certificate of Competency (Metalliferous and/or Coal), or be registered as a Professional Mining Engineer PLUS the following competencies: Mine Health and Safety Act. Extensive knowledge and experience of both underground and surface mining. Understanding of the Department's policies aimed at optimal utilisation of mineral resources. Basic knowledge of labour relations and human resources management; Skills: High level management. Risk assessment techniques. Conflict resolution, Negotiation. Planning and organising. Computer literacy; Communication: Ability to communicate verbally and in writing in such a way that the image and professionalism of the department is enhanced; Creativity: Innovative and creative thinking ability; Other: Ability to work under pressure.

DUTIES: The appointee primary responsibility will be to enforce adherence to the Mine Health and Safety Act, 1996 (Act No 29 of 1996). Conduct inspections and audits conduct inquiries and investigation into accidents and incidents. Give inputs on regional action plans to develop strategies required to monitor legal compliance by mines. Give support and assistance in the promotion of health and safety in the mining industry. Play a role in the formulation of health and safety legislation, guidelines and various regulatory mechanisms. Participate in tripartite structures and develop strategies towards the promotion of tripartism within the mining industry. Manage information systems. Support and develop a transformation process within the regional office.

ENQUIRIES: Mr HM Mothiba Tel No: (014) 594 9240

NOTE: This appointment is subject to pre medical examination of fitness and candidates must be in possession of valid Code 08 driver's license. Women, Coloureds, Indians as well as people with disabilities are encouraged to apply.

POST 16/36: ASSISTANT DIRECTOR: FACILITIES MANAGEMENT REF NO: (DMR/19/0035)

SALARY: R376 596 per annum (Level 09) (All inclusive package)

CENTRE: Pretoria, Head Office

REQUIREMENTS: An appropriate three-year national diploma/degree or equivalent. 3-5 years experience in facility management, maintenance and management lease PLUS the following competencies: knowledge DMR Facilities Management Policies; Department of Public Works policies; procedures and prescripts; Public Finance Management Act (PFMA); Batho Pele principles Skills: Management skills; Interpersonal skills; Problem solving skills; Numeracy skills; Presentation skills.
and Advance computer literacy skills; Communication: Good communicator at all levels (Verbal and written communication skills) Creativity: Innovative and analytical thinking ability; Other: Ability to work under pressure and meet deadline; Ability to work independently without close supervision and produce quality work; Understanding of work environment and properly and promptly address common problems.

**DUTIES**

Serve as a secretariat for Departmental Facilities Management Committee. Administer property payments, such as lease payments, accommodation charges, rates & taxes and municipal charges. Render advice to internal and external clients on matters related to management and administration of accommodation and facilities. Manage facility support services including cleaning services, parking allocation and food aid service. Compile management reports (status of management and administration of accommodation and facilities). Provide inputs on policy development and ensure implementation thereof. Supervise and develop staff.

**ENQUIRIES**

Mr N Maleka Tel No: (012) 444 3324

**NOTE**

Women, Coloureds, Indians as well as people with disabilities are encouraged to apply.

**POST 16/37**

**SENIOR BUSINESS ANALYST REF NO:** (DMR/19/0036)

**SALARY**

R376 596 per annum (Level 09) (All inclusive package)

**CENTRE**

Pretoria - Head Office

**REQUIREMENTS**

An Appropriate National Diploma/Degree in Information Technology/ Business Information Systems/ Business Informatics or Related Qualification. A minimum of 3 years Business Analysis experience is required PLUS the following competencies: Knowledge: Knowledge of Business Analysis Tools and techniques; System Analysis; SDLC; Process Mapping; Project Management Body of Knowledge; Skills: Analytical skills; Interpersonal skills; Training skills; Workshop facilitation skills; Problem Solving skills; Team Player; Project Management; Research skills; People management skills; Conceptualisation; Contextualisation; Communication: Good verbal and written communication skills; Ability to communicate at all levels; Creativity: Ability to organize and initiate work activities; Sourcing/ gathering of Information; Evaluation; Decision making and innovative; Other: Self driven, Strong work ethic, Reliable, Honest and a positive attitude.

**DUTIES**

Investigate and analyse Departmental processes and systems. Identify and maximise opportunities to use information technology to improve services. Develop business cases. Develop business process models incorporating specified requirements and accepted best practices. Develop business and functional requirements for identified processes and systems. Model business processes and systems to identify gaps/shortcomings/duplications. Test developed solutions. Co-ordinate/ facilitate user acceptance testing and training workshops. Participate in the development, maintenance and implementation of business systems. Introduction of modern technologies for system improvements. Ensure appropriate deployment of systems in the department. Implement information security protocols and regulation. Provide analytical advice on business processes and systems. Short listed candidates will be required to write a competency test. People with disabilities and all racial groups are encouraged to apply Promote the use of technology as a key enablers for service delivery and transformation Facilitate systems change management.

**ENQUIRIES**

Mr K Malefo Tel No: (012) 444 3086

**NOTE**

Women, Coloureds, Indians as well as people with disabilities are encouraged to apply.
NATIONAL SCHOOL OF GOVERNMENT

The National School of Government (NSG) is mandated to train and develop public servants as a means to realize the national development objectives of the country and thereby support sustainable growth, development and service delivery. The purpose of the NSG is to build an effective and professional public service through the provision of relevant training interventions. Suitably qualified and experienced candidates are invited to apply for the following vacant positions. The National School of Government will give preference to individuals whose appointment will improve employment equity in the department. In terms of the employment equity targets, preference will be given to African Males, Coloured Males and people with disabilities. Applicants are advised to read Chapter 4 of the Public Administration Management Act of 2014 from the DPSA website regarding the repositioning of NSG to Higher Education institution.

APPLICATIONS: Principal: National School of Government, Private Bag X759, Pretoria, 0001
FOR ATTENTION: Ms L Raseroka, HR Unit, National School of Government by hand at ZK Matthews Building, 70 Meintjies Street, Sunnyside, Pretoria. E-mailed and faxed applications will not be accepted.
CLOSING DATE: 24 May 2019
NOTE: Applications must consist of: A fully completed and signed Z83 form; a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); the relevant reference number must be quoted on the application. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. All short listed candidates will be required to submit certified copies of their identity document and qualifications before the interviews. Shortlisted candidates may be subjected to a technical exercise that intends to test relevant technical elements of the job. They will also be subjected to personnel suitability checks on criminal record, citizen verification, financial record checks, qualification/Study verification, previous employment verification and also extend to social media accounts to align verifications to comments/behavior by applicant. The National School of Government reserves the right not to make an appointment. Correspondence will be limited to shortlisted candidates only.

OTHER POST

POST 16/38: GRAPHIC DESIGNER: INTERNATIONAL, SPECIAL PROJECTS & COMMUNICATIONS REF NO: NSG 08/2019

SALARY: commencing at R257 508 per annum (Level 07) plus competitive benefits cost to company.
CENTRE: Pretoria
REQUIREMENTS: Appropriate B Degree/equivalent in Graphic Design or Information Design Experience: 1 – 3 years' experience in graphic designing. Competencies/Skills: Competence on a variety of graphic design platforms and applications. Excellent communication and interpersonal skills. Attention to detail and practical problem solving. Advanced creative and artistic skills to turn clients' ideas into workable plans. Basic project management skills. Advanced Technical Skills. Good computer literacy skills. Knowledge: In depth knowledge of delivery of graphical design support services. Understanding of the relevant legislative frameworks in the Public Service. Understanding of the public service and spheres of government will be advantageous. Knowledge of open source technologies. Expert knowledge of design, usability and interactivity. A commitment to keep up to date with technology Personal attributes: Independent, dynamic, self-confident, team worker, strong on self-direction, self-starter with client-focused attitude. Demonstrate good interpersonal skills and demonstrate flexibility and ability to adapt to changes. Results orientated and able to work well under pressure. Ability to meet tight deadlines whilst delivering excellent results. Ability handle multiple
DUTIES: Graphic design services to all business units. Meet with clients or the DD: Communications to determine the scope of a project; e.g. design a poster for a business unit. Implement graphic design styles for multi-mode learning materials and corporate communication materials in line with GCIS regulations and guidelines; Design production and graphics layout. Conduct product verification from service providers and forward for approval by the manager. Interpret concept brief and create appropriate design. Determine the message the design should portray. Creative writing to support design (Crafting tag line messages, developing messages supporting the graphics, developing catchy phrases for captions and others). Design and layout weekly newsletters. Create Social Media products and edit Video content. Ensure that all graphic design elements, pictures, diagrams, artwork and symbols promotes representivity and inclusivity, are gender sensitive and free of bias in terms of race, class disability, culture, religion and geographical location; Select colours, images, text style, and layout (typesetting), Develop graphics for product illustrations, logos, and websites. Support the design and layout of additional materials such as brochures and posters to promote the NSG’s programmes and corporate communication interventions, Update, upload and maintain information on the NSG website & intranet. Working with other units to understand the design concept and advising on how it can be implemented technically; liaise with external stakeholders and graphic design specialists. Present the design to clients or DD: Communications. Incorporate changes recommended by the clients into the final design. Develop graphic manuals and guidelines and provide advice. Create branding manuals and guidelines. Provide support for projects and advise on graphic design tasks to the department. Product research on new trends in software for graphics designing, new developments etc. Provide advice on equipment, software and hardware required in graphic designing; assist with other technical and administrative duties as required. In terms of the employment equity targets, priority will be given to African Males, Coloured Males and people with disability.

ENQUIRIES: Ms D Mokgokolo Tel No: (012) 441 6343
In connection with the applications kindly contact Ms Letty Raseroka Tel No: (012) 441 6626 or Mr Mpho Mugodo, Tel No: (012) 441-6017.
The National Treasury is an equal opportunity employer and encourages applications from women and the persons with disabilities in particular. It is intended to promote representivity through filling of these posts. Our buildings are accessible to people with disabilities.

**CLOSING DATE**
24 May 2019 at 12:00 pm

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

**MANAGEMENT ECHELON**

**POST 16/39**

**CHIEF AUDIT EXECUTIVE REF NO: S046/2019**
Division: Office of the Director-General (ODG)
Purpose: Provide an in-depth assurance and design value-added and improved service delivery to National Treasury (NT), Government Technical Advisory Centre (GTAC), Accounting Standards Board (ASB), Co-operative Banks Development Agency (CBDA) and the Independent Regulatory Board of Auditors (IRBA) in the accomplishment of their objectives through a systematic and disciplined approach in the evaluation of risk management, controls and governance processes.

**SALARY**
R1 189 338 - R1 422 012 per annum (all-inclusive remuneration package)

**CENTRE**
Pretoria

**REQUIREMENTS**
A qualification (NQF 7) in Auditing or Financial Management as recognised by SAQA, A Certification as a Certified Internal Auditor (CIA), MBA or CA (SA) will be an added advantage, A minimum 5 years’ experience at a senior managerial level (Director) obtained within governance, risk, compliance or auditing environment, Knowledge and experience of the PFMA, Treasury Regulations and Public Service Regulatory Framework on Internal Auditing.

**DUTIES**
Strategic Leadership and Stakeholder Management: Develop a 3 Year Rolling Internal Audit Plan and reviewing the Internal Audit Strategy and Annual Performance Plans, Review the Internal Audit Charter that reflects the scope, responsibility and authority, Initiate awareness of the Internal Audit function within the National Treasury and other stakeholders through client engagements, Provide support to strategic stakeholders in the achievement of their strategic objectives, Audit Committee and Management Reporting: Develop an Internal Audit Annual Performance Plans and report on progress pertaining to the strategic plan on a quarterly basis to internal strategic partners and the Audit Committee, Initiate the updating of the findings register and present to the Audit Committee, Provide progress of Internal Audit functionalities and present Internal Audit reports to the Audit Committee Audit Process—Risk Assessment, Audit Plan, Assurance and Consulting Services: Oversee the completion of the regularity, IT, performance, compliance and forensic audits processes, Provide advice and guidance on all audit engagements to be conducted, Provide quality assurance on audit projects and reports prior to issuance, thereof, Develop audit assessment tools and verified integrity of tools prior to the submittance to the Audit Committee Resource...
Management: Develop institutional think-tanks pertaining to internal audit with regard to Regularity, Performance, IT, Compliance, Quality Assurance to achieve the audit objectives, Provide inputs to the annual budget and the adjustments thereto and monitor expenditure against approved budget, Initiate the development of adequate capacity development to provide for demands pose by stakeholders Process Improvements and Research: Initiate research on the latest trends with reputable institutions to improve and refine processes in the enhancement of efficiency, Perform benchmarking exercises with local and international institutions on global trends, latest developments and emerging technologies within the internal audit environment, Develop and implement a Sustainable Audit Strategy in line with Audit Methodologies and Resource Plans to ensure continued effective and efficient Internal Audit service delivery.

ENQUIRIES: Ms Lorraine Pale Tel No: 012 406 9087
APPLICATIONS: e-mail to Recruit.Odgia@treasury.gov.za.

POST 16/40

DIRECTOR: REGULARITY AUDIT REF NO: S023/2019
Division: Office of the Director-General (ODG)
Purpose: To strategically manage the Regularity Audit operations for NT, ASB, CBDA and GTAC and alignment with the Internal Audit strategy.

SALARY: R1 005 063 per annum (all-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: A Degree in Accounting/ Internal Auditing or equivalent (NQF Level 7) as recognised by SAQA, A Certified Internal Auditor certification (CIA) will be an added advantage, a minimum 5 years' audit experience obtained at a middle management level pertaining to knowledge of Internal Audit and Internal Audit Fundamentals and Principles.

DUTIES: Strategic leadership and stakeholder management: Raise awareness of the Internal Audit division with specific emphasis on Regularity Audit through stakeholder engagement, Providing strategic support to the Chief Audit Executive that will contribute to the Units output, Provide recommendations on amendments to the Internal Audit Charter, Develop plans and guidelines to inform strategic and operational activities, Liaise, co-coordinate, establish and maintain good relations with internal and external stakeholders on audit related matters, Initiate initiatives or recommendations received by the Audit Committee Audit Process - Risk assessment, audit plan, assurance and consulting services: Accountable for Regularity Audits and perform quality assurance, Review annual risk assessment, Develop and align the 3 year rolling strategic audit plan and detailed annual Regularity Audit plan based on the strategic and operational Regularity risks, Provide clear direction and advice on Regularity Audits to be conducted and propose solutions for challenging technical related problems, Proper coordination of the Regularity Audit plan, Provide professional advice in terms of operations, implementing the relevant strategy and considering the organisational impact, Overall accountability for all Regularity Audits conducted as well as for the findings register, Overall accountability for the quality of Regularity Audit projects, Final quality assurance of all Regularity Audit reports before submitting to the Chief Audit Executive, Providing feedback and clarification to the audit committee relating to Regularity Audit reports, control and technology related matters Resource management: Manage and develop Regularity Audit managers to ensure effective and efficient delivery and overall achievement of Regularity Audit objectives, Review and approve training plan for Regularity Audit to develop and retain capacity, Ensure coordination and prioritisation of resources across Regularity audit projects, Provide input into the annual budget as well as the annual budget adjustments Process improvements and research: Analyse and make recommendations to improve policies, procedures, processes, measurements and expenditure, Keep abreast of global trends, new developments in the Regularity audit environment and emerging technologies, Develop a sustainable Regularity Audit Strategy, Regularity Audit Methodology and Resource Plan to ensure continuity Regularity Audit services Management reporting: Conduct quality assurance to ensure proper reporting standards, Review audit committee pack deliverables and provide inputs into the development of the audit committee packs, Present Regularity Audit reports to the Audit Committee, Take accountability for...
the resolution of problems, Conduct continuous monitoring and evaluation of the progress against the approved Regularity Audit plan.

ENQUIRIES
Ms Lorraine Pale
Tel No: 012 406 9087

APPLICATIONS
e-mail to Recruit.Odgia@treasury.gov.za

POST 16/41
DIRECTOR: STRATEGIC PROCUREMENT
REF NO: S042/2019
Division: Office of the Chief Procurement Officer (OCPO)
Purpose: To provide strategic procurement support services to improve performance and efficiency of the state procurement system including value for money and leveraged benefits in all three spheres of government as well as support services to the Travel and Accommodation Industry for both Public and Private Sector Stakeholders.

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

CENTRE
Pretoria

REQUIREMENTS
A minimum National Diploma/ Degree in Economics/ Business Economics/ Supply Chain Management/ Logistics Management/ Purchasing Management, An Honours Degree will be an added advantage, A minimum 5 years’ experience at a middle management level (Deputy Director) obtained in a corporate or public sector environment, Knowledge of PFMA, MFMA, Treasury Regulations, PPPFA, SCM Policies and prescripts, Project Management will be an added advantage, Experience in strategic procurement will be an advantage, Computer literacy (minimum of intermediate competency of the complete MS Office suite; Outlook; Internet Explorer, and similar tools.), Flexibility to undertake national travelling from time to time.

DUTIES
Strategy and Policy: Collaborate on and contribute to the design, development and maintenance of a strategic procurement framework, Manage the dissemination of the strategic procurement framework to all three spheres of government, Provide input into the development of strategic procurement-related government policy, norms, standards, frameworks and guidelines, Manage and support the design and development of a strategic procurement regulatory environment that responds to policy goals and government objectives. Stakeholder Management: Engage with government stakeholders to facilitate and coordinate the development and implementation of strategic procurement strategies and plans, Engage, inter alia, with the Travel and Accommodation Industry and government travel stakeholders, Engage with public sector-specific strategic partners to support the development and implementation of strategic procurement strategies and plans, Engage, inter alia, with Private Sector Travel Service providers, Engage with external stakeholders to facilitate and coordinate the development and implementation of strategic procurement services Products and Services Management: Collaborate on the design and development of strategic procurement strategies for government department-specific products and services, Contribute to and manage the design and development of strategic procurement strategies for universal products and services across government spheres (this will include the design and development of sourcing strategies for Travel related commodities, Manage the design and development of strategic procurement work plans Service Delivery: Manage the scoping and analysis of demand management plans, budget documents, procurement plans, AG reports, and grant allocations (annually; as required), Manage the research, development and proposal of strategic procurement solutions for identified strategic procurement projects (client centric / commodity centric), Manage and/or assist with the development and implementation of strategic procurement plans to ensure that value for money is achieved and benefits are leveraged Monitoring and Evaluation: Collaborate on and contribute to monitoring and evaluation systems for strategic procurement, Manage the monitoring, prediction and mitigation of strategic procurement project risks and performance management, Manage the monitoring, assessment, evaluation and reporting on strategic procurement projects governance and oversight to measure value for money and leveraging of benefits achievements, Manage the monitoring and reporting on the progress of strategic procurement interventions, Evaluate and report on the impact of strategic procurement interventions including value for money and leveraging of benefits Research and Development: Manage and perform research and benchmarking on strategic procurement good-practices,
Identify and recommend on new and alternative solutions to strategic procurement services, Manage and report on strategic procurement trends analysis. Knowledge and Information Management, Manage strategic procurement-related knowledge and information, manage the content of strategic procurement-related KIM platforms. Project Management: Undertake project management assignments; formulate project plans, implement and monitor delivery within stringent timeframes.

ENQUIRIES: Ms Lorraine Pale Tel No: 012 406 9087
APPLICATIONS: e-mail to Recruit.OCPO@treasury.gov.za

POST 16/42: DIRECTOR: FLEET MANAGEMENT REF NO: S043/2019
Division: Office of the Chief Procurement Officer (OCPO)
Purpose: Manage a commodity unit within Transversal Contracting responsible for the efficient facilitation and processing of transversal term contracts of fleet management on behalf of government.

SALARY: R1 005 063 per annum (all-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: B. Degree or equivalent tertiary qualification in Fleet Management/ Economics/ Business Economics/ Supply Chain Management/ Logistics Management/ Purchasing Management as recognised by SAQA. At least 5 years’ experience at a middle management level obtained in a corporate or public sector environment, Knowledge of PFMA, Treasury Regulations, GIAMA and policies applicable in the construction, property/ real estate environment, Knowledge of SCM Policies and prescripts.

DUTIES: Market Research: Review adequacy of existing fleet management policies in conjunction with relevant stakeholders, DoT, etc., Develop a long-term fleet management proposal and sourcing strategy for government, Research a short-term supply stabilization strategy in conjunction with relevant stakeholders, Consult Supply Chain and Value Chain analysis to identify process improvement opportunities, Identify opportunities for cost saving measures through life-cycle costing, economies of scale and total cost of ownership of fleet, Propose a standardized process that will meet the requirements and specifications of users in compliance with policy and procedures, Conduct market research to determine commodity trends on usage, leasing, etc. Design, Develop and Implement Fleet Management Strategies: Develop implementation plan for sourcing strategy including contract management. Develop implementation plan for sourcing strategy including contract management, Provide technical support for the entire SCM processes, Design a methodology for quantification of economic benefits, Provide technical support for supplier due diligence Improve internal control strategies: Develop and review risk profiles for fleet management procurement, Enhance transparency and compliance with SCM processes, Provide support for implementation of risk mitigation strategies Improve contract management in external environment: Provide technical support to all spheres of government, Promote long term supplier relationships Supplier performance management and reporting: Coordinate the management of supplier performance, Coordinate the management of contract performance Promote government socio-economic objectives: Support black economic empowerment development, Support Proudly SA products, local content and related policies, Support SMME development, Support all policies with development and transformation agenda.

ENQUIRIES: Ms Lorraine Pale Tel No: 012 406 9087
APPLICATIONS: Recruit.OCPO@treasury.gov.za

OTHER POST

POST 16/43: DEPUTY DIRECTOR: SCM MONITORING AND COMPLIANCE REF NO: S038/2019
Division: Office of the Chief Procurement Officer (OCPO)
Purpose: To monitor and evaluate compliance with the SCM governance framework in all three spheres of Government.

SALARY: R733 257 per annum (all-inclusive remuneration package)
<table>
<thead>
<tr>
<th>CENTRE</th>
<th>Pretoria</th>
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<tr>
<td>REQUIREMENTS</td>
<td>A minimum 4 years' experience in supply chain management, A minimum National Diploma/ Degree in Commerce/ Supply Chain, Experience in governance and procurement processes, Knowledge of the public service SCM regulatory framework on SCM, Knowledge of government procurement policy analysis.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Strategy and Policy Management, Contribute to and assist with the research, design, develop and maintain a national strategy and implementation plan for the development and dissemination of the SCM monitoring framework, Contribute to and assist with the research, design, develop and maintain policies and dissemination plans for the SCM monitoring framework, Provide input into the development of SCM-related government policy, norms, standards, frameworks and guidelines, Stakeholder Management, Engage with government stakeholders to facilitate the establishment of required organisational and governance structures and strategic networks for improved SCM collaboration, accountability and transparency, Promote the relevance of compliance to SCM policies and procedures and the adherence to regulations, Contribute to the improvement of SCM compliance through awareness sessions and roadshows within the whole of Government, Frameworks Management, Assist with the development of a: SCM governance framework, SCM data collection and management system, SCM reporting and reviewing framework, SCM capability maturity assessment model – specifically compliance, SCM-related grievance and dispute resolution mechanism, SCM non-compliance reviews and remedies framework, SCM Compliance Monitoring and Analysis, Analyse and report on compliance with established SCM measures and prescribed parameters, Review and report on preferential procurement policy compliance and impact, Review, comment and report on: SCM-related Court Judgements, SCM-related Legal Interpretations to Policies, SCM policy objectives and impact on state expenditure and government transformational imperatives, Monitoring and Evaluation, Assist with and contribute to the development and implementation of a system for the monitoring and evaluation of the performance of the SCM monitoring framework, Monitor and report on the implementation and progress of the SCM monitoring framework, Assist with and contribute to evaluations and reporting on the impact of the SCM monitoring framework, Research and Improvement, Research local and international trends and good practices regarding the monitoring and evaluation of SCM compliance, Identify and recommend new and alternative solutions for SCM monitoring, Knowledge and Information Management, Maintain SCM Monitoring-related knowledge and information, Maintain the content of SCM Monitoring-related KIM platforms.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms Lorraine Pale Tel No: 012 406 9087</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td><a href="mailto:Recruit.OCPO@treasury.gov.za">Recruit.OCPO@treasury.gov.za</a></td>
</tr>
</tbody>
</table>
The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts the objectives of section 195(1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55) of 1998 and the relevant Human Resources policies of the Department will be taken into consideration. Women and People with Disabilities are encouraged to apply.

APPLICATIONS: Quoting the relevant reference number, direct your application for the attention to the HR Directorate: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 OR Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188 14th Road, Noordwyk, Midrand, 1685 OR Email to recruitments@judiciary.org.za.

CLOSING DATE: 24 May 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.

MANAGEMENT ECHELON

POST 16/44: DEPUTY DIRECTOR-GENERAL: COURT ADMINISTRATION SERVICES REF NO: 2019/500/OCJ

SALARY: R1 446 378 – R1 629 348 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: National Office: Midrand

REQUIREMENTS: An appropriate four (4) year Legal degree (NQF level 7) and a postgraduate qualification (NQF level 8); 8-10 years’ experience at Senior Management level in the management of core business operations of an organization; Knowledge of legislation regulating court operations and case management processes and systems; Understanding of support services relating to the management of judicial functions in the criminal, civil and family law in the courts; Knowledge and good understanding of the Public Service Act and Regulations as well as the relevant public service prescripts, the Public Finance Management Act including Treasury Instructions and Regulations; Demonstrated capabilities in research and development; and Experience and understanding of court operations, management of a legal practise and litigation will be an added advantage. Behavioural competencies: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, People Management and Empowerment and Client Orientation and Customer Focus, Communication (written and verbal).

DUTIES: Provide leadership and oversight in achieving the strategic objectives of the Branch; Oversee the development and implementation of court operations policies and strategies; Provide executive, strategic and operational leadership in support of the judicial functions of all Superior Courts in line with judicial policies, norms and standards; Provide executive, strategic and operational leadership in support of the judicial functions of all the Lower/Magistrates’ Courts in line with judicial...
policies, norms and standards; Oversee the modernization of court processes, development and implementation of systems to enhance the efficiency and effectiveness of the courts; Manage, oversee and support the development and implementation of judicial case flow management practices, policies and systems; Manage and coordinate court performance management information and reporting; and Manage stakeholder relations within the justice value chain to ensure court efficiency.

ENQUIRIES: Mr E Moeng Tel No: (010) 493 2500


SALARY: R1 446 378 – R1 629 348 per annum. The successful candidate will be required to sign a performance agreement

CENTRE: National Office: Midrand

REQUIREMENTS: An appropriate Bachelor degree (NQF Level 7) in the relevant field and a postgraduate qualification (NQF Level 8) in Management/ Public Administration. A Master’s degree in Management will be an added advantage; 8-10 years’ experience at Senior Management level. Experience in leading and managing transformation, change and diversity; Knowledge and good understanding of the Public Act and Regulations as well as the relevant public service prescripts, the Public Finance Management Act including Treasury Instructions and Regulations; Excellent co-ordination and project and programme management skills; and Demonstrated capabilities in research and development. Behavioural Competencies: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, People Management and Empowerment; Client Orientation and Customer Focus and Communications (verbal and written).

DUTIES: Provide strategic leadership and oversight in achieving the strategic objectives of the Branch (i.e Human Resources Management and Development, Information and Communication Technology, Strategy/Planning, Monitoring & Evaluation and Facilities and Security Management); Oversee the development and implementation of transformation and service delivery enhancement programmes in order to create a high performing organization and safe and conductive work environment; Oversee the development and implementation of strategies and policies of the Branch in line with the Department’s overall strategy; Management and coordination of stakeholder relations to ensure efficient service delivery within the Department; and Oversee the management of the budget and resources of the Branch.

ENQUIRIES: Mr E Moeng Tel No: (010) 493 2500
DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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

**APPLICATIONS**

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

**CLOSING DATE**

27 May 2019

**NOTE**

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

**OTHER POST**

**POST 16/46**

ASSISTANT DIRECTOR: ICT STAKEHOLDER MANAGEMENT

**REF NO:** DPSA/19/008

**SALARY**

R376 596 per annum (Level 09) (All-inclusive package). Annual Progression up to maximum salary of R443 601 is possible, subjected to satisfactory performance. The all-inclusive remuneration package consists of basic salary, the state’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to personal needs within a framework.

**CENTRE**

Pretoria

**REQUIREMENTS**

A 3-year Diploma or Degree in Communications, Public Relations, Project Management or relevant qualification at NQF Level 6 coupled with relevant experience in stakeholder relations management, research capabilities, writing skills and analytical skills. 3-5 years’ experience in Events and /or Project Management. 3 years’ experience working with stakeholders and sponsors within the ICT environment preferably in the public sector. Proven organizational and project management skills. Experience in writing briefs and basic communication material such as newsletters, above average computer literacy, Ability to interact with stakeholders at different levels. Good communication skills including written and spoken English. Should hold a valid driver’s license.

**DUTIES**

Support the Directorate by ensuring effective participation of stakeholders in the implementation of ICT projects in Government. Ensure structured and programme oriented partnership with stakeholders by maintaining sound relations with the ICT industry. Manage and coordinate stakeholder engagements, forums, events, learning networks and conferences. Administer and update the stakeholder contact database. Prepare stakeholder engagement and project reports. Organize funding and sponsorship for stakeholder events. Work with the Government Information Technology Officers Council (GITOC) on issues pertaining to stakeholder management. Coordinate visits of advocacy groups, researchers,
donors, partners etc. Conduct research in preparation for stakeholder engagements, prepare briefing notes and contribution to publications.

**ENQUIRIES**

: Ms A Swalivha Tel No: (012) 336-1369
ANNEXURE Q

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: 24 May 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 (not Older than 3months) of qualifications (Matric and Tertiary Qualifications), an Identification Document and Valid driver’s License where required. 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.

OTHER POSTS

POST 16/47: IT TECHNICIAN: INFORMATION SERVICES (IT SUPPORT) REF NO: 2019/79

SALARY: R316 791 per annum
CENTRE: Kimberly Regional Office
REQUIREMENTS: A three year tertiary qualification in Computer Science or equivalent qualification. MCSE, A+ and N+ with appropriate experience in a network environment. Strong communication and report writing skills. Self-driven, independent individual with troubleshooting and problem solving skills. Good understanding of MS Windows 7 – 10 and MS Office suite. Understanding of Linux and Open Source will serve as an advantage. A valid driver’s licence.

DUTIES: Detect and repair faults on LAN/WAN, PC’s, peripherals, network points and software. Assist with planning, design and implementation of LAN/WAN infrastructure. Provide and maintain printing from transversal systems. eg. LOGIS, PERSAL, BAS, WCS and PMIS. Provide advanced desktop support. Manage and maintain a virus-free network. Perform back-ups. Monitor wide and local area networks. Liaise with suppliers. Install and support software/applications.

ENQUIRIES: Ms L Skhosana Tel No: 012 406 1286 /1395
APPLICATIONS: The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301.
FOR ATTENTION: Ms N Hlongwane


SALARY: R316 791 per annum
CENTRE: Kimberly Regional Office
REQUIREMENTS: A three year tertiary qualification in Human Resource Management, Public Management/ Administration, management sciences or related fields. Appropriate relevant experience. Knowledge of standard practices, processes and procedures related to HR recruitment and planning. Practical knowledge of PERSAL. An understanding of Minimum Information Security Standards (MISS) Act, Public Service Act and Regulations, Employment Equity Act, Collective Agreements,
Codes of Remuneration, Computer literacy (MS Word, Excel, PowerPoint), Basic numeracy, Interpersonal and diplomacy skills, Communication and reporting abilities, Innovative and creative, The ability to work in stressful situations, People oriented, trustworthy, assertive, hardworking and self-motivated. The ability to work in a team.

**DUTIES**

Provide administrative support to recruitment and selection processes. Advertise posts, Capturing of applications, advice Line Managers on the HR Recruitment best practices, post filling of the positions. Ensure adherence to effective implementation of policies, regulations, and acts with regard to HR recruitment and planning. Process appointments, transfers, promotions, relocations and movements on the PERSAL system. Maintain and provide related statistical information. Management of learners and interns within the unit.

**ENQUIRIES**

Ms N Hlongwane Tel No: 053 838 5377

**APPLICATIONS**

The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301.

**FOR ATTENTION**

Ms N Hlongwane

**POST 16/49**

**ADMIN OFFICER: IMMovable Asset Register REF NO: 2019/81**

**SALARY**

R257 508 per annum

**CENTRE**

Kimberly Regional Office

**REQUIREMENTS**

A three-year tertiary qualification in Property Management; Real Estate; Town & Regional Planning, Accounting, Commerce or tertiary qualification with any of the following as major subjects; Property Law/ Assets Management or Accounting with relevant experience in Property/Accounting/Immovable Asset Register Management. Experience in State land administration and verification of immovable assets (land and buildings) will be an added advantage. Valid driver’s Licence. Computer literacy. Decision making skills. Negotiation skills. Excellent inter-personal skills and Communication skills. Good Verbal and written communication Skills. Ability to work under pressure and deadline driven.

**DUTIES**

General administrative responsibilities and functions to support the Deputy Director: Immovable Asset Register. Assist the Deputy Director with monitoring tasks during the implementation phase of various Immovable Asset Register projects. Administer the performance of physical verification activities to provide status information around the existence and condition of all Immovable Assets in the register. Monitor that all improvements to state property are appropriately identified and recorded in the IAR. Vesting of land parcels and endorsement of title deeds under the custodianship of DPW. Verify documents or information from numerous sources (Deeds Office, Surveyor-General, Municipalities, etc.). Perform such other duties, appropriate to the role, as may be required by the Deputy Director.

**ENQUIRIES**

Mr. Siboniso Sokhela Tel No: (012) 406 1143/2043

**APPLICATIONS**

The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301.

**FOR ATTENTION**

Ms N Hlongwane

**POST 16/50**

**PERSONAL ASSISTANT TO THE DDG CONSTRUCTION PROGRAMME MANAGEMENT REF NO: 2019/82**

**SALARY**

R257 508 Per annum

**CENTRE**

Head Office (Pretoria)

**REQUIREMENTS**

A three year tertiary qualification in Secretarial, office management or equivalent qualification; relevant experience in rendering a support service to senior management. Knowledge: Wide range of office management and administrative tasks; Good telephone etiquette; Demonstrative computer literacy; Relevant legislation; Basic financial administration Skills Advanced communication (verbal and written); Sound organisational skill; Good people skill; Ability to communicate well with people at deferent; Basic numeracy; Office administration and organisational skills; Planning and organising; Ability to act with tact and discretion.

**DUTIES**

Provides a secretarial/receptionist support service to the manager; receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. In
the process the job incumbent should finalise some enquiries; Performs advanced typing work; Operates and ensure that office equipment, fax machines and photocopiers are in good working order; Records the engagements of the senior manager; Utilises discretion to decide whether to accept/decline or refer to other employees, request for meetings, based on the assessed importance and urgency of the matter; Coordinates with and sensitises/advises the manager regarding engagements; Compiles realistic schedule of appointments; Renders administrative support services:-Ensure the effective flow of information and documents to and from the office of the manager; Ensures the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies; Obtains inputs, collates and compiles reports, e.g. progress reports, monthly reports and management reports; Scrutinises routine submissions/reports and make notes and/or recommendations for the manager; Responds to enquiries received from internal and external stakeholders; Drafts documents as required; Does filing of documents for the manager and the unit where required; Collects, analyses and collates information requested by the manager; Clarifies instructions and notes on behalf of the manager; Ensures that travel arrangements are well coordinated; Prioritise issues in the office of the manager; Manages the leave register and telephone accounts for the unit; Handles the procurement of standard items like stationary, refreshments etc. for the activities for the manager and the unit; Obtains the necessary signatures on documents like procurement advises and monthly salary reports; Provides support to manager regarding meetings; Scrutinise documents to determine actions/information/other documents required for meetings; Collects and compiles all necessary documents for the manager to inform him/her on the contents; Records minutes/decision and communicates to relevant role-players, follow-up on progress made; Prepares briefing notes for the manager as required; Coordinates logistical arrangement for meetings when required; Supports the manager with the administration of the Manager’s budget; Collects and coordinates all the documents that relate to the manager’s budget.

ENQUIRIES

Ms P Nyembe Tel No: 012 406 1995
ANNEXURE R

DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

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

CLOSING DATE : 24 May 2019 at 16:00

NOTE : DRDLR requests applicants to apply manually by submitting applications on form Z83 obtainable from any Public Service department that should be accompanied by comprehensive CVs (previous experience must be expansively detailed) and certified (certification must not be older than 12 months) copies of qualifications, service certificates (in case of an OSD post), identification document and permanent residency/work permit. Reasonable accommodation shall apply for People with Disabilities (including where a driver’s licence is a requirement in a non-Occupational Specific Dispensation (OSD) post). Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can only attach course certificates applicable to the post requirements. Failure to submit the requested documents may result in your application not being considered. If you apply for more than one post, submit separate applications for each post that you apply for. Correspondents will be entered into with short-listed candidates within three months after the closing date of the post. If by then you have not been contacted for an interview you were not successful in your application. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit.

Applicants will be expected to be available for selection interviews and/or competency assessments at a time, date and place as determined by DRDLR. The Department reserves the right to conduct pre-employment security screening and the appointment is subject to a positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during/after the interview took place, note that the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The Minister of Rural Development and Land Reform, in terms of section 4(3) and 4(4) of the Restitution of Land Rights Act No. 22 of 1994, hereby invites nominations from the general public for the appointment of a Deputy Chief Land Claims Commissioner for the Commission on Restitution of Land Rights. The person so nominated should meet the requirements for the position. Nominations must include a signed nomination letter and be accompanied by an updated CV, certified copies of qualifications and form Z83 completed by the nominated candidate. The appointment will be made in compliance with the Restitution of Land Rights Act 22 of 1994 read with the Public Service Regulations, 2016.

MANAGEMENT ECHELON

POST 16/51 : DEPUTY CHIEF LAND CLAIMS COMMISSIONER REF NO: 3/2/1/2019/141
(5 Year Contract Post)
Branch: Restitution
This is a re-advertisement, all nominations submitted previously must be resubmitted.

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

CENTRE : National Office: Pretoria

REQUIREMENTS : Bachelor’s Degree or Advanced Diploma in Social/Natural/Economic Science/Law or Development Studies (NQF Level 7), 5 years’ working experience at a senior management level. Job related knowledge: Programme, Human Resource, Financial and Supply Chain Management, Monitoring and Evaluation, Strategic Planning and Stakeholder Relations, Understanding of key priorities of government as well as Comprehensive Rural Development Programme (CRDP). Job related skills: Ability to act as programme manager, Strong leadership and managerial qualities, A good track record of working with Communities, Strong
research and analytical, Good written and verbal communication. A valid driver’s license.

**DUTIES**: Advise the Minister of Rural Development and Land Reform (DRDRL), the Director-General of the DRDRL and the Chief Land Claims Commissioner as and when required on matters pertaining to Restitution. Develop memoranda/Policies/appropriate documentation for the Minister and/or the Chief Land Claims Commissioner consideration. Coordinate input/matters for consideration by the Minister or Chief Land Claims Commissioner. Brief Minister/or the Chief Land Claims Commissioner on all Restitution required matters when required. Serve as a Deputy Head of the Commission on Restitution of Land Rights and act as Chief Land Claims Commissioner in her/his absence. Coordinate programme management support for the Commission and create linkages with other government programmes and initiatives. Lead and coordinate programme management support of the Commission. Coordinate monitoring and evaluation of the Restitution programme. Create links with other government programmes and initiatives. Provide sector collaboration support to the Commission at National Office and Provincial Office. Provide Provincial coordination support to the Chief Land Claims Commissioner. Provide Provincial support (planning, monitoring and evaluation, sector engagement, programme management, managerial) to Restitution Provincial Offices. Coordinate Provincial roll out of Restitution related initiatives. Coordinate and support Provincial coordination across Provinces. Support sector collaboration across sectors, spheres of government and Provinces. Develop and coordinate Restitution Policy, including drafting of standard operating procedures, ensuring alignment with government wide Policy objectives as well as ensuring interface with broader processes around land reform. Develop and coordinate Restitution Policy development. Participate and advise on all land reform related Policies. Review, advice and facilitate coordination with government wide objectives. Develop, update and maintain land Restitution Strategic Framework. Engage with various stakeholders in the development and update of Restitution or related Policies. Liaise, foster and promote sector collaboration and working relationship with relevant stakeholders, parliamentary committees, government departments, statutory bodies, public entities, academic and private sector institutions. Promote the development of sector participation frameworks. Provide advice and support to land claims across different sectors.

**ENQUIRIES**: Mr B Moemedi Tel No: (012) 407 4450

**APPLICATIONS**: Please forward your nomination, quoting the relevant reference number of the vacancy in the application to the Department of Rural Development and Land Reform, Private Bag X 833, Pretoria, 0001 or hand deliver it to 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria, for the attention of: Human Resource Management.

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

**POST 16/52**: DIRECTOR: PROJECT MANAGEMENT REF NO: 3/2/1/2019/142

Directorate: Project Management Office

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

**CENTRE**: Pretoria

**REQUIREMENTS**: Bachelor’s Degree or Advanced Diploma in Project Management/Public Administration or Management (NQF 7) and membership certificate of a Project Management Association. 5 years’ of experience at middle/senior management level. Job related knowledge: Understanding of the Public Financial Management Act, Treasury Regulations and relevant Government Policies and Regulations, Division of Revenue Act, Effective management of Supply Chain Management
processes as well as Asset Management, Management, training and motivation of employees and performance evaluation, Expenditure reporting, Monitoring and Evaluation, Strategic planning, Human Resource Management. Job related skills: Project Management, Computer literacy, Problem solving and decision making, Sound analytical, Communication, Presentation, Interpersonal Relations, The ability to work independently, In a team and under pressure, Provide leadership in project management related matters, Negotiation and Conflict Resolution, Strategic Management abilities, Networking, Budget forecasting, Time Management. A valid driver’s license/Learners driver’s license.

**DUTIES**

- Ensure proper reporting and accountability for the Branch in line with project progress against the operational plan. Ensure proper reporting and accountability for projects in the Branch. Ensure monthly reporting on Annual Project Plan targets and recommend corrective measures. Be the liaison between the Branch and the Chief Directorate: Monitoring and Evaluation. Establish the Rapid Response Unit to assist Provincial Offices in the facilitation of difficult and controversial claims. Establishment of the Joint Coordinating Committee for the monitoring of the development aspects or restoration claims settled and to be settled in terms of Memorandum of Understanding, and Service Level Agreements per District. Establish bi-laterals with the various Government Departments, District Councils, Municipalities and development stakeholders in terms or Rural Economic Transformation Model. Ensure that the grant funding that has been approved for developmental purposes are effectively utilised. Represent the Chief Land Claims Commissioner on National Structures like the National Land Allocation and Recapitalisation Control Committee and Quality Control Committee. Ensure that the project management Policy is adhered to within the Branch and the necessary training is rolled out. Assist with the signing of the Memorandum of Understanding at a political level. Ensure that Service Level Agreements with all stakeholders are concluded. Establish and chair bi-monthly meetings with Provincial Project Management Units. Develop and implementation of training programme. Provide ongoing Enterprise Performance Management live user support. Be the liaison between the Branch and the Enterprise Project Management Office. Represent the Commission on various National Structures like the Enterprise Project Management Office Governance Board and other Fora. Provide progress reports on all claims both pre and post settlement. Ensure the development and implementation of an Electronic Approved System for the Restoration of Land Rights. Assist with the development of the system. Ensure that the system is rolled out. Provide support to users. Provide project management support to all the Provinces. Development of Project Management Principals for Restitution. Roll out project management training to Provinces. Provide support to Provinces. Provide support in updating and maintaining the Branch Enterprise Project Management Office Frameworks. Ensure integrity of information.

**ENQUIRIES**

Mr M Pilane Tel No: (012) 407 4451

**APPLICATIONS**

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

**NOTE**

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

**POST 16/53**

**DIRECTOR:** PROPERTY MANAGEMENT **REF NO:** 3/2/1/2019/143

Directorate: Property Management

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

**SALARY**

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

**CENTRE**

Gauteng (Pretoria)
REQUIREMENTS: Bachelor's Degree or Advanced Diploma in Town and Regional Planning/Real Estate/Property Management/Land Survey/Law/Land Valuation/Public/Business Management (NQF Level 7). 5 years' of experience at a middle/senior management level in a property management field or property management environment. Job related knowledge: Sound understanding of land information, Legislation governing the administration of state land, Sound understanding of state land administration. Job related skills: People Management, Strategic thinking, Writing and communication, Strategic Management. A valid driver's license.

DUTIES: Administer and provide leases administrative support. Prepare lease and caretaker agreements. Monitor lessee compliance in terms of the agreements. Monitor the proper usage and maintenance of leased assets. Conduct verification of all immovable assets administered by the Department. Maintain a register of all Departmental movable assets on a farm and periodically verify the existence of such assets. Manage records of original contracts and inspection reports. Administer and provide property holdings and disposals. Manage a Provincial register of Departmental controlled immovable assets. Manage the confirmation of vesting of Departmental controlled state immovable assets and provide vesting and disposal support to other state land custodians. Manage periodic land use investigations on Departmental immovable assets and conduct condition assessments. Process servitudes and prospecting applications. Manage the issuing of other forms of use rights on Departmental controlled immovable assets (e.g. Independent Electoral Commission polling stations, church sites, early childhood development centres etc.). Manage the surveying of immovable assets belonging to the Department. Initiate the process of identifying assets for disposal and process disposal applications. Manage processes towards the payment of utility and other statutory charge Departmental immovable assets. Manage and provide district property management services. Administer the signing of immovable assets lease and caretaker agreement. Coordinate and conduct the verification of all immovable assets belonging to the Department. Manage the confirmation of vesting of Departmental controlled state immovable assets and provide vesting and disposal related support to other state land custodians. Manage periodic land use investigations on Departmental immovable assets and conduct condition assessments. Manage and supervise resources for the Directorate. Manage and monitor budget and expenditure of the Directorate. Manage the Demand Management Plan for the Directorate. Manage human resources of the Directorate. Ensure effective management of Business Risk and Audit Management Plans. Ensure effective use of physical resources.

ENQUIRIES: Ms R Masango Tel No: (012) 337 3622

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

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

POST 16/54: DIRECTOR: PROPERTY MANAGEMENT REF NO: 3/2/1/2019/144
Directorate: Property Management
This is a re-advertisement, applicants who applied previously must reapply

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

CENTRE: Mpumalanga (Nelspruit)

REQUIREMENTS: Bachelor's Degree or Advanced Diploma in Town and Regional Planning/Real Estate/Property Management/Land Survey/Law/Land Valuation/Public/Business Management (NQF Level 7). 5 years' of experience at a middle/senior
management level in a property management field or property management environment. Job related knowledge: Sound understanding of land information, Legislation governing the administration of state land, Sound understanding of state land administration. Job related skills: People Management, Strategic thinking, Writing and communication, Strategic Management. A valid driver’s license.

**DUTIES**: Administer and provide leases administrative support. Prepare lease and caretaker agreements. Monitor lessee compliance in terms of the agreements. Monitor the proper usage and maintenance of leased assets. Conduct verification of all immovable assets administered by the Department. Maintain a register of all Departmental movable assets on a farm and periodically verify the existence of such assets. Manage records of original contracts and inspection reports. Administer and provide property holdings and disposals. Manage a Provincial register of Departmental controlled immovable assets. Manage the confirmation of vesting of Departmental controlled state immovable assets and provide vesting and disposal related support to other state land custodians. Manage periodic land use investigations on Departmental immovable assets and conduct condition assessments. Process servitudes and prospecting applications. Manage the issuing of other forms of use rights on Departmental controlled immovable assets (e.g. Independent Electoral Commission polling stations, church sites, early childhood development centres etc.). Manage the surveying of immovable assets belonging to the Department. Initiate the process of identifying assets for disposal and process disposal applications. Manage processes towards the payment of utility and other statutory charge Departmental immovable assets. Manage and provide district property management services. Administer the signing of immovable assets lease and caretaker agreement. Coordinate and conduct the verification of all immovable assets belonging to the Department. Manage the confirmation of vesting of Departmental controlled state immovable assets and provide vesting and disposal related support to other state land custodians. Manage periodic land use investigations on Departmental immovable assets and conduct condition assessments. Manage and supervise resources for the Directorate. Manage and monitor budget and expenditure of the Directorate. Manage the Demand Management Plan for the Directorate. Manage human resources of the Directorate. Ensure effective management of Business Risk and Audit Management Plans. Ensure effective use of physical resources.

**ENQUIRIES**: Ms ZS Sihlangu Tel No: (013) 755 3499

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

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

**POST 16/55**: DIRECTOR: PLANNING POLICY AND STANDARDS DEVELOPMENT REF NO: 3/2/1/2019/145

Directorate: Planning Policy and Standards Development
This is a re-advertisement, applicants who applied previously must re-apply.

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

**CENTRE**: Pretoria

**REQUIREMENTS**: Bachelor Degree in Town and Regional/Urban Regional Planning (NQF 7). 5 years’ of experience at middle/senior management level. Job related knowledge: Spatial Planning and Land Use Management Act and related legislation, Application of development concepts and initiatives, Intergovernmental legislation, Governments plan and programmes. Job related skills: Computer Literacy,
Communication (written and verbal), Negotiation, Financial Management, Project Management, Team Management, Interpersonal Relations.

**DUTIES**

Develop National Planning and Land Use Management Policies, guidelines, norms and standards. Identify and finalise the development of norms and standards in line with Section 8 of the Spatial Planning and Land Use Management Act. Develop Policies and guidelines to facilitate the effective implementation of the Spatial Planning and Land Use Management. Develop, manage and maintain the Policy and standards component of the National Spatial Development Framework. Identify and finalise Policy and standards on the National Spatial Development Framework. Integrate and manage parallel systems of Sectoral Policy and instruments for Spatial Planning and Land Use Management. Develop tools to facilitate the alignment of authorisations. Monitor and evaluate relevant aspects of Spatial Planning and Land Use Management implementation, including overall responsibility for maintenance of legislation. Develop tools and systems to monitor the implementation of the Spatial Planning and Land Use Management Act. Develop tools and systems to ensure compliance to the Spatial Planning and Land Use Management Act. Develop tools and systems to provide for the enforcement of the Spatial Planning and Land Use Management Act. Identify areas for legislation intervention. Develop legislation for the implementation of Spatial Planning and Land Use Management. Identify areas for amendments where necessary. Monitor and evaluate Provincial and Municipal Planning Policy. Develop tools to support the development of Provincial and Municipal Planning Policy. Develop tools and systems to monitor the development and implementation of Provincial and Municipal Planning Policy on Spatial Planning and Land Use Management.

**ENQUIRIES**

Mr R Saila Tel No: (012) 312 9602

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

**NOTE**

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

**POST 16/56**

**DIRECTOR: RECAPITALISATION AND DEVELOPMENT REF NO:**

3/2/1/2019/169

Directorate: Recapitalisation and Development

**SALARY**

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

**CENTRE**

KwaZulu-Natal (Pietermaritzburg)

**REQUIREMENTS**


**DUTIES**

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

ENQUIRIES : Mr NC Mndaweni Tel No: (033) 264 9500
APPLICATIONS : Applications can be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.
NOTE : Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

POST 16/57 : DIRECTOR: RECAPITALISATION AND DEVELOPMENT REF NO: 3/2/1/2019/175
Salaries: R1 005 063 per annum (Level 13) (All-inclusive package to be structured in accordance with the rules for SMS)
CENTRE : Gauteng (Pretoria)
**DUTIES**

Facilitate the development and graduating of small scale farmers into fully fledged commercial farmers. Facilitate capacity building and training to farmers. Establish partnership between emerging and established farmers. Promote agricultural enterprise opportunities for small scale farmers for food security at household level. Facilitate the identification of land reform strategic institutional partnerships. Assist farmers in instructing appropriate enterprise model based on their prepared commodities. Facilitate the conduct of diligence on prospective strategic partners. Conduct of diligence on existing business ventures. Manage the implementation of Land Development Programmes and Producer Support Commercialisation Policy in line with Operation Phakisa initiatives. Conduct regular assessment of the progress of recapitalisation programs and development services. Ensure compliance with relevant prescripts. Address gaps, non-compliance and make recommendations.

Provide advice and guidance on partnerships. Advice State-Land on the performance of the lease on the farm especially were development funding has been provided. Ensure resource mapping in all identified farms for development (business planning, farm assessment, etc). Facilitate profiling of beneficiaries in Communal Property Associations (CPA) and 1 Household 1 Hectare program with the reports. Facilitate the development of Business Plans for farm projects identified for development. Facilitate the regularisation of CPA and legal compliance in the restitution projects identified for development. Facilitate the development of farm assessment reports. Conduct workshops to farmers on different Departmental Policies affecting them. Ensure the identification and readiness of the properties to be developed through different programs. Assist in the appraisal of the projects proposal through different approval structures. Ensure that all proposals are aligned with the Policies and objectives of the Department. Coordinate and align the development of identified projects with the different Departmental Branches mandate and expertise. Ensure alignment of identified farms to be developed with Departmental deliverables in the Annual Performance Plan (APP) and Operational Plan of the Branch. Ensure the alignment of selected properties with the APP and Operational Plan. Ensure alignment of such projects with allocated budget. Ensure quarterly reporting on performance of the project in line with the Key Performance Area as defined in the Operational Plan. Produce monthly reports on the actual performance of the farm.

**ENQUIRIES**

Ms R Masango Tel No: (012) 337 3622

**APPLICATIONS**

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

**NOTE**

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

**OTHER POSTS**

**POST 16/58**

**DEPUTY DIRECTOR: PERFORMANCE AUDIT REF NO: 3/2/1/2019/146**

Directorate: Performance and Financial Audit

**SALARY**

R733 257 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)

**CENTRE**

Pretoria

**REQUIREMENTS**

National Diploma in Internal Auditing/Financial Management/Law. A post graduate qualification in the specialist audit field, Certified Government Auditing Professional (CGAP) and Certified Internal Auditor will be an advantage. 3 years’ at Assistant Director Level (operational management, auditing). Membership of the Institute of Internal Auditors is recommended. Job related knowledge: Standards

**DUTIES**

Participate in the compilation of the 3 year strategic rolling plan and the annual performance audit plan for approval by the Senior Manager by April annually. Update and or analyse the annual Department of Rural Development and Land Reform process risk registers for the compilation of the performance audit plans by March annually. Provide inputs to the development of the Directorate's 3 year strategic rolling risk based audit plan for approval by the Senior Manager by April annually. Participate in development of the annual risk based performance audit plan for the Senior Manager's approval by April annually. Manage the integration of the Directorate's annual risk based performance audit plan to the plans of all the other Directorates in the Chief Directorate. Manage the project execution of the less complex annual performance audit plan projects according to the deliverables and timelines defined on the approved performance audit projects' planning memorandums. Manage and ensure the integrity and timelines of the execution of the performance audit plan projects as defined on the approved performance audit projects' planning memorandums. Compile the audit planning memorandums of all the performance audit projects on the electronic audit software according to timelines defined on the approved performance audit projects planning memorandums. Review all audit planning and audit performance deliverables of all the less complex performance audit projects as first reviewer on the electronic audit software according to timelines defined on the approved performance audit projects planning memorandums and conduct the above for the complex performance audit projects on the electronic audit software. Review the stream reports of all the auditee offices audited of all the less complex performance audit projects as first reviewer on the electronic audit software according to timelines defined on the approved performance audit projects planning memorandums and conduct the above for the complex performance audit projects on the electronic audit software. Compile the consolidated stream reports of all the performance audit projects allocated to this position on the electronic audit software according to timelines defined on the approved performance audit projects planning memorandums. Attend and present the stream reports of all performance audit projects to the auditee management and consolidate stream reports of all the performance audit projects to auditee senior management according to timelines defined on the approved performance audit projects planning memorandums. Provide inputs to the compilation of the audit committee reports of all the performance audit projects according to timelines defined on the approved performance audit projects planning memorandums. Manage outsourced and co-sourced project performance audit projects according to the deliverables and timelines defined on the approved Service Level Agreements (SLA) projects plans and performance audit projects' planning memorandums. Project manage the integrity and deliverables of outsourced and co-sourced performance audit projects according to the deliverables and timelines defined on the approved SLA projects plans and performance audit projects' planning memorandums, in line with the management of in-house projects. Report on the progress and deliverables of the performance annual audit plan projects on a weekly basis to the Senior Manager and participate in the preparation of Directorate’s quarterly progress report for the Audit Committee. Report to the Senior Manager on the status of the performance audit plan projects on weekly basis. Participate in the preparation of the report to the Chief Audit Executive on the status of the performance audit annual plan on a monthly basis. Participate in the preparation of the quarterly progress reports to the Audit Committee of the performance audit annual audit plan 3 weeks before the Audit Committee date. Manage the project implementation of management action plans on all performance audit reports by performing quarterly progress follow-up audits of less complex financial audits 2 years’ after completion of the audit project. Manage the project implementation of management actions plans on all performance audit reports by reviewing and follow-up progress reports from line management on a quarterly basis and report to Senior Manager on progress. Manage the project performance audits on less complex performance audits and
follow-up audits of all performance audits within 2 years’ maximum after issuing of the audit reports as part of the annual audit plan. Assist in management of human, logistical and financial resources allocated to the Directorate: Performance Audit.

ENQUIRIES : Ms K Motsisi Tel No: (012) 312 9225
APPLICATIONS : Applications can be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.
NOTE : Coloured, Indian and White males and African and Coloured females and Persons with disabilities are encouraged to apply.

POST 16/59 : PROFESSIONAL CONSTRUCTION PROJECT MANAGER REF NO: 3/2/1/2019/147

SALARY : R718 059 per annum (Salary in accordance with the OSD for Engineers)
CENTRE : North West (Mmabatho)

DUTIES : Manage and co-ordinate all aspects of projects. Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identify resources needed and assign individual responsibilities. Manage day to day operational aspects of a project and scope. Effectively apply methodology and enforce project standard to minimise risk on projects. Manage human capital development. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and processes. Administer performance management and development. Manage office administration tasks and budget planning. Provide inputs to other professionals with tender administration. Liaise and interact with service providers, client and management. Contribute to the human resources and related activities. Maintain record management systems and architectural library and utilise resources allocated effectively. Conduct research and development of new developments on new technologies and systems. Keep up with new technologies and procedure. Research/literature on new developments on project management methodologies. Liaise with relevant bodies/councils on project management.

ENQUIRIES : Mr K Sebitiele Tel No: (018) 388 7115
APPLICATIONS : Applications can be submitted by post Private Bag X74, Mahikeng, 2745 or hand it delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.
NOTE : Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 16/60 : PROJECT COORDINATOR: PROPERTY LEASES REF NO: 3/2/1/2019/148

Directorate: Property Management

SALARY : R470 040 per annum (Level 10)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Bachelor’s Degree in Property Management/Law (Property law)/Agriculture (NQF Level 6). 3-5 years’ of experience property management field or environment. Job

**DUTIES**

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

**ENQUIRIES**

Mr F Makwakwa Tel No: (012) 337 3656

**APPLICATIONS**

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

**NOTE**

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

**POST 16/61**

PROJECT COORDINATOR: LAND ACQUISITION REF NO: 3/2/1/2019/149

Directorate: Strategic Land Acquisition

**SALARY**

R470 040 per annum (Level 10)

**CENTRE**

Mpumalanga (Ehlanzeni)

**REQUIREMENTS**


**DUTIES**

Identify potential projects within the area of responsibility to facilitate planning and budgeting. Acknowledge receipt of project file(s) from Regional Manager/Deputy Director: Land Acquisition. Make arrangement with the farm/land owner for Farm assessment. Conduct Farm assessment in conjunction with Department of Agriculture Forestry and Fisheries (DAFF), Gauteng Department of Agriculture and Rural Development (GDARD) and Municipalities (Stakeholders). Prepare presentations for the District Screening Committee for approval of Planning Funds. Conduct Farm visits to locate the property and confirm Land Claim status. Implement land acquisition project procedures within relevant policy and programme guidelines (Regional Agricultural Development Program (RADP) and Proactive Land Acquisition Strategy (PLAS). Facilitate the appointment of service providers to conduct relevant studies. Engage in the Land Price Negotiations Process. Prepare submission for approval by relevant committees. Liaise with relevant role-players/Stakeholders with regards to Land Acquisition projects support requirements. Consult with Land Acquisition and Warehousing to assess the valuation reports and give a mandate for land price negotiations. Investigate and respond to Presidential enquiries and Ministerial tasks and queries. Consult with the office of the Public Protector to investigate and respond to query within 7-14 days. Liaise with the Banks (Land Bank) to investigate and determine the
settlement amount for rescue purposes. Conduct investigation of mineral rights with the Department of Minerals. Consult Eskom on electricity related matters. Facilitate project financial administration process. Obtain approval of planning funds for implementation of projects. Develop Terms of Reference for procurement of service provider. Facilitate the appointment of service providers through adjudication process. Compile monthly and quarterly projections for expenditure of approved funds. Ensure payment of invoices for service rendered within stipulated time. Provide support to the management of the Region. Coordinate Regional Project Implementation. Manage Regional project database. Administer Regional application. Manage day to day operations of the Senior Project Officers. Check and correct submissions of Senior Project Officers prior to submission to the Regional Manager. Provide input into the strategic direction of the Region/unit.

ENQUIRIES: Ms Z Ngwenya Tel No: (013) 754 8020
APPLICATIONS: Applications can be submitted by post Private Bag X11305, Nelspruit, 1200 or hand it delivered to: 17 Van Rensburg Street, Bateleur Office Park, Mbombela 1200.

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

POST 16/62: PROJECT COORDINATOR: LAND ACQUISITION REF NO: 3/2/1/2019/170
Directorate: Strategic Land Acquisition

SALARY: R470 040 per annum (Level 10)
CENTRE: Gauteng (Pretoria)

DUTIES: Provide support to management of the Region and supervision to Senior Project Officers. Assess subordinates’ quarterly and annual performance. Coordinate Regional Project Implementation. Manage Regional Project database. Administer Regional application. Manage day to day operations of the Senior Project Officers. Check and correct submissions of Senior Project Officers prior to submission to the Regional Manager. Provide input into the operational plan of the Region/unit/District. Identify potential projects within area of responsibility to facilitate planning and budgeting. Acknowledge receipt of project files(s) from Regional Manager/Deputy Direct: Land Acquisition. Facilitate farm assessment/feasibility in conjunction with Department of Agriculture Forestry and Fisheries (DAFF), Gauteng Department of Agriculture and Rural Development (GDARD) and Municipalities (Stakeholders). Prepare presentation for the District Screening Committee for approval of Planning Funds. Conduct farm visits to locate the property and to confirm land claim status. Implement land acquisition project procedures within relevant Policy and programme guidelines, (Recapitalisation and Development Program (RADP) and Proactive Land Acquisition Strategy (PLAS). Facilitate the appointment of service providers to conduct relevant studies. Prepare submission for approval by relevant committees. Engage with internal and external stakeholders. Liaise with relevant role-players/stakeholders with regards to Land Acquisition projects support requirements. Provide feedback on land acquisition offers made by sellers. Respond to Presidential Hotline queries, Director-General Tasks as and when required. Facilitate project management support. Obtain approval of planning funds for implementation of projects. Develop Terms of Reference’s for procurement of professional services in line with the Supply Chain Management process. Submits invoice for service rendered within stipulated timeframe.
ENQUIRIES: Mr N Makwakwa Tel No: (012) 337 3656
APPLICATIONS: Applications can be submitted by post Private Bag X09, Hatfield, 0028 or hand it delivered to: Sancardia Building, 6th floor, Cnr Steve Biko and Stanza Bopape Street, Arcadia, 0007.
NOTE: Coloured, Indian and White males and African, Coloured and Indian females and Persons with disabilities are encouraged to apply.

POST 16/63: CONTROL SURVEY TECHNICIAN REF NO: 3/2/1/2019/150
Directorate: Survey Services

SALARY: R446 202 per annum (Salary in accordance with the OSD for Engineers)
CENTRE: Western Cape (Cape Town/Mowbray)


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

ENQUIRIES : Mr T Mtintsilana Tel No: (021) 409 0569
APPLICATIONS : Applications can be submitted by post Private Bag X10, 7705, Mowbray, or Hand delivered at 1st floor No. 14 Long Street, Cape Town, 8001.
NOTE : African males and African females and Persons with disabilities are encouraged to apply.

POST 16/64 : CONTROL SURVEY TECHNICIAN REF NO: 3/2/1/2019/151
Directorate: Imagery and Topographic Data

SALARY : R446 202 per annum (Salary in accordance with the OSD for Engineers)
CENTRE : Western Cape (Cape Town/Mowbray)
REQUIREMENTS : National Diploma in Surveying/Cartography/Geographic Information System (GISc) (NQF 6). Compulsory registration with South African Geomatics Council as a Technician. 6 years’ of post-qualification technical experience in survey/cartography/GISc. 3 years’ of management experience. Job related knowledge: Programme and Project Management, Survey, legal and operational compliance, Survey operational communication, Mobile equipment, Process knowledge and skills, Maintenance skills and knowledge, Geo-Database design and analysis knowledge, Research and development, Creating high performance organisational culture, Technical consulting, Survey design and analysis knowledge, Computer-aided survey applications, Modern survey equipment, GIS knowledge with regards to data capture, structuring and manipulation, Imagery acquisition and parameters, Change detection methods and procedures. Job related skills: Strategic capability and leadership, Problem solving and analysis, Decision making, Team leadership, Creativity, Customer focus and responsiveness, Communication, Computer literacy, People Management, Planning and Organise, Conflict Management, Negotiation, Change Management, Data and Information Management, Data search, Facilitation, Project Management, Interpersonal relations, Analytical, Time Management, Contract Management. A valid driver’s license.

DUTIES : Render survey design and analysis effectiveness. Perform final review and approvals or audits on new imagery and geospatial-data applications according to set standards and design principles or theory. Co-ordinate imagery and geospatial-data efforts and integration across disciplines to ensure seamless integration with current technology. Undertake production planning. Manage survey operational effectiveness. Manage the execution of imagery and geospatial-data through the provision of appropriate structures, systems and resources. Set imagery and geospatial-data maintenance standards, specifications and service levels according to organisational objectives. Monitor imagery and geospatial-data maintenance efficiencies according to organisational goals to direct or redirect survey services. Monitor production flow and take corrective actions as required to achieve organisational targets. Provide effective and efficient financial management. To ensure the availability and management of funds to meet the Medium Term Expenditure Framework objectives within the survey environment/services. Manage the operational survey project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Render effective and efficient governance. Allocate, monitor and control resources. Compile risk logs (databases) and manages risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of mapping related matters to minimise possible mapping risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to Departmental objectives. Render effective and efficient people
management. Direct the development motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of survey services according to organisational needs and requirements. Manage subordinates’ key performance areas by setting and monitoring performance.

ENQUIRIES: Mr T Mintsilana Tel No: (021) 409 0569
APPLICATIONS: Applications can be submitted by post Private Bag X10, 7705, Mowbray, or Hand delivered at 1st floor No. 14 Long Street, Cape Town, 8001.
NOTE: African males and African females and Persons with disabilities are encouraged to apply.

POST 16/65: ASSISTANT DIRECTOR: RISK SERVICES REF NO: 3/2/1/2019/152
Directorate: Risk Services

SALARY: R376 596 per annum (Level 09)
CENTRE: Pretoria

DUTIES: Assess the impact of risk to the Department. Facilitate and co-ordinate risk assessments in the Department on an ongoing basis. Update the Departmental Operational Risk Register with the Strategic Plan and Operational Plan information according to standards. Implementation of appropriate risk management methods. Implement action plans to manage enterprise risk management in conjunction with Management, Legal Services, Policy Unit and Internal Audit on an ongoing basis. Provide report on implementation of Risk Management Plans. Quantify and report on financial losses or potential losses to the Enterprise Risk Management Committee whenever necessary. Ensure consistency with enterprise risk management practices and reporting throughout the Department to enable the consolidation of results. Provide assistance in risk report co-ordination and assist in any risk related information required by the Risk and Compliance Committee. Evaluate risk management programmes in all Branches. Conduct compliance monitoring in accordance with developed compliance monitoring tools and techniques. Provide assistance to risk champions. Assist management to discharge its responsibility and comply with any statutory or regulatory requirements by facilitating the development, establishment and maintenance of an efficient and effective risk management process.

ENQUIRIES: Mr M Setati Tel: (012) 312 9943
APPLICATIONS: Applications can be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.
NOTE: African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 16/66: ASSISTANT DIRECTOR: PARLIAMENTARY SERVICE REF NO: 3/2/1/2019/153
Directorate: Parliamentary Services

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

SALARY: R376 596 per annum (Level 09)
CENTRE: Cape Town
REQUIREMENTS: National Diploma in Public Administration/Business Administration/Political Science. 3 years of experience in relevant environment. Job related knowledge: Compilation and administration of budgets (forecasting, tracking and reporting), Procurement Policies and procedures, assets control, Practical experience of workflow control systems and registry administration, Public service Policies. Job
related skills: Advanced Computer Literacy, Ability to liaise at different levels of management, Communication, Good Interpersonal Relations, Ability to deal with confidential matters with discretion, Reliability and diplomacy, Organise, Decision making, Multi-tasking and time management. The ability to work efficiently and effectively at all times. A valid driver’s license.

**DUTIES**


**ENQUIRIES**

Ms M Chetty Tel No: (012) 312 8848

**APPLICATIONS**

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

**NOTE**

African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply. Shortlisted candidates may be subjected to a written exercise on the day of the interview.

**POST 16/67**

ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: 3/2/1/2019/154

Directorate: Support Services

**SALARY**

R376 596 per annum (Level 09)

**CENTRE**

Gauteng (Pretoria)

**REQUIREMENTS**


**DUTIES**

- Facilitate the implementation of records management Policies and guidelines. Maintain a filing system for the office. Advise and coordinate the use of approved file plan by staff. Reduce duplication of records to improve information sharing. Liaise with the Departmental records manager on additions and amendments of the file plan. Provide postal and courier services. Provide reprographic services. Implement records preservation strategies on vital records. Implement systematic disposal inactive records. Maintain records physical security and access. Manage the electronic document management system. Administer and maintain database. Manage the capturing process on the projects undertaken by the business unit. Provide management information on Projects. Facilitate access to information and records. Facilitate users access to the database. Provide and coordinate training on records administration. Undertake regular reviews and analysis of records.
management training needs. Provide a professional development programme for records management staff. Conduct awareness on records management and information practices. Monitor and evaluate records management practices for compliance to sound records management practices. Conduct registry inspection/audit in the Province/Districts. Provide compliance report on the records management implementation programme. Develop and maintain the relevant registers including inter/intra Departmental records transfers. Maintain Occupational Health and Safety compliant Registries in the Province and Districts.

ENQUIRIES:
Mr F Makwakwa Tel No: (012) 337 3656

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

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

POST 16/68:
ASSISTANT DIRECTOR: SYSTEMS AND PAYMENTS REF NO: 3/2/1/2019/155
Directorate: Financial and Supply Chain Management Services

SALARY:
R376 596 per annum (Level 09)

CENTRE:
North West (Mmabatho)

REQUIREMENTS:

DUTIES:
Ensure maintenance of finance systems regularly. Request monthly reports. Report in case the system is not working. Administer accounts and financial control system services. Manage payments on BAS, LOGIS and Accounting and Payroll System (ACCPAC). Ensure that payments are compliant with the PFMA, Treasury Regulations and Departmental Policies and procedures. Manage financial audit and risk management recommendations. Manage lease payments on Proactive Land Acquisition Strategy (PLAS) and non PLAS Farms. Administer LOGIS payments and ACCPAC services. Pre-authorise and authorise payments. Capture ACCPAC invoices. Manage data capturing services. Ensure payments registers are kept. Oversee cashier services for the Shared Service Centre. Ensure money is deposited to the bank daily.

ENQUIRIES:
Mr K Sebitiele Tel No: (018) 388 7115

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

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

POST 16/69:
CHIEF MONITORING AND EVALUATION ANALYST REF NO: 3/2/1/2019/156
Directorate: Service Delivery Coordination

SALARY:
R376 596 per annum (Level 09)

CENTRE:
Mpumalanga (Nelspruit)

REQUIREMENTS:

DUTIES:
Conduct monitoring of projects in various Districts in the Province. Monitor and evaluate performance of land reform and rural development projects. Produce
report on performance of projects to provide early warning. Collect data and compile project database. Conduct data verification on reports submitted by Branches. Analyse the report to ensure compliance. Analyse and interpret research statistical data. Update statistical information on Provincial project database. Monitor and update project database. Produce statistical information on project and programme performances. Develop monitoring and evaluation systems, tools and procedures for effective and efficient Departmental/organisational performance and project monitoring and evaluation. Provide support to Provincial Monitoring and Evaluation Officers and Programme Managers. Record submission of reports by Branches.

ENQUIRIES
APPLICATIONS:
Ms Z Ngwenya Tel No: (013) 754 8020
Applications can be submitted by post Private Bag X11305, Nelspruit, 1200 or hand it delivered to: 17 Van Rensburg Street, Bateleur Office Park, Mbombela 1200.

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

POST 16/70
ASSISTANT DIRECTOR: DEMAND AND ACQUISITION REF NO:
3/2/1/2019/157
Directorate: Financial and Supply Chain Management Services

SALARY:
R376 596 per annum (Level 09)

CENTRE:
Mpumalanga (Nelspruit)

REQUIREMENTS:

DUTIES:
Administer Demand Management Plan (DMP). Facilitate and prepare communique for submission of DMPs. Analyse, advise and verify development of DMP for all offices. Facilitate, analyse, advise and verify consolidated provincial DMP. Facilitate approval of clients DMP. Submit verified consolidated DMP. Coordinate Procurement Plan. Analyse advice and verify development of Procurement Plan. Facilitate approval of the Provincial consolidated Procurement Plan. Submit verified and approved Procurement Plan. Monitor and report on implementation of Procurement Plan. Facilitate the industry analysis of service provider. Analyse and verify analysis of registered suppliers versus commodities identified. Submit a report from optional analysis for approval. Provide support and guidance to clients office. Prepare documents for audit queries/request. Implement external and internal audit action plan. Review and implement risk register. Facilitate quotation management process. Prepare and submit recommendation for adjudication of quotes and award. Check if the procurement process was conducted according to the correct procedures. Adjudicate the recommended quote or proposal and award the contract to the successful service provider. Report outcome of award to policy Performance and Risk Management. Provide management response for audit queries/request and submit to supervisor. Review and implement risk register. Implement external and internal audit action plan. Facilitate bid management process. Receive terms of reference and procurement approach, analyse and distribute for compliance of bid documentation. Review and approve bid documentation. Submit invitation to bid for advertisement as per the medium specified in the procurement approach. Record bids submitted after the closing date and time and return unopened to the bidder. Publish the names of all bidders that submitted the bid offers (Departmental website). Verify if the bid offers received meet the responsiveness criteria and approve the responsiveness results. Review evaluation report and submit via email to the Bid Evaluation Committee members. Serve as Bid Adjudication Committee secretariat. Facilitate bid Adjudication outcomes. Provide guidance and support to clients.

ENQUIRIES:
Ms M Matsoalela Tel No: (013) 754 8068
APPLICATIONS : Applications can be submitted by post Private Bag X11305, Nelspruit, 1200 or hand it delivered to: 17 Van Rensburg Street, Bateleur Office Park, Mbombela 1200.

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

POST 16/71 : ASSISTANT DIRECTOR: SYSTEMS AND PAYMENTS REF NO: 3/2/1/2019/158
Directorate: Financial and Supply Chain Management Services

SALARY : R376 596 per annum (Level 09)

CENTRE : Mpumalanga


DUTIES : Ensure that the finance systems are regularly maintained. Request monthly reports. Report in case the system is not working. Administer accounts and financial control system services. Manage payments on BAS, LOGIS and Accounting and Payroll System (ACCPAC). Ensure that payments are compliant with the PFMA, Treasury Regulations and Departmental Policies and procedures. Manage financial audit and risk management recommendations. Manage lease payments on Proactive Land Acquisition Strategy (PLAS) and non PLAS Farms. Supervise LOGIS payments and ACCPAC services. Pre-authorise and authorise payments. Capture ACCPAC invoices. Manage data capturing services. Update BOG. Ensure payments registers are kept. Oversee cashier services for the Shared Service Centre. Ensure money is deposited to the bank daily.

ENQUIRIES : Ms Z Ngwenya Tel No: (013) 754 8020

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

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

POST 16/72 : ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 3/2/1/2019/159
Office of the Surveyor General

SALARY : R376 596 per annum (Level 09)

CENTRE : KwaZulu-Natal (Pietermaritzburg)

REQUIREMENTS : National Diploma in Public Administration/Public Management/Business Administration. 3 years’ of experience in supervisory level in the administration environment. Job related knowledge: Basic Accounting System (BAS), Personnel and Salary Administration System (PERSAL), Accounting System (PASTEL) and Logistics Information Systems (LOGIS), Relevant procurement legislation and statutory provisions, Human Resource Management, Finance, Supply Chain Management and Asset, Delegation and instructions, Performance management and monitoring, Government decision making processes, Programme setting process. Understanding of the management information and formal reporting system, Internal control systems and risk management, Project Management principles and tools. Job related skills: Project Management, Team Management, Interpersonal relations, Budget forecasting, Computer literacy, Resource planning, Problem solving and decision making, Team Management, Business, Communication, Ability to interpret directives, Accounting and financial, Organise and planning. The ability to work efficiently and effectively at all times. A valid driver’s license. Ability to work under pressure. Ability to adhere to deadlines.

DUTIES : Manage human resources services and administration. Facilitate the recruitment process. Coordinate service benefits. Ensure the performance management system is in place. Facilitate training and development. Facilitate employee health wellness programme. Coordinate labour relations services. Management supply chain management services. Coordinate the development of Demand

ENQUIRIES : Ms T Sikhosana Tel No: (033) 264 9500
APPLICATIONS : Applications can be submitted by post Private Bag X9132, Pietermaritzburg, 3200 or hand it delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.
NOTE : African, Coloured and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 16/73 : CHIEF MONITORING AND EVALUATION ANALYST REF NO: 3/2/1/2019/160
Directorate: Service Delivery Coordination

SALARY : R376 596 per annum (Level 09)
CENTRE : Eastern Cape (East London)


ENQUIRIES : Ms A Magqabi Tel No: (043) 701 8127
APPLICATIONS : Applications can be submitted by post P.O.Box 1716, East London, 5201 or hand it delivered to: Moors Street, Ocean Terrace, Block H Quigney 1st Floor, East London, 5201.
NOTE : African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 16/74 : ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: 3/2/1/2019/177
Office of the Chief Registrar of Deeds
This post is a re-advertisement and candidates who previously applied are encouraged to re-apply

SALARY : R376 596 per annum (Level 09)
CENTRE : Pretoria

**DUTIES**


**ENQUIRIES**

Ms R Noge Tel No: (012) 338 7238

**APPLICATIONS**

Applications must be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Ground floor (Security desk), Corner Pretorius and Bosman Street, For attention HRM.

**NOTE**

Coloured and Indian Males, Coloured, Indian and White Females and people with disabilities. However non designated group are also encouraged to apply.

**POST 16/75**

ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 3/2/1/2019/178
Office of the Registrar of Deeds

**SALARY**

R376 596 per annum (Level 09)

**CENTRE**

Cape Town

**REQUIREMENTS**

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<thead>
<tr>
<th>POST 16/76</th>
<th>SENIOR EXAMINER REF NO: 3/2/1/2019/179</th>
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<tbody>
<tr>
<td>Office of the Chief Registrar of Deeds</td>
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<tr>
<td><strong>DUTIES</strong></td>
<td>Manage the procurement of goods and services. Maintain debtors accounts database. Update account holders details. Address account queries. Ensure that procurement procedures are adhered to before orders are authorised. Analyse budget and prepare reports that compare budgeting costs to actual costs. Manage the collection of money. Ensure that all money received is banked. Manage the payment of goods and services. Ensure reconciliation of account is performed. Manage the supply of goods and services according to pre-determined norms and standards. Manage the procurement of goods and services by means of quotations and bids. Verify quotation of goods and services as required. Manage service provider's payments in accordance with Treasury Regulations. Maintain the asset register. Maintain the asset register according to office policies and standards. Liaise with service providers on an ongoing basis. Prepare financial reports/statements monthly.</td>
</tr>
<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Mr T Clark Tel No: (021) 464 7632</td>
</tr>
<tr>
<td><strong>APPLICATIONS</strong></td>
<td>Applications must be submitted to: Office of the Registrar of Deeds: Cape Town, Private Bag X9073, Cape Town, 8000 or hand it delivered to: Room 1266, 90 Plein Street, Cape Town, for attention HRM.</td>
</tr>
<tr>
<td><strong>NOTE</strong></td>
<td>African Males, African Females and people with disabilities are encouraged to apply.</td>
</tr>
<tr>
<td><strong>SALARY</strong></td>
<td>R376 596 per annum (Level 09)</td>
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<td><strong>CENTRE</strong></td>
<td>Pretoria</td>
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<thead>
<tr>
<th>POST 16/77</th>
<th>ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT REF NO: 3/2/1/2019/176</th>
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<tr>
<td>Directorate: Human Resource Management</td>
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<tr>
<td><strong>DUTIES</strong></td>
<td>Provide guidelines to deeds registries and conveyancers on new legislation. Analyses new legislation and court cases to determine impact on deeds registration. Prepare draft Chief Registrar Circular. Consult with clients where necessary. Provides support to the deeds registries and sectional titles regulations boards. Request inputs from stakeholders. Prepare the logistical arrangements for meetings. Distribute minutes of the meetings. Advise clients on deeds registration matters. Provide legal advice on deeds registration issues on request. Undertake research and draft recommendation. Consult with clients where necessary. Draft appointment letters for arbitrators in terms of rule 71 of the Sectional Titles Act.</td>
</tr>
<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Ms R Noge Tel No: (012) 338 7238</td>
</tr>
<tr>
<td><strong>APPLICATIONS</strong></td>
<td>Applications must be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Ground floor (Security desk), Corner Pretorius and Bosman Street, For attention HRM.</td>
</tr>
<tr>
<td><strong>NOTE</strong></td>
<td>African, Coloured and Indian Males, African, Coloured, Indian and White Females and people with disabilities.</td>
</tr>
<tr>
<td><strong>SALARY</strong></td>
<td>R376 596 per annum (Level 09)</td>
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<tr>
<td><strong>CENTRE</strong></td>
<td>Pretoria</td>
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</table>
governance, Computer literacy (MS Word, Excel and PowerPoint), Presentation, Interpersonal relations, Negotiations, Coordination. A valid driver’s license.

**DUTIES**


**ENQUIRIES**

Ms A Bardo Tel No: (012) 312 8402

**APPLICATIONS**

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

**NOTE**

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

**POST 16/78**

**SENIOR SUPPLY CHAIN PRACTITIONER: ASSET MANAGEMENT REF NO:** 3/2/1/2019/180

Office of the Registrar of Deeds

**SALARY**

R316 791 per annum (Level 08)

**CENTRE**

Bloemfontein

**REQUIREMENTS**

3 Year National Diploma/Degree in Supply Chain Management or related field or Senior Certificate with 6-10 years’ experience. 2-3years working experience in asset management. Knowledge of the following: Public Finance Management Act, Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA), Departmental SCM and Asset management procedures and policy. Computer literacy. Interpersonal skills. Administration skills. Written and verbal communication skills. Supervisory skills. Team work. Working under pressure.

**DUTIES**

Ensure that the asset register is compiled according to departmental procedures. All assets of the department must be recorded in the asset register. Relevant fields are updated and monitor the utilization of the asset. Checking that asset management systems are operating. Assist with compilation of comprehensive asset management plan. Maintain and update the asset register with additions, movements and disposal of assets. Allocate new barcode to newly procured assets. Movement of assets is properly maintained. Monitor barcode on the asset register. Reviewing all asset movement forms. Reconcile the asset register against general ledger. Check asset clearing account. Monitor all asset related account on Accpac system. Provide information and supporting documents on asset transactions to be journalized. Identify assets which must be re-evaluated. Ensure that annual asset verification is conducted. Compile asset verification plan. Conduct spot check. Conduct asset verification at all deeds offices. Asset verification reports are scrutinized and reconciled against the asset register. Asset verification findings are updated in the asset register. Check that asset verification reports are signed off and filed. Coordinate disposal of redundant, obsolete and unserviceable. Identify redundant, obsolete and unserviceable for disposal. Draft disposal memorandum. Impaired and disposal assets are updated in the asset register. Monitor all asset transfer within the deeds offices and other beneficiary. Compile and consolidate asset requirement plan. Compile asset additions report. Draft maintenance and warranty register. Consolidate asset verification and disposal reports.

**ENQUIRIES**

Mr IB Khanyile Tel No: (051) 403 0300

**APPLICATIONS**

Applications must be submitted to: Office of the Registrar of Deeds: Bloemfontein Private Bag X20613, Bloemfontein, 9300 or hand it delivered to: New Government Building, Deeds Registry Office, Corner Aliwal and Nelson Mandela Drive, Bloemfontein, For attention HRM.

**NOTE**

African, Coloured and Indian Males, African and Indian Females and people with disabilities.
POST 16/79: SENIOR PROJECT OFFICER: RECAPITALISATION REF NO: 3/2/1/2019/171
(X2 POSTS)
Directorate: Strategic Land Acquisition
This is a re-advertisement, applicants who applied previously must reapply.

SALARY: R316 791 per annum (Level 08)
CENTRE: North West (Ngaka Modiri Molema and Bojanala)
REQUIREMENTS: Bachelor Degree in Agricultural Economics/Agribusiness. Post Graduate Degree in Agricultural Economics/Agribusiness will be an added advantage. 2 years’ relevant experience. Job related knowledge: Department’s Policies, prescriptions and practice pertaining to Comprehensive Rural Development Programmes (CRDP), Recapitalisation and Development Programmes (RADP), Land Reform Policies and other related legislation, Understanding of various commodities (e.g. livestock, crop, sugar cane, vegetables, poultry and horticulture production), Understanding of sector needs and business requirements, Understanding of Government Development Policies e.g. National Development Plan, National Growth Path etc, Corporate Governance. Job related skills: Project Management, Conflict Management, Agricultural Development, Stakeholder mobilization, Analytical, Report writing and Computer Literacy, Negotiation, Communication. A valid driver’s license. Willing to travel and work irregular hours.

DUTIES: Facilitate implementation of on-farm infrastructure development. Project identification, implementation, monitoring and evaluation. Facilitate the identification of one household one hectare (1hh1ha) sites for agricultural development. Site identification, implementation, monitoring and evaluations. Facilitate farm assessment and analyses of agricultural reports for possible intervention. Conduct farm assessment and analyse agricultural reports for possible intervention. Implement agricultural projects procedures within the relevant Policy and programmes guidelines. Drafting of memorandums and compile the file for approval. Liaise with relevant role-players/stakeholders with regard to agricultural projects support requirements. Identification of the relevant role-players/stakeholders in line with the activities of the project. Facilitate the graduation of small holders farmers to medium size and mega farmers respectively. Provide relevant support that will make farmers grow.

ENQUIRIES: Mr KE Sebitiele Tel No: (018) 388 7115
APPLICATIONS: Applications can be submitted by post Private Bag X74, Mahikeng, 2745 or hand it delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.

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

POST 16/80: SENIOR HUMAN RESOURCE PRACTITIONER: LABOUR RELATIONS REF NO: 3/2/1/2019/172
Directorate: Support Services
This is a re-advertisement applicants who applied previously must re-apply.

SALARY: R316 791 per annum (Level 08)
CENTRE: Northern Cape (Kimberley)

DUTIES: Facilitate the prompt finalisation of misconduct cases. Facilitate misconduct cases and ensure that they are dealt with within 90 days of receipt. Facilitate the implementation and adherence to prescripts governing misconduct. Investigate reported misconduct cases. Facilitate the prompt finalisation of grievances. Monitor implementation and adherence of prescripts governing grievances. Ensure and monitor the implementation of the outcome of grievances. Constantly update case database. Compile reports. Facilitate the effective finalisation of disputes. Represent the Department at conciliation and arbitrations. Identify cases
that needs to be dealt with by Legal Services/external services/provider/counsel. Constantly liaise with Directorate: Labour Relation on matters requiring legal expertise. Facilitate capacity building programmes implemented. Develop a training manual in consultation with Directorate: Labour Relations for the Province. Provide and facilitate training to business units on request. Provide assistance to service provider with the facilitation of relevant training identified for managers in the Province.

ENQUIRIES
APPLICATIONS
NOTE
POST 16/81
HUMAN RESOURCE OFFICER REF NO: 3/2/1/2019/181
Office of the Registrar of Deeds

ENQUIRIES
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NOTE
DEPARTMENT OF TOURISM

The Department of Tourism 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 these posts.

APPLICATIONS: Applications, quoting the relevant reference number must be forwarded to the Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, 0001

FOR ATTENTION: Mr E Masindi

CLOSING DATE: 24 May 2019 by 16:30 (E mailed, faxed and late applications will not be considered)

NOTE: In order to be considered, applications must be submitted on a fully completed signed Z83 form, accompanied by all required certified copies of qualifications, Identity Document, proof of citizenship/permanent residence if not an RSA citizen and a comprehensive CV (including three contactable references). It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All instructions on the application form and this advert must be adhered to. Failure to comply with these requirements will result in the candidate being disqualified. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make an appointment. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment.

MANAGEMENT ECHELON

POST 16/82: CHIEF DIRECTOR: TOURISM ENHANCEMENT REF NO: NDT 02/2019

SALARY: R1 189 338 per annum (all-inclusive remuneration package consisting of a basic salary, the state’s contribution to the Government Employees Pension fund and a flexible portion that may be structured.

CENTRE: Pretoria

REQUIREMENTS: A SAQA recognised B-degree (NQF7) or equivalent qualification plus proven strategic management and leadership skills, minimum 5-10 years’ experience in Senior Management position. Ability to interact with stakeholders at all levels, project management and contracting experience, interactive and a holistic concept of the tourism economy, and extensive experience in product, infrastructure route and experience development. Knowledge of the Public Finance Management Act and other Government acts, policies and prescripts (National Development Plan, NTSS etc.), policy formulation and implementation, Strategic and Analytic Thinking and Conceptual Problem solving, Programme and Project Management, labour laws, Leadership and Management, Communication Skills, Financial Management, High level of Computer Literacy. Possession of a valid driver’s license and willingness to travel.

DUTIES: Reporting to the Deputy Director-General: for Destination Development, the successful candidate will be responsible for the following key functions: Provide leadership and strategic direction in the Chief Directorate, provide for the development of infrastructure and tourism products, facilitate the development and enhancement of tourism experiences, facilitate maintenance and enhancement of tourism products of in particular State Owned assets, facilitate integration of tourism with other sectors including transport, creative industries, and events as they relate to creative industries.

ENQUIRIES: Mr AM Mafanele Tel No: (012) 444 6135

NOTE: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Some of the interviewed candidates will be subjected to a 2-day competency assessment that will test generic managerial competencies. Appointment will be subject to the signing of the performance agreement, employment contract and annual financial disclosure.
POST 16/83 : CHIEF DIRECTOR: TOURISM SECTOR HUMAN RESOURCE DEVELOPMENT

REF NO: NDT 03/2019

SALARY : R1 189 338 per annum (all-inclusive remuneration package consisting of a basic salary, the state’s contribution to the Government Employees Pension fund and a flexible portion that may be structured.

CENTRE : Pretoria

REQUIREMENTS : A SAQA recognised B-degree (NQF7) or equivalent qualification plus proven strategic management and leadership skills, minimum 5-10 years' experience in a Senior Management position. Knowledge and understanding of the tourism sector, Human resource development, Community facilitation, Skills development Act, Tourism Act, Public service and departmental procedures and prescripts related to HRD, Programme and project management, People management and Financial management, Sound organisation and planning skills, Facilitation and Communication skills, Change management, Client orientation and customer focus, Writing Skills, and problem solving and analysis, Policy formulation, analysis and implementation. Knowledge of the Public Finance Management Act and Treasury Regulations, Computer Literacy. Possession of a valid driver’s license and willingness to travel.

DUTIES : Reporting to the Deputy Director-General: for Tourism Sector Support Services, the successful candidate will be responsible for the following key functions: Provide leadership and strategic direction in the Chief Directorate. Coordinate efficient management of tourism sector HRD governance, provide efficient and effective planning and implementation of Tourism Sector HRD Initiatives, coordinate and manage the execution of the tourism sector human resource development, manage the establishment of partnerships with institutions of learning and the tourism sector for purposes of skills development and formulate and manage the components resources against its strategic objectives.

ENQUIRIES : Mr AM Mafanele Tel No: (012) 444 6135

NOTE : All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Some of the interviewed candidates will be subjected to a 2-day competency assessment that will test generic managerial competencies. Appointment will be subject to the signing of the performance agreement, employment contract and annual financial disclosure.
ANNEXURE T

PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF HEALTH

CLOSING DATE: 24 May 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. Adverts are placed per district so to accommodate other facilities within the district.

APPLICATIONS:

Applications for Clinical Manager posts for Jamestown Hospital, Steynsburg Hospital and Burgersdorp Hospital will be forwarded to: **Joe Gqabi District Office**
- Post to: Human Resource Office, 32 Dan Pienaar Street, Springs, Aliwal North, 9750 or Hand deliver to: HR Office, Joe Gqabi District Office. Enquiries: Mr J.S Ndzinde – Tel no: 051 633 9629.

**Willowmore Hospital** - Post to: The Human Resource Office, Willowmore Hospital, Private Bag X 239 Willowmore, 6445. Enquiries: Ms R Schutte Tel: 044 923 1127

**Port Alfred Hospital** - Post to: HR Office Port Alfred Hospital P/ bag X153, Port Alfred, 6170 or Hand deliver to: HR Office Port Alfred Hospital Southwell Road Port Alfred 6170 Enquiries: Ms BL Moyikwa Tel no 046 604 4000.

**Midlands Hospital** - Post to: The Human Resource Office, Midlands Hospital, P/ Bag X 696, Graaf-Reinet, 6280 or Hand Deliver at: Human Resource Office, Midlands Hospital, Graaf-Reinet. Enquiries: Ms A. Mabombo Tel no 039 807 7730/7

**Mt Ayliff Hospital** - Post to: P/Bag X504, Mount Ayliff Hospital, 4735.or Hand Delivery No .8 Ntsizwa Street, Mt Ayliff 4735. Enquiries: Mrs O Mjoka Tel: 039 254 0236.

**Greenville Hospital** - Post to: Human Resource Office, Greenville District Hospital, Private Bag X 559, Bizana, 4800, Enquiries: Mr Bango Tel no 039 251 3009.

**Khotsong** TB Hospital - Post to: Human Resource Office, Khotsong TB Hospital PO Box 115 Matatiele 4730 Enquiries: Ms A Lebata 039 737 3801.

**Umzimvubu Sub District** - Post: Human Resource Office, Umzimvubu Sub District, Private Bag X 3515, Kokstad 4700 Enquiries: Mr. Magadla Tel no 039 727 2090/ 039 727 2446

**Cradock Hospital** - Post to: Human Resource Office, Cradock Hospital, Private Bag X55, Cradock, 5880, Enquiries: Ms Danster Tel no: 048 881 2123.
Cala Hospital – Post to: Human Resource Office, Private Bag X516, CALA, 5455. Enquiries: Mr S Zihlangu Tel no 047 877 0129.

Glen Grey Hospital - Post to: Human Resource Office, Glen Grey Hospital, Private bag X 1142 Lady Frere, 5410 or hand and deliver to Glen Grey Hospital, 5410. Enquiries: Ms N Ralushe Tel no: 047 878 2800.

Wilhelm Stahl - Post to: Human Resource Office Wilhelm Stahl Hospital, Private Bag X518, Middleburg, Eastern Cape, 5900. Enquiries: Mr B Mbalula Tel: 049 842 1111.

Komanji Hospital - Post to: Human Resource Office, Komanji Hospital, Private Bag x7074, Queenstown 5319. Enquiries: Ms Mandindi –Tel no: 045 858 8400.

Sterkstroom Hospital - Post to: Human Resource Office, Sterkstroom Hospital P.O. Box 168, Sterkstroom, 5425 or hand deliver to: HR Office, 18 Legrage Str. Sterkstroom Hospital, Sterkstroom. Enquiries: Mrs CM Swart Tel: 045 966 0268.

Chris Hani EMS - Post to: Human Resource Office, Chris Hani District Office, PO Box 1661, Queenstown 5320 or hand delivery at Chris Hani District Office, Ward F HR Office. Enquiries: Ms Nyoka Tel no 045 807 1110/1101.

Molteno Hospital – Human Resource Office, Molteno Hospital, Stuart Street, Molteno 5880. Enquiries: Ms D Zantsi Tel no 045 858 8112.

Lukhanji Sub-District – Post to: Human Resource Office, Lukhanji Sub District Private Bag x1 Queenstown 5320. Enquiries: Ms Mtweni Tel no 045 807 8908

Emalahleni Sub District – Post to: Human Resources Office, Emalahleni Sub District Lady Frere 5410. Enquiries: Ms NP Mtshabe Tel no 047 878 4300

Mjanyana Hospital - Post to: Human Resource Office, Mjanyana Hospital, Private Bag X1204, Idutywa, 5000. Enquiries: Ms SS Naku Tel no 047 547 1001.

Dordrecht Hospital - Post to: HR Office, Dordrecht Hospital PO Box 80 Dordrecht 5435 or hand deliver to: HR Office, 1 Grey Street, Dordrecht Hospital, Dordrecht 5435. Enquiries Ms Mandla Tel no 045 943 1019.

Hewu Hospital - Post to: HR Office Hewu Hospital Private Bag x1409 Queenstown 5320 or hand deliver to: HR Office Hewu Hospital Ekuphumleni Township Main Road Whittlesea. Enquiries Mr Mabandla Tel no 040 841 0133.

Cecilia Makhiwane Hospital - Post to: Cecilia Makhiwane Hospital: Private Bag X 001, Mdantsane, 5225 Or Hand Deliver to Human Resource Office, Cecelia Makhiwane Hospital, and Billie Road, Mdantsane. Enquiries: Ms. P. Mncontso Tel: 0437082118.

Nkqubela TB Hospital - Post to: HR Office, Nkqubela TB Hospital, PO Box X9047 Cambridge East London 5206 or hand deliver to: HR Office, Nkqubela Hospital, Billie Road, Mdantsane Township. Enquiries: Ms Langeni 043 761 2131.

Lady Grey Hospital - Post to: Human Resource Office, Lady Grey Hospital, PO Box 20, Lady Grey, 9755 or Hand deliver at the HR Office, Lady Grey Hospital. Enquiries: Ms N Skisazana – Tel no: 051 603 0093.

Umlamli Hospital - Post to: Human Resource Office, Umlamli Hospital, Private bag X5016, Sterkspruit, 9762 or Hand deliver at the HR Office, Umlamli Hospital. Enquiries: Ms Mpithimpithi - Tel no: 051 611 0079/90.

Aliwal North Hospital - Post to: Human Resource Office, Aliwal North Hospital, Private Bag x1004, Aliwal North 9757 or hand deliver to: HR Office, Aliwal North Hospital, No 1 Parklane Street Aliwal North, 9757. Enquiries: Ms Fourie - Tel no: 051 633 7700.

Steynsburg Hospital - Post to: Human Resource Office, Steynsburg Hospital, Private Bag X03, Steynsburg, 5920 or Hand deliver to: HR Office, 1 Henning Street, Steynsburg. Enquiries: Ms L.J Jood – Tel no: 051 633 9617.

Maclear Hospital - Post to: Human Resource Office, Maclear Hospital, PO Box 93, No 1 Fourie Street, Maclear, 5480 or Hand deliver to: HR Office, No 1 Fourie Street Maclear Hospital, Enquiries: Ms N Zuza - Tel no: 045 932 1028.

Taylor Bequest Hospital (Mt Fletcher) - Post to: Human Resource Office, Taylor Bequest Hospital (Mount Fletcher), Private Bag X1129, Mt Fletcher, 4770, Hand delivery: Elundini LSA Police Street Mount Fletcher. Enquiries: Ms Ngwabeni – Tel no: 039 257 0099.

Burgersdorp Hospital - Post to: Human Resource Office, Burgersdorp Hospital, Daantjie Van Den Heever street, Burgersdorp, 9744 or Hand deliver to: HR Office, Burgersdorp Hospital, Enquiries: Ms N Zondi - Tel no: 051 653 1881.

Qumbu CHC - Post to Human Resource Office, Mhlonlilo Sub – District, Private Bag X421, Qumbu, 5180, Enquiries: Ms Matiwane Tel no 047 633 9629.

St Barnabas Hospital - Post to: Human Resource Office, St Barnabas Hospital, P.O. Box 15, Libode, 5160. Enquiries: Ms Ndamase – Tel no 047 555 5300.

Canzibe Hospital - Post to Human Resource Office Canzibe Hospital, P/Bag X104, Ngqeleni, 5140 or Hand Deliver to: HR Office, Canzibe Hospital, Ngqeleni. Enquiries: Ms Solwandle – Tel no: 047 568 8109/10/11

Isilimela Hospital - Post to: Isilimela Hospital P/Bag X1021, Port St Johns, 5120 or Hand deliver to Isilimela Hospital Port St Johns, 5120, Enquiries: Ms N Gwiji – Tel no 047 564 2805.

St Lucy’s Hospital - Post to: Human Resource Office, St Lucy’s Hospital, P.O St Cuthberts, Tsolo, 5171. Enquiries: Ms Ndamase – Tel no: 047 564 6283.

Butterworth Hospital - Post to: The Hospital Manager, Butterworth Hospital, Private Bag x3051, Butterworth 4960 or hand delivery to: Butterworth Hospital, Main Registry. Enquiries: Ms P Mtshemla – Tel no: 047 401 9000.

Mnquma Sub District - Post to: HR Office, Mnquma Sub-district, 15 Old Hospital Road Ext 7 Butterworth 4960, Enquiries: Ms N Tengwa –Tel no: 047 491 0740.

Raymond Mhlaba Sub District - Post to: Human Resource Office, PO Box 967 Fort Beaufort, 5720 or hand deliver to: Raymond Mhlaba/Nkonkobe Sub-District, Room 8, First Floor, Healdtown Road, Fort Beaufort 5720. Enquiries: Ms NA Mcetywa Tel no 046 645 2695.

Fort Beaufort Hospital - Post to: HR Office, Fort Beaufort Hospital Private Bag X226, Fort Beaufort, 5720 or hand delivery to: No 6 Bell Street, Fort Beaufort, 5720: Enquiries: S Zetu Tel No 046 645 1111/12/13/14.

Stutterheim Hospital - Post to: HR Office, Stutterheim Hospital PO Box 40 Stutterheim 4930 or hand deliver to: HR Office Stutterheim Hospital Street Stutterheim 4930. Enquiries: Ms P Booi Tel no 043 683 1313.

Tafalofefe Hospital - Post to: HR Office, Tafalofefe Hospital, Private Bag X3024 Centane 4980. Enquiries: Ms V. Motabele –Tel No: 047 498 0026.

Empilweni TB Hospital - Post to: Human Resource Office, Empilweni TB Hospital, Private Bag X6060, Port Elizabeth, 6200 or Hand deliver to: NO 1 Mati Road, New Brighton, Port Elizabeth, 6200. Enquiries: Ms K Sinyahla Tel No: 041 406 7607/36.

Dora Nginza Regional Hospital - Post to: HR Office, Dora Nginza Hospital, Private Bag X11951 Algoa Park 6005 or hand deliver to: Room DG71, Admin Building 1st Floor, Dora Nginza, Spondo Street Zwide Port Elizabeth 6201. Enquiries: Ms B Bomela Tel no 041 406 4421.

Jose Pearson Hospital - Post to: Human Resource Office, Jose Pearson TB Hospital, PO Box 10692 Linton Grange Port Elizabeth 6014 or Hand delivery to: Human Resource Office, Jose Pearson TB Hospital, Mission Road, Bethelsdorp, Port Elizabeth 6015. Enquiries: Ms Klassen Tel no: 041 372 8000.

Livingstone Tertiary Hospital- Post to: The Human Resource Manager, Recruitment Section, Private bag x, Korsten, 6014 or Hand deliver to Nurses Home, 2nd Floor, Standford Road, and Korsten Port Elizabeth. Enquiries: Mr Mjindi 014 405 2121.

OR Tambo District Office - Post to: District Manager, OR Tambo Health District Office, Private Bag X 5005, Mthatha 5099 or Hand Delivery 9th Floor Room 19 Botha Sigcawu Building. Enquiries: Mr S Stuma Tel 047 502 9000.

Zithulele Hospital - Post to: Human Resource Office, Zithulele Hospital, Private Bag X 504, Mqanduli, 5080. Or hand deliver to Administration Area, Zithulele Hospital, Mqanduli, 504. Enquiries: Mr K Sobetwa Tel no: 047 573 8936/073 200 0217.

KSD Sub-District - Post to: District Manager, KSD Sub district Office, Private Bag X 5005, Mthatha 5099 or Hand Delivery 8th Floor Room 19 Botha Sigcawu Building. Enquiries: Ms O Gcagca Tel no 047 531 0823.

Qaukeni Sub-District - Post to: Qaukeni Sub District: Lusikisiki College of Education, Department of Health Offices, Private bag x1058, Lusikisiki, 4820, Enquiries: Ms N Hlobo – Tel No 039 253 1541.
Nyandeni Sub-District - Post to: Human Resource Office, Nyandeni LSA, P. O. Box 208, Libode, 5160, or Hand Deliver to: Nomandela Drive opposite traffic Department, Libode, 5160, Enquiries: Ms Daniso – Tel no: 047 555 0151/0023.

Nessie Knight Hospital - Post to: Human Resource Office, Nessie Knight Hospital, P/Bag X420, Qumbu, 5180 or hand delivery to Suletlenka Admin Area-Nessie Knight Hospital-Qumbu, Enquiries: Ms O.N Sotsako - Tel No: 047 553 6007/8/9.

Aberdeen Hospital - Post to: P.O Box 172, Aberdeen Hospital, 6270. Enquiries Mr S Magxiza - Tel no 049 846 0391.

OTHER POSTS

POST 16/84

- CLINICAL MANAGER REF NO: ECHEALTH/CM/PAH/01/05/2019
- SALARY: R1 173 900 – R 1 302 849 per annum (OSD)
- CENTRE: Sarah Baartman District, Port Alfred Hospital
- REQUIREMENTS: Appropriate qualification that allows registration with the HPCSA as an independent Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years’ appropriate experience as a medical officer after registration with the HPCSA. A valid work permit (if not South African resident). A valid driver’s license. Computer skills. Knowledge of the applicable acts and regulations, including the Mental Health Care Act. Knowledge of patient’s rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills.

- DUTIES: Provide and support Clinical services in the institution. Supporting the integration and extension of Clinical services in the Health System. Manage all clinical and clinical support/auxiliary services in the institution. Must do quality audits and assist with the improvement of health services. Clinical risk management. Provide leadership, support and guidance regarding safe and appropriate medical practices. Facilitation of clinical governance processes within the institution. Unpack, disseminate, implement and enforce departmental policies. Implementation of institutional strategic and operational plans for clinical serviced. Represent clinical division at administrative and managerial committees, meetings, events and other a pertinent to clinical governance.

- ENQUIRIES: Ms BL Moyikwa Tel No: 046 604 4000

POST 16/85

- CLINICAL MANAGER REF NO: ECHEALTH/CM/LGH/01/05/2019
- SALARY: R1 173 900 – R 1 302 849 per annum (OSD)
- CENTRE: Joe Gqabi District, Lady Grey Hospital
- REQUIREMENTS: Appropriate qualification that allows registration with the HPCSA as an independent Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years’ appropriate experience as a medical officer after registration with the HPCSA. A valid work permit (if not South African resident). A valid driver’s license. Computer skills. Knowledge of the applicable acts and regulations, including the Mental Health Care Act. Knowledge of patient’s rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills.

- DUTIES: Provide and support Clinical services in the institution. Supporting the integration and extension of Clinical services in the Health System. Manage all clinical and clinical support/auxiliary services in the institution. Must do quality audits and assist with the improvement of health services. Clinical risk management. Provide leadership, support and guidance regarding safe and appropriate medical practices. Facilitation of clinical governance processes within the institution. Unpack, disseminate, implement and enforce departmental policies. Implementation of institutional strategic and operational plans for clinical serviced. Represent clinical division at administrative and managerial committees, meetings, events and other a pertinent to clinical governance. The incumbent must be also prepared to train, develop and supervise of undergraduate and post/or post graduate medical students.
**ENQUIRIES**: Ms N Skisazana Tel No: 051 603 0093

**POST 16/86**: CLINICAL MANAGER REF NO: ECHEALTH/CM/UH/01/05/2019

**SALARY**: R1 173 900 – R1 302 849 per annum (OSD)

**CENTRE**: Joe Gqabi District, Umlamli Hospital

**REQUIREMENTS**: Appropriate qualification that allows registration with the HPCSA as an independent Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years’ appropriate experience as a medical officer after registration with the HPCSA. A valid work permit (if not South African resident). A valid driver’s license. Computer skills. Knowledge of the applicable acts and regulations, including the Mental Health Care Act. Knowledge of patient’s rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills.

**DUTIES**: Provide and support Clinical services in the institution. Supporting the integration and extension of Clinical services in the Health System. Manage all clinical and clinical support/auxiliary services in the institution. Must do quality audits and assist with the improvement of health services. Clinical risk management. Provide leadership, support and guidance regarding safe and appropriate medical practices. Facilitation of clinical governance processes within the institution. Unpack, disseminate, implement and enforce departmental policies. Implementation of institutional strategic and operational plans for clinical services. Represent clinical division at administrative and managerial committees, meetings, events and other a pertinent to clinical governance. The incumbent must be also prepared to train, develop and supervise of undergraduate and post/or post graduate medical students.

**ENQUIRIES**: Ms Mpithimpi Tel No: 051 611 0079/90

**POST 16/87**: CLINICAL MANAGER REF NO: ECHEALTH/CM/ANH/01/05/2019

**SALARY**: R1 173 900 – R1 302 849 per annum (OSD)

**CENTRE**: Joe Gqabi District, Aliwal North Hospital

**REQUIREMENTS**: Appropriate qualification that allows registration with the HPCSA as an independent Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years’ appropriate experience as a medical officer after registration with the HPCSA. A valid work permit (if not South African resident). A valid driver’s license. Computer skills. Knowledge of the applicable acts and regulations, including the Mental Health Care Act. Knowledge of patient’s rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills.

**DUTIES**: Provide and support Clinical services in the institution. Supporting the integration and extension of Clinical services in the Health System. Manage all clinical and clinical support/auxiliary services in the institution. Must do quality audits and assist with the improvement of health services. Clinical risk management. Provide leadership, support and guidance regarding safe and appropriate medical practices. Facilitation of clinical governance processes within the institution. Unpack, disseminate, implement and enforce departmental policies. Implementation of institutional strategic and operational plans for clinical services. Represent clinical division at administrative and managerial committees, meetings, events and other a pertinent to clinical governance. The incumbent must be also prepared to train, develop and supervise of undergraduate and post/or post graduate medical students.

**ENQUIRIES**: Ms Fourie Tel No: 051 633 7700

**POST 16/88**: CLINICAL MANAGER REF NO: ECHEALTH/CM/SH/01/05/2019

This is a re-advertisement, those who have applied before are encouraged to apply again.

**SALARY**: R1 173 900 – R1 302 849 per annum (OSD)

**CENTRE**: Joe Gqabi District, Steynsburg Hospital
REQUIREMENTS: Appropriate qualification that allows registration with the HPCSA as an independent Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years’ appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. A valid work permit (if not South African resident). A valid driver’s license. Computer skills. Knowledge of the applicable acts and regulations, including the Mental Health Care Act. Knowledge of patient’s rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills.

DUTIES: Provide and support Clinical services in the institution. Supporting the integration and extension of Clinical services in the Health System. Manage all clinical and clinical support/auxiliary services in the institution. Must do quality audits and assist with the improvement of health services. Clinical risk management. Provide leadership, support and guidance regarding safe and appropriate medical practices. Facilitation of clinical governance processes within the institution. Unpack, disseminate, implement and enforce departmental policies. Implementation of institutional strategic and operational plans for clinical services. Represent clinical division at administrative and managerial committees, meetings, events and other a pertinent to clinical governance.

ENQUIRIES: Ms L.J Jood Tel No: 051 633 9617

POST 16/89: CLINICAL MANAGER REF NO: ECHEALTH/CM/SH/01/05/2019
This is a re-advertisement, those who have applied before are encouraged to apply again.

SALARY: R1 173 900 – R1 302 849 per annum (OSD)
CENTRE: Joe Gqabi District, Jamestown Hospital

REQUIREMENTS: Appropriate qualification that allows registration with the HPCSA as an independent Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years’ appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. A valid work permit (if not South African resident). A valid driver’s license. Computer skills. Knowledge of the applicable acts and regulations, including the Mental Health Care Act. Knowledge of patient’s rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills.

DUTIES: Provide and support Clinical services in the institution. Supporting the integration and extension of Clinical services in the Health System. Manage all clinical and clinical support/auxiliary services in the institution. Must do quality audits and assist with the improvement of health services. Clinical risk management. Provide leadership, support and guidance regarding safe and appropriate medical practices. Facilitation of clinical governance processes within the institution. Unpack, disseminate, implement and enforce departmental policies. Implementation of institutional strategic and operational plans for clinical services. Represent clinical division at administrative and managerial committees, meetings, events and other a pertinent to clinical governance.

ENQUIRIES: Ms L.J Jood Tel No: 051 633 9617

POST 16/90: CLINICAL MANAGER REF NO: ECHEALTH/CM/SH/01/05/2019
This is a re-advertisement, those who have applied before are encouraged to apply again.

SALARY: R1 173 900 – R1 302 849 per annum (OSD)
CENTRE: Joe Gqabi District, Burgersdorp Hospital

REQUIREMENTS: Appropriate qualification that allows registration with the HPCSA as an independent Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years’ appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. A valid work permit (if not South African resident). A valid driver’s license. Computer skills. Knowledge of the applicable acts and regulations,
including the Mental Health Care Act. Knowledge of patient’s rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills.

**DUTIES**
- Provide and support Clinical services in the institution. Supporting the integration and extension of Clinical services in the Health System. Manage all clinical and clinical support/auxiliary services in the institution. Must do quality audits and assist with the improvement of health services. Clinical risk management. Provide leadership, support and guidance regarding safe and appropriate medical practices. Facilitation of clinical governance processes within the institution. Unpack, disseminate, implement and enforce departmental policies. Implementation of institutional strategic and operational plans for clinical serviced. Represent clinical division at administrative and managerial committees, meetings, events and other a pertinent to clinical governance.

**ENQUIRIES**
Ms L.J Jood Tel No: 051 633 9617

**POST 16/91**
**CLINICAL MANAGER REF NO: ECHEALTH/CM/KTSH/01/05/2019**

**SALARY**
R1 173 900 – R1 302 849 per annum (OSD)

**CENTRE**
Alfred Nzo District, Khotsoong Hospital

**REQUIREMENTS**
- An appropriate medical qualification that allows registration with HPCSA in Medical Practitioner. HPCSA registration certificate as a Medical Practitioner and proof of current registration. A minimum of 3 years’ appropriate experience as a Medical Officer after registration with the HPCSA as Medical Practitioner. A valid driver’s license. Strong leadership abilities. Research capacity building knowledge. Experience in project and people management. Good communication, facilitation and team building skills. Knowledge of susceptible and MDRTB as core function of the hospital. Expertise in assessment, diagnosis and management of patients within the field of work. Managerial and financial management skills. Computer skills. Stress tolerance skills and innovation and drive. Special interest sub-specialization area, healthcare systems development, support and outreach. Ability to design, study and write protocols as well as conduct and supervise research. Knowledge of current Health and Public Service legislation, regulations and policies. Sound knowledge of Human Resource Management, budgeting, programme planning, implementation and evaluation, information management and quality assurance programmes. A valid driver’s license.

**DUTIES**
- Management of clinical services in the entire hospital in accordance with the departmental standards, including after hours as delegated. Participate and accountable for assisting in leading and managing the hospital clinical services. Determines system for intradepartmental functions in keeping with hospital policies and communicates it to staff. Training and development of staff in the relevant sections. Performance management and supervision. Ensure compliance with National Core Standards requirements or any other regulatory and/or statutory requirement. Conduct regular clinical audits and develop, implement and monitor action plans. Develop, monitor and analyze budget and financial information and utilizes all resources in an effective and efficient manner. Practice effective problem identification and resolution skills as a method of sound decision making. Must be prepared to work under pressure and after hour duties as per commuted overtime policy. Perform any other duty as delegated by the Senior Manager Medical Services. Compile medical reports and give evidence at trials, when required. Manage Performance and Development (PMDS) and perform quarterly reviews of subordinates. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.

**ENQUIRIES**
Mrs A. Lebata Tel No: 039 737 3801

**POST 16/92**
**CLINICAL MANAGER REF NO: ECHEALTH/CM/LTH/01/05/2019**

**SALARY**
R1 173 900 – R1 302 849 per annum (OSD)

**CENTRE**
Nelson Mandela Metro, Livingstone Tertiary Hospital

**REQUIREMENTS**
- Appropriate qualification that allows registration with the HPCSA as an independent Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years’ appropriate
experience as a medical officer after registration with the HPCSA. A valid work permit (if not South African resident). A valid driver’s license. Computer skills. Knowledge of the applicable acts and regulations, including the Mental Health Care Act. Knowledge of patient’s rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills.

**DUTIES**

Overall management of clinical services in the entire hospital accordance with the departmental standards, including after hours as delegated. Responsible and accountable for leading and managing the hospital clinical services. Determines system for intradepartmental functions in keeping with hospital policies and communicates it to staff. Training and development of staff in the relevant sections. Performance management and supervision. Ensure compliance with National Core Standards requirements or any other regulatory and/or statutory requirement. Conduct regular clinical audits and develop, implement and monitor action plans. Develop, monitor and analyze budget and financial information and utilizes all resources in an effective and efficient manner. Practice effective problem identification and resolution skills as a method of sound decision making. Must be prepared to work under pressure and after hour duties as per commuted overtime policy. Perform any other duty as delegated by the Chief Executive Officer.

**ENQUIRIES**

Mr Mjindi Tel No: 041 405 2121

**POST 16/93**

MEDICAL SPECIALIST (INTERNAL MEDICINE) GRADE 1 – 3 REF NO: ECHEALTH/MS/DOR/01/05/2019

**SALARY**

Grade 1: R 106 040 – R 117 900 per annum (OSD)

Grade 2: R 264 623 – R 342 230 per annum (OSD)

Grade 3: R 467 651 – R 834 890 per annum (OSD)

**CENTRE**

Nelson Mandela Metro, Dora Nginza Regional Hospital

**REQUIREMENTS**

An appropriate qualification that allows registration with HPCSA as a Medical Specialist. Current registration with the HPCSA as a Medical Specialist in Internal Medicine. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. **Grade 1:** No experience needed after registration. **Grade 2:** Minimum of 5 years’ appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Internal Medicine. **Grade 3:** Minimum of 10 years’ appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Internal Medicine. Sound knowledge of clinical concepts within the specific domain. Good verbal and written communication skills and interpersonal skills. Ability to work in a multi-disciplinary team. Teaching and supervisory skills. Awareness of cross-cultural differences. Knowledge of all Public Service Legislation, Policies and Procedures. Medical Ethics, epidemiology and statistics. Conflict management skills. Innovation, drive and stress tolerance. Middle management skills.

**DUTIES**

Active participation in quality improvement programmes including clinical audits and continuous professional development activities. Attend to administrative matters as pertains to the unit. The candidate will under the direction of the head of the Department of Internal Medical Services. Undertake regular ward rounds, maintain and develop specialist services according to clinical services demands. Attend to patients requiring Medical Services. Attend to patients in medical outpatient clinics. Conduct specialist ward rounds provide after hour cover in internal medicine and clinical support to junior staff. Provide advice to district level hospitals. Manage / supervise allocated human resources. Ensure equipment is maintained. Undertake administration of medical unit and have input into the unit’s administration. Undertake undergraduate and postgraduate training and support relevant clinical research and clinical trials. Assist with the setting of protocols for management for Internal Medicine. Develop measures to ensure quality assurance for the Internal Medicine unit. Attend to meetings and workshops as directed. Comply with all legal prescripts Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards. Train of undergraduate and postgraduate medical students.

**ENQUIRIES**

Ms B Bomela Tel No: 041 406 4421
POST 16/94 : ADVANCED PAEDiatric NURSING PROFESSIONAL (DSCT) REF NO: ECHEALTH/DSCTORTDO/01/05/2019

SALARY : R949 618 – R1 068 666 per annum (OSD)

CENTRE : OR Tambo District Office

REQUIREMENTS : A basic qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse plus a post basic nursing qualification (Advanced Paediatric or Neonatal Nursing Science) with a duration of at least 1 year accredited with the SANC plus a minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification. At least 4 years of the period referred to above must be appropriate/recognisable experience at management level. Knowledge of relevant legislation, regulations and policies. Competencies: Own discipline, programme planning, implementation and evaluation, Information management, Quality assurance and improvement programmes. Skills: Leadership, Communication, Problem Solving, Computer Literacy. Behavioural attributes: Stress tolerance, Self-Confidence, Objective, and Empathic. A valid license. Please note: Appropriate/recognisable experience in the context of these requirements also includes experience gained after registration in the particular discipline in a foreign country, and which registration is recognised by the SANC for registration in the particular discipline).

DUTIES : Represent paediatric and neonatal nursing as a member of a DCST responsible for the delivery of quality health care for mothers, babies and children at all levels within a health district. Promote equitable distribution of resources and access to an appropriate level of care for all mothers, babies and children throughout the district. Maintain personal competency in paediatric and neonatal health care. Primarily support district hospitals with all aspects of service delivery related to paediatric and neonatal health care. Secondarily support clinics and community health centres with service delivery related to paediatric and neonatal health care. Promote clinical effectiveness in all facilities through supporting outreach programmes and development, dissemination and implementation of clinical and nursing protocols and standard treatment guidelines aligned with national norms and standards. Facilitate and participate in the development, training and mentorship of health professionals in all facilities within the district. Support the training, development and mentorship of nursing and allied health professionals and community workers. Work with the District Management Team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of services. Provide support to ensure appropriate infrastructure, equipment, resources and sundries for the provision of quality nursing care. Assist, support and participate in risk management activities for patients (e.g. critical event analysis, morbidity and mortality meetings), practitioners (e.g. infection control) and the organization (e.g. performance reviews). Assist, support and participate in clinical audit and quality improvement cycles in health facilities in the district. Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Assist, support and participate in relevant research. Foster effective teamwork and collaboration within the DCST and with other professionals in the district involved in the delivery of paediatric and neonatal care. Enable engagement with the local community and relevant non-government organisations and private providers, promoting adherence to district clinical public health guidance as appropriate. Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary hospitals as relevant as well as the provincial Department of Health. Present regular reports on activities, health services and programmes. Assist with strategic and operational planning of services in the district and/or catchment area of the regional hospital. Coordinate and supervise discipline related services within the district. Assist with the recruitment and management of relevant human resources.

ENQUIRIES : Mr S Stuma Tel No: 047 502 9000
POST 16/95 : CHIEF EXECUTIVE OFFICER (CEO) REF NO: ECHEALTH/CEO/CH-HH/01/05/2019

SALARY : R869 007 – R1 023 645 per annum (Level 12)
CENTRE : Chris Hani District, Hewu Hospital
REQUIREMENTS : A Degree/Advanced Diploma in Health related field plus a Degree/Diploma in Health Management or Degree/Advanced Diploma in Management Field. Registration with the relevant Professional Council. At least (5) years' experience in the Health Sector at middle management. Experience as a Health Service Manager or Significant experience in management in a Health service environment. Knowledge of relevant such as National Health Act, (PFMA), Public Service Regulations Programme and Project management. People management and empowerment. A valid Driver’s License.

DUTIES : To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management. Finance management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budged in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk Management.

ENQUIRIES : Mr Mabandla Tel No: 040 841 0133

POST 16/96 : CHIEF EXECUTIVE OFFICER (CEO) REF NO: ECHEALTH/CEO/CH-MH/01/05/2019

SALARY : R869 007 – R1 023 645 per annum (Level 12)
CENTRE : Chris Hani District, Molteno Hospital
REQUIREMENTS : A Degree/Advanced Diploma in Health related field plus a Degree/Diploma in Health Management or Degree/Advanced Diploma in Management Field. Registration with the relevant Professional Council. At least (5) years’ experience in the Health Sector at middle management. Experience as a Health Service Manager or Significant experience in management in a Health service environment. Knowledge of relevant such as National Health Act, (PFMA), Public Service Regulations Programme and Project management. People management and empowerment. A valid Driver’s License.

DUTIES : To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management. Finance management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budged in line with the PFMA and Relevant guidelines. Ensure
that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management.

ENQUIRIES : Mrs O Mjoka Tel No: 039 254 0236

POST 16/97 : DEPUTY MANAGER NURSING REF NO: ECHEALTH/NSM/JP/01/05/2019

SALARY : R843 618 – R949 482 per annum (OSD)
CENTRE : Nelson Mandela Metro, Jose Pearson TB Hospital
REQUIREMENTS : Basic R425 qualification diploma/degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Minimum of 9 years after registration as a Professional Nurse, at least 4 years appropriate recognizable experience must be at Management Level. Demonstrate advanced understanding and application of Nursing legislation and related legal and ethical nursing practices. Knowledge of PFMA; HR Management. Knowledge of Public Sector Legislation and relevant Prescript/Regulation, Batho Pele Principles and patient Right Charter. Strong leadership, good interpersonal relations, effective problem solving, management and decision making skill. Good verbal and written communication skills are essential requirements. Valid driver’s license.

DUTIES : To manage and provide strategic Nursing leadership and direction to the Nursing Services. Plan and monitor the objectives of the specialized unit in line with the strategic plan of the institution and Department. Coordinate and maintain conducive/constructive working relationships with Nursing and other stakeholders. Ensure compliance with professional and ethical practice. Monitor and ensure nursing care is practiced in accordance with the statutory law, policies and procedures governing the Nursing Profession, Labour and Health Care. Effective management and utilization of Human and Material Resources. Ensure effective implementation of PMDS. Monitor compliance to Quality Assurance and Infection Control and Occupational Health and Safety standards and National Core Standards Compliance. Ensure efficient and effective execution of administration functions of the Nursing unit.

ENQUIRIES : Ms Klassen Tel No: 041 372 8000

POST 16/98 : DEPUTY MANAGER NURSING REF NO: ECHEALTH/DMN/HH/01/05/2019

SALARY : R843 618 – R949 482 per annum (OSD)
CENTRE : Chris Hani District, Hewu Hospital
REQUIREMENTS : Basic R425 qualification diploma/degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Minimum of 9 years after registration as a Professional Nurse, at least 4 years appropriate recognizable experience must be at Management Level. Demonstrate advanced understanding and application of Nursing legislation and related legal and ethical nursing practices. Knowledge of PFMA; HR Management. Knowledge of Public Sector Legislation and relevant Prescript/Regulation, Batho Pele Principles and patient Right Charter. Strong leadership, good interpersonal relations, effective problem solving, management and decision making skill. Good verbal and written communication skills are essential requirements. Valid driver’s license.

DUTIES : To manage and provide strategic Nursing leadership and direction to the Nursing Services. Plan and monitor the objectives of the specialized unit in line with the strategic plan of the institution and Department. Coordinate and maintain conducive/constructive working relationships with Nursing and other stakeholders. Ensure compliance with professional and ethical practice. Monitor and ensure nursing care is practiced in accordance with the statutory law, policies and procedures governing the Nursing Profession, Labour and Health Care. Effective management and utilization of Human and Material Resources. Ensure effective implementation of PMDS. Monitor compliance to Quality Assurance and Infection Control and Occupational Health and Safety standards and National Core Standards Compliance. Ensure efficient and effective execution of administration functions of the Nursing unit.

ENQUIRIES : Mr Mabandla Tel No: 040 841 0133
MEDICAL OFFICER GRADE 1 – 3 REF NO: ECHEALTH/MO/STPH/01/05/2019

SALARY
Grade 1: R821 205 – R884 670 per annum (OSD)
Grade 2: R938 964 – R1 026 693 per annum (OSD)
Grade 3: R1 089 693 – R1 362 366 per annum (OSD)

CENTRE
Alfred Nzo District, St Patrick Hospital

REQUIREMENTS
An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. Grade 1: No Experience required. On year relevant experience after registration as Medical Practitioner with recognised foreign Health Professionals Council in respect of foreign qualified employees of whom it is not required to perform community services, as required in South Africa. Grade 2: Minimum of 5 years’ relevant experience after registration. Minimum of 6 years’ experience after registration as Medical Practitioner with recognised foreign Health Professionals Council in respect of foreign qualified employees of whom it is not required to perform community services, as required in South Africa. Grade 3: Minimum of 10 years’ experience after registration. Minimum of 11 years’ experience after registration as Medical Practitioner with recognised foreign Health Professionals Council in respect of foreign qualified employees of whom it is not required to perform community services, as required in South Africa.

DUTIES
Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after-hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.

ENQUIRIES
Ms S Dumisa Tel No: 039 251 0236

MEDICAL OFFICER GRADE 1 – 3 REF NO: ECHEALTH/MO/MAH/01/05/2019

SALARY
Grade 1: R821 205 – R884 670 per annum (OSD)
Grade 2: R938 964 – R1 026 693 per annum (OSD)
Grade 3: R1 089 693 – R1 362 366 per annum (OSD)

CENTRE
Alfred Nzo District, Mt Ayliff Hospital

REQUIREMENTS
An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. Grade 1: No Experience required. On year relevant experience after registration as Medical Practitioner with recognised foreign Health Professionals Council in respect of foreign qualified employees of whom it is not required to perform community services, as required in South Africa. Grade 2: Minimum of 5 years’ relevant experience after registration. Minimum of 6 years’ experience after registration as Medical Practitioner with recognised foreign Health Professionals Council in respect of foreign qualified employees of whom it is not required to perform community services, as required in South Africa. Grade 3: Minimum of 10 years’ experience after registration. Minimum of 11 years’ experience after registration as Medical Practitioner with recognised foreign Health Professionals Council in respect of foreign qualified employees of whom it is not required to perform community services, as required in South Africa.

DUTIES
Provision of quality patient centred care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after-hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.
medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning. The incumbent must also be prepared to train, develop and supervise undergraduate and post graduate junior doctors.

ENQUIRIES : Mrs O Mjoka Tel No: 039 254 0236

POST 16/101 : MEDICAL OFFICER GRADE 1 – 3 REF NO: ECHEALTH/MO/JPH/01/05/2019

SALARY : Grade 1: R821 205 – R884 670 per annum (OSD)
Grade 2: R938 964 – R 1 026 693 per annum (OSD)
Grade 3: R1 089 693 – R1 362 366 per annum (OSD)

CENTRE : Nelson Mandela Metro, Jose Pearson TB Hospital

REQUIREMENTS : An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. Grade 1: No Experience required. Grade 2: Minimum of 5 years relevant experience after registration. Grade 3: Minimum of 10 years’ experience after registration. Knowledge of DRTB.

DUTIES : Provision of quality patient centred care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after-hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning.

ENQUIRIES : Ms Klassen Tel No: 041 372 8000

POST 16/102 : DENTIST REF NO: ECHEALTH/DENT/ BUTTH/01/05/2019

SALARY : Grade 1: R797 109 - R884 670 per annum (OSD)
Grade 2: R938 964 - R 1 026 693 per annum (OSD)
Grade 3: R1 089 693 - R1 362 366 per annum (OSD)

CENTRE : Amathole District, Butterworth Hospital

REQUIREMENTS : Appropriate qualification that allows registration with HPCSA as Dentist. Registration with HPCSA as Dentist. Completion of one (1) year Community Service. Current registration with HPCSA. Excellent written and verbal communication skills. A valid driver’s license. Grade 1: None after registration with HPCSA as Dentist. Grade 2: A minimum of 7 years’ appropriate experience as Dentist after registration with HPCSA as Dentist. Grade 3: A minimum of 12 years’ appropriate experience as Dentist after registration with HPCSA as Dentist.

DUTIES : Provide dental services to patients. Manage staff and provide training. Adopt the principles of the Primary Health Care approach. Ensure effective services delivery in line with the Batho Pele Principles. Ensure adherence to professional medical standards. Establish outreach programmes.

ENQUIRIES : Ms P Mtshemla Tel No: 047 401 9000

POST 16/103 : CLINICAL PSYCHOLOGIST GRADE 1-3 REF NO: ECHEALTH/CPSY/DORA/01/05/2019

SALARY : Grade 1: R713 361 – R784 278 per annum (OSD)
Grade 2: R832 398 – R923 847 per annum (OSD)
Grade 3: R966 039 – R1 137 936 per annum (OSD)

CENTRE : Nelson Mandela Metro, Dora Nginza Regional Hospital
REQUIREMENTS: Appropriate qualification as a Clinical Psychologist in a recognised institution (Master's degree in Clinical Psychology). Registration as an Independent Practitioner (Clinical Psychology) with the Health Professions Council of South Africa (HPCSA). Proof of current HPCSA registration. Knowledge in the application of health care system. Knowledge of Diagnostic and therapeutic procedures and manuals, human behaviour, normal and abnormal, Knowledge of administration and psychometric test, ethical codes of conduct and relevant legislation. Good interpersonal relationships and positive attitude towards patients and colleagues.

DUTIES: Provide comprehensive psychological assessment of hospital patients within a clinical team context by establishing clear and realistic treatment goals using appropriate theoretical frameworks. Provide psychological treatment to hospital patients using valid and reliable techniques and methods. Administer administration tasks in accordance with standards of the profession and employer. Assist in conducting research as opportunities arise. Deliver community outreach services.

ENQUIRIES: Ms B Bomela Tel No: 041 406 4421

POST 16/104: PHARMACIST GRADE 1 - 3 REF NO: ECHEALTH/PHARM/CHD-SH/01/05/2019

SALARY: Grade 1: R693 372 – R735 918 per annum (OSD)
Grade 2: R751 026 – R797 109 per annum (OSD)
Grade 3: R821 205 – R871 590 per annum (OSD)

CENTRE: Chris Hani District, Sterkstroom Hospital

REQUIREMENTS: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Current proof of registration with SAPC as a Pharmacist. Grade 1: No experience required. Grade 2: A minimum of 5 years' appropriate experience after registration as a Pharmacist with the SAPC. Grade 3: A minimum of 13 years’ appropriate experience after registration as a Pharmacist with the SAPC.

DUTIES: Supervise Pharmacist assistants and Interns and ensure their optimal utilization. Stock control and waste management (logistics) – prepare the order in accordance with the predetermined stock levels for authorization by unit supervisor. Check shelves regularly for expired medicine and clean and defrost the refrigerator once a month, clean the dispensing surfaces daily, Monitor fridge temperatures and atmospheric temperatures twice a day. Dispense strictly according to the hospital formulary, prepare each item and label it in accordance with the SOP and with due consideration of the legal requirements. Record the quantities dispensed and sign the prescription. Ensure that schedule 5 and 6 drugs are handled and recorded appropriately. Quarterly balance checks to be done. Each prescription must be handed to the patient in a manner that meets the minimum requirements of Good Pharmacy Practice. Compound batches of various products strictly according to the manufacturing SOP. Also compounding for patient specific prescriptions. Determine and ensure maximum stock levels for the wards are maintained, monitor stock levels in wards. Review prescriptions daily and implement. Provide pharmaceutical care to patients and ensure rational drug use is taking place. Ensure that quality is monitored on a daily basis. Med error reporting, ADR reporting and GPP is complied with. Also ensure compliance with the National Core standards. Quality improvement projects to be implemented and carried out. Be part of the pharmacists training support staff, nurses as well as Interns in the institution. After hours services (call) to be rendered as per policy.

ENQUIRIES: Mrs CM Swart Tel No: 045 966 0268

POST 16/105: ASSISTANT MANAGER NURSING REF NO: ECHEALTH/AMN/ZH/01/05/2019

SALARY: R562 800 – R652 437 per annum (OSD)

CENTRE: OR Tambo District, Zithulele Hospital

REQUIREMENTS: Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent qualification. Proof of current registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 8 years appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other
relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver’s license. Computer literacy.

**DUTIES**
Delegate, supervise and coordinate the provision of an effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care.

**ENQUIRIES**
Mr K Sobetwa Tel No: 047 573 8936

**POST 16/106**
ASSISTANT MANAGER NURSING PRIMARY HEALTH CARE REF NO. ECHEALTH/AMN/MQCHC/01/05/2019

**SALARY**
R562 800 – R652 437 per annum (OSD)

**CENTRE**
KSD Sub District, Mqanduli CHC

**REQUIREMENTS**
Basic R425 qualification (Diploma/Degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse General. A post basic qualification with a duration of at least 1 year in Curative skills in Primary Health Care accredited with SANC in terms of Government Notice R48. Registration with SANC and proof of current registration. A minimum of 10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Computer literate. Excellent time management, organizational skills, communication skills, good listening skills, people management skills, Presentation and team work skills, self-motivated and goal oriented, analytic and solution orientated, ability to thrive well under pressure, ability to efficiently communication to technical and non-technical personnel at various levels in the organization.

**DUTIES**
Deliver a service in the General nursing areas indicated to ensure service delivery on a 24 hour basis. Will be required to do calls within the discipline and do hospital sit-ups as required by the service as well as night duty. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Monitor patient care and compliance to quality standards. Work effectively and amicably at a managerial level, with persons of diverse intellectual, cultural, racial or religious differences. Provision of quality Nursing Care, assist team members with Quality Assurance and monthly audits and development of clinical guidelines and policies. Maintain, manage PMDS of subordinates. Manage risk and ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. Ensure effective and efficient budget control and assets control for the department. Preparedness to engage and manage any project aimed at improving the image of the nursing profession and the effectiveness and efficiency of the health service. Overall management of the Community Health Centre.

**ENQUIRIES**
Ms O Gcagca Tel No: 047 531 0823

**POST 16/107**
OPERATIONAL MANAGER SPECIALTY (PAEDS) REF NO: ECHEALTH/OM/DORA/01/05/2019

**SALARY**
R562 800 – R633 432 per annum (OSD)

**CENTRE**
Nelson Mandela Metro, Dora Nginza Regional Hospital

**REQUIREMENTS**
Diploma / Degree in nursing that allows registration with SANC as a Professional Nurse. One year post basic qualification in Child Nursing Science. A minimum of
9 years’ appropriate experience in Nursing after registration as a General Professional Nurse with SANC as a general nurse. Proof of current registration with SANC. At least 5 years recognisable experience in Child Nursing after obtaining a post basic qualification in Child Nursing Science. Good communication and interpersonal skills. Demonstrate basic understanding of human resources, disciplinary procedures as well as financial management policies, guidelines and practices. Basic computer literacy and report writing skills are essential. Added advantage: One-year Post basic qualification in Nursing Administration obtained from recognisable university. Valid driver’s License.

**DUTIES**
Managing effectively the supervision and utilisation of material, human and financial resources. Ensure implementation of quality nursing standards in accordance with nursing legislation and ethical practice. Provide professional, technical and management support for the provision of quality patient care through management of nursing care programmes. Advocate the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programmes, regulations, practices, protocol / procedures and standards pertaining to nursing care. Establish, maintain and participate in the interprofessional multidisciplinary team for effective and efficient health care. Manage clinical learning exposure to nurses and students between universities, colleges and clinical areas. Manage and monitor absenteeism in accordance with relevant directives and prescripts. Collaborate with other team members in the hospital to identify actual and potential risk. Support nursing and health care research to improve the quality of care. Actively participate in the implementation of the National Core Standards (NCS). Co-ordinate the implementation of continuing professional development (CPD) for nurses. Working shifts. Monitoring and reporting Patient Safety Incidents and complaints. Develop and implement Quality Improvement Plans. Actively participate in the implementation of the health information policy.

**ENQUIRIES**
Ms B Bomela Tel No: 041 406 4421

**POST 16/108**
**OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO:** ECHEALTH/OMPHC/UMZSUBDAC/01/05/2019

**SALARY**
R562 800 – R633 432 per annum (OSD)

**CENTRE**
Umzimvubu Sub-District: Amalongwana Clinic

**REQUIREMENTS**
Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**
Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

**ENQUIRIES**
Mr. Magadla Tel No: 039 727 2090/ 039 727 2446

**POST 16/109**
**OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO:** ECHEALTH/OMPHC/UMZSUBDMC/01/05/2019

**SALARY**
R562 800 – R633 432 per annum (OSD)

**CENTRE**
Umzimvubu Sub-District: Mhlotsheni Clinic

**REQUIREMENTS**
Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/Diploma in Nursing) or equivalent
qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**

Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

**ENQUIRIES**

Mr. Magadla Tel No: 039 727 2090/ 039 727 2446

**POST 16/110**

OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/OMS/UMZSUBDMC/01/05/2019

**SALARY**

R562 800 – R633 432 per annum (OSD)

**CENTRE**

Umzimvubu Sub-District: Mangqamzeni clinic

**REQUIREMENTS**

Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**

Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

**ENQUIRIES**

Mr. Magadla Tel No: 039 727 2090/ 039 727 2446

**POST 16/111**

OPERATIONAL MANAGER SPECIALTY (PEADS) REF NO: ECHEALTH/OMS/MAH/01/05/2019

**SALARY**

R562 800 – R633 432 per annum (OSD)

**CENTRE**

Alfred Nzo District: Mt Ayliff Hospital

**REQUIREMENTS**

Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse General plus a post basic nursing qualification with a duration of at least 1 year in Paediatric Nursing Science accredited with SANC in terms of Government Notice R212. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**

Provide a comprehensive health care service in the health hospital, to ensure that nursing care is rendered in accordance with the laws and regulations. Client orientation and customer focus, personal management, change management. Promote and ensure quality of nursing care as directed by the professional scope
of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

ENQUIRIES : Mrs O Mjoka Tel No: 039 254 0236

POST 16/112 : OPERATIONAL MANAGER: PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/GC/01/05/2019

SALARY : R562 800 – R633 432 per annum (OSD)

CENTRE : Joe Gqabi District: Taylor Gateway clinic

REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES : Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

ENQUIRIES : Mr J.S Ndzinde Tel No: 051 633 9629

POST 16/113 : OPERATIONAL MANAGER SPECIALTY (MATERNITY) REF NO: ECHEALTH/OMS-AM/SH/01/05/2019

SALARY : R562 800 – R633 432 per annum (OSD)

CENTRE : Joe Gqabi District: Steynsburg Hospital

REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus post-basic nursing qualification with a duration of at least 1 year, accredited in Advanced Midwifery and Neonatology Nursing Science with the SANC in terms of Government Notice R212. A minimum of 9 years Appropriate/recognitionable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of experience of the period referred to above must be appropriate/recognitionable experience after obtaining the 1 year post basic qualification.

DUTIES : Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Participate in analysis, formulation of nursing guidelines, practices, standards and procedures. Manage and mentor proper utilisation of human, financial, physical resources. Develop a safe patient care and therapeutic environment according to occupational health and safety requirements, infection control prescripts. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure that the clinical nursing practice by the team is rendered in accordance with the scope of practices and nursing standards as determined by the Legislation. Implementation of Patient’s Rights Charter and Batho Pele Principles.

ENQUIRIES : Ms L.J Jood Tel No: 051 633 9617
POST 16/114  :  OPERATIONAL MANAGER NURSING SPECIALTY (THEATRE) REF NO: ECHEALTH/OMN-T/CANH/01/05/2019

**SALARY**  :  R562 800 – R633 432 per annum (OSD)

**CENTRE**  :  OR Tambo District: Canzibe Hospital

**REQUIREMENTS**  :  Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree / Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year in Theatre Technique accredited with SANC in terms of Governmental Notice R212. 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 appropriate /recognizable experience in the specific specialty. At least 3 years of the period referred to above must be appropriate / recognizable experience at management level. Computer literacy and valid driver’s license.

**DUTIES**  :  Co-ordination / provide optimal, holistic specialized nursing care provided within set standards and a professional / legal frame work. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Co-ordination of the provision of effective training and research. Maintain professional growth / ethical standards and self-development. Provision of effective support to nursing service. General management i.e. PMDS, payroll management, leave register, attendance / time management, quality improvement projects, formal and informal training including WSP, Resuscitation trolley, monthly checking of drug registers. Client orientation and customer focused, personnel management, change management. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. (National Core Standards). Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues more complex report writing when required.

**ENQUIRIES**  :  Ms Solwandle Tel No: 047 568 8109/10/11

POST 16/115  :  OPERATIONAL MANAGER: PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/TFC/01/05/2019

**SALARY**  :  R562 800 – R633 432 per annum (OSD)

**CENTRE**  :  Mhlonllo Sub District: Tina Falls Clinic

**REQUIREMENTS**  :  Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. 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 above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**  :  Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

**ENQUIRIES**  :  Ms Matiwane Tel No: 047 553 0585

POST 16/116  :  OPERATIONAL MANAGER: PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/HCC/01/05/2019

**SALARY**  :  R562 800 – R633 432 per annum (OSD)
CENTRE: Qaukeni Sub-District: Holy Cross Clinic
REQUIREMENTS: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES: Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

ENQUIRIES: Ms N Hlobo Tel No: 039 253 1541

POST 16/117: OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECEALTH/OM/GV/01/05/2019

SALARY: R562 800 – R633 432 per annum (OSD)
CENTRE: Mnquma Sub District: Grain Valley Clinic
REQUIREMENTS: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES: Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

ENQUIRIES: Ms N Tengwa Tel No: 047 491 0740

POST 16/118: OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECEALTH/OM/MEHC/01/05/2019

SALARY: R562 800 – R633 432 per annum (OSD)
CENTRE: Raymond Mhlaba Sub District: Melani Clinic
REQUIREMENTS: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
DUTIES: Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

ENQUIRIES: Mr. Dyomfana Tel No: 046 645 2695

POST 16/119: OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/OM/ZIGC/01/05/2019

SALARY: R562 800 – R633 432 per annum (OSD)
CENTRE: Raymond Mhlaba, Zigodlo Clinic

REQUIREMENTS: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES: Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

ENQUIRIES: Mr. Dyomfana Tel No: 046 645 2695

POST 16/120: OPERATIONAL MANAGER SPECIALTY (MOU) REF NO: ECHEALTH/OMS/NGACHC/01/05/2019

SALARY: R562 800 – R633 432 per annum (OSD)
CENTRE: OR Tambo District: Ngangelizwe CHC

REQUIREMENTS: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse General plus a post basic nursing qualification with a duration of at least 1 year in Advanced Midwifery and Neonatology Nursing Science accredited with SANC in terms of Government Notice R212. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES: Provide a comprehensive health care service in the health hospital, to ensure that nursing care is rendered in accordance with the laws and regulations. Client orientation and customer focus, personal management, change management. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

ENQUIRIES: Ms O Gcagca Tel No: 047 531 0823
POST 16/121: OPERATIONAL MANAGER SPECIALTY (MATERNITY) REF NO: ECHEALTH/OM/DORA/01/05/2019

SALARY: R562 800 – R633 432 per annum (OSD)
CENTRE: Nelson Mandela Metro, Dora Nginza Regional Hospital
REQUIREMENTS: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse General plus a post basic nursing qualification with a duration of at least 1 year in Advanced Midwifery and Neonatology Nursing Science accredited with SANC in terms of Government Notice R212. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES: Co-ordination of optimal, holistic, specialized nursing provided within Nursing Core Standards and a professional / legal frame work. Manage effectively the utilisation and supervision of resources, namely human material and financial resources. Effective management and interpretation of health information data. Monitoring and control of absenteeism in accordance with relevant directives and prescripts. Monitor Co-ordinate provision of effective training and research. Provision of support to nursing services. Collaborate in development, implementation and monitoring of policies, procedures and programmes pertaining to nursing care. Monitor and report Patient Safety Incidents, identifying risk factors, development and monitoring of Quality Improvement Projects.

ENQUIRIES: Ms B Bomela Tel No: 041 406 4421

POST 16/122: CHIEF DIAGNOSTIC RADIOGRAPHER REF NO: ECHEALTH/CR/CMH/01/05/2019

SALARY: Grade 1: R466 119 – R517 326 per annum (OSD)
Grade 2: R532 959 – R591 510 per annum (OSD)
CENTRE: Buffalo City Metro, Cecilia Makhawane Hospital
REQUIREMENTS: National diploma/ Degree in Diagnostic Radiography or Equivalent Qualification. An appropriate qualification that allows registration with the HPCSA as a Diagnostic Radiographer. A minimum of 3 years appropriate/recognizable experience in the relevant experience profession after registration with the HPCSA. Current registration with the HPCSA as a Diagnostic Radiographer. A minimum of two years supervisory/managerial experience on the operational platform. Competencies: Knowledge of relevant legislation guiding the provision of clinical care in the public sector i.e. Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele principles, Ministerial Priorities and National Core Standards. Good communication skills. Report writing skills. Ability to function as part of a team. Decision making skills. Effective communication with patients, supervisors, other health professionals and colleagues in the multidisciplinary health team. Computer skills.

DUTIES: To administer the operations, management and good governance of diagnostic radiography services including all the resources in the Department. Manage the provision of quality Radiography services in the Department, through the implementation of appropriate systems and measures. Adhere and ensure compliance with HPCSA Legislation. Monitor and Evaluate services rendered in order to implement continuous quality improvement programs. Performance and supervision of all clinical duties pertaining to the provision of Diagnostic Radiography services. Participate in the development of internal policy and interact with other related professions within the multi-disciplinary health team. Manage and facilitate the continuous training and Development of staff.

ENQUIRIES: Ms. P. Mncontso Tel No: 043 708 2118

POST 16/123: CHIEF DIAGNOSTIC RADIOGRAPHER GRADE 1-2 REF NO: ECHEALTH/RADIO/LTH/01/05/2019

SALARY: Grade 1: R466 119 – R517 326 per annum (OSD)
Grade 2: R532 959 – R591 510 per annum (OSD)

CENTRE: Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS: National diploma/ Degree in Diagnostic Radiography or Equivalent Qualification. An appropriate qualification that allows registration with the HPCSA as a Diagnostic Radiographer. A minimum of 3 years appropriate/recognizable experience in the relevant experience profession after registration with the HPCSA. Current registration with the HPCSA as a Diagnostic Radiographer. A minimum of two years supervisory/ managerial experience on the operational platform. Competencies: Knowledge of relevant legislation guiding the provision of clinical care in the public sector i.e. Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele principles, Ministerial Priorities and National Core Standards. Good communication skills. Report writing skills. Ability to function as part of a team. Decision making skills. Effective communication with patients, supervisors, other health professionals and colleagues in the multidisciplinary health team. Computer skills.

DUTIES: To administer the operations, management and good governance of diagnostic radiography services including all the resources in the Department. Manage the provision of quality Radiography services in the Department, through the implementation of appropriate systems and measures. Adhere and ensure compliance with HPCSA Legislation. Monitor and Evaluate services rendered in order to implement continuous quality improvement programs. Performance and supervision of all clinical duties pertaining to the provision of Diagnostic Radiography services. Participate in the development of internal policy and interact with other related professions within the multi-disciplinary health team. Manage and facilitate the continuous training and Development of staff.

ENQUIRIES: Mr Mjindi Tel No: 041 405 2121

POST 16/124: ASSISTANT DIRECTOR: QUALITY ASSURANCE REF NO: ECHEALTH/QAM/MH/01/05/2019

SALARY: R444 276- R579 696 per annum (OSD)

CENTRE: Chris Hani, Mjanyana Hospital

REQUIREMENTS: Basic R425 Qualification i.e. 4 years Diploma/Degree in Nursing or equivalent. Proof of Current Registration with the South African Nursing Council (SANC) As Professional Nurse. Knowledge and understanding of nursing codes of Ethics and Professional practice of the South African Nursing Council. Knowledge of Nursing care processes, nursing statutes, and other relevant legal frameworks such as Nursing Act, Health Act, Occupational health and Safety Act. A minimum of 8 years’ appropriate experience after registration as professional nurse with the SANC. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, patient’s right charter and other relevant legal frameworks, labour relations and public service acts, Managerial and Communication (Both Written and Verbal), Report Writing and Problem Solving Skills. Knowledge of Six key priority areas, ability to work under pressure. A valid driver license. Computer Literacy.

DUTIES: Coordinate quality assurance program at hospital. Assist with infection prevention and control. Coordinate clinical audits, clinical risks, adverse events management and reporting. Facilitate mainstream of Batho Pele principles, patient’s right and peer reviews. Monitor and support complaints management mechanism. Facilitate patient’s satisfactory surveys by all health facilities in the district least annually. Coordinate national health insurance through implementation of quality improvement plans. Ensure that hospital conduct self-assessment results. Monitor and evaluate implementation of quality Improvement plans. Ensure availability of all quality assurance policies, guidelines and standard operating procedures to all health career facilities. Ensure that norms and standards are adhered to by all health facilities. Conduct training on quality related issues for capacity building. Facilitate and encourage excellent awards implementation program. Ensure and assist in the implementation of the deal clinic concept, integrated chronic disease management (ICDM) model and PC101 at sub-district level. Ensure that relevant structures are in place for the implementation of quality assurance programs, coordinate clinic supervision at sub-district level and work with all clinic
supervisors. Provide monthly, quarterly and annual report to the district manager and relevant provincial directorate. Supervise your subordinates.

**ENQUIRIES**
Ms SS Naku Tel No: 047 547 1001

**POST 16/125**
ASSISTANT DIRECTOR: QUALITY ASSURANCE REF NO: ECHEALTH/ASD-QA/STBH/01/05/2019

**SALARY**
R444 276 – R500 031 per annum (OSD)

**CENTRE**
OR Tambo District, Canzibe Hospital

**REQUIREMENTS**
Basic R425 Qualification i.e. 4 years Diploma/Degree in Nursing or equivalent. Proof of Current Registration with the South African Nursing Council (SANC) As Professional Nurse. Knowledge and understanding of nursing codes of Ethics and Professional practice of the South African Nursing Council. Knowledge of Nursing care processes, nursing statutes, and other relevant legal frameworks such as Nursing Act, Health Act, Occupational health and Safety Act. A minimum of 8 years’ appropriate experience after registration as professional nurse with the SANC. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, patient’s right charter and other relevant legal frameworks, labour relations and public service acts, Managerial and Communication (Both Written and Verbal), Report Writing and Problem Solving Skills. Knowledge of Six key priority areas, ability to work under pressure. A valid driver license. Computer Literacy.

**DUTIES**
Coordinate quality assurance program at hospital. Assist with infection prevention and control. Coordinate clinical audits, clinical risks, adverse events management and reporting. Facilitate mainstream of Batho Pele principles, patient’s right and peer reviews. Monitor and support complaints management mechanism. Facilitate patient’s satisfactory surveys by all health facilities in the district least annually. Coordinate national health insurance through implementation of quality improvement plans. Ensure that hospital conduct self-assessment results. Monitor and evaluate implementation of quality Improvement plans. Ensure availability of all quality assurance policies, guidelines and standard operating procedures to all health career facilities. Ensure that norms and standards are adhered to by all health facilities. Conduct training on quality related issues for capacity building. Facilitate and encourage excellent awards implementation program. Ensure and assist in the implementation of the deal clinic concept, integrated chronic disease management (ICDM) model and PC101 at sub-district level. Ensure that relevant structures are in place for the implementation of quality assurance programs, coordinate clinic supervision at sub-district level and work with all clinic supervisors. Provide monthly, quarterly and annual report to the district manager and relevant provincial directorate. Supervise your subordinates.

**ENQUIRIES**
Ms Solwandle Tel No: 047 568 8109/10/11

**POST 16/126**
ASSISTANT DIRECTOR: QUALITY ASSURANCE REF NO: ECHEALTH/AD-QA/EMPH/01/05/2019

**SALARY**
R444 276 – R500 031 per annum (OSD)

**CENTRE**
Nelson Mandela Metro, Empilweni TB Hospital

**REQUIREMENTS**
Basic R425 Qualification i.e. 4 years Diploma/Degree in Nursing or equivalent. Proof of Current Registration with the South African Nursing Council (SANC) As Professional Nurse. Knowledge and understanding of nursing codes of Ethics and Professional practice of the South African Nursing Council. Knowledge of Nursing care processes, nursing statutes, and other relevant legal frameworks such as Nursing Act, Health Act, Occupational health and Safety Act. A minimum of 8 years’ appropriate experience after registration as professional nurse with the SANC. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, patient’s right charter and other relevant legal frameworks, labour relations and public service acts, Managerial and Communication (Both Written and Verbal), Report Writing and Problem Solving Skills. Knowledge of Six key priority areas, ability to work under pressure. A valid driver license. Computer Literacy.

**DUTIES**
Coordinate quality assurance program at hospital. Assist with infection prevention and control. Coordinate clinical audits, clinical risks, adverse events management
and reporting. Facilitate mainstream of Batho Pele principles, patient’s right and peer reviews. Monitor and support complaints management mechanism. Facilitate patient’s satisfactory surveys by all health facilities in the district least annually. Coordinate national health insurance through implementation of quality improvement plans. Ensure that hospital conduct self-assessment results. Monitor and evaluate implementation of quality Improvement plans. Ensure availability of all quality assurance policies, guidelines and standard operating procedures to all health career facilities. Ensure that norms and standards are adhered to by all health facilities. Conduct training on quality related issues for capacity building. Facilitate and encourage excellent awards implementation program. Ensure and assist in the implementation of the deal clinic concept, integrated chronic disease management (ICDM) model and PC101 at sub-district level. Ensure that relevant structures are in place for the implementation of quality assurance programs, coordinate clinic supervision at sub-district level and work with all clinic supervisors. Provide monthly, quarterly and annual report to the district manager and relevant provisional directorate. Supervise your subordinates.

ENQUIRIES: Ms K Sinyahla Tel No: 041 406 7607/36

POST 16/127: OPERATIONAL MANAGER GENERAL REF NO: ECHEALTH/OM/STLH/01/05/2019

SALARY: R444 276 – R500 031 per annum (OSD)
CENTRE: OR Tambo District, St Lucy’s Hospital
REQUIREMENTS: Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A Minimum of 7 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES: Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

ENQUIRIES: Ms Mayikana Tel No: 047 532 6259

POST 16/128: OPERATIONAL MANAGER GENERAL REF NO: ECHEALTH/OM/ABH/01/05/2019

SALARY: R444 276 – R500 031 per annum (OSD)
CENTRE: Sarah Baartman District, Aberdeen Hospital
REQUIREMENTS: Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A Minimum of 7 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES: Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

ENQUIRIES: Ms S Magxiza Tel No: 049 846 0391
POST 16/129 : OPERATIONAL MANAGER GENERAL REF NO: ECHEALTH/OMG/WMH/01/05/2019

SALARY : R444 276 – R500 031 per annum (OSD)
CENTRE : Sarah Baartman District, Willowmore Hospital
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. A minimum of 7 years’ experience in Nursing after registration as a general Professional Nurse with SANC. Current registration with SANC. Good communication and interpersonal skills. Demonstrate basic understanding of human resources, disciplinary procedures as well as financial management policies, guidelines and practices. Basic computer literacy and report writing skills are essential. Valid driver’s license.

DUTIES : Provision of optimal, holistic specialized nursing care with set standard and within professional / legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth /ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing health professionals and junior colleagues including more complex report writing when required.

ENQUIRIES : Ms R Schutte Tel No: 044 923 1127

POST 16/130 : OPERATIONAL MANAGER GENERAL REF NO: ECHEALTH/OM/FBH/01/05/2019

SALARY : R444 276 – R500 031 per annum (OSD)
CENTRE : Amathole District, Fort Beaufort Hospital
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. A minimum of 7 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Provision of optimal, holistic specialized nursing care with set standard and within professional / legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth /ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing health professionals and junior colleagues including more complex report writing when required.

ENQUIRIES : S Zetu Tel No: 046 645 1111/12/13/14

POST 16/131 : CLINICAL NURSE PRACTITIONER GRADE 1 -2 REF NO: ECHEALTH/CNP/LSD-SC/01/05/2019

SALARY : Grade 1: R383 226 – R444 276 per annum (OSD)
Grade 2: R471 333 – R579 696 per annum (OSD)
CENTRE : Lukhanji Sub District, Shiloh Clinic
REQUIREMENTS : Basic R425 qualification (i.e Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post basic nursing qualification in “Curative Skills in Primary Health Care” with duration of at least 1 year accredited with SANC. Proof of current registration with South African Nursing Council as a Professional Nurse. Grade 1: Minimum of four (4) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable
experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**: Provision of quality comprehensive Primary Health Care, Primitive, Preventative curative and Rehabilitative. Assessment, screening, diagnosis and treatment of patients/clients. To integrate HCT to PHC package of services and evaluate patients’ conditions and counsel according to needs. Participate and support the implementation of quality improvements programmes. Maintain accurate patients/clients records. Ensure proper and effective utilization of resources equipment, pharmaceuticals and other supplies. Implementation of ARV/PMTCT services support. Provision of support and supervision of lower categories according to the code of conduct in Public Service. To demonstrate effective communication with patients, supervisor and other staff members. To work as part of Multi-Disciplinary team to ensure quality nursing care at PHC setting in all health programmes. Compile monthly, quarterly statistics reports.

**ENQUIRIES**: Ms Mtweni Tel No: 045 807 8908

**POST 16/132**: PROFESSIONAL NURSE SPECIALTY (MATERNITY) REF NO: ECHEALTH/PNS-MIH/01/05/2019

**SALARY**: Grade 1: R383 226 – R444 276 per annum (OSD)
Grade 2: R471 333 – R579 696 per annum (OSD)

**CENTRE**: Sarah Baartman District: Midlands Hospital

**REQUIREMENTS**: Basic R425 qualification (i.e. Degree /Diploma 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 1 year accredited in Advanced Midwifery and Neonatology Nursing Science with the SANC in terms of Government Notice R212. Current registration with the SANC as a Professional Nurse. **Grade 1**: A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2**: A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**: Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the clinic.

**ENQUIRIES**: Ms A. Mabombo Tel No: 049 807 7730/7

**POST 16/133**: PROFESSIONAL NURSE SPECIALTY (PEADS) REF NO: ECHEALTH/PNS/BUTTH/01/05/2019 (X4 POSTS)

**SALARY**: Grade 1: R383 226 – R444 276 per annum (OSD)
Grade 2: R471 333 – R579 696 per annum (OSD)

**CENTRE**: Amathole District: Butterworth Hospital

**REQUIREMENTS**: Basic R425 qualification (i.e. Degree /Diploma 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 1 year, accredited with the SANC in terms of Government Notice R212 in the Paediatrics. Current registration with the SANC as a Professional Nurse. **Grade 1**: A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2**: A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.
DUTIES: Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.

ENQUIRIES: Ms P Mtshemla Tel No: 047 401 9000

POST 16/134: PROFESSIONAL NURSE SPECIALTY (MATERNITY) REF NO: ECHEALTH/PROFS/BUTTH/01/05/2019

SALARY: Grade 1: R383 226 – R444 276 per annum (OSD)
Grade 2: R471 333 – R579 696 per annum (OSD)

CENTRE: Amathole District: Butterworth Hospital

REQUIREMENTS: Basic qualification accredited with the South African Nursing Council (SANC) in terms of Government Notice R425 (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Current registration with the SANC as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year accredited with the SANC in terms of Government Notice R212 (Advanced Midwifery and Neonatal Sciences). A minimum of 4 years appropriate/recognisable nursing experience after registration as a Professional Nursing with the SANC in General Nursing. Service Record as a proof of previous experience where applicable.

DUTIES: Provide direction and supervision for the implementation of the Nursing plan. (Clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human material and physical resources efficiently and effectively. Perform clinical Nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital. Promote quality of nursing care.

ENQUIRIES: Ms P Mtshemla Tel No: 047 401 9000

POST 16/135: PROFESSIONAL NURSE SPECIALTY REF NO: ECHEALTH/PROFN/NGQC/01/05/2019

SALARY: Grade 1: R383 226 – R444 276 per annum (OSD)
Grade 2: R471 333 – R579 696 per annum (OSD)

CENTRE: Mnquma Sub-District: Ngqamakwe CHC

REQUIREMENTS: Basic qualification accredited with the South African Nursing Council (SANC) in terms of Government Notice R425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Current registration with the SANC as a Professional Nurse plus a post basic nursing qualification with a duration of 1 year accredited with the SANC in terms of Government Notice R212 in Clinical Nursing Science. A minimum of 4 years appropriate/recognisable nursing experience after registration as a Professional Nurse with SANC in General Nursing.

DUTIES: Provide direction and supervision for the implementation of nursing plan (clinical practice/quality patient care). Implement Standards, practices, criteria and indicators for quality nursing and Health care in accordance with the law and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholder. Utilise human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital. Promote quality of nursing care.

ENQUIRIES: Ms N Tengwa Tel No: 047 491 0740

POST 16/136: CLINICAL NURSE PRACTITIONER GRADE 1 -2 REF NO: ECHEALTH/CNP/UMZSUBDAC/01/05/2019

SALARY: Grade 1: R383 226 – R444 276 per annum (OSD)
CENTRE: Umzimvubu Sub-District: Amadiba Clinic

REQUIREMENTS:
Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post basic nursing qualification in "Curative Skills in Primary Health Care" with duration of at least 1 year accredited with SANC. Proof of current registration with South African Nursing Council as a Professional Nurse. Grade 1: Minimum of four (4) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 of the period referred to above appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES:
Provision of quality comprehensive Primary Health Care, promotive, Preventative curative and Rehabilitative, assessment, screening, diagnosis and treatment of patients/clients. To integrate HCT to PHC package of services and evaluate patients' conditions and counsel according to needs. Participate and support the implementation of quality improvements programmes. Maintain accurate patients/clients records. Ensure proper and effective utilization of resources equipment, pharmaceuticals and other supplies. Implementation of ARV/PMTCT services support. Provision of support and supervision of lower categories according to the code of conduct in Public Service. To demonstrate effective communication with patients, supervision and other staff members. To work as part of Multi-Disciplinary team to ensure quality nursing care at PHC setting in all health programmes. Compile monthly, quarterly statistics reports.

ENQUIRIES: Mr. Magadla Tel No: 039 727 2090/ 039 727 2446

POST 16/137:
CLINICAL NURSE PRACTITIONER GRADE 1-2 REF NO: ECEHEALTH/CNP/UMZSUBDGGC/01/05/2019

SALARY:
Grade 1: R383 226 – R444 276 per annum (OSD)
Grade 2: R471 333 – R579 696 per annum (OSD)

CENTRE: Umzimvubu Sub-District: Greenville Gateway Clinic

REQUIREMENTS:
Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post basic nursing qualification in "Curative Skills in Primary Health Care" with duration of at least 1 year accredited with SANC. Proof of current registration with South African Nursing Council as a Professional Nurse. Grade 1: Minimum of four (4) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 of the period referred to above appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES:
Provision of quality comprehensive Primary Health Care, promotive, Preventative curative and Rehabilitative, assessment, screening, diagnosis and treatment of patients/clients. To integrate HCT to PHC package of services and evaluate patients' conditions and counsel according to needs. Participate and support the implementation of quality improvements programmes. Maintain accurate patients/clients records. Ensure proper and effective utilization of resources equipment, pharmaceuticals and other supplies. Implementation of ARV/PMTCT services support. Provision of support and supervision of lower categories according to the code of conduct in Public Service. To demonstrate effective communication with patients, supervision and other staff members. To work as part of Multi-Disciplinary team to ensure quality nursing care at PHC setting in all health programmes. Compile monthly, quarterly statistics reports.

ENQUIRIES: Mr. Magadla Tel No: 039 727 2090/ 039 727 2446
**CENTRE**: Umzimvubu Sub District: St Patricks Community Clinic

**GRADE 2**: R471 333 – R579 696 per annum (OSD)

**REQUIREMENTS**: Basic R425 qualification (i.e. Degree/Diploma in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post basic nursing qualification in “Curative Skills in Primary Health Care” with duration of at least 1 year accredited with SANC. Proof of current registration with South African Nursing Council as a Professional Nurse. **Grade 1**: Minimum of four (4) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2**: Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 of the period referred to above appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**: Provision of quality comprehensive Primary Health Care, promotive, Preventative curative and Rehabilitative, assessment, screening, diagnosis and treatment of patients/clients. To integrate HCT to PHC package of services and evaluate patients’ conditions and counsel according to needs. Participate and support the implementation of quality improvements programmes. Maintain accurate patients/clients records. Ensure proper and effective utilization of resources equipment, pharmaceuticals and other supplies. Implementation of ARV/PMTCT services support. Provision of support and supervision of lower categories according to the code of conduct in Public Service. To demonstrate effective communication with patients, supervision and other staff members. To work as part of Multi-Disciplinary team to ensure quality nursing care at PHC setting in all health programmes. Compile monthly, quarterly statistics reports.

**ENQUIRIES**: Mr. Magadla Tel No: 039 727 2090/ 039 727 2446

**POST 16/139**: PROFESSIONAL NURSE SPECIALTY GRADE 1 - 2 (MATERNITY) REF NO: ECHEALTH/AMT/MAH/01/05/2019 (X2 POSTS)

**SALARY**: Grade 1: R383 226 – R444 276 per annum (OSD)  
Grade 2: R471 333 – R579 696 per annum (OSD)

**CENTRE**: Alfred Nzo District, Mt Ayliff Hospital

**REQUIREMENTS**: Basic R425 qualification (i.e. Degree /Diploma in Nursing with Advanced midwifery) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year, accredited in Advanced Midwifery and Neonatology Nursing Science with the SANC in terms of Government Notice R212. Current registration with the SANC as a Professional Nurse. **Grade 1**: A minimum of 4 years appropriate/recognition experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2**: A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**: Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.

**ENQUIRIES**: Mrs O Mjoka Tel No: 039 254 0236

**POST 16/140**: PROFESSIONAL NURSE SPECIALTY (X2 POSTS)

**SALARY**: Grade 1: R383 226 – R444 276 per annum (OSD)  
Grade 2: R471 333 – R579 696 per annum (OSD)

**CENTRE**: Emalahleni Sub-District: Boomplass Clinic Ref No: ECHEALTH/PN-SPEC/ESD-BC/01/05/2019
REQUIREMENTS: Basic R425 qualification (i.e. Degree/Diploma 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 1 year in Child Nursing Science/Community Nursing Science accredited with the SANC in terms of Government Notice R212. Current registration with the SANC as a Professional Nurse. Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A Minimum of fourteen (14) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES: Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient’s rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES: Ms NP Mtshebe Tel No: 047 878 4300

POST 16/141: PROFESSIONAL NURSE SPECIALTY (X2 POSTS)

SALARY: Grade 1: R383 226 – R444 276 per annum (OSD)
Grade 2: R471 333 – R579 696 per annum (OSD)

CENTRE: Chris Hani District:
Lower Mnucunuzo Clinic Ref No: ECHEALTH/PNSPEC/CHD-LMC/01/05/2019
Mahlubini Clinic Ref No: ECHEALTH/PNSPEC/CHD-MC/01/05/2019

REQUIREMENTS: Basic R425 qualification (i.e. Degree/Diploma 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 1 year in Child Nursing Science/Community Nursing Science accredited with the SANC in terms of Government Notice R212. Current registration with the SANC as a Professional Nurse. Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A Minimum of fourteen (14) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES: Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient’s rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES: MS Nyoka Tel No: 045 807 1110/1101
POST 16/142: **PROFESSIONAL NURSE SPECIALTY GRADE 1-2 (THEATRE) REF NO: ECHEALTH/PNS/CHD-CH/01/05/2019**

**SALARY**
- Grade 1: R383 226 – R444 276 per annum (OSD)
- Grade 2: R471 333 – R579 696 per annum (OSD)

**CENTRE**
- Chris Hani District, Cala Hospital

**REQUIREMENTS**
- Basic R425 qualification (i.e. Degree /Diploma 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 1 year in Theatre Technique accredited with the SANC in terms of Government Notice R212. Current registration with the SANC as a Professional Nurse. **Grade 1:** A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**
- Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.

**ENQUIRIES**
- Mr S Zihlangu Tel No: 047 877 0129

POST 16/143: **PROFESSIONAL NURSE SPECIALTY (PAEDS) GRADE 1-2 REF NO: ECHEALTH/PNS-PAEDS/ANH/01/05/2019**

**SALARY**
- Grade 1: R383 226 – R444 276 per annum (OSD)
- Grade 2: R471 333 – R579 696 per annum (OSD)

**CENTRE**
- Joe Gqabi District, Aliwal North Hospital

**REQUIREMENTS**
- Basic R425 qualification (i.e. Degree /Diploma 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 1 year in Child Nursing Science/ Community Nursing accredited with the SANC in terms of Government Notice R212. Current registration with the SANC as a Professional Nurse. **Grade 1:** A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**
- Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.

**ENQUIRIES**
- Ms Fourie - Tel No: 051 633 7700

POST 16/144: **PROFESSIONAL NURSE SPECIALTY (MATERNITY) GRADE 1-2 REF NO: ECHEALTH/PNS-AM/MH/01/05/2019**

**SALARY**
- Grade 1: R383 226 – R444 276 per annum (OSD)
- Grade 2: R471 333 – R579 696 per annum (OSD)

**CENTRE**
- Joe Gqabi District, Maclear Hospital
**REQUIREMENTS**

Basic R425 qualification (i.e. Degree /Diploma 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 1 year in Advanced Midwifery and Neonatal Nursing Science accredited with SANC in terms of Government Notice R212. Current registration with the SANC as a Professional Nurse. **Grade 1:** A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**

Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.

**ENQUIRIES**

Ms N Zuza Tel No: 045 932 1028

**POST 16/145**

PROFESSIONAL NURSE SPECIALTY (MATERNITY) GRADE 1-2 REF NO: ECHEALTH/PNS-AM/BH/01/05/2019

**SALARY**

Grade 1: R383 226 – R444 276 per annum (OSD)
Grade 2: R471 333 – R579 696 per annum (OSD)

**CENTRE**

Joe Gqabi District, Burgersdorp Hospital

**REQUIREMENTS**

Basic R425 qualification (i.e degree/ diploma in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus a post basic qualification of at least 1 year in Trauma Nursing Care / Critical Nursing Science accredited with SANC in terms of Government Notice R212. Current registration with the SANC as a Professional Nurse. **Grade 1:** A minimum of four (4) years appropriate/ recognized experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**

Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.

**ENQUIRIES**

Ms N Zondi Tel No: 051 653 1881

**POST 16/146**

PROFESSIONAL NURSE SPECIALTY (CASUALTY/OPD) GRADE 1-2 REF NO: ECHEALTH/PNS-CASOPD/ BH/01/05/2019

**SALARY**

Grade 1: R383 226 – R444 276 per annum (OSD)
Grade 2: R471 333 – R579 696 per annum (OSD)

**CENTRE**

Joe Gqabi District, Burgersdorp Hospital

**REQUIREMENTS**

Basic R425 qualification (i.e degree/ diploma in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus a post basic qualification of at least 1 year in Trauma Nursing Care / Critical Nursing Science accredited with SANC in terms of Government Notice R212. Current registration with SANC as a Professional Nurse. **Grade 1:** A minimum of four (4) years appropriate/ recognized experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.
Nurse with the SANC in General Nursing. **Grade 2**: A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**: Provide direction and supervision for the implementation of the Nursing plan (Clinical active/quality patient care). Implement standard, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human material and physical resources efficiently and effectively. Perform clinical practice in accordance with the scope of practice and nursing standards as determined by the hospital. Promote quality of nursing care.

**ENQUIRIES**: Ms N Zondi Tel No: 051 653 1881

**POST 16/147**: PROFESSIONAL NURSE SPECIALTY (PAEDIATRIC WARD) GRADE 1-2 REF NO: ECHEALTH/PNS-PAED/ BH/01/05/2019

**SALARY**: Grade 1: R383 226 – R444 276 per annum (OSD)
Grade 2: R471 333 – R579 696 per annum (OSD)

**CENTRE**: Joe Gqabi District, Burgersdorp Hospital

**REQUIREMENTS**: Basic R425 qualification (i.e degree/ diploma in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus a post basic qualification of at least 1 year in Child Nursing Science/ Community Nursing accredited with SANC in terms of Government Notice R212. Current registration with SANC as a Professional Nurse. **Grade 1**: A minimum of four (4) years appropriate/ recognized experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2**: A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**: Provide direction and supervision for the implementation of the Nursing plan (Clinical active/quality patient care). Implement standard, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human material and physical resources efficiently and effectively. Perform clinical practice in accordance with the scope of practice and nursing standards as determined by the hospital. Promote quality of nursing care.

**ENQUIRIES**: Ms N Zondi - Tel No: 051 653 1881

**POST 16/148**: PROFESSIONAL NURSE SPECIALTY REF NO: ECHEALTH/PROFN/MELC/01/05/2019

**SALARY**: Grade 1: R383 226 – R444 276 per annum (OSD)
Grade 2: R471 333 – R579 696 per annum (OSD)

**CENTRE**: Raymond Mhlaba Sub District, Melani Clinic

**REQUIREMENTS**: Basic R425 qualification (i.e Degree /Diploma 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 1 year, accredited with the SANC in terms of Government Notice R212 in the relevant specialty. Current registration with the SANC as a Professional Nurse. **Grade 1**: A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2**: A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.
**DUTIES**: Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the clinic.

**ENQUIRIES**: Mr. Dyomfana Tel: 046 645 1892

**POST 16/149**: PROFESSIONAL NURSE SPECIALTY (PICU) GRADE 1-2 REF NO: ECHEALTH/PNS/DORA/01/05/2019

**SALARY**
- Grade 1: R383 226 – R444 276 per annum (OSD)
- Grade 2: R471 333 – R579 696 per annum (OSD)

**CENTRE**: Nelson Mandela Metro, Dora Ngizana Regional Hospital

**REQUIREMENTS**: Basic R425 qualification (i.e. Degree/Diploma 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 1 year accredited in Child Nursing Science with the SANC in terms of Government Notice R212. Current registration with the SANC as a Professional Nurse. Grade 1: A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A Minimum of fourteen (14) years appropriate / recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**: Provide optimal, holistically specialized care with set standards and within a professional / legal framework. Utilize human, material resources and physical resources efficiently and effectively. Participate in training and research. Maintain professional growth / ethical standard and self-development. Provide support to Nursing Service. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by hospital. Maintain a constructive working relationship with nursing and other stakeholders. Provide direction and supervision for the implementation of the nursing plan (clinical practice / quality patient care). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.

**ENQUIRIES**: Ms B Bomela - Tel No: 041 406 4421

**POST 16/150**: CASE MANAGER REF NO: ECHEALTH/CM/NMAH/01/05/2019
This is a re-advertisement. (Those who had applied before are welcome to apply again)

**SALARY**: R376 596 - R443 601 per annum (Level 09)

**CENTRE**: OR Tambo District: Nelson Mandela Academic Hospital

**REQUIREMENTS**: An appropriate Degree/National Diploma in Health related field with 3-5 years’ experience in a managed health care sector. Excellent written and verbal communication skills. Good inter-personal leadership, organising co-ordinating and computer skills. Willingness to work overtime. Ability to mobilise a variation of disciplines for a common purpose. Sound knowledge of the ethical dimension of a given situation. Ability to solve and escalate challenges. Knowledge of the Medical Schemes Act (Act 131 of 1998), Regulations and Annexures as amended. Knowledge of prescribed minimum health benefits (i.e. the Chronic Disease List and diagnostic treatment pairs. Knowledge of the uniform Patient Fees Schedule/NRPL and patient billing. Knowledge of and experience in ICD-10 Codes assignment and the ability to link patient diagnosis with procedure codes. Knowledge of patient billing modules and EDI (Electronic Data Interchange). Ability to work with Excel Spread sheets, Microsoft Word and web based programs
(medical Aids). Excellent communication, conflict management, interpersonal and leadership skills. Ability to work in/with multi-disciplinary. Driver’s license.

**DUTIES**

Identify billable services rendered to patients on complex procedures. Provide billing clerks with billing information including implants. Assist with assignment of ICD-10 codes. Assist with authorisation, concurrent, retrospective review, and provide clinical updates to the schemes and other funders in respect of extended hospital length of stay. Provide quotations for treatment and procedures to H2-H3 and Foreign patients. Conduct clinical audits of patient accounts inclusive of medical Aids, State Departments (e.g. RAF and COIDA to ensure accuracy of invoices with respect to ICD 10 Codes, UPFS procedure codes and resource utilisation. Assist medical aid patient with registration for prescribed minimum benefits conditions where applicable. Liaise with the various role players (e.g. Clinicians, Managed Care Organisations and Medical Scheme Case Managers to monitor utilisation and update patients’ clinical information while in Hospital. Discharge planning and liaison with various role players and third parties to monitor utilisation. Liaison with relevant role players in matters relating to case Management and revenue generation within the hospital and give guidance where necessary. Provide support to neighbouring hospitals.

**ENQUIRIES**

Ms Calaza Tel No: 047 502 4320

**POST 16/151**

**PHYSIOTHERAPIST GRADE 1 - 3 REF NO: ECHEALTH//PHYS/GR/01/05/2019**

**SALARY**

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

**CENTRE**

Alfred Nzo District: Greenville Hospital

**REQUIREMENTS**

Appropriate qualification that allows for the required registration with the health professional council of South Africa (HPCSA) as a physiotherapist. Current registration with the health professional council of South Africa (HPCSA). Knowledge in the application of clinical theory practice, ethics in health care, current, clinical literature, current protocols as well as current health public services regulations an, regulation and policies, skills in terms of consultation, examination, clinical assessment and clinical procedures. **Grade 1:** experience none after registration with the health professional council of South Africa (HPCSA) in the relevant profession (where applicable) in respect of qualified employees who performed community services as required. **Grade 2:** A minimum of 10 years’ relevant experience after registration with HPCSA in the relevant profession in respect of qualified employees who performed community service as required in South Africa. **Grade 3:** A minimum of 20 years’ relevant experience after registration with HPCSA in the relevant profession in respect of qualified employees who performed community services as required in South Africa.

**DUTIES**

Provide clinical responsibility and management of resources to ensure optimal services delivery in the institution. Apply correct protocols to obtain service delivery. Screening of patients in wards. Implement quality assurance programmes effective and efficient service delivery. Ensure that and effective physiotherapy service is delivered by the unit. Participate in Education and training programs for continuous professional development and quality service delivery. Provide quality physiotherapist treatment to the highest possible level. Consult and collaborate with consulting physicians and other medical.

**ENQUIRIES**

Mr Bango Tel No: 039 251 3009

**POST 16/152**

**DISTRICT Lab Coordinator (MEDICAL TECHNOLOGY) REF NO: ECHEALTH/DLC-MT/JGDO/01/05/2019**

(6 months Contract)

**SALARY**

R317 976 - R361 872 per annum (OSD)

**CENTRE**

Joe Gqabi District Office

**REQUIREMENTS**

Bachelor’s degree or equivalent in Medical Technology. Three to five years’ experience in a supervisory position. Registration with HPCSA as a medical technologist. Understanding of relevant acts/prescripts and legislation. Knowledge of the function of the national, provincial and local governments and more especially at the strategic level management responsiveness; pro-activeness and

**DUTIES**

Guide and direct process of policy and strategy implementation. Monitoring and evaluate the implementation of quality assurance programmes. For laboratory services/blood products. Facilitate the registration of clinicians in terms of name HPCSA number & MP number/SANC number into the NHLS lab information system (CLI). Provide support and coordination of the delivery of services by the SANBS and the NHLS Strengthen partnerships and collaboration of relevant stake-holders. Provide administrative activities. Manage change and diversity in the health district sub-programme. Manage resources.

**ENQUIRIES**

Mr J.S Ndzinde Tel No: 051 633 9629

**POST 16/153**

**DIETICIAN GRADE 1-3 REF NO: ECHEALTH/DIETI/CHD-CH/01/05/2019**

**SALARY**

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

**CENTRE**

Chris Hani District: Cradock Hospital

**REQUIREMENTS**

Appropriate qualification (National Diploma/Degree in Dietetics) that allows registration with as Dietician. Current registration with the HPCSA as Dietician. **Grade 1:** No experience required. **Grade 2:** A minimum of 10 years’ experience after registration with HPCSA as Dietician. **Grade 3:** A minimum of 20 years’ experience after registration with HPCSA as Dietician. Knowledge related to clinical practise. Nutrition analysis and patient assessment, interest in Public health and wellbeing.

**DUTIES**

Counsel and educate individuals, groups and communities, diets menu planning and preparation of food to treat illness or disease and to enhance and maintain optimum health. Manage nutrition and related food services in the institution. Plan, evaluate and conduct nutrition programmes for vulnerable groups to promote appropriate dietary practice in the community. Provide food and nutrition information to staff and public. Participate in preventative health programmes. Consult with health professionals to manage the dietary/ nutrition requirements of patients in providing physiotherapy treatment.

**ENQUIRIES**

Mr Bango Tel No: 039 251 3009

**POST 16/154**

**DIAGONOSTIC RADIOGRAPHER GRADE 1-3 REF NO: ECHEALTH/RADIOGRAPHER/CMH/01/05/2019**

**SALARY**

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

**CENTRE**

Buffalo City Metro, Cecilia Makiwane Hospital

**REQUIREMENTS**

National diploma/ Degree in Diagnostic Radiography or Equivalent Qualification. An appropriate qualification that allows registration with the HPCSA as a Diagnostic Radiographer. A minimum of 3 years appropriate/recognizable experience in the relevant experience profession after registration with the HPCSA. Current registration with the HPCSA as a Diagnostic Radiographer. A minimum of two years supervisory/ managerial experience on the operational platform. Competencies: Knowledge of relevant legislation guiding the provision of clinical care in the public sector i.e. Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele principles, Ministerial Priorities and National Core Standards. Good communication skills. Report writing skills. Ability to function as part of a team. Decision making skills. Effective communication with patients, supervisors, other health professionals and colleagues in the multidisciplinary health team. Computer skills.
DUTIES: To administer the operations, management and good governance of diagnostic radiography services including all the resources in the Department. Manage the provision of quality Radiography services in the Department, through the implementation of appropriate systems and measures. Adhere and ensure compliance with HPCSA Legislation. Monitor and Evaluate services rendered in order to implement continuous quality improvement programs. Performance and supervision of all clinical duties pertaining to the provision of Diagnostic Radiography services. Participate in the development of internal policy and interact with other related professions within the multi-disciplinary health team. Manage and facilitate the continuous training and Development of staff.

ENQUIRIES: Ms. P. Mnontso Tel No: 0437082118

POST 16/155: PHYSIOTHERAPIST GRADE 1 -3 REF NO: ECHEALTH/PHYSIO/NQH/01/05/2019

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

CENTRE: Buffalo City Metro, Nkqubela TB Hospital

REQUIREMENTS: Appropriate qualification that allows for the required registration with the health professional council of South Africa (HPCSA) as a physiotherapist. Current registration with the health professional council of South Africa (HPCSA). Knowledge in the application of clinical theory practice, ethics in health care, current, clinical literature, current protocols as well as current health public services regulations an, regulation and policies, skills in terms of consultation, examination, clinical assessment and clinical procedures. Grade 1: experience none after registration with the health professional council of South Africa (HPCSA) in the relevant profession (where applicable) in respect of qualified employees who performed community services as required. Grade 2: A minimum of 10 years' relevant experience after registration with HPCSA in the relevant profession in respect of qualified employees who performed community service as required in South Africa. Grade 3: A minimum of 20 years’ relevant experience after registration with HPCSA in the relevant profession in respect of qualified employees who performed community services as required in South Africa.

DUTIES: Provide clinical responsibility and management of resources to ensure optimal services delivery in the institution. Apply correct protocols to obtain service delivery. Screening of patients in wards. Implement quality assurance programmes effective and efficient service delivery. Ensure that and effective physiotherapy service is delivered by the unit. Participate in Education and training programs for continuous professional development and quality service delivery. Provide quality physiotherapist treatment to the highest possible level. Consult and collaborate with consulting physicians and other medical professionals in providing physiotherapy treatment.

ENQUIRIES: Ms. Langeni Tel No: 043 761 2131

POST 16/156: DIETICIAN REF NO: ECHEALTH/DIET/CH/FATH/01/05/2019

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

CENTRE: Amathole District, Tafalofefe Hospital

REQUIREMENTS: Appropriate qualification (National Diploma/Degree in Dietetics) that allows registration with as Dietician. Current registration with the HPCSA as Dietician. Grade 1: No experience required. Grade 2: A minimum of 10 years’ experience after registration with HPCSA as Dietician. Grade 3: A minimum of 20 years’ experience after registration with HPCSA as Dietician. Knowledge related to clinical practise. Nutrition analysis and patient assessment, interest in Public health and wellbeing.

DUTIES: Counsel and educate individuals, groups and communities, diets menu planning and preparation of food to treat illness or disease and to enhance and maintain optimum health. Manage nutrition and related food services in the institution. Plan, evaluate and conduct nutrition programmes for vulnerable groups to promote
appropriate dietary practice in the community. Provide food and nutrition information to staff and public. Participate in preventative health programmes. Consult with health professionals to manage the dietary/ nutrition requirements of patients.

ENQUIRIES: Ms V. Motabele Tel No: 047 498 0026

POST 16/157: PHYSIOTHERAPIST REF NO: ECHEALTH/ PHYS/TAFH/01/05/2019

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

CENTRE: Amathole District: Tafalofefe Hospital

REQUIREMENTS: Appropriate qualification that allows for the required registration with the health professional council of South Africa (HPCSA) as a physiotherapist. Current registration with the health professional council of South Africa (HPCSA). Knowledge in the application of clinical theory practice, ethics in health care, current, clinical literature, current protocols as well as current health public services regulations an, regulation and policies, skills in terms of consultation, examination, clinical assessment and clinical procedures. Grade 1: experience none after registration with the health professional council of South Africa (HPCSA) in the relevant profession (where applicable) in respect of qualified employees who performed community services as required. Grade 2: A minimum of 10 years’ relevant experience after registration with HPCSA in the relevant profession in respect of qualified employees who performed community service as required in South Africa. Grade 3: A minimum of 20 years’ relevant experience after registration with HPCSA in the relevant profession in respect of qualified employees who performed community services as required in South Africa.

DUTIES: Provide clinical responsibility and management of resources to ensure optimal services delivery in the institution. Apply correct protocols to obtain service delivery. Screening of patients in wards. Implement quality assurance programmes effective and efficient service delivery. Ensure that and effective physiotherapy service is delivered by the unit. Participate in Education and training programs for continuous professional development and quality service delivery. Provide quality physiotherapist treatment to the highest possible level. Consult and collaborate with consulting physicians and other medical professionals in providing physiotherapy treatment.

ENQUIRIES: Ms V. Motabele Tel No: 047 498 0026

POST 16/158: DIAGNOSTIC RADIOGRAPHER GRADE 1 -3 GRADE 1 REF NO: ECHEALTH/RADIO/DORA/01/05/2019 (X2 POSTS)

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

CENTRE: Nelson Mandela Metro, Dora Nginza Regional Hospital

REQUIREMENTS: National Diploma / Degree in Diagnostic Radiography. Registration certificate with HPCSA, plus proof of payment for the period April 2019 – March 2019 (HPCSA card or receipt). Willingness to work shifts to cover the 24 hour service that is required by the regional hospital. Good interpersonal skill as well as computer skills.

DUTIES: Co-ordinate and undertake radiographic procedures effectively. Play a key role in compilation of protocols for effective service delivery. Assist in performing complex procedures. Provide professional advice on radiographic and radiation related matters. Perform quality control procedures. Ensure the objectives of Batho Pele and Patient rights are met. Complete all prescribed and implement quality and procedure forms for record keeping. Perform clinical radiography work while ensuring quality service delivery and radiation protection procedures are implemented. Register patients as and when X-rays are performed. Ensure accurate record keeping and statistics. Prioritize the work load to ensure a minimum patients waiting time.

ENQUIRIES: Ms B Bomela - Tel No: 041 406 4421
POST 16/159: DIAGNOSTIC RADIOGRAPHER GRADE 1 -3 GRADE 1 REF NO: ECHEALTH/RADIO/CMH/01/05/2019

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

CENTRE: Buffalo City Metro, Cecilia Makiwane Hospital

REQUIREMENTS: Appropriate qualification that allows registration with Health Professional Council of South Africa as a Diagnostic Radiographer. Current Registration as a Diagnostic Radiographer. Grade 1: No experience required. Grade 2: A minimum of 10 years’ experience after registration with HPCSA as Diagnostic Radiographer. Grade 3: A minimum of 20 years’ experience after registration with HPCSA as Diagnostic Radiographer. Ability to work as a member of a multi-disciplinary team. Ability to use initiative. Service delivery innovation. Written and verbal communication skills. Accurate and hard working. Shift work in Diagnostic Radiography (24 hour service).

DUTIES: Co-ordinate and undertake radiographic procedures efficiently. Play a key role in compilation of protocols for effective service delivery. Assist in / perform complex procedures. Provide professional advice on radiographic and radiation related matters. Perform quality control procedures. Ensure the objectives of Batho Pele and Patient Rights are met. Complete all prescribed and implemented quality and procedure forms and tablets for record keeping. Perform clinical radiography work while ensuring quality service delivery and radiation protection on patients assessing benefit medical examinations at the Hospital. Register patients as and when X-Rays are performed.

ENQUIRIES: Ms. P. Mncontso Tel No: 0437082118

POST 16/160: EMS SHIFT LEADER GRADE 3 REF NO: ECHEALTH/EMS-SL/CH-EMS/01/05/2019

SALARY: Grade 3: R265 995 – R299 658 per annum (OSD)

CENTRE: Chris Hani EMS

REQUIREMENTS: Successful completion of the ILS courses that allows registration with the HPCSA as AEA. Registration with the HPCSA as AEA. Grade 3: A minimum of 10 Years after registration with the HPCSA as AEA.

DUTIES: Successful candidates will be required to work shifts. He/she will have to ensure that manning levels are sufficient for the duration of a given shift. Allocate vehicles to crews and supervise accurate checking of serviceability in terms of equipment and mechanical soundness. Comply with administrative duties such as completing rosters, leave registers, signing off on vehicle check-sheets and equipment registers. Manage overtime according to minimum manning levels and maintain leave registers. Respond to incidents where supervision is required, including but not limited to major accidents.

ENQUIRIES: Ms Nyoka Tel No: 045 807 1110/1101

POST 16/161: CLINICAL ASSOCIATE REF NO: ECHEALTH/CLINA/CHD-DH/01/05/2019

SALARY: R257 508 – R303 339 per annum (Level 07)

CENTRE: Chris Hani District: Dordrecht Hospital

REQUIREMENTS: Bachelor of Clinical Medical Practice (BCMP). Current registration with medical and dental board of HPCSA as clinical associates. Knowledge and experience of clinical guidelines and protocols of leading diseases. Good communication skills (both written and verbal).

DUTIES: Perform patient consultation across all ages in a District Hospital. Apply clinical reasoning in the assessment and of patient. Provide emergency care when need arises. Perform investigative and therapeutic procedures appropriate for District Hospital. Prescribed appropriate medication within the scope of practice. Facilitate communication and provide basic counselling. Integrate understanding of family, community and health system in practice.

ENQUIRIES: Ms Mandla Tel No: 045 943 1019

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POST 16/162 : CLINICAL ASSOCIATE REF NO: ECHEALTH/CLINA/STUTH/01/05/2019 (X2 POSTS)

SALARY : R257 508 – R303 339 per annum (Level 07)
CENTRE : Amathole District: Stutterheim Hospital
REQUIREMENTS : Bachelor of Clinical Medical Practice (BCMP). Current registration with medical and dental board of HPCSA as clinical associates. Knowledge and experience of clinical guidelines and protocols of leading diseases. Good communication skills (both written and verbal).
DUTIES : Perform patient consultation across all ages in a District Hospital. Apply clinical reasoning in the assessment and of patient. Provide emergency care when need arises. Perform investigative and therapeutic procedures appropriate for District Hospital. Prescribed appropriate medication within the scope of practice. Facilitate communication and provide basic counselling. Integrate understanding of family, community and health system in practice.
ENQUIRIES : Ms P Booi Tel No: 043 683 1313

POST 16/163 : PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PNG/JPH/01/05/2019

SALARY : Grade 1: R256 905 – R297 825 per annum (OSD)
Grade 2: R315 963 – R362 865 per annum (OSD)
Grade 3: R383 226 – R485 475 per annum (OSD)
CENTRE : Nelson Mandela Metro, Jose Pearson TB Hospital
REQUIREMENTS : Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
DUTIES : Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient’s rights. To ensure efficient and effective utilization of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.
ENQUIRIES : Ms Klassen Tel No: 041 372 8000

POST 16/164 : PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PNG/EMPH/01/05/2019

SALARY : Grade 1: R256 905 – R297 825 per annum (OSD)
Grade 2: R315 963 – R362 865 per annum (OSD)
Grade 3: R383 226 – R485 475 per annum (OSD)
CENTRE : Nelson Mandela Metro, Empilweni TB Hospital
REQUIREMENTS : Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
DUTIES : Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities.
Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient’s rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES : Ms K Sinyahla Tel No: 041 406 7607/36

POST 16/165 : PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PN/CHD-SH/01/05/2019

SALARY : Grade 1: R256 905 – R297 825 per annum (OSD)
Grade 2: R315 963 – R362 865 per annum (OSD)
Grade 3: R383 226 – R485 475 per annum (OSD)

CENTRE : Chris Hani District, Sterkstroom Hospital

REQUIREMENTS : Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient’s rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES : Mrs CM Swart Tel No: 045 966 0268

POST 16/166 : PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PN/CHD-CCHS/01/05/2019

SALARY : Grade 1: R256 905 – R297 825 per annum (OSD)
Grade 2: R315 963 – R362 865 per annum (OSD)
Grade 3: R383 226 – R485 475 per annum (OSD)

CENTRE : Chris Hani District, Cala Community Health Services

REQUIREMENTS : Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction
through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient’s rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES : Mr S Zihlangu Tel No: 047 877 0129

POST 16/167 : PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PN/ISIC/01/05/2019

SALARY : Grade 1: R256 905 – R297 825 per annum (OSD)
Grade 2: R315 963 – R362 865 per annum (OSD)
Grade 3: R383 226 – R485 475 per annum (OSD)

CENTRE : Nyandeni Sub District, Isilimela Gateway Clinic

REQUIREMENTS : Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient’s rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES : Ms Daniso Tel No: 047 555 0151/0023

POST 16/168 : PHARMACY ASSISTANT (POST BASIC) GRADE 1-3 REF NO: ECHEALTH/PHA-PB/ISILH/01/05/2019

SALARY : Grade 1: R208 383 – R234 738 per annum (OSD)
Grade 2: R241 839 – R256 686 per annum (OSD)
Grade 3: R262 068 – R299 658 per annum (OSD)

CENTRE : OR Tambo District, Isilimela Hospital

REQUIREMENTS : As required by the training facility and the South African Pharmacy Council plus post basic Pharmacist Assistant qualification that allows registration with SAPC as Pharmacist Assistant (Post- Basic). Registration with the SAPC as Pharmacist Assistant (Post-Basic). Grade 1: No experience required after registration with the SAPC as Pharmacist Assistant (Post Basic). Grade 2: A minimum of 5 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC. Grade 3: A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC.

DUTIES : Administer stock replacement to ensure that the pharmacy, wards and clinics are appropriately stocked to meet service delivery needs. Order, receipt and record stock from the Medical Depot and suppliers. Provide inpatient dispensing service. Pack and pre-pack pharmaceutical and non-pharmaceutical products under the direct supervision of a Pharmacist. Dispensing and counselling service for outpatients.

ENQUIRIES : Ms N Gwiji – Tel No: 047 564 2805
POST 16/169: PHARMACY ASSISTANT POST BASIC REF NO: ECHEALTH/PHARM-PB/TA FH/01/05/2019

SALARY: Grade 1: R208 383 – R 234 738 per annum (OSD)
Grade 2: R241 839 - R 256 686 per annum (OSD)
Grade 3: R262 068 – R 299 658 per annum (OSD)

CENTRE: Amathole District, Tafalofefe Hospital

REQUIREMENTS: As required by the training facility and the South African Pharmacy Council plus post basic Pharmacist Assistant qualification that allows registration with SAPC as Pharmacist Assistant (Post-Basic). Registration with the SAPC as Pharmacist Assistant (Post-Basic). Grade 1: No experience required after registration with the SAPC as Pharmacist Assistant (Post Basic). Grade 2: A minimum of 5 years’ appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC. Grade 3: A minimum of 13 years’ appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC.

DUTIES: Administer stock replacement to ensure that the pharmacy, wards and clinics are appropriately stocked to meet service delivery needs. Order, receipt and record stock from the Medical Depot and suppliers. Provide inpatient dispensing service. Pack and pre-pack pharmaceutical and non-pharmaceutical products under the direct supervision of a Pharmacist. Dispensing and counselling service for outpatients.

ENQUIRIES: Ms V. Motabele Tel No: 047 498 0026

POST 16/170: ARTISAN GRADE A –C: REF NO: ECHEALTH/ART-TECH/CAN H/01/05/2019

SALARY: Grade A: R190 653 - R211 596 per annum (OSD)
Grade B: R224 574 - R249 246 per annum (OSD)
Grade C: R262 176 - R324 708 per annum (OSD)

CENTRE: OR Tambo District, Canzibe Hospital

REQUIREMENTS: An applicant must be in possession of trade test certificate in mechanical or electrical studies and with 3-5 years’ experience in supervisory level. Valid drivers’ license is required.

DUTIES: Render technical services: Undertake building and repair work of all technical components in the institution. Inspect and investigate technical faults in all makes of technical structures and equipment. Electrical: Diagnose and repair electrical panels, circuits, wiring and related systems. Repair or replace switches receptacles, ballast’s, fuse boxes, heat systems, electric motors, fans, lights and extension cords. Plumbing: Diagnose and repair plumbing fixtures, toilets, faucets, sinks, tubs, water heaters, water reticulation, drain lines and sluicing facilities. Unblock and clean pipes, tanks, floor drains and sewers. Repair and maintain steam traps and pipes on heat system. Carpentry: Repair and install shelves, cupboards, drawers, ceilings and hangs doors. Repair and replace fascia and barge boards. Construct or build wooden apparatus e.g. tables, desks, benches, partitions and occupational therapy aids. Repair all makes of carpentry items. Bricklaying: Build and repair masonry structures. Install and repair paving works. Build walls and partition structures. Fitter and Turner: Strip and assemble machinery and equipment. Lead and guide on all technical activities. Provide maintenance of technical services: Servicing of all makes of technical equipment. Maintain the electrical infrastructure of the institution. Maintain domestic, irrigation and sprinkler system. Undertake daily preventative and maintenance work. Inspect and monitor quality of the technical work.

ENQUIRIES: Ms Solwandle Tel No: 047 568 8109/10/11

POST 16/171: ARTISAN PRODUCTION GRADE A – C REF NO: ECHEALTH/AP/CHD-CH/01/05/2019

SALARY: Grade A: R190 653 - R211 596 per annum (OSD)
Grade B: R224 574 - R249 246 per annum (OSD)
Grade C: R262 176 - R324 708 per annum (OSD)

CENTRE: Chris Hani District, Cala Hospital
REQUIREMENTS:
An applicant must be in possession of trade test certificate in mechanical or electrical studies and with 3-5 years' experience in supervisory level. Valid drivers' license is required.

DUTIES:
Render technical services: Undertake building and repair work of all technical components in the institution. Inspect and investigate technical faults in all makes of technical structures and equipment. Electrical: Diagnose and repair electrical panels, circuits, wiring and related systems. Repair or replace switches receptacles, ballast's, fuse boxes, heat systems, electric motors, fans, lights and extension cords. Plumbing: Diagnose and repair plumbing fixtures, toilets, faucets, sinks, tubs, water heaters, water reticulation, drain lines and sluicing facilities. Unblock and clean pipes, tanks, floor drains and sewers. Repair and maintain steam traps and pipes on heat system. Carpentry: Repair and install shelves, cupboards, drawers, ceilings and hangs doors. Repair and replace fascia and barge boards. Construct or build wooden apparatus e.g. tables, desks, benches, partitions and occupational therapy aids. Repair all makes of carpentry items. Bricklaying: Build and repair masonry structures. Install and repair paving works. Build walls and partition structures. Fitter and Turner: Strip and assemble machinery and equipment. Lead and guide on all technical activities. Provide maintenance of technical services: Servicing of all makes of technical equipment. Maintain the electrical infrastructure of the institution. Maintain domestic, irrigation and sprinkler system. Undertake daily preventative and maintenance work. Inspect and monitor quality of the technical work.

ENQUIRIES:
Mr S Zihlangu Tel No: 047 877 0129

POST 16/172:
FORENSIC PATHOLOGY OFFICER REF NO: ECHEALTH/FPO/CHD-FPK/01/05/2019

SALARY:
R181 437 – R230 238 per annum (OSD)

CENTRE:
Forensic Pathology Services Queenstown

REQUIREMENTS:
Senior Certificate or equivalent qualification with appropriate Forensic (Medico Legal) laboratory experience. Computer Literacy. Preparedness to work standby duties (after hours), work shifts and wear uniform. Valid driver’s license (Code 8) and preparedness to drive extensive distance (day/night). Commitment to Batho Pele Principles. Ability to lift and work with corpses at various stages of post mortem preservation. Ability to interpret and apply policies with regard to Forensic Pathology Services. Ability to achieve and maintain good interpersonal and working relations with staff and stakeholders. Willingness to be trained in photography skills. Willingness to assist in other Forensic Pathology Laboratories within the Province of the Eastern Cape when such assistance is deemed appropriate by the Eastern Cape Department of Health. Problem solving and analysis, team work, customer focus and responsiveness, technical report writing. Render an efficient support service to the Mortuary/Facility Manager with regard to the operational management of the Forensic Pathology Mortuary. Effective and efficient recovery, storage and processing of bodies, including the physical collection, process of bodies and safe keeping of corpses document evidence, information, exhibits and property from incidents scenes. Assist in rendering an effective and efficient forensic autopsy process in accordance with set standards and guidelines by assisting the Forensic Pathologist/Medical Officer in autopsies, including evisceration and subsequent suturing of the corpse. Assist in the registration of corpses admitted to the Forensic Pathology Mortuary, as well as their subsequent identification and release to the relatives/private funeral parlours. Assist families of the deceased in the identification of their loved one, as well as complete the relevant documentation. Control reports and specimens during and after the forensic mortuary process including completion and administration of statements and documentation. Maintenance of mortuary hygiene. Ensure cleanliness of dissection area. Ensure proper waste and laundry managements according to Occupational Health and Safety regulations.

ENQUIRIES:
Ms Nyoka Tel No: 045 807 1110/1101

POST 16/173:
STAFF NURSE GRADE 1-3 REF NO: ECHEALTH/SN/EMPH//01/05/2019

SALARY:
Grade 1: R171 381 – R192 879 per annum (OSD)
Centres:

Nelson Mandela Metro, Empilweni TB Hospital

Enquiries:

Ms K Sinyahla Tel No: 041 406 7607/36

Post 16/174:

Staff Nurse Grade 1-3
Ref No: ECHEALTH/SN/CHD/01/05/2019

Salary:

Grade 1: R171 381 – R192 879 per annum (OSD)
Grade 2: R204 627 – R230 307 per annum (OSD)
Grade 3: R242 166 – R297 825 per annum (OSD)

Requirements:

Qualification that allows registration with SANC as Staff Nurse. Current registration with SANC as a Staff Nurse. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Staff Nurse. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Staff Nurse.

Duties:

Execute nursing care plans for patients. Monitor vital signs and observe reactions to medication and treatments. Promote and maintain hygiene, comfort and reassurance of patients. Supervise and maintain fluid balance, oxygen and sensory. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Prepare for and assist with Ward specific procedures and anaesthetics. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals.

Enquiries:

Ms Danster Tel No: 048 881 2123

Post 16/175:

Staff Nurse Grade 1-3
Ref No: ECHEALTH/EN/STBH/01/05/2019 (X2 Posts)

Salary:

Grade 1: R171 381 – R192 879 per annum (OSD)
Grade 2: R204 627 – R230 307 per annum (OSD)
Grade 3: R242 166 – R297 825 per annum (OSD)

Requirements:

Qualification that allows registration with SANC as Staff Nurse. Current registration with SANC as a Staff Nurse. Grade 1: No experience required. Grade 2: A minimum of 10 years’ appropriate experience in Nursing after registration as a Staff Nurse. Grade 3: A minimum of 20 years’ appropriate experience in Nursing after registration as a Staff Nurse.

Duties:

To execute Duties and functions with proficiency under the direct Supervision of a Professional Nurse as laid down by the Nursing Act. Provide nursing care Duties, which may include multi-task that are Structured and mainly well defined in respect of the following: Execute nursing care plans for patients. Monitor vital signs and observe reactions to medication and treatments. Promote and maintain hygiene, comfort and reassurance of patients. Supervise and maintain fluid balance, oxygen and sensory functions of patients. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Prepare for and assist with Ward specific procedures and anaesthetics. Care for the dying and deceased patient. Direct relatives/friends to the appropriate person for enquiries or in cases of bereavement. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals.
which may include multi-task that, are Structured and mainly well defined in respect of the following: Execute nursing care plans for patients. Monitor vital signs and observe reactions to medication and treatments. Promote and Maintain hygiene, comfort and re-assurance of patients. Supervise and maintain fluid balance, oxygen and sensory functions of patients. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Prepare for and assist with Ward specific procedures and anaesthetics. Care for the dying and deceased patient. Direct relatives/friends to the appropriate person for enquiries or in cases of bereavement. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals.

ENQUIRIES : Ms Ndamase Tel No: 047 555 5300

POST 16/176 : DENTAL ASSISTANT GRADE 1 – 3 REF NO: ECHEALTH/GH/01/05/2019

SALARY : R168 429 – R192 576 per annum (OSD)
CENTRE : Alfred Nzo District, Greenville Hospital
REQUIREMENTS : Grade 12. Registration as Dental Assistant with HPCSA. At least 3 years' experience in dental care service. Good written and verbal communication skills. Service record as proof of previous where applicable. Current registration with HPCSA.

ENQUIRIES : Mr Bango Tel No: 039 251 3009

POST 16/177 : DENTAL ASSISTANT REF NO: ECHEALTH/DA/CMH/01/05/2019

SALARY : R168 429 – R192 576 per annum (OSD)
CENTRE : Buffalo City Metro, Cecilia Makhwane Hospital
REQUIREMENTS : Grade 12. Registration as Dental Assistant with HPCSA. At least 3 years' experience in dental care service. Good written and verbal communication skills. Service record as proof of previous where applicable. Current registration with HPCSA.

ENQUIRIES : Ms. P. Mncontso Tel No: 043 708 2118

POST 16/178 : NURSING ASSISTANT GRADE 1 - 3 REF NO: ECHEALTH/NA/LSD-EC/01/05/2019

SALARY : Grade 1: R132 525 – R149 163 per annum (OSD)
Grade 2: R156 846 – R176 526 per annum (OSD)
Grade 3: R187 263 – R230 307 per annum (OSD)
CENTRE : Lukhanji Sub District, Ezibeleni Clinic
REQUIREMENTS : Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nurse Assistant). Current registration with SANC as a Nursing Assistant. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant.
patients for diagnostic and surgical procedures. Maintain the code of conduct as required in the Public Service.

**ENQUIRIES**
Ms Mtweni Tel No: 045 807 8908

**POST 16/179**
**NURSING ASSISTANT GRADE 1 - 3 REF NO: ECHEALTH/NA/CHD-WSH/01/05/2019**

**SALARY**
Grade 1: R132 525 – R149 163 per annum (OSD)
Grade 2: R156 846 – R1176 526 per annum (OSD)
Grade 3: R187 263 – R230 307 per annum (OSD)

**CENTRE**
Chris Hani District, Wilhelm Stahl Hospital

**REQUIREMENTS**
Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nurse Assistant). Current registration with SANC as a Nursing Assistant. **Grade 1:** No experience required. **Grade 2:** Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant. **Grade 3:** Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant.

**DUTIES**

**ENQUIRIES**
Mr B Mbalula Tel No: 049 842 1111

**POST 16/180**
**NURSING ASSISTANT GRADE 1 - 3 REF NO: ECHEALTH/ENA/NQ-TB-H/01/05/2019**

**SALARY**
Grade 1: R132 525 – R149 163 per annum (OSD)
Grade 2: R156 846 – R1176 526 per annum (OSD)
Grade 3: R187 263 – R230 307 per annum (OSD)

**CENTRE**
Buffalo City Metro, Nkubela TB Hospital

**REQUIREMENTS**
Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nurse Assistant). Current registration with SANC as a Nursing Assistant. **Grade 1:** No experience. **Grade 2:** Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant. **Grade 3:** Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant.

**DUTIES**

**ENQUIRIES**
Ms. Langeni Tel No: 043 761 2131

**POST 16/181**
**NURSING ASSISTANT GRADE 1-3 REF NO: ECHEALTH/NA/EMPH//01/05/2019**

**SALARY**
Grade 1: R132 525 – R149 163 per annum (OSD)
Grade 2: R156 846 – R1176 526 per annum (OSD)
Grade 3: R187 263 – R230 307 per annum (OSD)

**CENTRE**
Nelson Mandela Metro, Empilweni TB Hospital

**REQUIREMENTS**
Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nurse Assistant). Current registration with SANC as Nursing Assistant. **Grade 1:** No experience. **Grade 2:** Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant. **Grade 3:** Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant.

ENQUIRIES: Ms K Sinyahla Tel No: 041 406 7607/36

POST 16/182: PHARMACIST ASSISTANT BASIC GRADE 1 – 3 REF NO: ECHEALTH/PAB/GGH/01/05/2019

SALARY: Grade 1: R123 000 – R130 551 per annum (OSD)
    Grade 2: R 166 689 – R190 578 per annum (OSD)
    Grade 3: R196 338 – R227 856 per annum (OSD)

CENTRE: Chris Hani District, Glen Grey Hospital

REQUIREMENTS: As required by the training facility and the South African Pharmacy Council plus Basic Pharmaceutical Assistant qualification that allows registration with SAPC as Pharmacist Assistant (Basic). Registration with the SAPC as Pharmacist Assistant (Basic). Grade 1: No experience required after registration with the SAPC as Pharmacist Assistant (Basic). Grade 2: A minimum of 5 years’ appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Basic) with the SAPC. Grade 3: A minimum of 13 years’ appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Basic) with the SAPC.


ENQUIRIES: Ms N Ralushe Tel No: 047 878 2800

OFFICE OF THE PREMIER

APPLICATIONS: The Recruitment Centre, Office of the Premier, Private Bag X0047, Bhisho, 5605, Hand Delivery: Room 1013, 2nd Floor, Office of the Premier Building, Independence Avenue, Bhisho.

FOR ATTENTION: Vusumzi Booyzen / Nomthandazo Xesha

CLOSING DATE: 24 May 2019

NOTE: Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 12 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers. A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the DPSA within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.
POST 16/183 : DIRECTOR: FINANCIAL ACCOUNTING  REF NO: OTP 01/04/2019
Re-Advertisement, those have applied before are encouraged to re-apply.

SALARY : R1 005 063 – R1 183 932 per annum (Level 13)
CENTRE : Head Office (Bhisho)

DUTIES : Ensure the management of creditors payments and reconciliation of accounts: Manage settlement of creditor’s accounts. Manage drawing and processing payment reports. Manage maintenance of accrual and invoice register. Manage reconciliation of creditor’s accounts. Ensure the management of salary payments and rebates: Manage authorizations and processing of salary payments, deductions and terminations on Persal. Manage and maintain departmental salary records. Manage reconciliations between Persal and BAS. Management of salary pay-overs and statutory returns including tax. Ensure the provisioning of departmental bas system control support: Ensure the management of BAS information systems. Ensure the management and monitoring of exception reports. Ensure the management of departmental system control support and facilitation of systems training. Ensure the management and maintenance of accounts records. Ensure the management of reconciliations between LOGIS and BAS. Ensure the management of cash flow releases and reconciliations. Manage the provisioning of revenue and debt management: Ensure the management of revenue collection and receiving. Ensure the review of policies and procedures. Ensure the management of petty cash and cash on hand. Ensure the management of debt and the write-off thereof in compliance with the prescripts. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timely development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP’s) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates.

ENQUIRIES : can be directed to Mr. V. Booyisen / Ms N Xesha Tel No: 040 609 6290/6248

POST 16/184 : DIRECTOR: ORGANISATIONAL DEVELOPMENT AND CHANGE MANAGEMENT  REF NO: OTP 02/04/2019
Re-Advertisement, those have applied before are encouraged to re-apply.

SALARY : R1 005 063 – R1 183 932 per annum (Level 13)
CENTRE : Head Office (Bhisho)
REQUIREMENTS : A SAQA recognized NQF Level 7 qualification in Industrial Engineering /Operations/Production Management/ Industrial Psychology /Management Services/ Human Resource Management, Certificate in Job Evaluation. 5 years’
experience at Middle Management Level in the organizational development and change management field. Org design certificate will add advantage.

**DUTIES**
Manage the provision of consultancy services on the development of service delivery models and Organisational structures. Manage the provision of job evaluation services in the province. Manage the promotion and facilitation of the implementation of Batho Pele programmes. Manage the implementation of Organisational change and transformation programmes. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

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

**OTHER POSTS**

**POST 16/185**
**ASSISTANT DIRECTOR: EMPLOYEE WELLNESS REF NO: OTP 03/04/2019**

**SALARY**
R376 596 per annum (Level 09)

**CENTRE**
Head Office (Bhisho)

**REQUIREMENTS**

**DUTIES**
Implement employee wellness programmes. Facilitate the health and productivity services (HPM) in the department. Implement HIV & AIDS and TB management. Implement Safety & Health programmes (SHEQ). Manage the allocated resources of the unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

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

**POST 16/186**
**ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: OTP 04/04/2019**

**SALARY**
R376 596 per annum (Level 09)

**CENTRE**
Head Office (Bhisho)

**REQUIREMENTS**

**DUTIES**
Manage the compilation and consolidation of demand and procurement planning of goods and services for the department. Coordinate the submission of consolidated procurement plan to Treasury. Analyse and compile monitoring reports on implementation of procurement plan. Ensure needs, market and expenditure analysis are conducted. Provide advisory support to end-users when drafting specifications / terms of reference. Execution of bidding process. Provide secretariat services to bid specification committee. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure safekeeping of Assets.

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

**POST 16/187**
**ASSISTANT DIRECTOR: LOGISTICS AND INVENTORY) REF NO: OTP 05/04/2019**

**SALARY**
R376 596 per annum (Level 09)

**CENTRE**
Head Office (Bhisho)
**REQUIREMENTS**


**DUTIES**

- Provision of support in LOGIS and inventory management services. Provision of support in departmental cellular phone contract. Provide support in the financial reporting on departmental cellular contract and inventory. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness.

**ENQUIRIES**

- can be directed to Mr. V. Booysen / Ms N Xesha Tel No: 040 609 6290/6248

**POST 16/188**

- **HR PRACTITIONER: CONDITIONS OF SERVICE REF NO: OTP 06/04/2019**

<table>
<thead>
<tr>
<th>SALARY</th>
<th>R257 508 per annum (Level 07)</th>
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<tbody>
<tr>
<td>CENTRE</td>
<td>Head Office (Bhisho)</td>
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<tr>
<td>REQUIREMENTS</td>
<td>An NQF Level 6 or National Diploma in HRM or an HR relevant qualification. Persal Introduction will be added advantage. 1-2 years experience in HR environment. Knowledge: HR legislation, prescripts, processes and procedures. Skills: Interpersonal Relationship, Communication, Report writing, Computer literacy, Verbal and written communication, planning and organizing skills.</td>
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<tr>
<td>DUTIES</td>
<td>Implement condition of services including leave, Housing, Medical, Injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR etc; Administer the confirmation of probations and termination of services for employees of the department; Process garnishee orders, resettlements, secondments, transfers; structuring of MMS and SMS packages; Assist in the development, review and implementation of the departmental HR policies in the department.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>can be directed to Mr. V. Booysen / Ms N Xesha Tel No: 040 609 6290/6248</td>
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**POST 16/189**

- **REGISTRY CLERK REF NO: OTP 07/04/2019 (X3 POSTS)**

<table>
<thead>
<tr>
<th>SALARY</th>
<th>R173 703 per annum (Level 05)</th>
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<tr>
<td>CENTRE</td>
<td>Head Office (Bhisho)</td>
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<tr>
<td>REQUIREMENTS</td>
<td>A grade 12 certificate or equivalent. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. High Level of reliability. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understand of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedure in terms of the working environment. Understanding of the work in registry.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>can be directed to Mr. V. Booysen / Ms N Xesha Tel No: 040 609 6290/6248</td>
</tr>
</tbody>
</table>

**POST 16/190**

- **GENERAL ASSISTANTS/ CLEANERS REF NO: OTP 08/04/2019 (X4 POSTS)**

<table>
<thead>
<tr>
<th>SALARY</th>
<th>R102 534 per annum (Level 02)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CENTRE</td>
<td>Bhisho</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Abet or grade 8-11 (STD 6-9). Good communication skills, Ability to read and write, Understand Occupational Health and Safety Act, Experience in Cleaning offices and office arrangement will be an additional advantage, Ability to perform routine work tasks and operate cleaning machines. Relevant experience would be an advantage, Take proper care of the cleaning equipment and machinery used in</td>
</tr>
</tbody>
</table>
work areas such as offices, floors walls, windows, furniture and equipment according to cleaning schedule/ work plan.

**DUTIES**

Clean floors and offices using vacuum cleaner and other necessary available equipment, Clean and dust furniture using necessary and available detergents, Able to operate cleaning machines and equipment, Empty office dust bins, Provide fresh water to the offices every morning, Assist in arranging tea when requested to do so, To keep the yard clean at all times, Report the defects to the Supervisor.

**ENQUIRIES**

can be directed to Mr. V. Booyesn / Ms N Xesha Tel No: 040 609 6290/6248

**DEPARTMENT OF PUBLIC WORKS**

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

**APPLICATIONS**

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

**FOR ATTENTION**

Ms N.H Malgas

**CLOSING DATE**

24 May 2019

**NOTE**

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

**OTHER POSTS**

**POST 16/191**

**ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT REF NO: DPW 01/04/2019 (X2 POSTS)**

(1 Year Contract)

Directorate: Construction Procurement

**SALARY**

R376 596 per annum (Level 09)

**CENTRE**

Head Office (Bhisho)

**REQUIREMENTS**

An appropriate Bachelor’s Degree/National Diploma in Supply Chain Management/Management/ Logistic Management/ Public Administration/Public Management with subjects in Public Procurement, Finance or Supply Chain Management or Appropriate Bachelor’s Degree/National Diploma in Commerce/Business Management/ FIS/Internal Auditing/Management/Management Assistant/Accounting with at least four (4) years relevant experience in Supply Chain Management of which three (3) years must be at a supervisory level. Computer skills in Microsoft Office Applications. Relevant work experience and knowledge of the PFMA and National Treasury Regulations and SCM prescripts· Extensive working experience in Demand and or Acquisition Management. Extensive knowledge and working experience in Public Sector procurement process, rules and regulations: PFMA, PPPFA, SIPDM, BBBEE, CIDB, Treasury Regulations and Supply Chain Management prescripts. A valid driver’s license. Knowledge and Skills: Knowledge of Supply Chain
Management processes, Public Finance Management Act, Treasury Regulations, PPPFA, BBBEE and other relevant prescripts. Knowledge of office procedure and Bid Administration. Decision making. Background in procurement or competencies in administration of bids. Computer skills. Problem solving. Writing skills. Creativity. Ability to engage with service providers with matters related to acquisition of goods or services. Highly motivated. Good understanding of acquisition and or demand management processes. Ability to work under pressure.

**DUTIES**

Management of Bid secretariat functions. Ensure effective Bid Administration services through compilation of bid documents, notification, and invitation and evaluation of bids/quotations/proposals. Continuous evaluation and monitoring of the appropriateness and effectiveness of departmental policies with regard to Acquisition management. Ensure that proper and adequate processes are in place to update and maintain the bid processes in line with appropriate legislation. Management of staff. Administer the invitation processes to obtain responses from contractors in accordance with the policy framework. Administer the receiving of supplier responses in accordance with the policy framework. Administer the prescribed evaluation processes ensuring value for money and do appropriate clearance of the preferred bidder and facilitate contractual bidding processes. Participate with the implementation of Supply Chain Management policies and systems in terms of acquisition management of infrastructure projects falling within the scope of implanting agents. Implement the acquisition management systems and appropriate acquisition management internal controls and audit trails in the Department. Manage the development and utilisation of specialized supplier databases. Facilitate and manage the business process cycle (inviting, evaluating, adjudicating and awarding) for construction goods and services in terms of SCM regulations. Manage the Departmental Bid Evaluation and Adjudication Committees secretariat. Compile and analyse management reports from various strategic activities. Provide strategic support, advice and guidance to all responsibility managers to ensure compliance with Supply Chain Management regulations. Ensure the effective and efficient supervision of staff.

**ENQUIRIES**

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

**POST 16/192**

**ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: DPW 02/04/2019**

(1 Year Contract)
Directorate: Construction Procurement

**SALARY**

R376 596 per annum (Level 09)

**CENTRE**

Head Office (Bhisho)

**REQUIREMENTS**

An appropriate Bachelor’s Degree/National Diploma in Supply Chain Management/Management/ Logistic Management/ Public Administration/Public Management with subjects in Public Procurement, Finance or Supply Chain Management or Appropriate Bachelor’s Degree/National Diploma in Commerce/Business Management/ FIS/Internal Auditing/Management/Management Assistant/Accounting with at least four (4) years relevant experience in Supply Chain Management of which three (3) years must be at a supervisory level. Computer skills in Microsoft Office Applications. Relevant work experience and knowledge of the PFMA and National Treasury Regulations and SCM prescripts. Experience in Demand and Acquisition Management. Knowledge and working experience in Public Sector procurement process, rules and regulations: PFMA, PPPFA, SIPDM, BBBEE, CIDB, Treasury Regulations and Supply Chain Management prescripts. A valid driver’s license. Knowledge and Skills: Knowledge of Supply Chain Management Demand and Acquisition management processes, Public Finance Management Act, Treasury Regulations, PPPFA, BBBEE and other relevant prescripts. Knowledge of office procedure and Bid Administration. Decision making. Background in procurement or competencies in administration of bids. Computer skills. Problem solving. Writing skills. Creativity. Ability to engage with service providers with matters related to acquisition of goods or services. Highly motivated. Good understanding of acquisition/ demand management processes. Ability to work under pressure.

**DUTIES**

The successful candidate will ensure that resources required to fulfill the demand needs identified in the departmental strategic planning as well as business,
operational and project plans are delivered at the correct time, price, place, and that the quantity and quality will satisfy those needs. Manage the establishment and maintenance of a supplier database to ensure compliance in implementation of effective and efficient service delivery. Manage and advise the specification committee to ensure compliance to relevant legislation. Ensure that the current and future construction needs of the department are analysed by conducting market research, commodity and industry analyses. Assist end users with the development of procurement plans. Consolidate departmental procurement plans and facilitate procurement of construction projects as per the Procurement Plan. Coordinate demand inputs from Construction Branches and offer assistance so as to have budget alignment in terms of MTEF. Monitor compliance and adherence to policies, procedures and processes pertaining to demand management.

ENQUIRIES

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

POST 16/193

ASSISTANT DIRECTOR: CONTRACTS MANAGEMENT (X3 POSTS)
(1 Year Contract)
Directorate: Construction Procurement

SALARY
R376 596 per annum (Level 09)

CENTRE
Head Office (Bhisho) Ref No: DPW 03/04/2019 (X2 Posts)
Chris Hani Regional Office (Queenstown) Ref No: DPW 04/04/2019 (X1 Post)

REQUIREMENTS
An appropriate Bachelor’s Degree/National Diploma in Supply Chain Management/Management/ Logistic Management/Public Administration/Public Management with subjects in Public Procurement, Finance or Supply Chain Management or Appropriate Bachelor’s Degree/National Diploma in Commerce/Business Management/ FIS/Internal Auditing/Management/Management Assistant/Accounting/Law with at least four (4) years relevant working experience in Supply Chain Management/ Contracts Management of which three (3) years must be at a supervisory level. Experience in the drafting, management, monitoring and evaluation of contracts and SLA’s. Good project management, operational and financial management skills, reviewing and drafting contracts and legislation and applying them to business/organizational requirements, good knowledge of operational performance planning and monitoring, corporate governance. Knowledge of the PFMA, CIDB, SIPDM, Treasury Regulations, Law of Contracts and Supply Chain Management prescripts. Proven knowledge of Government procurement processes related to construction procurement. Understanding of JBCC, GCC, NEC and other forms of contracts related to construction. A Valid driver’s license. Knowledge and Skills: Excellent analytical, numeric, communication and report - writing skills. Financial Management skills. Ability to handle multiple and complex tasks and projects. Good computer skills in MS Word, MS Excel, MS Project and PowerPoint. People Management skills with the ability to deal with stakeholders at all levels. Ability to work in a team. Ability to develop and analyse policies. Ability to work under pressure and meet tight deadlines.

DUTIES
Contracts and Service Level Agreements drafting. Ensure consistent application of SCM processes across all contracts including compliance with legislative and regulatory framework. liaise with relevant line managers in preparation and reviewing service level agreements and business contracts between service providers and the Department. Analyse bids and proposals and ensure that the specifications of binding agreements with service providers are legal and comply with Government policies. Provide support to all departmental bid committees. Safeguarding of contracts related documentation and contract files. Maintain an up to date departmental contract register. Maintain contract guarantees and related matters. Deal with underperforming and non-performing vendors and contractors’/ service providers. Implement SCM audit plan. Report and advise on all Contract management risks. Prepare appointment and termination letters on contract awarded. Render support to the monitoring and implementation of internal controls systems in order to meet delivery expectations.

ENQUIRIES

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

135
POST 16/194 : SENIOR ADMIN OFFICER: DEMAND MANAGEMENT REF NO: DPW 05/04/2019 (1 Year Contract) 
Directorate: Construction Procurement

SALARY : R316 791 per annum (Level 08)
CENTRE : Head Office (Bhisho)
REQUIREMENTS : An appropriate Bachelor’s Degree/National Diploma in Supply Chain Management/Management/Logistic Management/Public Administration/Public Management with subjects in Public Procurement, Finance or Supply Chain Management or Appropriate Bachelor’s Degree/National Diploma in Commerce/Business Management/FIS/Internal Auditing/Management/Management Assistant/Accounting and a minimum of three (3) years relevant experience. Computer skills in Microsoft Office Applications. Experience in Acquisition / Tenders. Knowledge and skills: of Supply Chain Management processes, Public Finance Management Act, CIDB, SIPDM, Treasury Regulations, PPPFA, BBBEE and other relevant prescripts.
ENQUIRIES : can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140

POST 16/195 : SENIOR ADMIN OFFICER: ACQUISITION MANAGEMENT REF NO: DPW 06/04/2019 (X3 POSTS) (1 Year Contract) 
Directorate: Construction Procurement

SALARY : R316 791 per annum (Level 08)
CENTRE : Head Office (Bhisho)
REQUIREMENTS : An appropriate Bachelor’s Degree/National Diploma in Supply Chain Management/Management/Logistic Management/Public Administration/Public Management with subjects in Public Procurement, Finance or Supply Chain Management or Appropriate Bachelor’s Degree/National Diploma in Commerce/Business Management/FIS/Internal Auditing/Management/Management Assistant/Accounting and a minimum of three (3) years relevant experience. Computer skills in Microsoft Office Applications. Experience in Acquisition / Tenders. Knowledge and skills: of Supply Chain Management processes, Public Finance Management Act, Treasury Regulations, PPPFA, BBBEE and other relevant prescripts.
DUTIES : Serve as Bid Secretariats and give guidance to the Committee members. Checking reports for compliance and correctness. Supervise opening and closing of bids. Supervise the maintenance of Bid files. Engage with Project leaders or end users through verbal and written communication. Ensure efficient administration of Bid process.
ENQUIRIES : can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140

POST 16/196 : SENIOR ADMIN OFFICER: CONTRACTS MANAGEMENT REF NO: DPW 07/04/2019 (1 Year Contract) 
Directorate: Construction Procurement

SALARY : R316 791 per annum (Level 08)
CENTRE : Head Office (Bhisho)
REQUIREMENTS : An appropriate Bachelor’s Degree/National Diploma in Supply Chain Management/Management/Logistic Management/Public Administration/Public Management with subjects in Public Procurement, Finance or Supply Chain Management or Appropriate Bachelor’s Degree/National Diploma in Commerce/Business Management/FIS/Internal Auditing/Management/Management Assistant/Accounting and a minimum of three (3) years relevant experience. Computer skills in Microsoft Office Applications. Experience in Acquisition / Tenders. Knowledge and skills: of Supply Chain Management processes, Public Finance Management Act, Treasury Regulations, PPPFA, BBBEE and other relevant prescripts.

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

POST 16/197: ADMIN OFFICER: DEMAND MANAGEMENT REF NO: DPW 08/04/2019 (X4 POSTS)
(1 Year Contract)
Directorate: Construction Procurement

SALARY: R257 508 per annum (Level 07)
CENTRE: Head Office (Bhisho)
REQUIREMENTS: An appropriate Bachelor’s Degree/National Diploma in Supply Chain Management/Logistic Management/Public Administration/Public Management with subjects in Public Procurement, Finance or Supply Chain Management or Appropriate Bachelor’s Degree/National Diploma in Commerce/Business Management/FIS/Internal Auditing/Management/Management Assistant/Accounting and a minimum of two (2) years relevant experience. Computer skills in Microsoft Office Applications. Knowledge and skills: of Supply Chain Management processes, Public Finance Management Act, Treasury Regulations, PPPFA, CIDB, SIPDM, BBBEE and other relevant prescripts.


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

POST 16/198: ADMIN OFFICER: ACQUISITION MANAGEMENT REF NO: DPW 09/04/2019 (X7 POSTS)
(1 Year Contract)
Directorate: Construction Procurement

SALARY: R257 508 per annum (Level 07)
CENTRE: Head Office (Bhisho)
REQUIREMENTS: An appropriate Bachelor’s Degree/National Diploma in Supply Chain Management/Logistic Management/Public Administration/Public Management with subjects in Public Procurement or Finance and or Supply Chain Management / Commerce/ FIS/Local Government Finance/Internal Auditing/Management/Business Management/Accounting and a minimum of two (2) year relevant experience. Computer skills in Microsoft Office Applications. Knowledge and skills: of Supply Chain Management processes, Public Finance Management Act, Treasury Regulations, PPPFA, CIDB, SIPDM, BBBEE and other relevant prescripts.

DUTIES: Serve as Bid Secretariats and give guidance to the Committee members. Checking reports for compliance and correctness. Supervise opening and closing of bids. Supervise the maintenance of Bid files. Engage with Project leaders or end users
through verbal and written communication. Ensure efficient administration of Bid process. 

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

POST 16/199 : ADMIN OFFICER: CONTRACTS MANAGEMENT (X6 POSTS)
(1 Year Contract)
Directorate: Construction Procurement

SALARY : R257 508 per annum (Level 07)
CENTRE : Head Office (Bhisho) Ref No: DPW 10/04/2019 (X4 Posts)
Alfred Nzo Regional Office (Mount Ayliff) Ref No: DPW 11/04/2019 (X1 Post)
OR Tambo Regional Office (Mthatha) Ref No: DPW 12/04/2019 (X1 Post)

REQUIREMENTS : An appropriate Bachelor’s Degree/National Diploma in Supply Chain Management/Management/ Logistic Management/ Public Administration/Public Management with subjects in Public Procurement, Finance or Supply Chain Management or Appropriate Degree/National Diploma in Commerce/Business Management/ FIS/Internal Auditing/Management/Management Assistant/Accounting /Law and a minimum of two (2) year relevant experience.


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

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

APPLICATIONS: To apply for the above position, please apply online at http://professionaljobcentre.gpg.gov.za/ or Hand Deliver: Ground floor 56 Eloff Street, Umnotho House. NB: For assistance with online applications visit the following centres: 78 Fox Street, Marshalltown or Maponya Mall.

FOR ATTENTION: Ms Molebatsi Chuene Tel No: (011) 240 3084 – Recruitment

CLOSING DATE: 24 May 2019, 12h00. No late applications will be considered.

NOTE: Applications must be submitted on a Z83, obtainable from any public service department or from website which must be completed in full. Candidates must attach their recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post. It is the Department intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan (Therefore SMS posts woman will be prioritised). To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant’s responsibility to attach certificate of evaluation of foreign qualifications by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. People with disabilities are encouraged to apply. If you do not receive any response from us within 3 months, please accept your application was unsuccessful. NB: Following the interviews and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with 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.

MANAGEMENT ECHELON

POST 16/200: DIRECTOR: ENFORCEMENT REF NO: REFS/003991
Directorate: Enforcement

SALARY: R1 005 063 per annum (all inclusive package which can be structured according to the individual’s needs)

CENTRE: Johannesburg

REQUIREMENTS: Grade 12 plus undergraduate qualification (NQF level 7) as recognized by SAQA in Environmental Management, Law and Criminal investigations or related fields. 5 years’ experience at a Middle/Senior Managerial level in Compliance and Enforcement environment. Valid driver’s license. Competencies: Strategic Capability and leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus Communication, Honesty and Integrity.

DUTIES: Manage administrative and criminal enforcement processes related to brown and green environmental issues in accordance with the Directorate’s strategic goals for successful and effective enforcement action. Carry out the functions of an Environmental Management Inspector (EMI). Coordinate provincial enforcement operations and projects related to brown and green environmental issues. Utilize and ensure the effective use of the relevant information management tools to effectively manage investigations and reporting. Build provincial enforcement capacity and provide strategic enforcement support. Cooperate with and liaise with enforcement stakeholders (both provincially and nationally) on matters relating to enforcement activities, programmes and projects. Manage criminal investigations into environmental crimes/ violations. Manage the establishment and maintenance
of appropriate internal controls and reporting systems. Manage the Directorate and supervise staff.

ENQUIRIES
Ms L Dhlamini Tel No: 011 240 2527

OTHER POSTS

POST 16/201

DEPUTY DIRECTOR: FARMER SETTLEMENT AND SUPPORT REF NO: REFS/003992
Directorate: Farmer Support and Development

SALARY
R733 257 per annum (an all-inclusive package which can be structured according to the individual’s needs)

CENTRE
Johannesburg

REQUIREMENTS
Grade 12 plus Bachelor Degree (NQF Level 7) in Agriculture as recognized by SAQA. 5 years’ experience in Agriculture Field Services (Farmer support and development) or Extension Management, Farmer training and capacity building of which 4 years must have been at an Assistant Director/Supervisory Level. Valid Driver’s license. Competencies: Knowledge of relevant legislation and Public Service Regulation. Good Research Analytic, Presentation, Communication and Computer skills. Statistical and report writing skills. Good customer service. Quality oriented. Problem solving ability.

DUTIES
Management of the division/unit within a sub – programme. Management of people, strategic thinking and planning, planning and implementation of projects and project management. Coordinate and manage the implementation of Comprehensive Agricultural Support programme (CASP) infrastructure projects and Ilima/Letsema production input support to farmers. Compile annual conditional grants business plans in accordance to Division of Revenue Act. Facilitate, coordinate and support land reform and agrarian projects (pre- and post settlement support basis) in consultation with the Department of Rural Development and Land Reform. Following a project management approach to all settlement and extension needs through gap analysis, goal setting and measuring of performance. Support land restitution and redistribution through post farmer settlement support. Coordinate and implementation of Commercialisation Program and commercialize smallholder farmers. Coordination of the Female Entrepreneur of the Year Awards and Young Entrepreneur of the Year Awards Line function work. Participate in strategic planning, plan and review policies and procedures relating to the programme work of the unit, respond to requests for information or attempt to resolve any issues at the request of management, organizing visit for the MEC standing committee or any other official guest as requested. Respond to legislature questions and compile reports thereof. Make presentations before portfolio committee on Agriculture and Rural Development. Attend and represent the directorate at meetings (within the department and with other departments, governments and agencies) as mandated by management. Administrative duties: organize workshops/ conferences as required. (This might include the organizing of venues, compiling stakeholder lists, assisting in the preparation of discussion documentation. Contribute to the good management of the directorate: Attend and constructively participate in sub-directorate and directorate meetings as required. This may include preparing inputs, making presentations, assisting with the administration of meetings and chairing meetings. Provide comment on documents, policies, organizational procedures etc. as required. Write and submit all reports on time as required, including monthly or quarterly reports on conditional grants. Contribute to planning, budget building and evaluation processes. Follow the policies and procedures e.g. with regard to document management.

ENQUIRIES
Mr Rassy Rasemetse Tel No: 011 240 3083

POST 16/202

CHIEF STATE VETERINARIAN - QUALITY ASSURANCE REF NO: REFS/003993
Directorate: Epidemiology, Laboratory, Biosecurity and Quality Management

SALARY
R733 257 per annum (all-inclusive salary package which can be structured according to an individual needs)

CENTRE
Pretoria
REQUIREMENTS:
Grade 12 plus Bachelor Degree in BVSc or BVMCh (NQF Level 7) as recognized by SAQA. 5 years' working experience within Veterinary Public Health, Export Certification and Facilitation of export of animals and animal products, Animal Health and Meat Safety Legislation and Animal disease control, specifically state controlled diseases of which 3 years must be at a Supervisory level. Must be registered as a Veterinarian with the South African Veterinary Council. Valid Code EB driver’s license. Competencies: Proficiency in computer Microsoft Office packages. Understanding of food safety and hygiene, quality Management and Customer Service Management principles used in the public service. Knowledge of and conversant with South African veterinary legislation and relevant regulations and policies. Knowledge of information and records management as well as Occupational Health, Risk and Safety Management. Scientific research, presentation and report writing skills.

DUTIES:
Assist with the management of the sub-program Quality Management at State Veterinarian level. He/she has to work as the Quality Manager: Professional and implement quality management systems in the Chief Directorate: Veterinary Services of the Gauteng Department of Agriculture Development (GDARD). Must provide guidance and information to the stakeholders in the livestock production and health as well as food processing value chains, veterinary professionals and the public on quality management related matters. Liaison with stakeholders and communities. Implement Quality Management Systems based on ISO/IEC 17020 in Veterinary Public Health and Animal Health – Regulatory and Preventative Disease Control. Conduct Internal Quality Management System Audits – Technical. Contribute to the maintenance of the ISO 17020 SANAS Accreditation. Manage customer service management procedures including resolution of customer complaints. Manage sub-programme work. Ensure conceptualisation, planning, scheduling and evaluation of activities and projects. Ensure work is carried out according to quality standards. Manage food safety projects. Support the planning process (strategy, business planning, budgeting and monitoring). Manage human resources, i.e. appropriate supervision and mentoring of staff, facilitate induction, guidance and on-the-job training of new employees. Manage own and subordinates’ Performance Management and Development System (setting annual and quarterly objectives, regular meetings, annual performance appraisals, performance improvement plans, etc). Writing of monthly, quarterly and annual reports. Provide support to Management. Contribute to the continuous improvement of the services of Gauteng Veterinary Service in particular and State Veterinary Service in general.

ENQUIRIES:
Mr Rassy Rasemetse Tel No: 011 240 3083

DEPARTMENT OF E-GOVERNMENT

Gauteng Department of e-Government is inviting strategic and innovative thinkers who are technocrats to champion the crafting of the strategy to deliver the modernisation mandate of the Gauteng City Region and to support radical transformation, modernisation and re-industrialisation. The successful candidate must be innovative with proven applied leadership skills as well as ability to plan and co-ordinate activities at a strategic level. Must have a client focused attitude. Excellent writing and impeccable communication skills, as well as relationship building, people management and the ability to work under pressure. 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:
All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, 2107 or Applicants can apply online at: www.gautengonline.gov.za.

FOR ATTENTION:
Mr. Errol Ogle, Human Resources

CLOSING DATE:
24 May 2019

NOTE:
Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID (not older than 6 months) must be attached. General information: Short-listed candidates must be available for interviews at a date and time determine by the
Gauteng Department of e-Government. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Gauteng Department of e-Government reserves the right to fill or not fill the above-mentioned posts.

MANAGEMENT ECHELON

POST 16/203: DIRECTOR- SUPPLY CHAIN MANAGEMENT REF NO: REFS/004001
(Performance-based- 5 year Fixed-Term Employment Contract)
Chief Directorate: Finance

SALARY: R1 005 063 per annum (Level 13) (all-inclusive remuneration package)
CENTRE: Johannesburg
REQUIREMENTS: Matric/Grade 12 plus a recognised NQF 7 qualification in Supply Chain Management or Finance/Commerce. A minimum of 5 years’ experience in a middle management role in relation to Supply Chain Management or Finance/Commerce. Vast experience in a Procurement environment is essential. Understanding the public-sector supply chain management and related legislations would be an added advantage.

DUTIES: To lead and manage the Supply Chain Management directorate. The directorate is responsible for Demand Management, Acquisition Management, Logistics and Disposal Management and Asset Management of the department of e-Government. To effectively guide and direct duties in respect of demand management. The demand management activities include the understanding of future needs, identifying critical delivery dates and frequency of needs, linking requirements to the budget, analysing expenditure based on past spend patterns and future needs, determining specifications, conducting commodity analysis and seeking alternatives at least in case of strategic sourcing, and conducting industry analysis. To effectively guide and direct duties in respect of acquisition management. Acquisition management activities include applying preferential policy objectives, determining market strategy, applying total cost of ownership or life cycle costing principles, compiling bid documentation, tabling recommendations and obtaining approval for award of contracts, undertaking contract administration and gathering performance information. Other duties in respect of Logistics, Disposal and Asset management relates to maintenance of the assets register for the department, management and control of assets, preparation of financial and non-financial reports, managing the receiving and distribution of materials and inventories, expediting orders, transport management, supplier performance management, redundant materials management, crafting strategy to dispose and physical disposals. To guide and manage SCM committees’ secretarial functions and ensure adequate record-keeping of associated documentation.

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

OTHER POSTS

POST 16/204: SENIOR ADMIN OFFICER: JUNIOR CONSULTANT BUSINESS INTELLIGENCE REF NO: REFS/004002
Directorate: Business Intelligence

SALARY: R316 791 per annum (Level 08) (plus benefits)
CENTRE: Johannesburg
REQUIREMENTS: Matric Plus National Diploma/Degree in Computer Science / Information Technology or Relevant field of study with 1-2 years’ relevant BI experience. OR Matric with 5-6 years’ relevant ERP experience. The incumbent must have worked with and delivered a BI Implementation project. Relevant BI training or / and Certification or Applied Mathematics and Statistics will be an added advantage.

DUTIES: Work within a project team solving product problems or performance issues. Assist in the determining and development of functional system specifications. Analyse business problems and participates in the development of appropriate system solutions. Assist in configuring the software to replicate the required business processes. Participates in the design and development of system changes. Assist in testing, modifying and documenting system design. Participate in workshops and presentations to validate business requirements and solutions with the end user community. Assist in identifying, documenting, and resolving system performance issues. Participate in the creation of required documentation. Provide technical system support to user groups where required. Work with project team to develop migration programs for from old to new system platforms. Execute performance testing and validating of results through reporting. Manage multiple high priority activities.

ENQUIRIES: Mr. Themba Psungo Tel No: 011 689 6980

POST 16/205: SENIOR ADMIN OFFICER: ASSETS REF NO: REFS/004003
Directorate: Supply Chain Management

SALARY: R316 791 per annum (Level 08) (plus benefits)
CENTRE: Johannesburg
REQUIREMENTS: Matric plus equivalent NQF 6 related qualification with a minimum of 1-2 years in Asset Management, Supply Chain and Finance environment or Matric plus 5-6 years in Asset Management, Supply Chain and Finance environment. Knowledge of the PFMA & Treasury Regulations and other relevant statutory laws.
DUTIES: Ensure the maintenance, accurate and complete asset register of the entire department. Prepare the reconciliation of assets procured on monthly basis between BAS/SAP and asset register. Report on Asset Management, assist in preparation of financial statement and assist in asset related audit (external and internal). Assist in the development and implementation of the Asset Management strategy and policy in line with e-Government operational plan.
ENQUIRIES: Mr. Themba Psungo Tel No: 011 689 6980

DEPARTMENT OF HEALTH

ERRATUM: Kindly note that the post of Financial Controller (For Pretoria West Hospital) advertised in Public Service Vacancy Circular 09 dated 08 March 2019 has been withdrawn.

OTHER POSTS

POST 16/206: MEDICAL SPECIALIST REF NO: MED-SPE/08/2019
Directorate: Internal Medicine, Obstetrics and gynaecology, Paediatrics, General Surgery, Trauma, Cardiothoracic Surgery, Cardiology, Urology, Accident & Emergency Medicine, Anaesthetics, Ophthalmology, Orthopaedics, ENT, Psychiatry, public health, Radiology, Radiation Oncology, Nuclear Medicine, Neurology).

SALARY: Grade 1: R1 106 040 (per annum)
                Grade 2: R1 264 623 (per annum)
                Grade 3: R1 467 651 (per annum)
CENTRE: Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS: Grade 1: Appropriate qualification that allows for registration with HPCSA as a Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialty in a normal specialty and proof of current registration. No experience required after registration with the HPCSA in a normal specialty. Grade 2: Appropriate qualification that allows for registration with HPCSA as a Medical
Specialist in a normal specialty. Registration with the HPCSA as Medical Specialty in a normal specialty and proof of current registration. A minimum of 5 years' appropriate experience as Medical Specialist in normal specialty. **Grade 3:** Appropriate qualification that allows for registration with HPCSA as a Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialty in a normal specialty and proof of current registration. A minimum of 10 years' appropriate experience as Medical Specialist in normal specialty.

**DUTIES:** Some of the duties include patient care, supervising junior doctors, participating in the cluster programmes. Training and Teaching: Advice and supervise Registrars. Formal teaching to post graduate and under graduate staff. Participation in research.

**ENQUIRIES:** DR. M. Mofokeng Tel No: 011 488 4800

**APPLICATIONS:** should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown 2193.

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

**CLOSING DATE:** 24 May 2019

**POST 16/207:** MEDICAL SPECIALIST GRADE 1 REF NO: HRM 30/2019

**Directorate:** Anesthesiology

**SALARY:** R1 106 040 per annum plus benefits

**CENTRE:** Steve Biko Academic Hospital

**REQUIREMENTS:** MBChB & MMed OR FCA or equivalent registration as a specialist with the Health Professions Council of South Africa.

**DUTIES:** The successful candidate will provide clinical services and consultancy work to Steve Biko Academic Hospital as allocated. He/ She will be responsible for teaching and training of under and post graduate students, including medical interns and medical officers. The candidate will participate in the departmental outreach programmes and research activities.

**ENQUIRIES:** Prof S Spijkerman Tel No: (012) 354 1510

**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:** 27 May 2019

**POST 16/208:** DEPUTY DIRECTOR: THERAPEUTIC AND MEDICAL SUPPORT SERVICES - GRADE 1 REF NO: 0001DDTHERTMRH

**Directorate:** Allied

**SALARY:** R857 559 – R951 765 per annum plus benefits

**CENTRE:** Thelle Mogoerane Regional Hospital

**REQUIREMENTS:** A bachelor’s degree or equivalent qualification in Physiotherapy, Occupational Therapy, Speech Therapy, Psychology, Social Work, Dietician, Radiographer, Clinical Engineering, Environment Health, Optometry and Podiatry. Registration with HPCSA, SACSSP, CEASA and other relevant councils of the above categories. A minimum of 5 years’ experience as a Chief/Manager of one of the above mentioned Department. Good verbal and non-verbal communication skills. Management and leadership skills. Knowledge and application of relevant legislation and health policies.

**DUTIES:** To ensure efficient service delivery by managing, developing and monitoring services as indicated by health policies. Develop, review, monitor and implement
policies, guidelines and protocol for related Allied Health Services. To ensure compliance with Quality Assurance Standards in Allied Departments. To monitor and ensure continuous Professional Development of staff members according to the regulations of HPCSA, SACSSP, CEASA and other relevant councils. Ensure comprehensive HR Management and effective development of staff. Implement an effective recruitment and retention strategy. Manage staff by implementing PMDS policy effectively. Plan and Monitor human and financial resources allocated to Allied Department. Assist in coordinating student training activities and liaises with tertiary institutions. Communicate effectively with clinical manager, hospital management and also dissemination of relevant information to the relevant staff. Establish a working relationship with external service providers to ensure optimal service delivery to patients living with disabilities. Coordinate Allied Forum and team building activities. Must be computer literate and have ability to manage conflict and apply discipline. Have organizational and interpersonal skills. Ability to work under pressure. Commitment to service excellent with sound decision making; ethical and innovating skills. Application of leadership skills. Be part of committees in the hospital. Overall Management of Allied Health Services.

APPLICATIONS: Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, A1rode, 1451.

ENQUIRIES: Dr. M.M. Malaka Tel No: (011) 345 0006

NOTE: Applications must be submitted on a Z83 form obtainable from any public service department, with a detailed CV, certified copies of ID and qualifications which must not be more than 3 months old to be attached. Proof of Council registration certificate and proof of payment to the HPCSA and other relevant council of the current year. Failure to do so will lead to disqualification of your application. The appointed employee will be subjected to Personnel suitability check (PSC), OHS Medical surveillance as required in the HBA, Verification (Reference check – provide at least 3 reference check of which one must be immediate supervisor, be subjected to the vetting process; criminal clearance, citizenship, credit records, verification of qualification by SAQA. The institution reserves the right not to fill the post.

CLOSING DATE: 24 May 2019

POST 16/209: NURSING MANAGER REF NO: PWH/HON/01/19
Directorate: Nursing Department

SALARY: R843 618 - R949 482 per annum (plus benefits)

CENTRE: Pretoria West District Hospital

REQUIREMENTS: General Nursing Diploma/Degree and experience in Nursing Management. OSD Requirements: A minimum of 8 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Ability to communicate well with people at different levels from different backgrounds. Must be driven, customer focused individual with excellent planning, organizing, good interpersonal relations and presentation skills. Must be able to work under pressure.

DUTIES: Effective running of nursing service in line with the Department's strategic goals and objectives. Develop and support research initiatives with the aim of improving quality service. Understanding of the relevant policies and protocols regarding health services. Advocate and ensure the promotion of nursing ethos and professionalism. Conduct staff meetings to disseminate information such as new developments on policies, circulars. Participate and respond to queries and questions from relevant structures with regard to complaints on staff conduct on patients. Develop and monitor the implementation of policies, programmes, regulations, practices, procedures and standards pertaining to health care. Participate in multi-disciplinary quality assurance task teams at various levels. Develop a good working relationship within the department and relevant stakeholders. Participate with members of the health team in decision making pertaining to health care delivery. Participate in the development of DHP and DHER. Human Resource: Analyze staffing needs and develop a plan to meet the needs. Initiate the recruitment and retention of competent personnel. Manage and
monitor the implementation of the PMDS. Manage grievances and labour relations issues in terms of the laid down policies/procedures i.e. manage workplace discipline. Manage the licensing of all staff with relevant professional bodies.

Finance: Ensure that budget spending is maximized in line with strategic Objectives. Manage and control material resources and assets. Train and supervise colleagues under his/her supervision. Ensure proper communication at all levels. Knowledge of National Core Standards and Ideal Hospital tools.

ENQUIRIES: HM Mosoane Tel No: 012 380 1205
APPLICATIONS: Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West, 0117.

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

CLOSING DATE: 24 May 2019

POST 16/210:  MEDICAL OFFICER GRADE 1 REF NO: HRM 31/2019
Directorate: General Surgery

SALARY: R821 205 per annum plus benefits
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: MBChB or equivalent. A valid registration with the HPCSA as an independent medical practitioner.
DUTIES: The many and diverse functions of this position encompass aspects of patient care, education, research (may participate in original basic or clinical research) and counsel during surgery emergencies. The service aspect includes ensuring correct surgical treatment of patients. The academic programme will include patient case presentations, subject discussions and attendance of the post graduate programme. This position is intended for grooming of candidates who wish to follow a surgical career.

ENQUIRIES: Prof T Mulaudzi Tel No: (012) 354 2099
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: 27 May 2019

POST 16/211:  MEDICAL REGISTRAR REF NO: HRM 32/2019
Directorate: Dermatology

SALARY: R821 205 per annum plus benefits
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: MBChB; registration with the Health Professions Council of South Africa plus Two years post Community Services.
DUTIES: Registrar duties including but not confined to clinics, consultations, ward admissions, overtime duties.

ENQUIRIES: Prof. M Kgokolo Tel No: (012) 354 3041
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: 27 May 2019
POST 16/212: MEDICAL REGISTRAR REF NO: REG/06/2019
Directorate: Internal Medicine, Obstetrics and gynaecology, Paediatrics, General Surgery, Trauma, Cardiothoracic Surgery, Cardiology, Urology, Accident & Emergency Medicine, Anaesthetics, Ophthalmology, Orthopaedics, ENT, Psychiatry, public health, Radiology, Radiation Oncology, Nuclear Medicine, Neurology).

SALARY: Grade 1: R821 205 per annum
CENTRE: Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS: Appropriate qualification that allows for registration with HPCSA as a Medical Practitioner. Registration with the HPCSA as Medical Practitioner and proof of current registration. No experience required after registration with the HPCSA as Medical Practitioner.

DUTIES: As part of the health care team, registrars participate in safe, cost-effective evidence based and compassionate patient care; including participating in outreach programs. Applies cost containment measures in the provision of patient care as trainee specialist. Registrars participates in the educational activities of their chosen specialty training program, including conducting research toward Mmed. Supervise and teach medical students, interns, medical officers and other registrars Service commitments to CMJAH and cluster hospitals Commitment to overtime, Commitment to emergency care highest level of ethics, professionalism and punctuality. Expected Ability to work in a team and to report all potential conflict of interests and corruption.

ENQUIRIES: Dr. S. Mabunda Tel No: 011 488 5929 (Internal Medicine, Neurology, Psychiatry, Cardiology, Emergency Medicine, Plastic and Dermatology)
Dr S. Ngobese Tel No: 011 488 4812 (General Surgery, Trauma, Orthopaedics, Anaesthetics, Plastic and Reconstructive Surgery, Ophthalmology, ENT, Cardiothoracic Surgery and Urology)
Dr O. Ubogu Tel No: 011 488 3225 (Paediatrics, Obstetrics and Gynaecology)

APPLICATIONS: should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown 2193.

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

CLOSING DATE: 24 May 2019

POST 16/213: MEDICAL OFFICER GRADE 1- GRADE 3 REF NO: EHD2019/05/01 (X8 POSTS)
Directorate: Family Medicine

SALARY: Grade 1: R821 205 - R884 670 per annum (All inclusive remunerative package)
Grade 2: R938 964 - R1 026 693 per annum (All-inclusive remunerative package)
Grade 3: R1 089 693 - R1 362 366 per annum (All-inclusive remunerative package)

CENTRE: Ekurhuleni Health District
REQUIREMENTS: Basic medical degree (MBBCH or equivalent) and currently registered with the Health Professionals Council of South Africa (HPCSA) as a medical practitioner (Independent Practice). Post graduate diploma/degree or relevant additional medical degree will be an added advantage. Grade 1: Less than five (05) years relevant experience as a Medical Officer. Grade 2: A minimum of 5 years, but less than 10 years relevant experience as a Medical Officer. Grade 3: A minimum of 10 years and more appropriate experience as a Medical Officer after registration with HPCSA. Recommendations: Experience in district health service; experience in general medical practice, PHC, HAST, EBM and use of current protocols. Clinical skills; in consultation, history taking, examination, clinical assessment and management procedures and ensuring continuity of patient care. Good professional attitude/conduct, good communication skills, good professional ethics, team work ability, good medical records keeping. Willingness to work/participate in outreach programmes in any PHC facility in the district service.
DUTIES: Provision of PHC services in the District hospital, Community health centers and clinics within the district health services (DHS). Improve clinical quality PHC services through direct patient care and mentoring and supervising health care professionals through an integrated approach programmes. Participate in 24-hour PHC services including Medico-legal and EMS. Use protocols and guidelines in patient management and ensure appropriate referrals services in accordance with national and provincial strategies. Support the development of the clinical department of family medicine and participate in academic teaching and learning in family medicine & PHC unit in the district. Support the training and the CPD/CME activities for nurses, intern and community services doctors in the district. Support/participate in the development of district research projects. Perform any other duties delegated by Supervisor/Manager.

ENQUIRIES: Dr. N. Ngcwabe Tel No: 011 878 - 8503
Dr. S. Agbo Tel No: 011 878 8548 / Cell: 079 877 4845

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

FOR ATTENTION: Human Resource Manager

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

CLOSING DATE: 24 May 2019

POST 16/214: MEDICAL OFFICER GRADE 1- GRADE 3 REF NO: EHD2019/05/06 (X1 POST)

Directorate: Clinical Forensic Medical Services

SALARY: Grade 1: R821 205- R884 670 per annum (All inclusive remunerative package)
Grade 2: R938 964 - R1 026 693 per annum (All-inclusive remunerative package)
Grade 3: R1 089 693- R1 362 366 per annum (All-inclusive remunerative package)

CENTRE: Ekurhuleni Health District

REQUIREMENTS: Basic medical degree (MBBCH or equivalent) and currently registered with the Health Professionals Council of South Africa (HPCSA) as a medical practitioner. Post graduate diploma/degree or relevant additional medical degree will be an added advantage. **Grade 1:** Less than five (05) years relevant experience as a Medical Officer. **Grade 2:** A minimum of 5 years, but less than 10 years relevant experience as a Medical Officer. **Grade 3:** A minimum of 10 years and more appropriate experience as a Medical Officer after registration with HPCSA. Recommendations: Experience in Clinical Forensic Medical Services, District Health Services; General Medical Practice, PHC, HAST, EBM and use of current protocols. Clinical skills; in consultation, history taking, examination, clinical assessment and management procedures and ensuring continuity of patient care and evidence collection. Good professional attitude/conduct, good communication skills, good professional ethics, team work ability, good medical records keeping. Willingness to manage traumatized patients who had been Physically and Sexually abused. Willingness to manage the abused and the abusers.

DUTIES: To coordinate Medical Services across Ekurhuleni Clinical Forensic Medical Services (CFMS). To coordinate Clinical Forensic Medical Services according to policies and regulations. To provide support for effective and efficient medical service delivery within PHC. To provide support for Health Programme in the District. To support PHC and Clinical training in Ekurhuleni District. Participate in organizing the CME Programme in the District when Clinical Forensic Medical Services topics are to be discussed. Conduct investigations of complaints and advice the District Management accordingly. Use protocols and guidelines in patient management and ensure appropriate referrals services in accordance with national and provincial strategies. Give evidence in court as an expert witness for patients seen at CFMS. Provide weekly work schedule plan. Audit of Patients files and J88. Supervision and coordinating of 24 hours Clinical Forensic Medical Services. Participate in 24-hour CFMS including PHC and EMS. Perform Commuted Overtime. Perform any other duties delegated by Supervisor/Clinical Manager.

ENQUIRIES: Dr EM Tipoy Tel No: 011 876 1802 / Cell: 076 120 0148
APPLICATIONS: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

FOR ATTENTION: Human Resource Manager

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

CLOSING DATE: 24 May 2019

POST 16/215: MEDICAL OFFICER REF NO: MO/07/2019
Directorate: Internal Medicine, Obstetrics and gynaecology, Paediatrics, General Surgery, Trauma, Cardiothoracic Surgery, Cardiology, Urology, Accident & Emergency Medicine, Anaesthetics, Ophthalmology, Orthopaedics, ENT, Psychiatry, public health, Radiology, Radiation Oncology, Nuclear Medicine, Neurology).

SALARY: Grade 1: R821 205 - R884 670 per annum (All inclusive package) 
Grade 2: R938 964 - R1 026 693 per annum (All inclusive package) 
Grade 3: R1 089 693 - R1 362 366 per annum (All inclusive package)

CENTRE: Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS: Grade 1: Appropriate qualification that allows for registration with HPCSA as a Medical Practitioner. Registration with the HPCSA as Medical Practitioner and proof of current registration. No experience required after registration with the HPCSA as Medical Practitioner. Grade 2: appropriate qualification that allows for registration with HPCSA as a Medical Practitioner. Registration with the HPCSA as Medical Practitioner and proof of current registration. A minimum of 5 years' experience after registration with the HPCSA as Medical Practitioner. Grade 3: appropriate qualification that allows for registration with HPCSA as a Medical Practitioner. Registration with the HPCSA as Medical Practitioner and proof of current registration. A minimum of 10 years' experience after registration with the HPCSA as Medical Practitioner.

DUTIES: The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Supervising junior doctors (undergraduate students, interns and community service doctors). Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participating in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.

ENQUIRIES: Dr. S. Mabunda Tel No: 011 488 5929 (Internal Medicine, Neurology, Psychiatry, Cardiology, Emergency Medicine, Plastic and Dermatology) 
Dr S. Ngobese Tel No: 011 488 4812 (General Surgery, Trauma, Orthopaedics, Anaesthetics, Plastic and Reconstructive Surgery, Ophthalmology, ENT, Cardiothoracic Surgery and Urology. 
Dr O. Ubogu Tel No: 011 488 48 (Paediatrics, Obstetrics and Gynaecology)

APPLICATIONS: should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown 2193.

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

CLOSING DATE: 24 May 2019
POST 16/216 : PHARMACIST REF NO: PHAR/04/2019
Directorate: Pharmacy Department

SALARY : Grade 1: R693 372 per annum
Grade 2: R751 026 per annum
Grade 3: R821 205 per annum

CENTRE : Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS : Grade 1: Basic qualification accredited by the South African Pharmacy Council (SAPC) that allows for registration with the SAPC. Registration with the SAPC as Pharmacist and proof of current registration. RSA: No experience required after registration as Pharmacist with SAPC in respect of RSA-qualified employees who performed community service in relevant profession as required in South Africa. Foreigners: 1 year relevant experience after registration as Pharmacist with a recognised foreign health professions council in respect of foreign qualified employees, of whom it is not to perform community service as required in South Africa. Grade 2: Basic qualification accredited by the South African Pharmacy Council (SAPC) that allows for registration with the SAPC. Registration with the SAPC as Pharmacist and proof of current registration. RSA: A minimum of 5 years relevant experience after registration as Pharmacist with SAPC in respect of RSA-qualified employees who performed community service in relevant profession as required in South Africa. Foreigners: A minimum of 6 year relevant experience after registration as Pharmacist with a recognised foreign health professions council in respect of foreign qualified employees, of whom it is not to perform community service as required in South Africa. Grade 3: Basic qualification accredited by the South African Pharmacy Council (SAPC) that allows for registration with the SAPC. Registration with the SAPC as Pharmacist and proof of current registration. RSA: A minimum of 13 years relevant experience after registration as Pharmacist with SAPC in respect of RSA-qualified employees who performed community service in relevant profession as required in South Africa. Foreigners: A minimum of 14 year relevant experience after registration as Pharmacist with a recognised foreign health professions council in respect of foreign qualified employees, of whom it is not to perform community service as required in South Africa.

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

ENQUIRIES : Dr. Ol. Ubogu Tel No: 011 488-3225
APPLICATIONS: should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown 2193.

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

CLOSING DATE: 24 May 2019

POST 16/217: MEDICAL PHYSICIST REF NO: MED-PHY/05/2019
Directorate: Medical Physics

SALARY
Grade 1: R662 190 per annum (all-inclusive package)
Grade 2: R750 024 per annum (all-inclusive package)
Grade 3: R857 559 per annum (all-inclusive package)

CENTRE: Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS
Grade 1: An appropriate qualification that allows registration with the HPCSA as a medical Physicist, Registration with the HPCSA as a Medical Physicist, No experience needed after registration with the HPCSA as a Medical Physicist.

Grade 2: An appropriate qualification that allows registration with the HPCSA as a medical Physicist. Registration with the HPCSA as a Medical Physicist. 8 years appropriate experience after registration with the HPCSA as a Medical Physicist.

Grade 3: An appropriate qualification that allows registration with the HPCSA as a Medical Physicist. Registration with the HPCSA as a Medical Physicist. 16 years appropriate experience after registration with the HPCSA as a Medical Physicist.

DUTIES: sound knowledge of ionising radiation and imaging in radiology. Sound knowledge of radiotherapy dosimetry equipment, treatment planning mould room equipment. Operation, monitoring of maintenance, record keeping and care of all equipment and accessories. Knowledge of departmental protocols, design and implementation of new protocols. Teaching and training skills, radiation protection and handling, transporting and disposal of radioactive materials. Ability to solve radiotherapy physics problems. Competency in performance of quality control procedures in radiotherapy. Provide medical physics support for radiation oncology treatment unit including acceptance testing, commissioning, calibration and quality assurance. Provide medical physics support in radiation oncology treatment planning. Participating in the implementation of new treatment techniques. Provide radiation protection services and ensure regulatory compliance for the institution. Experience on diagnose radiology, physical ability to handle quality assurance equipment. Ability to work full hours a week and work overtime when requested.

ENQUIRIES: Mr. L.N. Ntombela Tel No: 011 481 2156

APPLICATIONS: should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown 2193.

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

CLOSING DATE: 24 May 2019
POST 16/218 : ASSISTANT MANAGER NURSING: SPECIALIST: GYANE AND OBSTERICS
REF NO: HRM 33/2019 (X1 POST)
Directorate: Nursing
(This is a re-advertisement, it was previously advertised in circular8 of 2019 and those who have applied previously do not have to re-apply)

SALARY : PN-B4/PN-A7 R614 991/ R562 800 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : grade 12. Basic qualification accredited with the South African nursing council in terms of Government Notice 425, i.e. diploma in Nursing as a Professional Nurse, plus a post basic nursing qualification with the duration of at least 1 year in advanced Midwifery. Degree/diploma in Nursing Management. PN-B4 A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional nurse with the South African Nursing Council in General Nursing. At least 6 year of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in advanced Midwifery Nursing. At least 3 years of the period referred to above must be appropriate recognizable experience at management level at Public institution. Strong Leadership, good communication and sound interpersonal skills are necessary. Valid EB driver’s license. Service certificates compulsory. South African Nursing Council annual practicing certificate. Computer literacy. PN-A7 a minimum of 8 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African nursing Council in General Nursing. At least 6 years of the period referred to above must be experience in midwifery. At least 3 years of the period referred to above must be recognizable experience at management level. Strong leadership, good communication and sound interpersonal skills are necessary. Valid EB driver’s license. Service certificate compulsory. South African Nursing Council annual practicing certificate and computer skills.

DUTIES : Coordination of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework. Manage effectively the utilization and supervision of Human, Financial and services resources. Coordination of the provision of effective training and research. Provision of effective support to Nursing services.

ENQUIRIES : Mrs. A Mowayo Tel No: (012) 354 1300
APPLICATIONS : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
NOTE : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 27 May 2019

POST 16/219 : ASSISTANT MANAGER NURSING SPECIALTY STREAM (PNB-4) DAY&NIGHT REF NO: BGH 2019/APR/01
Directorate Nursing Division: Obstetrics and Gynaecology

SALARY : R614 991 per annum (plus benefits)
CENTRE : Bertha Gxowa Hospital
REQUIREMENTS : Basic R425 qualification in nursing, Degree/Diploma in general nursing, midwifery, community nursing and psychiatry. Diploma in nursing education and Nursing Administration will be an added advantage. Preference will be given to Operational Manager Specialty with Diploma in Nursing Administration will be an added advantage. The post basic nursing qualification of the duration of 1 year, accredited with SANC in Post Basic / Advanced Midwifery and Neonatology Nursing. Have a minimum of 10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post basic Advanced Midwifery and Neonatology Nursing. At least 3 years of the period must be appropriate at management level in maternity as an Operational Manager. Proof of service record. In-depth Knowledge of nursing and midwifery care processes and...
procedures, nursing strategy, nursing statutes, National Core Standards and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Human Resources, Grievance Procedure, etc. Skills: leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into the procedures and policies pertaining to nursing and midwifery care. Personal: responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive. Computer literacy (MS Excel, MS PowerPoint, e-mail). Drivers licence will be an added advantage. Certification in Baby Friendly Hospital Initiatives and Assessors for BFHI, ESMOE and Neonatal Resuscitation.

**DUTIES**: Coordinate optimal, holistic, specialised nursing care with set standards and within a professional/legal framework. Manage effectively the supervision and utilisation of resources (Human Resources, Financial Resources and Services). Coordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain professional/growth/ethical standards and self-development. Coordination of ESMOE Drills and Maternal Morbidity and Mortality Meetings. Service coverage - Nursing Service Management - Do calls and with hospital sit-ups as required by the organisation.

**ENQUIRIES**: Mrs. P.Z.N. Mofokeng Tel No: (011)278 7640

**APPLICATIONS**: Applications should be submitted at the Bertha Gxowa Hospital. Admin Building ground floor, Germiston.

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

**CLOSING DATE**: 24 May 2019

**POST 16/220**: HEAD OF DEPARTMENT PNDIII (STUDENT AFFAIRS) REF NO: REFS/004000

**CENTRE**: Ga-Rankuwa Nursing College

**REQUIREMENTS**: A Grade 12/National Senior Certificate. A Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/ Accoucheur. A Post-basic qualification in Nursing Education and Administration registered with SANC. Proof of current registration with SANC. A minimum of 9 years’ appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing/Midwife. A minimum of 5 years, of the period referred to above must be appropriate/recognizable experience in Nursing Education and Administration after obtaining the one year post –basic qualification in Nursing Education and Administration. Knowledge of relevant Acts and legislations, Code of ethics and Professional Practice of South African Nursing Council. Knowledge in Human Resource and Finance matters. Problem solving, analytical skills, project and nursing programme management. Sound communication and Leadership skills. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy. Valid driver’s license.

**DUTIES**: Coordinate Student Affairs and Counselling activities. Exercise control and supervision of staff. Facilitate training and guidance of staff. Participate in daily Management of the college. Facilitate budget needs for the Student Affairs and Counselling component. Manage various submissions including facilitation of correspondence in Student Affairs and Counselling. Manage all functions pertaining to the following: Student selection process, appointments, terminations, registration of students with South African Nursing Council, and student records.
Develop, implement, monitor and evaluate quality assurance programs within Student Affairs and Counselling. Collaborate with stakeholders and building of strong relationship with other departments.

ENQUIRIES: Ms K R Lekgeu Tel No: (012) 560-0448/50
APPLICATIONS: All applications must be addressed to the Registrar, and should be placed in the application box situated at Security at the entrance to the Ga-Rankuwa Nursing College Building or posted to Private Bag x830 PRETORIA 0001 or apply online at www.gautengonline.gov.za. Kindly submit the recent salary advice.

CLOSING DATE: 24 May 2019
POST 16/221: HEAD OF DEPARTMENT – STUDENT AFFAIRS REF NO: 3/4/1/1/8 (X1 POST)
Directorate: Nursing Education and Training

SALARY: R579 696 - R672 018 per annum (plus benefits)
CENTRE: Ann Latsky Nursing College
REQUIREMENTS: Basic qualifications accredited with SANC in terms of Government Notice 425 (i.e. Diploma/Degree in Nursing) that allows registration with the SANC as a professional nurse. Bachelor’s degree in nursing/ Nursing Education and Management. Current registration with SANC. A minimum of nine (9) years appropriate recognizable nursing experience after registration as Professional Nurse with SANC. A minimum of five (5) years, of the period referred to above must be appropriate / recognizable experience in Nursing Education after obtaining the Post Basic Nursing Education qualification. Knowledge of academic requirements, relevant Acts and Legislation, Code of Ethics and Professional Practice of South African Nursing Council. Knowledge of procedures and processes related to examinations and management of data/records. Computer literacy in Microsoft Word and Microsoft Excel. Good communication and supervisory skills. Good report writing skills and the ability to work in a team and under pressure. A valid code 08 driver’s license.

DUTIES: Coordinate planning of the master education and student placement plan of the College. Management of procedures and processes to ensure safety and security of examinations. Administration of a student and academic information system. Develop and ensure implementation of quality assurance programmes. Deliver an administrative service to academic staff and students regarding academic matters. Serve as chairperson/member on applicable academic/management committees, prepare and deliver reports as required. Participate in the management of the College. Collaborate with stakeholders and built a sound relationship within the department. Supervise staff. Initiate and/or participate in nursing research. Participate in continuing professional development in Nursing Education and own field of practice.

APPLICATIONS: Application documents must be submitted to Ann Latsky Nursing College, No.1 Plunkett Avenue, Hurst Hill, Johannesburg or posted to P/B X40, Auckland Park, 2006.
ENQUIRIES: Ms M du Plessis, Tel No: 011 644 8911/8934 or Mr. J.D. Cloete Tel No: 011644 8912
NOTE: Applications must be submitted on a Z83 form with a C.V., certified copies not older than three months of all required documents must be attached (driver’s license, current SANC receipt and certified copies of qualifications). Applicants will be subjected to a pre-employment Medical Surveillance. Persons with disabilities will receive preference. The institution reserves the right not to appoint.

CLOSING DATE: 24 May 2019
POST 16/222: PNB 3 OPERATIONAL MANAGER SPECIALTY (OPERATING THEATRE)
Directorate: Operating Theatre

SALARY: R562 800 – R633 432 per annum (plus benefits)
CENTRE: Kalafong Provincial Tertiary Hospital
REQUIREMENTS: Basic R425 qualification (i.e. Diploma / Degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. A post basic nursing with duration of one (1) year, accredited with SANC in Operating Theatre Nursing Science. Minimum of 9-years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in
General Nursing, at least five (5) years of the period referred to above must be appropriate / recognizable experience in the specialty (Operating Theatre) after obtaining the one (1) year post-basic qualification in the specific specialty (Operating Theatre Nursing Science). Diploma in Nursing Administration / Management will be added advantage. Current 2019 SANC receipt. Proof of service record certificate. Computer literacy and driver’s license will be an added advantage. Knowledge of Nursing care processes and procedures, nursing strategy, nursing statutes, National Core Standards and other relevant Legal frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and procedure, grievance procedure, etc. Skills: Leadership, Organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into the procedures and policies pertaining to nursing care. Ability to interact with diverse stakeholders and givers. Good communication skills (verbal and written). Report writing skills. Interpersonal skills including conflict management and counselling.

**DUTIES**: Coordination of optimal, holistic specialized nursing care with set standards and within a professional / legal framework. Manage effectively the utilization and supervision of resources. i.e. Human, Financial, and Services Coordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain professional growth / ethical standards and self development. Display a concern for patients, promoting, advocating and facilitating proper treat treatment and Quality care. Ensure that the unit adheres to Batho Pele principles and patient centred nursing care. Ensure clinical nursing practice by nursing team in accordance with the scope of practice and nursing standards.

**ENQUIRIES**: Ms. M.V. Mathabatha, Tel No: (012) 318-6622

**APPLICATIONS**: must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book.

**NOTE**: Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 3 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Kalafong Tertiary 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. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

**CLOSING DATE**: 24 May 2019

**POST 16/223**: CHIEF CLINICAL TECHNOLOGY (PULMONARY) GRADE 1 REF NO: CHBAH 152 (X1 POST)

**Directorate**: Cardiology

**SALARY**: R466 119 – R517 326 per annum (plus benefits)

**CENTRE**: Chris Hani Baragwanath Academic Hospital (CHBAH)

**REQUIREMENTS**: An appropriate Degree or Diploma in Clinical Technology in Cardiology. A minimum of 3 years appropriate experience in cardiology (excluding community service). Registration with the relevant Health Professions Council of South Africa as a Clinical Technologist with independent practitioner status and proof of payment for the period 2019/20. Computer literacy (Ms Word, Ms Excel). Knowledge of the public service legislations, policies and procedures. Good written
and communication skills. Supervisory, planning and organizing skills. Ability to work as a member of a multidisciplinary team. Knowledge of budget planning as well as the Public Finance and Management Act. Must have a good understanding of public hospital operational systems. Competent in both adult and Paediatrics cardiac care procedures. Demonstrates effective interpersonal skill, strategic planning organizational skills, leadership qualities and supervisory skills.

**DUTIES**

Provision of clinical services in compliance with policies, procedures and standard as set out by the institution, provincial and national authorities. Responsibility for continuous professional development and facilitation of all clinical technology (Cardiology) and operational activities in the institution. Contribute to development of the clinical technology department and profession including participation in institutional, provincial and national conferences and committees. Supervision of activities of junior clinical technologists, including performance appraisal according to regulations of the public service. Perform administrative, operational and managerial duties as delegated. Participation in research activities, supervision and training of clinical technologist students. Responsible for orientation of new clinical technologists and assist in ICU nursing continuous educational programs. Co-ordinate, monitor, maintain and motivate for purchasing and repair of all equipment in the department. Assist with implementing and monitoring effective record keeping, accurate statistics collection and analysis, and high standards of quality assurance. Management duties of ECG Department which is the sub unit of the cardiology department. Co-ordinate all activities of the clinical technologists in the unit. Work as a member of the multi-disciplinary team. Co-ordinate all relevant meetings effectively, taking on a leadership role. In the absence of the head of department, the chief occupational therapist is expected to attend relevant meetings and assume relevant functions of the HOD. Contribute to departmental planning, budgeting, monitoring and evaluating. Manage finances in alignment with the demand plan. Develop an annual operational plan for the sub-section. Submit monthly reports to the HOD. Implement National Core Standards in the occupational therapy department. Develop and implement guidelines and protocols in line with National and Provincial strategies. Attend meetings and training as approved by manager. Management of personnel performance and review thereof. (Contracting, quarterly review and final assessment).

**ENQUIRIES**

Mr. MW Madondo Tel No: (011) 933 9412

**APPLICATIONS**

Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

**NOTE**

Applications must be submitted on form Z83 fully completed, 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). 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 off 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. CHBAH 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). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

**CLOSING DATE**

24 May 2019
POST 16/224 : CLINICAL PROGRAMME COORDINATOR GRADE 1 (QUALITY ASSURANCE)  
REF NO: QAPC/04/02 (X1 POST)  
Directorate: Nursing

SALARY : R444 276 per annum (OSD)  
CENTRE : Cullinan Care and Rehabilitation Centre  
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 3 years appropriate/recognised experience in nursing after registration as Professional Nurse with SANC in General Nursing. Driver’s License. Computer literacy (MS Word, MS Powerpoint and MS Excel). Report writing and communication skills. Experience in management of quality assurance programme will be an added advantage.

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 National Core Standards (NCS). Manage the clinical audit system which will include reporting and investigation of Patient Safety Incidents and attending mortality and morbidity meetings. Liaise with central and regional office on quality management matters. Prepare and present quality improvement report to CEO. Utilize information technology (IT) and other management information systems to manage information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes effective and efficient healthcare. Effective management of human and material resources in line with PFMA. Oversight of infection prevention and control programme.

ENQUIRIES : Mr TL Moloi Tel No: 012 734 7000 x 215  
APPLICATIONS : The applications must be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan or Posted to Cullinan Care and Rehabilitation Centre, Private Bag X 1005, Cullinan 1000

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 certified current SANC annual practice certificate. 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 persons 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. Cullinan Care and Rehabilitation Centre 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. The Department of Health supports and encourage persons with disabilities to apply.

CLOSING DATE : 24 May 2019

POST 16/225 : OPERATIONAL MANAGER GRADE 1 DAY & NIGHT  
REF NO: BGH 2019/APR/02 (X2 POSTS)  
Directorate Nursing Division: Obstetrics and Gynaecology

SALARY : R444 276 per annum (plus benefits)  
CENTRE : Bertha Gxowa Hospital  
REQUIREMENTS : Basic qualification accredited with the SANC in terms of government notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registering as professional nurse with SANC in general nursing. Two or more years’ experience in as a unit supervisor, Critical decision-making skills and exposure as a unit manager.
Competencies Leadership, Management, Coordination and communication skills and Computer Literacy. Shift work mandatory.

**DUTIES**

**ENQUIRIES**
Mrs. P.Z.N. Mofokeng Tel No: (011)278 7640

**APPLICATIONS**
should be submitted at the Bertha Gxowa Hospital. Admin Building ground floor, Germiston.

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

**CLOSING DATE**
24 May 2019

**POST 16/226**

**OCCUPATIONAL HEALTH AND SAFETY NURSE GRADE 1 PN-A5 REF NO:**

**OHNP CCRC 04/01 (X1 POST)**
Directorate: Nursing

**SALARY**
R444 276 per annum

**CENTRE**
Cullinan care and Rehabilitation Centre

**REQUIREMENTS**
Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse.7 years’ service experience as a Professional Nurse in General units Health related Degree or National Diploma registrable with the South African Statutory Health Professions Council. A Certificate in Health and Safety will be an added advantage. Good verbal and written communication skills.

**DUTIES**
Arrange committee meetings and prepare agenda there overperform medical surveillance and physical examinations of staff, Biological monitoring, including vaccination of staff. Minutes recording and processing of committee’s meetings. Maintain all appropriate registers pertaining to OHS. Arrange training courses as required in liaison with Health and Safety representatives. Employees and managers. Receive and evaluate for organizational relevance OHS information and such information be distributed to delegated officers by memo, email or through meetings as required. Monitor the organization’s compliance with OHS policies, legislative requirements, codes, regulations, practices and procedures and ensure OHS committees meetings address any areas on non-compliance or concern. Liaise with Regional coordinator regarding various OHS matters relating to audit inspections, actions from committee meetings, training etc. liaise with managers and supply agents to carry out inspections of First Aid, fire extinguisher lifting devices any pressure vessels etc. Assist with identifying workplace hazards and procedures in liaison with managers and ensure they have safe operating procedures where necessary. To view and update material safety data sheets for all substance and chemicals used within the workplace. To draft OHS letters, email and memorandums for the committee chairperson or Chief executive Officer to check and sign. To monitor expenditure on OHS items for budgetary considerations. To ensure that a copy of OHS committee meeting minutes and Policies to be reviewed are forwarded to Chief Executive Officer; personal Assistant for inclusion on correspondence register.

**ENQUIRIES**
Mr. TL Moloi Tel No: 012 734 7000 x 215

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APPLICATIONS: The applications must be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, Or Posted to Cullinan Care and Rehabilitation Centre, Private Bag X 1005, Cullinan 1000

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 certified current SANC annual practice certificate. 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 persons 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. Cullinan Care and Rehabilitation Centre 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. The Department of Health supports and encourage persons with disabilities to apply.

CLOSING DATE: 24 May 2019

POST 16/227: OPERATIONAL MANAGER NURSING GENERAL: OPD & HAST (PN-A5) REF NO: CHBAH 153 (X1 POST)

Directorate: Nursing Services

SALARY: R444 276 – R500 031 per annum (Plus benefits)

CENTRE: Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS: Basic R425 qualification (i.e. Diploma or Degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. Competencies /Knowledge/Skills- leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.

DUTIES: Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional /legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice. Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of National Core Standards.

ENQUIRIES: Mr B Mulaudzi Tel No: (011) 933 8402

APPLICATIONS: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE: Applications must be submitted on form Z83 fully completed, 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). 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 off 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. CHBAH 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). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

**POST 16/228**: **NUCLEAR MEDICINE RADIOGRAPHER** REF NO: NMR/01/2019

- **Directorate**: Nuclear Medicine Radiography

**SALARY**

- Grade 1: R395 703 (plus benefits)
- Grade 2: R466 119 (plus benefits)
- Grade 3: R549 066 (plus benefits)

**CENTRE**

- Charlotte Maxeke Johannesburg Academic Hospital

**REQUIREMENTS**

- Grade 1: An appropriate qualification that allows for the required registration with the HPCSA in Nuclear Medicine Radiography. Registration with the HPCSA in Nuclear Medicine Radiography, and 4 years appropriate experience after registration with HPCSA as a Diagnostic Radiographer. **Grade 2**: Appropriate qualification that allows for the required registration with the HPCSA in Nuclear Medicine Radiography, Registration with the HPCSA in Nuclear Medicine Radiography, 14 years’ experience after registration with the HPCSA as a Diagnostic Radiographer, of which 10 years must be after registration in Nuclear Medicine Radiography. **Grade 3**: Appropriate qualification that allows for the required registration with the HPCSA in Nuclear Medicine Radiography, Registration with the HPCSA in Nuclear Medicine Radiography, 24 years’ experience after registration with the HPCSA as a Diagnostic Radiographer, of which 20 years must be after registration in Nuclear Medicine Radiography.

**DUTIES**

- The incumbent should be able to perform the following duties: General Nuclear Medicine Imaging including PET CT imaging. Assist in Nuclear Medicine Therapy. Perform Hot Laboratory duties including PET CT Hot Laboratory. Perform Nuclear Medicine Administration including frontline office that is schedule nuclear medicine scans, order nuclear medicine consumables, respond to enquiries.

**ENQUIRIES**

- Dr. C. I. Ubogu Tel No: 011 488 3225

**APPLICATIONS**

- should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown 2193.

**NOTE**

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

**POST 16/229**: **RADIATION ONCOLOGY RADIOGRAPHER** REF NO: ROR/03/2019

- **Directorate**: Radiation Oncology Radiography

**SALARY**

- Grade 1: R395 703 (plus benefits)
- Grade 2: R466 119 (plus benefits)
- Grade 3: R549 066 (plus benefits)

**CENTRE**

- Charlotte Maxeke Johannesburg Academic Hospital

**REQUIREMENTS**

- Grade 1: An appropriate qualification that allows for the required registration with the HPCSA in Radiation Oncology Radiography. Registration with the HPCSA in Radiation Oncology Radiography, 4 years appropriate experience after registration
with HPCSA as a Diagnostic Radiographer. **Grade 2:** Appropriate qualification that allows for the required registration with the HPCSA in Radiation Oncology Radiography, Registration with the HPCSA in Radiation Oncology Radiography, 14 years’ experience after registration with the HPCSA as a Diagnostic Radiographer, of which 10 years must be after registration in Radiation Oncology Radiography. **Grade 3:** Appropriate qualification that allows for the required registration with the HPCSA in Radiation Oncology Radiography, Nuclear Medicine Radiography, Ultrasound Radiography. Registration with the HPCSA in Radiation Oncology Radiography, Nuclear Medicine Radiography, Ultrasound Radiography. 24 years’ experience after registration with the HPCSA as a Diagnostic Radiographer, of which 20 years must be after registration in Radiation Oncology Radiography, Nuclear Medicine Radiography, Ultrasound Radiography.

**DUTIES:**
Responsible for localization, planning and accurate delivery of radiation treatment to patients with neoplasms. Physical and emotional support of patients. Daily and weekly QA. Administration duties includes appointments and statistics. Assist students during clinical work to develop Radiation Therapy skills. Discipline and conflict management of subordinates. Participate in research. Treatment of emergency patients after hours.

**ENQUIRIES:**
Dr. O. I. Ubogu Tel No: 011 488 3225

**APPLICATIONS:**
should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown 2193.

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

**CLOSING DATE:**
24 May 2019

**POST 16/230:**
SOCIAL WORKER SUPERVISOR GRADE 1 REF NO: EHD2019/05/08 (X2 POSTS)
Directorate: Rehabilitation

**SALARY:**
R384 228 - R445 425 per annum (plus benefits)

**CENTRE:**
Ekurhuleni Health District

**REQUIREMENTS:**
Bachelor’s Degree in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker; Proof of current registration with South African Council for Social Services Profession as a Social Worker; A valid driver’s license is essential. A minimum of 7 years’ recognizable experience in Social Work after registration as a Social Worker with SACSSP. Knowledge: Public Service Act and Regulations; Batho-Pele principles, PFMA, quality assurance, district health information system, labour relations and complaint management. Skills: Communication (written and verbal); Listening; Interpersonal; Computer Literacy; Research.

**DUTIES:**
Ensure that social work service with regard to care; support; protection and development of vulnerable individuals; groups; families and communities through the relevant programmes is rendered with emphasis on promotion and prevention; Supervise, support and provide clinical advise to Social Workers; develop strategic documents; monitor and evaluate performance of social work services; compile monthly, quarterly and annual reports; Manage human resources and ensure effective and efficient staff utilization; Control and monitor staff attendance on duty; Ensure that other discipline are aware about social work services rendered in a Primary Health Care facility; Train and develop supervisees in keeping up to date with the new developments in the social work field. The ability and competence to assist; develop; advocate for; and empower individuals; families; groups; organizations and communities to enhance their functioning and their problem solving capabilities; The ability to promote; restore; maintain; advocate for; and enhance the functioning of individuals; families; groups; and communities by enabling them to accomplish tasks; prevent and alleviate distress and use resources effectively; The understanding and ability to provide social services.
towards protecting people who are vulnerable; at risk and unable to protect themselves; The ability to mentor and coach Social Workers Grade 1-4; Employee Performance Management and Development System. Perform all administrative functions required in the District to ensure the smooth running of social work service.

ENQUIRIES : Ms K.R Maluleke Tel No: 011 876 - 1766
APPLICATIONS : Application could be hand delivered to Ekurhuleni Health District, Human Resource Department, West Wing, 40 Catlin Street, Germiston, 1401 or post it to 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 : 24 May 2019
POST 16/231 : PROFESSIONAL NURSE (SPECIALTY) REF NO: BGH/APR/03 (X4 POSTS)
Directorate: Nursing
(Advanced Midwifery, Neonatal, Trauma, Mother and child and PHC)

SALARY : R383 226 per annum (plus benefits)
CENTRE : Bertha Gxowa Hospital
REQUIREMENTS : Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. Grade 1: A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 4 years’ appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).
DUTIES : Render a nursing service within the scope of practice of a Professional Nurse. Provide direction and supervision for the implementation of the nursing plan (clinical practice and quality patient care). Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Shift work mandatory.
ENQUIRIES : Mrs. P.Z.N. Mofokeng Tel No: (011)278 7640
APPLICATIONS : Applications should be submitted at the Bertha Gxowa Hospital. Admin Building ground floor, Germiston.
NOTE : The Department of Health is committed to the achievement and maintenance of diversity and Equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, SANC and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.
CLOSING DATE : 24 May 2019
POST 16/232 : LECTURER PND 1/2 PROFESSIONAL NURSE: NEPHROLOGY NURSING SCIENCE (X1 POST)
Directorate: Nursing College

SALARY : PND1: R383 226 – R444 276 per annum (plus benefits)
PND2: R471 333 – R614 991 per annum (plus benefits)
CENTRE : Rahima Moosa Campus
**REQUIREMENTS**

**PND1** minimum of 4 years appropriate/recognizable Nursing experience after registration as a Professional Nurse. **PND2** minimum of 14 years appropriate and recognizable nursing experience after registration as a Professional Nurse. At least 10 years of the period must be appropriate experience in Nursing Education. Registered with SANC as a General Nurse and Midwife, Diploma in Nephrology Nursing Science and a degree in Nursing Education. Minimum of 2 years appropriate experience in Nephrology Nursing Science with a track record of transferability of the post applied for. A code 8 drivers’ license. Proof of computer literacy is required: Computer literacy (Word, PowerPoint, Excel,). Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance. Applicable Master’s degree will be an advantage. The officer should be able to: develop and review curricula and program documents, plan and manage academic programs, be capable of employing a variety of teaching and learning strategies to reach the required programme outcomes, develop policies, develop clinical tools, implement PMDS for post basic students where applicable, develop, review and evaluate policies and circulars, implement clinical support and assessment strategies to determine learner competence in the clinical area, record-keeping, accompany learners in clinical areas affiliated to the college. Keep abreast of current trends in nursing, nursing education and applicable legislation.

**ENQUIRIES**

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

**APPLICATIONS**

All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, Private Bag x116 Melville 2109. Human Resource Department.

**CLOSING DATE**

24 May 2019

**POST 16/233**

**LECTURER PND 1/2 PROFESSIONAL NURSE: CRITICAL CARE NURSING SCIENCE (X1 POST)**

Directorate: Nursing College

**SALARY**

**PND1:** R383 226 – R444 276 per annum (plus benefits)  
**PND2:** R471 333 – R614 991 per annum (plus benefits)

**CENTRE**

Rahima Moosa Campus

**REQUIREMENTS**

**PND1** minimum of 4 years appropriate/recognizable Nursing experience after registration as a Professional Nurse. **PND2** minimum of 14 years appropriate and recognizable nursing experience after registration as a Professional Nurse. At least 10 years of the period must be appropriate experience in Nursing Education. Registered with SANC as a General Nurse and Midwife, Diploma in Critical Care Nursing Science and a degree in Nursing Education. Minimum of 2 years appropriate experience in Critical Care Nursing Science with a track record of transferability of the post applied for. A code 8 drivers’ license. Proof of computer literacy is required: Computer literacy (Word, PowerPoint, Excel,). Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance. Applicable Master’s degree will be an advantage. The officer should be able to: develop and review curricula and program documents, plan and manage academic programs, be capable of employing a variety of teaching and learning strategies to reach the required programme outcomes, develop policies, develop clinical tools, implement PMDS for post basic students where applicable, develop, review and evaluate policies and circulars, implement clinical support and assessment strategies to determine learner competence in the clinical area, record-keeping, accompany learners in clinical areas affiliated to the college. Keep abreast of current trends in nursing, nursing education and applicable legislation.

**ENQUIRIES**

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

**APPLICATIONS**

All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, Private Bag x116 Melville 2109. Human Resource Department.

**CLOSING DATE**

24 May 2019
LECTURER PND 1/2 PROFESSIONAL NURSE: CHILD NURSING SCIENCE
(X1 POST)
Directorate: Nursing College

SALARY
PND1: R383 226 – R444 276 per annum (plus benefits)
PND2: R471 333 – R614 991 per annum (plus benefits)

CENTRE
Rahima Moosa Campus

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

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

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

APPLICATIONS
All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, Private Bag x116 Melville 2109. Human Resource Department.

CLOSING DATE
24 May 2019

LECTURER/STUDENT COUNSELLOR PND1/PND2 REF NO: CHBNC/2019/SCOUNCIL01
Directorate: Nursing Education and Training

SALARY
PND1: R383 226 per annum (plus benefits)
PND2: R471 333 per annum (plus benefits)

CENTRE
Chris Hani Baragwanath Nursing College

REQUIREMENTS
Basic qualification accredited with SANC in terms of Government notice R425 (i.e. diploma/degree in Nursing) or registered with the SANC as a Psychiatric nurse. Post basic qualification in Nursing Education registered with SANC. A minimum of 4 year’s appropriate and recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. PND2 minimum of four (4) years appropriate/recognizable nursing experience after registration as a Professional Nurse and 10 years appropriate experience in Nursing Education. At least 2 years experience in Psychiatric environment or Counseling Services. A valid driver’s license. Sound communication. Computer literacy. Report writing and presentation skills.

DUTIES
The successful candidate will be responsible for amongst others, the following tasks: Plan and manage learner counselling and support programmes. Conduct classroom presentation of study and life skills to improve academic performance. Assessment and referral of individual learners with personal/social problems. Promotion of general welfare, personal and professional development of learners. Students advocacy. Support and guidance of Student Representative Council. Marketing and Recruitment of prospective nursing students. Orientation of newly appointed students. Participate in research relevant to Nursing Education, Policy development, review and evaluation of student support programmes. Engage in own continuous professional development (CPD) related to student support. The ability to work in a team and under pressure. Other delegated tasks.
ENQUIRIES: Ms. B.E Mothebe Tel No: (011) 983 3086
APPLICATIONS: Applications should be submitted at the 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, current SANC receipt, valid driver’s license and attached Qualifications. Certified copy of service records in Nursing Education. State all your competencies including computer literacy in your C.V. Certification stamp must not be over six months on the day of submitting the application. Smart card must be copied both sides (Driver’s license and ID). 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). Incomplete applications or applications received after closing date will not be considered.

CLOSING DATE: 24 May 2019 12h00 am

POST 16/236: ASSISTANT DIRECTOR: HUMAN RESOURCE REF NO: PWH/ASD/02/19
Directorate: Human Resource Department

SALARY: R376 596 – R443 601 per annum (plus benefits)
CENTRE: Pretoria West District Hospital
REQUIREMENTS: National Diploma/Degree in Human Resources, with 5years experience or Grade12 (Matric) with 10 years. Experience in HR. At least 3years supervisory experience in HRM. 2years experience in Health Environment will be an advantage. Computer literacy. Knowledge of and experience in the Persal System. Knowledge of Public Service Act and other legislative prescripts that govern Human Resource Management. Knowledge of Human Resources administration process. Ability to communicate well with people at different levels from different backgrounds. Must be driven, customer focused individual with excellent planning, organizing, good interpersonal relations and presentation skills. Must be able to work under pressure.

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

ENQUIRIES: HM Mosoane Tel No: 012 380 1205
APPLICATIONS: Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117.

NOTE: Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualifications and ID document (no copies of certified copies allowed. Certification should not be more than 3 months old) Failure to submit all the requested documents will result in the application not being considered.
CLOSING DATE : 24 May 2019

POST 16/237 : ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: HRM 34/2019
Directorate: Supply chain Management

SALARY : R376 596 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : An appropriate Degree/National Diploma in Supply Chain Management or equivalent qualification at NQF Level 6. Minimum of 6 years in supply chain Management. Logis, BAS and training. A valid driver's license. Knowledge of Supply Chain Management framework, Treasury regulations, Preferential Procurement Policy framework act (PPPFA), Broad Based Black Economic Empowerment act (B-BBEE) and other related prescripts. Proven computer literacy. Good communication and presentation skills. Problem solving and analytical skills. People management. Interpersonal skills. Conflict Management. Strategic Leadership governance. Understanding of the policy and institutional arrangements that refer to the power of authority oversight and decision making arrangements in the provision of health services. Including ensuring compliance to all relevant acts, policies and procedures and guidelines within the institution. Proven Supply Chain Management systems (SAP etc.). Proven knowledge to ensure suppliers are paid within 30 days. Proven inventory management skills.

DUTIES : Knowledge of vision and mission of the institution. Have knowledge and understanding of the policy and institutional arrangements that refer to the power of authority, oversight and decision making arrangement in the provision of health services including compliance to all relevant acts, policies and procedures and guidelines guiding supply chain management system within the institution. Develop annual work plans in line with the DSP and APP. Responsible for monitoring the consistent availability of functional supply chain management system. Respond to the burden of disease within the institution through the provision of the appropriate good and services required for efficient and integrated clinical services management approach. Improving the quality of service through compliance with all domains of the National Core standards. This includes ensuring delivery of supplies in line with set turnaround times. Monitoring and evaluation of services and use of health information for effective planning. Line Management of all relevant staff in Supply chain management unit, personnel, retention and training plan. Ensuring effective procurement and provisioning of goods and services according to the Public Finance Management Act and National Treasury regulations. Administration function directed towards identification, evaluation and correction of potential risks that could lead to loss or damage of assets and financial loss within the institution. Ensure the suppliers are paid within 30 days. On time receiving of goods delivered to store and special buy outs. Clearance of web-cycles (ensure that documents match to payments within 30 days) Inventory and stress management. Compiling of Procurement and Demand Plans.

ENQUIRIES : Mr. S.P Janssen van Vuuren Tel No: (012) 354 5159
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 : 27 May 2019

POST 16/238 : DIAGNOSTIC RADIOGRAPHER REF NO: KPHT/DR /05/19
Directorate: Diagnostic Radiography

SALARY : Grade 1: R361 872 per annum
Grade 2: R426 291 per annum
Grade 3: R502 146 per annum
CENTRE : Kalafong Provincial Tertiary Hospital

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REQUIREMENTS: National diploma or degree in Diagnostic Radiology Qualification. Current Registration with HPCSA as an Independent Diagnostic Radiographer. Grade 1: No experience required after registration with HPCSA in relevant profession. Must have completed community service as requirements of the professional body. Computer literacy is essential as all the x-rays units are digital. Excellent time management skills, written and verbal communication skills and report writing. Honesty, integrity and high work ethics. Good interpersonal skills. Knowledge of Public Service legislation, policies and procedures. Knowledge of current DOH guidelines and policies governing the Health sector and Radiography profession. Knowledge and relevant experience in radiographic procedures. Quality control and record keeping processes is Essential.

DUTIES: To produce x-ray images according to: Prescribed protocols, radiation control measures and medico-legal requirements. Provide diagnostic radiographic services which comprise: General Radiography, Fluoroscopic, CT scanner, Mobiles and Theater work. Deliver Radiology images of high diagnostic quality. Perform duties as a general Radiographer during the week, weekends, public holidays as well as night duties (after hour shifts). Must be focused, must be prepared to work overtime whenever the need arises. Supervise and participate in departmental quality assurance tests. Participate and facilitate in CPD as required by the HPCSA. Adhere to Batho Pele principles, national core standards, Quality assurance and other Public service policies and acts. Manage conflict and implement corrective measures and all governing departmental policies. Carry out duties delegated by the departmental management. Must be a team player within the department and institution.

ENQUIRIES: Mr. T Nyathi Tel No: (012) 318-6622
APPLICATIONS: must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book.

NOTE: Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 3 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Kalafong Tertiary 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. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE: 24 May 2019
POST 16/239: STATION MANAGER GRADE 3 – 6 (X1 POST)
Communication Centre
Directorate: Emergency Medical Services

SALARY: R318 042 – R569 004 (plus benefits)
CENTRE: Midrand
REQUIREMENTS: Grade 12 certificate or equivalent qualification, AEA/ECT/CCA/NDIP with 3-year experience after registration with the HPCSA in the applicable category according to OSD appointment requirements, two years actual experience in communication centre, Code 10 driver’s license with PrDP, Registration certificate and current registration with HPCSA. Supervisory experience is compulsory.

DUTIES: Responsible of all EMS activities in the communication center, provide advice on procedure and policy matters to staff and ensure compliance with all policies operating in the service. Ensure effective communication system as well as be
accountable for call taking and dispatching of all incidents in the communication center. Ensure the control and inventory of all resources in the communication Centre. To assist the Communication Manager in the communication Centre and the implementation of the EMS policies. Maintain, monitor and review continuous quality improvement for the region in accordance with the policy on quality improvement of EMS. Ensure that effective strategies are implemented for meeting the needs of the community. Entrench a healthy and safe environment and follow up continuously. Be responsible for EMS occupational health and safety at the communication center. Co-ordinate or oversee all major incidents to ensure such incidents are appropriately managed in the communication center. Ensure all complaints are fully investigated and remedial plans are implemented and monitored. Ensure crews adhere to turnaround times. Ensure communication center crews maintain a high standard of customer etiquette and communication medium with customers or clients. Correlate all relevant statics and indicators received from shifts and send this information to the head Office. Manage the tracking solution, by ensuring all vehicles are functional and warnings are attended and mitigate against in future. Investigate and report all calls delays and calls dropped. Investigating service complaints received from internal and external stakeholders and reports on these complaints to the EMS head office. Be responsible for continuous quality improvement and implement strategies in line with the policy on quality for EMS. Ensure correct radio and telephone procedures are adhered to by all Emergency Care Dispatcher according to protocol. Maintain security and access restriction within control Centre whilst on duty. Undertake any other duties as allocated by management.

ENQUIRIES
Mr. T Mnisi Tel No: (011) 564 2026

APPLICATIONS
must be delivered directly to: Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonetti Street, Midrand or posted to P.O Box 8311 Halfway House 1685

CLOSING DATE
24 May 2019

POST 16/240
STATION MANAGER GRADE 3 TO 6 (X7 POSTS)
Directorate: Emergency Medical Services

SALARY
R318 042 – R569 004 (plus benefits)

CENTRE
Tshwane District (X4 Posts)
COJ District (X3 Posts)

REQUIREMENTS
Grade 12 certificate and equivalent qualification. AEA/ECT/CCA/ with 3 years' experience after registration with the HPCSA in the applicable category according to OSD appointment requirements, Code 10 driver’s license with PrDP, Registration certificate and current registration with HPCSA. In addition, candidates should have 3-5 years supervisory experience.

DUTIES
Responsible for all EMS activities in the station. Provide advice on procedures and policy matters to staff. Ensure compliance with all policies operating in the service. Ensure effective communication system for ambulance and staff in the station. Ensure that fleet management is properly implemented to provide for the maintenance and replacement of all vehicles. Investigate service complaints received and resolve with the defined period with Quality Assurance. Ensure the control and have an inventory of all resources at the station. Assist the District Manager in the control and implementation of the EMS policies. Maintain, monitor and review continuous quality improvement for the station in accordance with the policy on quality improvement of EMS. Collect all relevant statistics and indicators and submit monthly as portfolio of evidence. Process overtime and leave forms. Ensure that staff attends to calls timeously to meet key performance targets. Ensure adherence to EMS procedures and EMS regulations. Attend to major incidents and co-ordinate such incidents within the operational area. Ensure effective control and be accountable over resources in the station. Undertake any other duties as allocated by management. Ensure station comply with OHS standards in respect of medical waste storage and disposal. Candidates are expected to work shifts, they should be mentally and physically fit to perform their duties.

ENQUIRIES
Mr. T Mnisi Tel No: (011) 564 2026
APPLICATIONS: must be delivered directly to: Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonetti Street, Midrand or posted to P.O Box 8311 Halfway House 1685

CLOSING DATE: 24 May 2019

POST 16/241: PODIATRIST GRADE 1 – GRADE 3 REF NO: EHD2019/05/07 (X1 POST)
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:
Interested candidates should have appropriate qualification that allows registration with Health Professional Council of South Africa (HPCSA) as a podiatrist. Grade 1: less than 10 years relevant experience as podiatrist after registration with HPCSA. Grade 2: at least 10 years but less than 20 years relevant experience as podiatrist. Grade 3: 20 years and above relevant experience as podiatrist after registration with HPCSA. Current proof of registration with HPCSA as a podiatrist and HPCSA independent practice certificate. Knowledge and understanding of community-based rehabilitation work within Primary Health Care facility. Valid driver’s license is essential. Sound knowledge of clinical theory, practice and ethics relating to the delivery of podiatry services within a Clinic setting. Knowledge of health and public service legislation, regulations and policies. Good communication skills (verbal and written), computer skills and good interpersonal skills. Ability to work in a multi-disciplinary team and relieve at other facilities within the sub-districts as and when the need arises.

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

ENQUIRIES:
Ms K.R Maluleke. Tel No: 011 876- 1766

APPLICATIONS:
Application could be hand delivered to Ekurhuleni Health District, Human Resource Department, West Wing, 40 Catlin Street, Germiston, 1401 or post it to Private bag X1005, Germiston, 1400.

NOTE:
Application must be submitted on form Z83 obtainable from any government departments or DPSA website. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s including grade 12, driver’s license, ID document, HPCSA registration certificate of independent practice and current annual HPCSA registration (no copies of certified copies allowed). Failure to submit all the requested documents will result in the application not being considered. 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: 24 May 2019

POST 16/242: MEDICAL TECHNOLOGIST GRADE 1 -3 REF NO: 0003MTTMRH
Directorate: Medical

SALARY:
Grade1: R317 976 - R361 872 per annum plus benefits
Grade 2: R372 810-426 291 per annum plus benefits
Grade 3: R439 164-532 959 per annum plus benefits

CENTRE:
Thelle Mogoerane Regional Hospital

REQUIREMENTS:
National Diploma in Medical Technology/Degree in Biotechnology. Registration with HPCSA as Medical Technologist and proof of current registration. Three (3) –

**DUTIES:** Support and monitor laboratory, blood services and Point of Care services in the Hospital environment. Improve screening of NHLS and SANBS request forms to avoid discrepancies. Monitor the linking of request by NHLS and SANBS to relevant cost Centre’s. Monitor and intercept test where insufficient data has been supplied on NHLS request forms. Provide expenditure on budgeted laboratory testing by NHLS and blood products requests from SANBS. Advice management on ways to maximize use of NHLS and SANBS services and reduction of unnecessary rejections and wastage of blood products and levies. Monitor Point of care instruments especially blood gas machines in the hospital. Support other programmes in the hospital especially during internal and external assessment to comply with National Core Standards and perform duties as delegated by the Clinical Manager.

**APPLICATIONS:** Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.

**ENQUIRIES:** Dr. L. Kunene Tel No: (011) 345 0305

**NOTE:** Applications must be submitted on a Z83 form obtainable form any public service department, with a detailed CV, certified copies of ID and qualifications which must not be more than 3 months old to be attached. Proof of council registration and proof of payment to the HPCSA of the current year. Failure to do so will lead to disqualification of your application. The appointed employee will be subjected to Personnel suitability check (PSC), OHS Medical surveillance as required in the HBA, Verification (Reference check – provide at least 3 reference check of which one must be immediate supervisor, be subjected to the vetting process; criminal clearance, citizenship, credit records, verification of qualification by SAQA. The institution reserves the right not to fill the post.

**CLOSING DATE:** 24 May 2019

**POST 16/243:** PHYSIOTHERAPIST REF NO: PHY/02/2019

**Directorate:** Physiotherapy Department

**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:** Charlotte Maxeke Johannesburg Academic Hospital

**REQUIREMENTS:** Grade 1: Appropriate qualification that allows for the required registration with the HPCSA as a Physiotherapist. No experience needed after registration with the HPCSA as a Physiotherapist in respect of employees who performed Community Service. Grade 2: Appropriate qualification that allows for the required registration with the HPCSA as a Physiotherapist. Registration with the HPCSA in the Physiotherapy. Minimum of 10 years relevant experience after registration with the HPCSA in the Physiotherapy. Grade 3: Appropriate qualification that allows for the required registration with the HPCSA as a Diagnostic Radiography or Mammography Radiographer. Registration with the HPCSA in the Physiotherapy. Minimum of 20 years relevant experience after registration with the HPCSA in the Physiotherapy.

**DUTIES:** Render a physiotherapy service in the allocated area that complies with the standards and norms of the Gauteng Department of Health. Perform overtime duty as per overtime duty roaster. Proper Utilization of allocated financial and physical resources. Manage allocated human resource, development of allocated staff and participate in continuous development activities. Performance appraisal and reviews of allocated staff Student Supervision Coordinate and ensure the promotion & marketing of physiotherapy professional. Comply with district Health Information Management policy. Develop clinical guideline and protocols. Attend all meetings as delegated. Implement quality assurance policies and develop appropriate quality improvement plan for the unit. Establish good working relationship with other stakeholders within the hospital and province. Coordinate
allocated portfolio. Ensure adherence to all Government policies and guidelines. Conduct research with the physiotherapy cluster.

ENQUIRIES: Dr. O. I. Ubogu Tel No: 011 488 3225
APPLICATIONS: should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown 2193.
NOTE: The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V., Certified copies of I.D, and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.

CLOSING DATE: 24 May 2019
POST 16/244: SHIFT LEADER GRADE 3-6 COMMUNICATION CENTRE (X6 POSTS)
Directorate: Emergency Medical Services
This is a re-advertisement; previous applicants need to apply.

SALARY: R265 995 – R544 143 (plus benefits). Finally, salary will be determined by experience attached to the professional category
CENTRE: Midrand

REQUIREMENTS: Grade 12 certificate or equivalent qualification. AEA/ECT/CCA with 3 years' experience after registration with the HPCSA in the applicable category according to OSD appointment requirements, Code 10 driver’s license with PDP, Registration certificate and current registration with HPCSA. Computer skills. Knowledge of labor relations and OHS. Incident management and supervisory experience.

DUTIES: Be responsible of all EMS activities in the Communication Centre. Provide advice on Procedure and policy matters to staff and ensure compliance with all policies operating in the service. Ensure effective communication system as well as be accountable for call taking and dispatching of all incidents in the communication center. To assist the Communication Manager in the control and implementation of the EMS policies. Maintain, monitor and review continuous quality improvement for the region in accordance with the policy on quality improvement of EMS. Ensure that effective strategies are implemented for meeting the needs of the community. Entrench a healthy and safe environment and follow up continuously. Be responsible for EMS occupational health and safety at the Communication center. Co-ordinate or oversee all major incidents to ensure such incidents are appropriately managed in the communication center. Ensure all complaints are fully investigated and remedial plans are implemented and monitored. Ensure crews adhere to turnaround times. Ensure communication center crews maintain a high standard of etiquette and communication medium with customer or clients. Correlate all relevant statistics and indicators are received from shifts and send this information to the head office. Manage the tracking solution by ensuring all vehicles are functional and warnings are attended and mitigate against in future. Investigate and report all calls delays and calls dropped. Investigating service complaints received from internal stakeholders and reports on these complaints to the EMS head office. Be responsible for continuous quality improvement and implement strategies in line with the policy quality with EMS. Ensure correct radio and telephone procedures are adhered to by all Emergency Care Dispatcher according to protocol. Maintain security and access restriction within control centre whilst on duty. Undertake any other duties as allocated by management. Eligible candidates will be subjected to a medical, practical and theoretical evaluation(s).

ENQUIRIES: Ms. Ramada Tel No: (011) 564 2031
APPLICATIONS: must be delivered directly to: Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonetti Street, Midrand or posted to P.O Box 8311 halfway House 1685
CLOSING DATE: 24 May 2019
POST 16/245:  FINANCIAL CONTROLLER L7 REF NO: 2019/APR/04 (X1 POST)

Directorate: Finance

SALARY: R257 508 per annum (plus benefits)
CENTRE: Bertha Gxowa Hospital
REQUIREMENTS: Applicants must be in possession of Grade 12 with 5-10 years' experience in Revenue or recognized three-year tertiary qualification in Accounting/Finance/Auditing with at least 2 years' experience in Revenue Management. A Valid driver’s licence. Computer Literacy (Ms Word Ms Excel, Ms PowerPoint). Must have experience in SAP, SRM, E-Receipting, BAS and PAAB system. Knowledge and understanding of PFMA; UPFS; Treasury Regulation; Public Service Act. Report Writing skills; interpersonal skills; Communication skills; Ability to maintain confidentiality; must be able to plan, organize and Coordinate the activities of the unit; Ability to work under pressure and to handle conflict; Team leadership; Strategic thinking; Be creative and innovative.


ENQUIRIES: Ms. T. Ntsumele Tel No: (011) 278 7684
APPLICATIONS: should be submitted at the Bertha Gxowa Hospital, Admin Building Ground Floor, Germiston.
NOTE: The application must be submitted on form Z83, obtainable from any Public Service Department or from website, which must be completed in full and certified copies of qualifications, ID, driver’s license and C.V should be attached. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. If you do not receive any response within 3 months, please accept that your application was not successful. The appointed employee will be subjected to an OHS Medical Surveillance as required in the HBA regulation within the OHS Act 85 of 1993.

CLOSING DATE: 24 May 2019

POST 16/246:  HTS MENTOR REF NO: EHD2019/05/02 (X1 POST)

Directorate: HAST

SALARY: R257 508 - R303 339 per annum (plus benefits)
CENTRE: Ekurhuleni Health District (ESDR)
REQUIREMENTS: A Diploma / Degree in Industrial / Clinical Psychology / Social Work. A minimum of 3 years or more appropriate recognizable experience as a Psychologist / Social Worker. Experience working with HIV, NPO’s and Lay Counsellors. A valid driver’s license is essential. Extensive knowledge of the HIV Program. Computer certificate is essential.

DUTIES: Conduct needs assessment for the program / counsellors. Observe counselling sessions to ensure that standards are being maintained. Conduct individual and group mentoring sessions. Conduct onsite training for counsellors at facility level and NPO’s. Identify gaps in counselling and skills amongst counsellors. Ensure adherence to counselling and testing protocols. Ensure counselling complies with quality assurance protocols (RTCQI, Proficiency testing and facility accreditation). Maintain healthy relationships between intergovernmental departments and District support partners to ensure that the HAST Program meets the set objectives. Coordinate and conduct outreach campaigns with intergovernmental, governmental departments, NPO’s, private sectors and CBO’s. Coordinate the implementation of the NSP 2017 / 2022 and HTS policy including VMMC, condom distribution TB/HIV collaboration, HTA intervention and adherence clubs. Monitor and support DoH funded HTS NPO’s on monitoring of budget and program compliance. Compile and submit reports for the HTS program at all levels. Perform any other duties delegated by Supervisor/Manager.
ENQUIRIES : Ms S.A Motloung Tel No: 011 876 - 1820
APPLICATIONS : Application could be hand delivered to Ekurhuleni Health District, Human Resource Department, West Wing, 40 Catlin Street, Germiston, 1401 or post it to 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 : 24 May 2019
POST 16/247 : ADMINISTRATIVE OFFICER REF NO: EHD2019/05/03 (X1 POST)
Directorate: PHC
SALARY : R257 508 - R303 339 per annum (plus benefits)
CENTRE : Ekurhuleni Health District (Winnie Mandela Clinic)
REQUIREMENTS : Grade 12 Certificate or equivalent qualification with minimum of 5 years' experience in patient administration or National diploma/degree in administration with 3 years' experience in patient administration. Must have knowledge in record keeping and filling. Good communication skills. Computer certificate is essential. Driver's license is essential.
DUTIES : Perform administrative duties, relating to client's records. Planning and organizing operations of the junior administration clerks and data capturers. Management of waiting times in the facility. Compliance to ideal clinic and national core standard. Ensure availability of stationary in the facility. Provide secretariat services in the facility. Assist with preparations and retrieval of booked clients' files for facilitation of booking system. Ordering of stock and other consumables. Write memos, letters and any other documents as requested by Supervisor. Manage and support services in the facility. Perform all other duties delegated a Supervisor/Manager.
ENQUIRIES : Ms M.L Nhleko Tel No: 011 565 - 5160
APPLICATIONS : Application could be hand delivered to Ekurhuleni Health District, Human Resource Department, West Wing, 40 Catlin Street, Germiston, 1401 or post it to 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 : 24 May 2019
POST 16/248 : SENIOR COMMUNITY LIAISON OFFICER REF NO: EHD2019/05/04 (X1 POST)
Directorate: HAST
SALARY : R257 508 - R303 339 per annum (plus benefits)
CENTRE : Ekurhuleni Health District (ESDR)
REQUIREMENTS : Diploma/Degree in health-related field / equivalent qualification. The candidate should have 2 or more years post qualification experience. Computer literacy. Extensive knowledge on HIV and AIDS, STI is strongly recommended. Managerial and networking skills are recommended. Flexibility and ability to adapt to changes. Experience in NGO sector will be an advantage. Good co-ordination skills (verbal and written). A valid driver’s license is essential.
DUTIES : Support and co-ordinate the NGO Care and Support Programme. Network with stakeholders and disseminate relevant information related to NGO’s to all sub districts-ordinate submission of annual proposals for funding by NGO’s. Establish a database of all funded and non-funded NGO’s in the sub district. Ensure collection and compilation of monthly and quarterly reports from NGO’s. Serve as member of the NGO Task Team. Liaise and support the sub district / district NGO forum. Communicate with finance Unit regarding NGO funding. Conduct regular NGO site visits and co-ordinate meetings. Monitor and evaluate. Distribute condoms. Compile reports monthly. Perform any other duties delegated by Supervisor/Manager.
ENQUIRIES : Ms S.A Motloung Tel No: 011 876 - 1820
APPLICATIONS: Application could be hand delivered to Ekurhuleni Health District, Human Resource Department, West Wing, 40 Catlin Street, Germiston, 1401 or post it to 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: 24 May 2019

POST 16/249: HUMAN RESOURCES OFFICER REF NO: 3/4/1/1/5 (X1 POST) Directorate: Nursing Education and Training

SALARY: R257 508 - R303 339 per annum (Level 07) (plus benefits)

CENTRE: Ann Latsky Nursing College

REQUIREMENTS: A Bachelor's degree or an appropriate recognised 3-year National Diploma in Human Resource or relevant 3-year qualification with minimum of 3 years relevant experience in H/R environment and/or Grade 12 plus 10 years relevant experience in H/R. Good Interpersonal Skills; Supervisory Skills in PILIR/LEAVE management; Customer relations; Self-discipline and Confidentiality as the attributes/values required. Excellent Communication Skills (Verbal and written) Computer Literacy Skills; MS Excel; MS Word; MS Outlook; Problem Solving Skills; Ability to work in a team and Independently, Willingness to work after hours when needed. Knowledge of Public Service Regulations, Policies and Procedures within H/R in the Public sector. Knowledge of PERSAL; CORE: A valid driver’s license.

DUTIES: Manage efficient recruitment and selection process of staff; assist in the implementation of retention and placement strategies of the College. Orientate new staff of the relevant Policies and Prescripts in the Public sector to ensure efficient compliance thereof. Monitor, Manage and control the Post Establishment relating to monthly Payroll, render an effective H/R advisory service to management and the entire staff. Manage and Supervise PMDS processes for the entire staff. Assist in coordination of Work Skills Plan.

ENQUIRIES: For further information regarding the post, please contact: Mr. J.D. Cloete Tel No: (011) 644-8912

APPLICATIONS: must be submitted on a Z83 form with your updated C. V. certified copy of your I.D document, driver’s license and attached Qualifications. Physical address No 1 Plunkett Avenue, Hurst Hill, Johannesburg. Postal address P/Bag X40, Auckland Park 2006 or apply online at www.gautengonline.gov.za

NOTE: State all your competencies, trainings and knowledge in your C.V. Certification stamp must not be over three (3) months on the day of submitting the application. Driver’s license and smart card 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). Incomplete applications or applications received after closing date will not be considered.

CLOSING DATE: 24 May 2019

POST 16/250: FINANCIAL CONTROLLER REF NO: HRM 35/2019 Directorate: Finance

SALARY: R257 508 per annum plus benefits

CENTRE: Steve Biko Academic Hospital

REQUIREMENTS: Grade 12 certificate and National Diploma/Degree in Financial Management/Accounting or equivalent qualifications. A minimum 3-5 years’ experience within budget and expenditure. Must be computer literate (Microsoft Word, Excel and PowerPoint) Knowledge of BAS and SAP. Ability to apply treasury
regulations. PFMA and other related prescripts. Knowledge of budget and expenditure process. A valid driver’s license. Ability to supervise. Good interpersonal and communication skills. Customer service, Batho Pele principles, problem solving and decision making skills

**DUTIES**

Supervision of Budget/Expenditure and Accounts payable section. Capture allocated budget on BAS. Assist with monitoring of expenditure for the hospital. Clearing all control accounts and monitoring the movements within the suspense account. Clearing exceptional reports. Authorizing of journals (E-journals). Request monthly BAS reports and prepare the Monthly, quarterly and annual reports. Early warning Report/In Year monitoring Report for the hospital. Accounts payable administration including petty cash Administration. Ensure that SAP and BAS reconciliation is done monthly. Monthly reconciliation of supplier statements. Supervision of Financial Clerks. Responding to audit queries. Perform any other reasonable task as allocated by the supervisor.

**ENQUIRIES**

Mrs. E Rammbuda Tel No: (012) 354 1790

**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**

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**

27 May 2019

**POST 16/251**

FINANCIAL CONTROLLER REF NO: FINCONTR/05/2019

Directorate: Finance Unit

**SALARY**

R257 508 - R303 339 per annum (Level 07) (plus benefits)

**CENTRE**

Kalafong Provincial Tertiary Hospital

**REQUIREMENTS**

Grade 12 certificate with basic accounting or maths literacy, or NQF level 5 qualifications in Financial Management, 5 years or more of experience in Finance in revenue related management. A valid driver’s license. Competencies: Financial norms and standards (Public Financial Management Act, Treasury Regulations, DORA (Directive of Revenue Act). Computer literacy (Ms Word, Excel and PowerPoint); Good communication skills (verbal and written); Planning and organizing skills; Strong leadership and management capabilities; Problem solving skills; Ability to work under pressure and be able to interpret and implement relevant policies. Must have managerial skills. Knowledge of BAS, SAP and PAAB/ MEDICOM systems.

**DUTIES**

supervision of subordinates. Attendance of external and internal meetings, ensure effective financial management in line with PFMA, Treasury regulations and financial delegations, ensure effective management of revenue section. Ensure proper debt collection within the age analysis, correctness of annexure F report, reconciliation, receipts, deposit slips, petty cash and national core standard. Auditor General and other related financial duties. Ensure proper customer management. Responsible for vendor management and budget planning processes, expenditure and general financial reporting. Responsible for the development, evaluation and management of staff to promote productivity.

**ENQUIRIES**

Mr. P.A. Nengwenani Tel No: (012) 318-6495

**APPLICATIONS**

must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book.

**NOTE**

Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 3 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted.
Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Kalafong Tertiary 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. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

**CLOSING DATE**: 24 May 2019

**POST 16/252**: SESSIONAL OPTOMETRIST REF NO: EHD2019/05/05 (X4 POSTS)
Directorate: Rehabilitation

**SALARY**
- Grade 1: R210.00 per session (hour)
- Grade 2: R246.00 per session (hour)
- Grade 3: R290.00 per session (hour)

**CENTRE**: Ekurhuleni Health District

**REQUIREMENTS**
Interested candidate should have appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as an Optometrist. **Grade 1**: less than 10 years relevant experience as optometrists after registration with HPCSA. **Grade 2**: at least 10 years but less than 20 years relevant experience as Optometrist. **Grade 3**: 20 years and above relevant experience as optometrist after registration with HPCSA. Currently registered with the HPCSA with Diagnostic privileges. Computer Literacy, a valid driver’s license will be an added advantage, be proactive, innovative, supportive and a good team player. Ability to work under pressure. Knowledge in all relevant polices, protocols and guidelines. Maintain an environment that promotes the rights of patients. Experience in a Community Based Rehabilitation setting will be an added advantage.

**DUTIES**
- Comprehensive eye examinations. Screening of patients with chronic conditions to prevent blindness. Assessment, management and referrals of ocular conditions. Assessment and treatment of vision problems in children. Support school health teams. Ensure ordering and collection of optical assistive devices. Co-management within a multi-disciplinary team, primary care monitoring and treatment of patients with ongoing eye conditions. Participate in health promotion and prevention activities within the district. Compile daily and monthly statistics, monthly report, Quarterly and annual report. Ensure adherence to government policies. (e.g., National Core Standards, complaint management and Patient’s Rights Charter). Safekeeping and maintenance of equipment according to Risk Management policy. Perform all other duties delegated by the supervisor. Clinic allocation will be based on the needs of the department. The person will also do relief duties in other clinics within the district when the need arises. Perform any other duties delegated by Supervisor/Manager.

**ENQUIRIES**: Ms K R Maluleke Tel No: 011 876 - 1766

**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**

**NOTE**: Application must be submitted on form Z83 obtainable from any government departments or DPSA website. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s including grade 12, driver’s license, ID document, HPCSA registration certificate of independent practice and current annual HPCSA registration (no copies of certified copies allowed). Failure to submit all the requested documents will result in the application not being considered.

**CLOSING DATE**: 24 May 2019

**POST 16/253**: SECRETARY REF NO: HRM 36/2019
Directorate: Clinical Services

**SALARY**: R173 703 per annum plus benefits

**CENTRE**: Steve Biko Academic Hospital

**REQUIREMENTS**
- Grade 12 or equivalent qualification. A secretarial qualification. At least 3 years’ experience as a secretary. Secretarial experience in public hospital will be an added advantage. Excellent communication and good interpersonal skills.
Computer literacy in Microsoft Office suite. Ability to work independently and under pressure, business writing skills. Proficiency in all secretarial/office administration duties. Have to be a self-driven individual with flexible approach to work duties. Good time management skills and the ability to juggle multiple responsibilities.

**DUTIES**: Making and receiving telephone calls, typing letters, memos and taking accurate minutes. Managing the diaries of the responsible manager(s). Plan and organize meetings. Plan, organize and manage events. Ensure office is equipped with necessary needs and stationery.

**ENQUIRIES**: Dr. NM Masithela Tel No: (012) 354 4440

**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**: 27 May 2019

**POST 16/254**: RECEPTIONIST

**SALARY**: R173 703 per annum (plus benefits)

**CENTRE**: Chris Hani Baragwanath Nursing College

**REQUIREMENTS**: Senior Certificate /Grade 12 or equivalent qualification. Two years’ experience in Reception or Call Centre. Telephone etiquette. Good Customer Service. Good communication skills. Good Interpersonal Relations. Computer certificate and the ability to apply computer skills. Typing skills. Problem solving. Ability to work in a team and under pressure.

**DUTIES**: The successful candidate will be responsible for the following tasks: Attending to incoming and outgoing telephone calls. Transfer calls to relevant extensions. Provide clients with relevant information. Receive messages and convey them appropriately to division and persons. Receive guests on behalf of the College and direct them to the relevant people or destination. Maintain and updating telephone directory and distribute thereof. Identify and report telephone faults to the supervisor. Effective working relationship with all stakeholders (Managers, Staff, Students and Community). Perform other tasks that may be delegated to by the Supervisor. Escalate any problems to line management.

**ENQUIRIES**: Ms. E.C. Van Der Merwe Tel No: (011) 983 3072

**APPLICATIONS**: Applications should be submitted at the Chris Hani Baragwanath Nursing College (inside the Chris Baragwanath Academic Hospital premises), Human Resource Department, Chris Hani Road, Diepkloof, Soweto or posted to Human Resource Department, 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). Practical or written 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**: 24 May 2019 12hoo am

**POST 16/255**: FINANCE CLERK REF NO: FINCLERK/05/2019 (X2 POSTS)

**Directorate**: Finance Unit

**SALARY**: R173 703 – R204 612 per annum (Level 05) (plus benefits)

**CENTRE**: Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Grade 12 with Accounting or Mathematics as passed subject with a minimum of 18 months Finance experience. National Diploma in financial management or Equivalent qualification will be as an added advantage. Proven computer literacy, good interpersonal and communication skills, verbal and written reporting skills, problem solving, and ability to work under pressure and meet deadlines. Willing to rotate within the finance section. Knowledge of PFMA, Treasury regulations, DORA (Directive of Revenue Act) and relevant financial policies. Knowledge of BAS, SAP and PAAB/ MEDICOM systems.

DUTIES : Billing and submission of patient account to debtors, tracing outstanding debts. Collection of revenue in different clinics. Capturing, processing and allocating invoices through E-receipting (SAP), compiling of petty cash and replenishment, responsible for accounts payable. Compile and capture journals and other financial duties as delegated. Prepare monthly creditors reconciliation and resolving supplier queries.

ENQUIRIES : Mr. T.J. Makhubela Tel No: (012) 318-6750

APPLICATIONS : must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book.

NOTE : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 3 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Kalafong Tertiary 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. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE : 24 May 2019

POST 16/256 : MATERIAL RECORDING CLERK (WAREHOUSE OFFICE) REF NO: TDH002/2019

CENTRE : Tshwane District Hospital

REQUIREMENTS : Grade12 certificate with 1 year experience or Grade 10 with six years’ experience in Supply Chain Management. Successful completion of PAS1 or SCM1 will be an added advantage. Computer literacy. Knowledge of Supply Chain Management Policies and prescripts, PFMA and Treasury Regulations. Good communication, interpersonal and record keeping skills.

DUTIES : Receiving and issuing of stock, check for correctness, quality and quantity, and fills in /signs the appropriate documentation and stores stock according to the prescribed warehouse management principles. Record all stores items per VA11, Monitor the availability of stock, Reconcile stock received and issued, inspection of stock and give feedback. Handling VA2for internal stock. Apply FIFO rule or the just-in-time principle. Ensures that requisitions are attended on time. Performs the administration and maintenance of (bin numbering system) and keeps Accounting section (posting clerk) posted. Reports stock discrepancies to the accounting section and senior store official. Reports disposable stock items to the Supply Chain Manager by means of a report or service letter (VA27).

APPLICATIONS : Applications must be sent directly to: Tshwane District Hospital, Private Bag X179, Pretoria, 0001 OR hand deliver to Cnr Dr Savage and Steve Biko Road, Pretoria.
NOTE: The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE: 24 May 2019

POST 16/257: PHARMACIST ASSISTANT BASIC GRADE 1 REF NO: PHW/PAB/03/19

Directorate: Pharmacy ARV Unit

SALARY: R123 000 - R130 551 per annum (plus benefits)

CENTRE: Pretoria West Hospital

REQUIREMENTS: Basic Pharmacist Assistant qualification that allows registration with the SAPC as Pharmacist Assistant (Basic). Registration with the SA Pharmacy Council as Pharmacist Assistant (Basic). Must be computer literate and have good communication skills. A certificate in computer literacy will be an advantage.

DUTIES: Ensure an effective and efficient delivery of pharmaceutical services within the scope of practice of a Basic Pharmacist Assistant under the personal supervision of a Pharmacist. Perform general tasks for which the content/procedures are well established, and any legitimate task requested that is necessary for the provision of a quality pharmaceutical service. Update the manual documentation and database as per specific authorization. Record all required statistics according to a specified method. Label and pack pharmacy products, complete and maintain documentation. Maintain the relevant documentation e.g. VA11. Determine the stock to be procured, identify outstanding orders and follow-up, monitor and maintain stock. Receive stock and pre-labeling of stock. Assist in stocktaking procedures. Responsible for the cleanliness of the pharmacy and security during waste removal.

ENQUIRIES: Ms T Monamme Tel No: (012) 3801249/1250

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

POST 16/258: HOUSEHOLD WORKER REF NO: HOUWORK/05/19

Directorate: Nursing

SALARY: R102 534 - R120 780 per annum (plus benefits)

CENTRE: Kalafong Provincial Tertiary Hospital

REQUIREMENTS: Grade 12 certificate and Certificate in hospitality will be an added advantage. Able to read and write. Good interpersonal relations and communication skills. Must be able to cope with the physical demands of the position. Be able to work as a team and under pressure. Must be willing to work shifts, weekend, public holidays and night duty.

DUTIES: Ensure a clean and secure environment for patients and personnel. E.g. cleaning and dusting of wards, kitchens, bathrooms, sluices, offices, floors, windows, medical equipments, refrigerators and etc. Disposing of medical and general waste from the wards. Management of dirty and clean linen. Collect and return food trolleys, serve meals, tea, coffee and water to the patients. Clean, manage and control cutlery and crockery. Collect cleaning materials and waste containers. Unpack consumables and clean linen. Adhere to safety regulations. Disinfection of beds after patient is demised or discharged. Perform duties as required per job description, work schedule and delegated duties by Operational Manager or Sister in-charge of shift.

ENQUIRIES: Ms. M.V. Mathabatha Tel No: (012) 318-6622

APPLICATIONS: must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book.

NOTE: Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 3 months). Applicants must indicate the post reference number on their applications.
Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Kalafong Tertiary 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. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

**CLOSING DATE** : 24 May 2019

**OFFICE OF THE PREMIER**

**APPLICATIONS** : Submission of applications must be clearly marked Chairperson of Risk Management Committee or Member of Risk Management Committee should be accompanied by a detailed Curriculum Vitae, Certified copies of qualifications, three (3) contactable referees and Identity document and submitted to: Ms A Mahase: Chief Risk Officer: Office of the Premier, 1st Floor Turbine hall, Corner Pritchard and Ntemi Piliso Streets, Newtown, 2001 or by mail to Private Bag x 61 Marshalltown, 2107 or by email to: RMC.Chair@gauteng.gov.za or online on www.gautengonline.gov.za (Please do not send applications to 30 Simmonds street)

**CLOSING DATE** : 24 May 2019

**NOTE** : Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 3 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking (It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority-SQA). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Gauteng Office of the Premier within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

**OTHER POSTS**

**POST 16/259** : MEMBER: RISK MANAGEMENT COMMITTEE REF NO: 003985
Directorate: Internal Audit and Risk Management

**SALARY** : Remuneration will be based on hourly rates prescribed by the National Treasury from time to time.

**CENTRE** : Johannesburg

**REQUIREMENTS** : A Bachelor’s degree as a minimum qualification in Risk Management/Auditing/Financial Management/Accounting/ Business Administration. A postgraduate qualification in a relevant field will be an added
advantage. A certified Risk Management Professional or Certified Risk Management Practitioner. Chartered Accountant (CA), MBA/CIA will be an added advantage. 5-10 years’ experience in strategic management, financial, accounting or auditing environment. Previous experience in serving as member and or risk management committee. Key Competencies: The successful candidate must be an independent external person with an excellent understanding of the Public Sector Legislative and Risk Management Framework. (Public Finance Management Act, 1999, Treasury Regulations, COSO model and other relevant requirements), Corporate Governance, Anti-Corruption Strategies, Strategic Management, Enterprise Wide Risk Management, Auditing, Accounting and Financial Management.

DUTIES : The primary role of the Risk Management Committee is to assist the Accounting Officer to effectively discharge her duties in terms of the PFMA and achieving the department’s strategic goals. The member will attend Risk Management Committee meetings, in collaboration with the Chairperson. Ensure compliance with the Risk Management Framework, Charter, Policy and Strategy. Setting risk appetite, tolerance levels, and identifying key risk and key performance indicators. Provide guidance on risk integration into the department’s planning, monitoring and reporting activities, advise the Committee in discharging its responsibilities as set out in the Public-Sector/GPG Risk Management Framework, King iv on Corporate Governance, PFMA, Risk Management Committee Charter and Terms of Reference; Interact with the Audit Committee to share information relating to material risks of the Office of the Premier. Provide proper and timely advice to the Accounting Officer on the state of risk management, together with recommendations to address any deficiencies identified by the Risk Management Committee and discharge any risk management responsibilities as delegated by the Accounting Officer and as outlined in the Committee’s Charter.

ENQUIRIES : Ms Agnes Mahase Tel No: (011) 355 6189

NOTE : Two (2) years subject to renewal based on performance. The member may not serve more than two terms. This is not a full-time position. The Risk Management Committee has four (4) statutory meetings per annum. Additional meetings may be convened by Chairperson as and when necessary after consultation with the Accounting Officer.

POST 16/260 : CHAIRPERSON: RISK MANAGEMENT COMMITTEE REF NO: 003986
Directorate: Internal Audit and Risk Management

SALARY : Remuneration will be based on hourly rates prescribed by the National Treasury from time to time.

CENTRE : Johannesburg

REQUIREMENTS : A Bachelor’s degree as a minimum qualification in Risk Management/Auditing/Financial Management/Accounting/ Business Administration. A postgraduate qualification in a relevant field will be an added advantage. A certified Risk Management Professional or Certified Risk Management Practitioner. Chartered Accountant (CA), MBA/CIA will be an added advantage. 5-10 years’ experience in strategic management, financial, accounting or auditing environment. Previous experience in serving as member and or risk management committee. Key Competencies: The successful candidate must be an independent external person with an excellent understanding of the Public Sector Legislative and Risk Management Framework. (Public Finance Management Act, 1999, Treasury Regulations, COSO model and other relevant requirements), Corporate Governance, Anti-Corruption Strategies, Strategic Management, Enterprise Wide Risk Management, Auditing, Accounting and Financial Management.

DUTIES : The primary role of the Risk Management Committee is to assist the Accounting Officer to effectively discharge her duties in terms of the PFMA and achieving the department’s strategic goals. The Chairperson will chair Risk Management Committee meetings. Ensure compliance with the Risk Management Framework, Charter, Policy and Strategy. Setting risk appetite, tolerance levels, and identifying key risk and key performance indicators. Provide guidance on risk integration into the department’s planning, monitoring and reporting activities. Direct the Committee in discharging its responsibilities as set out in the Public-Sector/GPG
Risk Management Framework, King v on Corporate Governance, PFMA, Risk Management Committee Charter and Terms of Reference; Interact with the Audit Committee to share information relating to material risks of the Office of the Premier. Provide proper and timely advice to the Accounting Officer on the state of risk management, together with recommendations to address any deficiencies identified by the Risk Management Committee and discharge any risk management responsibilities as delegated by the Accounting Officer and as outlined in the Committee’s Charter.

ENQUIRIES:
Ms Agnes Mahase Tel No: (011) 355 6187

NOTE:
Two (2) years subject to renewal based on performance. The Chairperson may not serve more than two terms. This is not a full-time position. The Risk Management Committee has four (4) statutory meetings per annum. Additional meetings may be convened by Chairperson as and when necessary after consultation with the Accounting Officer.

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:
must be submitted on a duly signed Z83 form, comprehensive CV, certified copies of ID and all Qualifications to be attached. 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:
24 May 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 required qualification/s as per the advertisement 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. Please use Circular post number as a reference number.

OTHER POST

POST 16/261:
JUNIOR FORENSIC INVESTIGATOR
Chief Directorate: Forensic Audit Services

SALARY:
R316 791 per annum (plus benefits)

CENTRE:
Johannesburg

REQUIREMENTS:
Matric/ Grade 12, Degree or National Diploma in Forensic Investigation/Law/Accounting/Auditing, minimum of 1-2 years’ experience in forensic investigation or law enforcement in investigating commercial crimes, CFE

**DUTIES**

Conduct investigation on allegation of fraud and corruption and all other related matters within Gauteng Provincial Government. Provide reports and presentation of investigative results. Liaise with various law enforcement agencies on all matters of criminal investigations on behalf of the department. Develop and maintain wide variety of public and private sources of information to support investigation function. Implement the investigations in terms of the approved case management plan and project plan. Implement the investigation strategies of the unit as and when directed to do so by the supervisor. Conduct case review on case assignment for request for investigation. Identify potential areas of fraud, vulnerability and report on same to the supervisor. Conduct interviews with regard to the investigation. Take statements from witnesses in the execution of the investigations. Develop and follow leads on all areas of investigation; Gather information and facts; Research records; Analyse and evaluate information. Input and Maintain Information in the Incident Reporting and Case Management System (CMS). Prepare narrative reports; Prepare statistical reports. Travel to field offices for investigative or information purposes, as requested by the oversight manager.

**ENQUIRIES**

Ms. Linda Ninzi Tel No: (011) 227-9000
## Other Posts

<table>
<thead>
<tr>
<th>POST 16/262</th>
<th><strong>HEAD CLINICAL UNIT (ANAESTHETICS) REF NO: MAD 15/2019</strong></th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R1 728 807 – R1 834 890 per annum. The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, 18% inhospitable of basic salary.</td>
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<tr>
<td>CENTRE</td>
<td>Madadeni Provincial Hospital</td>
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<tr>
<td>REQUIREMENTS</td>
<td>MBChB degree or equivalent qualification PLUS, A minimum of 3 Years’ experience after registration with HPCSA as Medical Specialist in Anaesthetics. Registration Certificate with HPCSA as a Medical Specialist. Current registration with HPCSA as Medical Specialist. (2019 Receipt). Certificate of Service from previous and current employer endorsed and stamped by HR must be attached. Experience: A minimum of 3 Years’ experience after registration with HPCSA as Medical Specialist in Anaesthetics. Knowledge, Skills, Training and Competencies required: Knowledge of appropriate specialist procedures and protocols within the field of expertise. Knowledge of legislative prescripts governing the public service. Human resources management, financial management and general administrative skills. Control of budget, monitoring expenditure and project management. Computer literacy in MS Outlook, Excel, Word and PowerPoint. Report writing, presentation and teaching skills. Strategic capability and leadership skills. Problem solving, project management and change management. Concerns for excellency, courtesy and interpersonal skills. Awareness of cross-cultural differences.</td>
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<tr>
<td>DUTIES</td>
<td>Render efficient and cost-effective internal medicine services to patients managed by Madadeni Hospital and its drainage sites. Deliver effective and efficient administration of the Anaesthetics Department. Plan and partake in the training of staff including Nurses, Clinical Support Personnel, Medical Officers, Interns and undergraduate Medical Students and also support relevant clinical research and clinical trials. Provide clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Conduct out-patient specialist clinics and in-patient and provide expert opinion where required. Provide vision, strategic direction and inspire employees to deliver excellent, quality health services. Manage the performance of allocated human resources. Ensure that working environment complies with Health and Safety Act, staff adheres to the safety precautions and that staff is maintained to attain optimal productivity. Formulate and manage protocols in accordance with Department of Health policies that will have a positive impact on staff and ensure that staff is aware and adhere to protocols. Compile medium and long term expenditure framework and implement fiscal control measures on an ongoing basis. Provide measures and guidance on quality assurance to comply with set quality standards. Generate reports, plans, presentations, and perform other administrative duties attached to this position. Improve management of referrals. Maintain clinical, professional and ethical standards.</td>
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<tr>
<td>ENQUIRIES</td>
<td>Dr HA Hlela Tel No: 034 328 8007</td>
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<tr>
<td>APPLICATIONS</td>
<td>All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940</td>
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<td>FOR ATTENTION</td>
<td>The Recruitment Officer</td>
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<tr>
<td>NOTE</td>
<td>This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR</td>
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from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and Identity document – not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non –RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. 

CLOSING DATE : 24 May 2019

POST 16/263 : MEDICAL SPECIALIST: GRADE 1 REF NO: HRM 21/2019 (X1 POST)

Directorate: Dept. of Radiology

SALARY : Grade 1: R 1 106 040 – R 1 173 900 per annum (All-inclusive salary package) plus commuted overtime
          Grade 2: R 1 264 623 – R 1 342 230 per annum. (All-inclusive salary package) plus commuted overtime

CENTRE : King Edward VIII Hospital (KEH)

REQUIREMENTS : MBCHB degree or equivalent PLUS. Specialist qualification in Diagnostic Radiology PLUS. Registration with HPCSA as Specialist Radiologist PLUS. Current registration with HPCSA as a Medical Specialist (2019/2020). Grade 1: None to less than 5 years actual experience after registration with the HPCSA as a Radiologist Medical Specialist. Grade 2: 5 years to less than 10 years actual experience after registration with the HPCSA as a Radiologist Medical Specialist. Knowledge, Skills, Training and Competencies Required: Ability to teach and supervise staff and student. Middle management and research skills. Good administrative, leadership, decision making and communication skills. Computer literacy.

DUTIES : Provide specialist radiology services in all Imaging modalities to all departments at King Edward VIII Hospital. Maintain clinical, professional and ethical standards related to these services. To perform, interpret and report radiological procedures and studies. Provide after hour care in accordance with the commuted overtime contract. Training and supervision of staff and student in Radiology. Provide expert opinion where required and consult with specialists on radiological procedures. Participate in the Quality Improvement Programs of the Department. Conduct, participate and assist in research. Participate in both academic and clinical administrative activities. Be part of a multi-disciplinary team when deemed necessary.

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

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

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref HRM 19/2019. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected
candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Persons with disabilities are encouraged to apply. Please note that due to financial constraints, there will be no payment of S&T claims.

**CLOSING DATE**: 24 May 2019

**POST 16/264**: **MEDICAL OFFICER - (GRADE 1, 2, 3)** REF NO: GS 31/19
Component: Paediatric Department

**SALARY**
- Grade 1: R821 205 per annum
- Grade 2: R938 964 per annum
- Grade 3: R1 089 693 per annum

All inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, with optional Commuted Overtime. Incumbents who opt for overtime will have to sign the commuted overtime contract form.

**CENTRE**: Greys Hospital, PMB Metropolitan Complex

**REQUIREMENTS**
- MBCHB Degree or Equivalent qualification, Plus Current Registration with the Health Professions Council of South Africa as a Medical Practitioner in independent practice. **Grade 1**: Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2**: Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. **Grade 3**: Experience: 10 years experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. Applicants who are in the last few months of completing Community Service time may apply on the understanding that they can be appointed ONLY after receiving full registration as a Medical Practitioner with the HPCSA. Priority will be applied to incumbent/s that are available immediately or sooner to maintain clinical services.

**DUTIES**
- Key Performance Areas (Will cover clinical skills, performance, training, supervision & support and administration & management.) Participate in the shared provision of in- and outpatient clinical care within the Paediatrics on a rotational basis at Grey’s, Edendale & Northdale Hospital. Assist with the maintenance of standards of care and implementation of quality improvement programmes within the department. Assist with the training & development AND supervision & support of CSOs, interns and students in the Department. (For those with requisite experience – Eg. Grade 2 & 3). Participate in the departmental academic programme. Assist with the administration of the Unit one is allocated to Support the departmental activities for the development and training of undergraduate, post graduate and vocational students. Assist and participate in research activities as defined within the department.

**ENQUIRIES**
Mrs K. Moses Tel No: 033 897 3264

**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 31/19. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males are encouraged to apply.

CLOSING DATE: 24 May 2019

POST 16/265: ASSISTANT MANAGER NURSING: MONITORING AND EVALUATION SERVICES REF NO: VRH 01/2019
Component: Monitoring and Evaluation Management
Job Purpose: To provide effective Planning, Monitoring, Evaluation and Reporting services in the institution as well as for feeder clinics.

SALARY: R562 800 per annum Other Benefits; 13th cheque Medical Aid (Optional), Housing Allowance: Employee must meet prescribed Requirements and Rural Allowance 12%

CENTRE: Vryheid District Hospital

REQUIREMENTS: Basic R425 qualification (i.e Diploma/Degree in nursing or equivalent that allows registration with the SANC as Professional Nurse, Current registration with SANC as Professional Nurse, A minimum of 8 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Unendorsed valid Code B driving license (Code 08). Proof of current/previous work experience endorsed and stamped by the employer/s must be attached. Knowledge, Skills, Training and Competencies Required: The incumbent of this post will report to the Chief Executive Officer: Knowledge of the legislative, policy and M&E Framework informing health services delivery. Knowledge of legislation and planning framework. Knowledge of hospital quality assurance. Knowledge of infection control practices. Knowledge of Health Facility functions and operations. Understand HR policies and practices and staff relations. Knowledge of DHMIS policy, SOP and relevant information system. Understanding of Financial Management. Knowledge of Data Management. Knowledge of M&E principles. Ability to critically analyse complex information and to interpret that in relation to performance, health outcomes relevant to institution, and performance reports. Strong leadership and management skills. Planning and organizational skills. Project management skills. Financial management skills. Decision making skills. Ability to work independently and under pressure. Problem solving. High level of communication skills, both written and verbal. Computer skills. Research skills. Human resource management skills. Ability to compile concise reports. Advance facilitation skills to manage consultation. Have the ability to prioritise issues and other work related matters in order to comply with time frames set.

DUTIES: Administer an evidence/results-based monitoring and evaluation system in the institution as well as feeder facilities within the Provincial M&E Framework and monitor research activities in the institution. Provide a platform for M&E reports to be discussed by the management team (including sub-districts) and feeder clinics. Implement the M&E framework at facility level and monitor implementation at feeder clinics. Plan and co-ordinate the implementation and monitoring of data quality and quality assurance in service delivery. Ensure the development, review and maintenance of institution policies and protocols. Monitor and report on performance of all departments in the facility. Monitor compliance with implementing the M&E framework, Data Management Policy & SOP, Quality
Assurance and Infection Prevention & control policy guidelines. Monitor Research activities in the institution to ensure compliance to Provincial Research Policy. Identify areas of research based on monitoring and analysis. Analyse data obtained from the source and other management information systems against indicators with a view to develop reliable performance profiles for verification and publishing of the prescribed performance and other reports. Coordinate functions of HIT (Health Information Team). Ensure information on births, mobidity and mortality reviews are conducted on a monthly basis. Ensure data is validated as per Data Management Standard Operating Procedures. Provide reports to the management and Governance Structure. Provide feedback to source of data generation. Adhere to the reporting requirements of the District early warning system. Compile the monthly, quarterly and annual reports with inputs from other departments within the hospital. Compile monthly, quarterly, ad-hoc reports for stakeholders. Ensure that Institutional plans are in place, and aligned with the District Health Plan. Coordinate the development of the operational plan in the institution with input from all departments in the facility. Ensure all plans for all departments are in place. Monitor implementation of plans against determined objectives or targets. Facilitate and coordinate planning sessions. Ensure alignment of plans with APP and DHP and DHER. Participate in the DHP as well as DHER sessions. Ensure planning M&E support to all departments in the institution as well as feeder facilities. Mentoring of relevant staff. Create and enabling environment for planning, monitoring and reporting of activities. Ensure skills development for staff responsible for Planning, Monitoring and Reporting at feeder facilities and the institutions. Visit feeder facilities and monitor planning, monitoring and evaluation activities. Ensure the efficient and effective utilization of resource allocated to the component, inclusive of the development of staff. Co-ordinate and prepare the business plan for the component. Supervise staff and ensure compliance to the Performance Management Development Systems pre-requisites. Check and approve all expenditure related activities of the component. Co-ordinate and control activities of the component. Provide training, advice and guidance to staff. Manage assets of the component. Ensure that quality control systems and plans are in place for use for use during inspection and auditing and to provide objective evidence of findings when conducting audits in accordance with the hospital and governing laws. Monitor audits inspections or investigations of quality and utilisation of services. Monitor inspection process that is in keeping with the established quality assurance goals, which seeks to ensure that patient care is maintained at an optimal level, and delivered in a cost effective manner. Promote patient care practices and professional performance that is regularly assessed using valid and reliable criteria. Monitor implementation plans to promote clean audits. Monitoring and Evaluation to consolidate inspection reports. Ensure compliance to infection prevention and control norms and standards. 

ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE
Ms. NF Ngema Tel No: 034-9895911
All applications should be forwarded to: The Acting Human Resource Manager, Vryheid District Hospital, Private Bag X 9371, Vryheid, 3100 OR Hand delivered to Coswald Brown Street, Vryheid, Human Resource Management (1st Floor Administration Services), Office No 09
Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver’s License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in
possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. The Employment Equity Target is an African male.

CLOSING DATE : 24 May 2019

POST 16/266 : ASSISTANT MANAGER NURSING: PLANNING, MONITORING AND EVALUATION REF NO: ANM PLANMON&EVALUATE/1/2019

Please note that this post is re advertised: Previous applicants are encouraged to reapply

SALARY : R562 800 per annum Plus 13th cheque, Housing Allowance- Employee must meet prescribed requirements and Medical Aid – Optional

CENTRE : Inkosi Albert Luthuli Central Hospital

REQUIREMENTS : Degree/Diploma in General Nursing and Midwifery. Current registration with South Africa Nursing Council as a registered General Nurse and Midwife. Minimum of 8 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at a management level. Valid Driver’s license. Proof of computer literacy. Proof of current and previous experience endorsed and stamped by your HR (Certificate of service). Recommendation: Degree/Diploma in Nursing Administration or Health Services Management. Knowledge, Skills, Training & Competencies Required: Leadership, Management, planning, organisation and co-ordination skills. Knowledge of relevant Acts, prescripts, policies and procedures governing health care service delivery, especially medical and surgical. In depth knowledge of monitoring and evaluation and legislative framework. Data management and ability to analyse and interpret complex information. Quality Assurance and Infection and Prevention and Control Guidelines and Principles. Understanding of HR policies and staff relations. Strong leadership, planning and organizational skills. Project management, financial management coupled with decision making and problems solving skills. Ability to work independently and under pressure. High level communication skills both written and verbal. Human resources management and computer skills.

DUTIES : Administer and facilitate the implementation of an integrated monitoring and evaluation framework fully aligned to National; Provincial; and departmental performance reporting requirements. Co-ordinate the drawing of institutional plans which are aligned to annual performance plan. Analyse data obtained from sources and other management information systems against indicators with a view to develop reliable performance profiles for verification and publishing of the prescribed performance and other reports. Ensure planning, monitoring and evaluation support to all departments in the institution. Develop budget estimates for the planning, monitoring, and evaluation unit as well as efficient management of resources allocated to the planning M&E unit. Ensure implementation of the total quality management framework and compliance to National Core Standards. Enforce compliance to legislative prescripts in all units within the facility jurisdiction. Working towards a clean audit. Coordinate staff training and initiatives for ensuring service excellence. Oversee Quality and Infection Prevention and Control issues. Ensure good governance within the facility.

ENQUIRIES : Dr LP Mtshali Tel No: (031) 240 1059

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

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

**CLOSING DATE**: 24 May 2019

**POST 16/267**: OPERATIONAL MANAGER NURSING GRADE 1 (FEMALE WARD) REF NO: NMH/OM/2019 (X1 POST)

**SALARY**

Grade 1: R444 276 – R500 031 per annum  
Grade 2: R515 040 – R579 696 per annum  
(13% cheque, housing allowance (employee must meet prescribed requirements)  
medical aid (optional) 08% rural allowance

**CENTRE**

Niemeyer Memorial Hospital

**REQUIREMENTS**

Senior Certificate [Grade 12], Degree/Diploma in General Nursing and Midwife.  
Proof of current registration with SANC, Minimum of 7 years’ experience  
appropriate/recognizable experience in nursing after registration as Professional  
nurse with the SANC in General Nurse. Proof of current and previous experience  
edorsed by Human Resource Office. Knowledge, Skills and Competencies  
Required: Knowledge of SANC rules and Regulations. Knowledge of Legislative  
Framework and Departmental prescripts, Knowledge of National and Provincial  
Acts Policies. Basic financial management skills. Sound management,  
egotiations problem solving and decision making skills. Good communication  
skills both written and verbal. Provide mentoring and coaching skills. Display a  
concern for patients promoting and advocating and facilitating proper treatment  
and ensuring that the unit adheres to Batho Pele Principles.

**DUTIES**

Assist in the formulation and monitoring of the strategic plan for the institution.  
Manage and implement economical and efficient financial management. Manage  
and monitor all aspects of operational management. Manage all aspect of human  
resource management and people development. Assist in the provision of clinical  
corporate governance as per your areas of expertise/functional areas. Coordinate  
and monitor the implementation of nursing care and evaluation thereof. Provide  
relevant health information to health care users to assist in achieving optimal  
health care. Maintain constructive working relationship with nursing and other  
stakeholders [i.e. inter-professional, inter-sectorial, and multi-disciplinary  
teamwork. Participate in the analysis, formulation and implementation of nursing  
guidelines, practices standards and procedures. Manage and monitor proper  
utilization of human, financial and physical resources.

**ENQUIRIES**

Mrs. GN Nkosi Tel No: 034-331 3011

**APPLICATIONS**

Should be delivered to: KwaZulu-Natal Department of Health, The Hospital CEO,  
Niemeyer Memorial Hospital, Private Bag X1004, Utrecht, 2980, Tel No: (034) 331 3011

**FOR ATTENTION 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 License (not copies of previously certified copies).  
The Reference Number must be indicated in the column (Part A) provided thereof  
on the Z83 form. Failure to comply with the above instructions will disqualify  
applicants. Faxed and e-mailed applications will NOT be accepted. Persons with  
disabilities should feel free to apply for the post. The appointments are subject to  
positive outcomes obtained from the State Security Agency (SSA) to the following  
checks (security clearance (vetting), criminal clearance, credit records, and  
citizenship), verification of Educational Qualifications by SAQA, verification of  
previous experience from Employers and verification from the Company  
Intellectual Property Commission (CIPC). Applicants are respectfully informed
that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Note: Please note that due to financial constraints there will be no payment for S&T claims. NB: (Employment Equity Target: Indian Male).

**CLOSING DATE** : 24 May 2019

**POST 16/268** : CLINICAL PROGRAMMES COORDINATOR: TB (GRADE 1) REF NO: HGHD 06/2019

**SALARY** : R444 276 + 13th Cheque, Housing Allowance (Conditional), Medical Aid (Optional)

**CENTRE** : Harry Gwala Health District Office, Ixopo

**REQUIREMENTS** : Valid grade 12 Senior Certificate, Diploma/ Degree in General Nursing and Midwifery, Current registration with SANC in receipt 2018, Minimum of 7 years appropriate / recognizable nursing experience after registration as a Professional Nurse with SANC in general nursing, Valid Driver’s license (Code 8), plus Proof of current and previous work experience endorsed Human Resources validating the above experience Department or relevant employer.

**DUTIES** : Identify and assess the need for TB and MDR TB services in the District. Ensure availability and implementation of relevant policies, guidelines and protocols and monitoring and evaluating thereof. Conduct or ensure training of health care workers on TB guidelines. Undertake health facility visits to ensure quality TB services. Ensure constant and adequate supply of TB medication, TB Stationery and TB diagnostic material. Ensure that TB surveillance monthly / quarterly reports are complied. Ensure the implementation / management of TB advocacy, community awareness and mobilization programme, including partnership building. Develop, manage and coordinate the DOT supporter programme.

**ENQUIRIES** : Mr. BHS Makhaye Tel No: 039 834 8200 EXT: 8206

**APPLICATIONS** : to be forwarded to the Assistant Director –HRM, Harry Gwala Health District Office, Private Bag X502, Ixopo, 3276 OR Drop Off in the applications box, 111 Main Street, Ixopo 3276

**FOR ATTENTION** : Mr. VJ Khumalo

**NOTE** : Directions to candidates: The following documents must be submitted: Application for employment form (Z83 fully completed), which is obtained at any Government Department OR from the website: www.kznhealth.gov.za; Certified copies of Identity documents, Grade 12 certificate or other required tertiary qualification certificate, Curriculum Vitae must be attached starting with relevant experience, Certificates of service starting with relevant experience. NB: Certified copies should not be older than three months, not copies of certified copies & faxed applications will not be considered. The reference number must be indicated in the column provided on the form Z83, e.g. HGHD 06/2019. Failure to comply with the above instruction will lead to disqualification of applicants. Please note that due to the large number of applications, we anticipate to receive applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T and resettlement claims will be considered for payment to candidates that are invited to interviews. Please note that pre-employment screening and verification process, including CIPC, criminal records verification will be undertaken. Applications 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. This department is an equal opportunity, affirmative action employer whose aim is to promote respectively in all levels of all occupational categories in the department. People with disabilities are encouraged to apply.

**CLOSING DATE** : 31 May 2019
POST 16/269 : DIAGNOSTIC RADIOGRAPHER (ULTRASOUND): REF NO: NMH/DRU/2019 (X1 POST)

SALARY : Grade 1: R395 703 per annum
         Grade 2: R466 119 per annum
         Grade 3: R549 066 per annum

Other Benefits: 13th cheque, Medical Aid (Optional), Housing Allowance:
Employee must meet prescribed requirements

CENTRE : Niemeyer Memorial Hospital

REQUIREMENTS : National Diploma in ultrasound / Bachelor’s Degree in technology: ultrasound.
Proof of current registration with health professions council of South Africa as a Radiographer. Knowledge, Skills, Training and Competencies Required: Excellent knowledge of high risk obstetrics and gynaecology, general, small parts, vascular, musculoskeletal scanning, techniques, protocols and procedures. Basic knowledge of equipment use and troubleshooting Sound reports writing and administrative skills and computer literacy, Knowledge of relevant Health and Safety Acts and Infection Control measures, Good communication, interpersonal relations and problem solving skills. Basic supervisory skills.

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

ENQUIRIES : Mr. CG De-Klerk Tel No: 034-331 3011

APPLICATIONS : Should be delivered to: KwaZulu-Natal Department of Health, The Hospital CEO, Niemeyer Memorial Hospital, Private Bag X1004, Utrecht, 2980 Tel No: 0343313011

FOR ATTENTION : Mr. AN Mange

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 License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Note: Please note that due to financial constraints there will be on payment for S&T claims. NB: (Employment Equity Target: African Male.

CLOSING DATE : 24 May 2019

POST 16/270 : ULTRASOUND RADIOGRAPHER GRADE 1, 2, 3 REF NO: NDH 09/2019
Cluster: Medical Department

SALARY : Grade 1: R395 703 per annum
         Grade 2: R466 119 per annum
         Grade 3: R549 066 per annum
Other Benefits: 13th cheque Medical Aid (optional) Housing Allowance (employee must meet prescribed requirements)

CENTRE:
Northdale Hospital: Pietermaritzburg

REQUIREMENTS:
Senior certificate/Grade 12, National Diploma/Degree in Ultrasound PLUS, Registration Certificate with Health Professions Council South Africa (HPCSA) in the category Independent Practice: Ultrasound. Current registration with HPCSA as an ultrasound radiographer (2018-2019) in the category Independent Practice: Ultrasound. **Grade 1:** Four (4) years appropriate experience after registration with HPCSA as a Diagnostic Radiographer. **Grade 2:** Minimum of 14 years relevant experience after registration with HPCSA of which 10 years must be after registration in Ultrasound. **Grade 3:** Minimum of 24 years relevant experience after registration with HPCSA of which 20 years must be after registration in Ultrasound. Applicants with four (4) year Radiography Specialty qualification (not in possession of Diagnostic Radiography qualification) who do not have experience as a Diagnostic radiographer may apply and will be appointed as a Diagnostic Radiographer. Knowledge, Skills, Training and Competencies Required: Sound knowledge of obstetrics and Gynaecology ultrasound. Sound knowledge of general ultrasound scans. Sound knowledge of Ultrasound procedures and protocols, Sound report writing and administrative skills. Computer literacy. Knowledge of relevant Health and Safety Policies, Regulations and Acts. Able to work autonomously. Sound communication, problem solving, teaching and training skills. Good interpersonal relations and ability to perform well within a team.

DUTIES:
Provision of high quality ultrasound services according to patients needs. Execute all ultrasound procedures competently to prevent complications. Perform general administrative duties as required. Provide guidance and supervision to junior staff and students. Promote Batho Pele in execution of all duties for effective service delivery. Inspect and utilize equipment professionally to ensure that they comply with safety regulations. Give factual information to patients and clients on ultrasound. Promote good health practices and ensure optimal patient care. Compile report and memos as required in the working environment. Participate in Ultrasound quality improvement programs and compliance with National Core Standards. Participate in developing protocols to ensure that sonographic services comply with the required prescripts. Participate in continued professional development (CPD).

ENQUIRIES:
R Bedford Tel No: 033 387 6459

APPLICATIONS:
All applications should be forwarded to: Human Resources Department, Northdale Hospital, Private Bag X 9006, Pietermaritzburg, 3200

FOR ATTENTION:
Dr Mag Molla

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

CLOSING DATE:
24 May 2019
POST 16/271 : ULTRASOUND RADIOGRAPHER GR 1, 2, 3 REF NO: GS 30/19
Component: Radiology Department

SALARY : Grade 1: R395 703 per annum
          Grade 2: R 466 119 per annum
          Grade 3: R549 066 per annum
          Other Benefits: 13th cheque, medical aid (optional), home owner allowance, employee must meet prescribed requirements

CENTRE : Greys Hospital, Pietermaritzburg

REQUIREMENTS :
National Diploma in Radiography: Ultrasound or Bachelor’s Degree in Technology Radiography: Ultrasound. Proof of original registration with Health Professions Council of South Africa as an Ultrasound Radiographer. Proof of current registration with the Health Professions Council of South Africa for 2019/2020 in the category Independent Practice: Ultrasound. Grade 1: 4 years appropriate experience after registration with HPCSA as a radiographer (Ultrasound). Grade 2: 14 years appropriate experience after registration with HPCSA as a radiographer (Ultrasound) of which 10 years must be after registration. Grade 3: 24 years appropriate experience after registration with HPCSA as a radiographer (Ultrasound) of which 20 years must be after registration. Applicants with a (4) years Radiography Specialty Qualification (not in possession of Diagnostic Radiographer Qualification and without the 4 years appropriate experience in Ultrasound, may also apply but will be appointed TITLED as Diagnostic Radiographer, work in the Ultrasound component to attain or complete their 4 years appropriate experience and then be translated to Specialty). Knowledge, Skills and Experience: Sound knowledge of obstetrics and gynaecology, general and vascular ultrasound procedures and equipment. Sound report writing and administrative skills (Computer literacy and some knowledge of PACS/RIS system). Knowledge of relevant Health and Safety Acts and Infection Control measures. Promote Batho Pele principles in the execution of duties for effective service delivery. Ability to work autonomously and as part of a team. Good attitude to teaching and mentoring of students and community service ultrasound radiographers.

DUTIES : Provide a high quality ultrasound service in keeping with tertiary status of the hospital. Provide correct interpretation of all ultrasound scans. Promote good health practices and ensure optimal care of the patient. Execute all clinical procedures competently to prevent complications. Perform reception and clerical duties as required. Compile comprehensive reports. Participate in quality assurance and quality improvement programmes, CPD activities and in-service training to junior staff and students.

ENQUIRIES :
Mrs A Cooke Tel No: 033-8973203

APPLICATIONS : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

FOR ATTENTION :
Mrs. M. Chandulal

NOTE : Directions to Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website. Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 30/19. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males are encouraged to apply.

CLOSING DATE : 24 May 2019
POST 16/272 : PROFESSIONAL NURSE SPECIALTY GRADE 1/2 REF NO: HRM 21/2019 (X1 POST)
Directorate: Psychiatry

SALARY : Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 696 per annum
Other Benefits: Medical Aid (Optional): Housing Allowance: Employee must meet prescribed requirements.

CENTRE : King Edward VIII Hospital

REQUIREMENTS : Matric/Senior Certificate or equivalent qualification, degree / Diploma in General Nursing, registration with S.A.N.C. as a General Nurse and Specialty Nurse, one year Post Basic registration Degree/Diploma in Psychiatry plus 4 years appropriate / recognizable registration experience as a General Nurse, proof of current registration with SANC. **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nurse Plus one year post basic qualification in Psychiatry Specialty. **Grade 2:** A minimum of 14 years Appropriate/Recognizable experience in Nursing after registration as professional nurse with SANC in general nursing of which 10 years must be appropriate/recognizable experience in the specialty after obtaining the one year post basic qualification (Specialty) in Psychiatry. Recommendation: Computer literacy. Knowledge, Skills, Training, and Competencies Required: Knowledge of nursing care delivery approaches, sound knowledge of scope of practice in the area of work performance, ability to formulate patient care related policies, working knowledge of labor relations and disciplinary procedure of processes, team building and supervisory skills, good communications, leadership, interpersonal skills and conflict management.

DUTIES : Provision of optimal, holistic specialized psychiatric nursing care with set standard and within professional/legal framework, analyze the relationship between normal physiological and specific system alterations associated with mental health problems psychiatric disorders treatment, engage in clinical assessment of MHCU in a specialized psychiatric setting, evaluate the health impact of multiple life stressors and situational crisis within the context of family cycle and community, assist with the effective management of resources, development of specialized services and the role of the advanced nurse practitioner, maintain professional growth/ethical standards and set development, liaise and communicate with members of the multidisciplinary team, participate in training and research, participate in the implementation of NCS, other programs and initiatives by the department of health.

ENQUIRIES : Mr. B.B. Khoza Tel No: 031 360 3026

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

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

CLOSING DATE : 24 May 2019
POST 16/273

**CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE STREAM REF NO: UMG01/06/19**
Component: Richmond Clinic

**SALARY**

- **Grade 1**: R383 226 – R444 276 per annum PLUS 8% Rural allowance
- **Grade 2**: R471 333 – R579 696 per annum Plus 8% rural allowance

Benefits: 13th cheque, home owner’s allowance, and Medical aid optional [Employee must meet prescribed conditions]

**CENTRE**

- **Component**: Richmond Clinic
- **Centre**: Umgungundlovu District Office

**REQUIREMENTS**

- **Grade 1**: grade 12 (National Senior Certificate), Degree/Diploma in General nursing and Midwifery 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Registration with SANC as General Nurse, Midwife and Primary Health Care. A minimum of 4 years appropriate/recognizable experience as a General Nurse.
- **Grade 2**: Matric grade 12 (National Senior Certificate) Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; Current registration with SANC as General Nurse with Midwifery plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years must be appropriate/recognizable PHC experience after obtaining a one year basic qualification in Primary Health Care. Proof of current and previous work experience endorsed by the employer must be attached. Knowledge, Skills, Training and Competencies Required: Demonstrate understanding of Nursing legislation and related legal and ethical nursing practices within Primary Health Care environment, demonstrate a basic understanding of HR and financial policies and practice. Good communication skills. Good interpersonal skills, Team building and supervisory skills.

**DUTIES**

- Provide quality comprehensive Primary Health care by promoting preventative, curative and rehabilitative services for the clients and community. Administrative service 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. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patients’ needs and expectations according to Batho Pele Principles. Facilitate implementation of Ideal Clinic concept. Implement NCS within the facility. Conduct facility status determination. Update Ideal website to maintain status achieved. Capture complaints, PSI and waiting times on the website. Implement IPC within the facility. Deputize Operational Manager and take over his/her duties when not on duty.

**ENQUIRIES**

Mrs NA Mbana Tel No: 033 395 4340

**APPLICATIONS**

All applications should be forwarded to: The District Director: Umgungundlovu Health District, Private Bag X 9124, Pietermaritzburg, 3200 or Hand Deliver to: 171 Hoosen Haffejee Street (Burg street)

**FOR ATTENTION**

Human Resource Practices

**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 License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, 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. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. Preference will be given to African males.

**CLOSING DATE**: 24 May 2019

**POST 16/274**: PROFESSIONAL NURSE (SPECIALTY) GRADE 1 OR 2 REF NO: SAP 03/2019

**SALARY**:
- Grade 1: R383 226 - R444 276 per annum
- Grade 2: R471 333 - R579 696 per annum

Other Benefits: Rural Allowance, 13th cheque, medical Aid (Optional), Housing allowance (employee must meet minimum requirements)

**CENTRE**:
- St Apollinaris Hospital

**REQUIREMENTS**:
- Senior Certificate (Grade 12) or equivalent qualification PLUS; Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in Advanced Midwifery and Neonatal Nursing Science with duration of at least 1year, accredited with the SANC. Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2019). Experience: **Grade 1**: A minimum of four (4) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nurse with one year Post basic qualification in Advanced Midwifery and Neonatal Nursing Science. **Grade 2**: A minimum of fourteen (14) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing of which at least ten (10) years of the period referred to above must be appropriate or recognizable experience in the specific specialty after obtaining 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. Skills: Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. A sound knowledge of the Provincial Health Act of 2000, Nursing Act, Occupational Health and Safety Act of 1995.

**DUTIES**:
- Co-ordinate optimal, holistic, specialized nursing care with set standards and within a professional/legal framework. Ensure that CARMMA strategy, Saving mothers and Saving Babies Recommendations are implemented. Complete patient related data, partake in PPIP and sub-district perinatal meeting. Implement National Core Standards, guidelines and standard operational plans. Implement strategies and standard operational plans for Infection Prevention and Control. Monitor and report Patient safety incidents e.g. needle stick injuries, patient complaints etc. Assist in planning and co-ordination of training and promote learning opportunities for all nursing categories i.e. on the job training. Ensure and monitor the availability, adequately and optimum utilization of all resources. Assist in orientation, induction and mentoring of all nursing staff and orientation of other staff. Provide effective management and professional leadership by ensuring that the unit is organized to provide quality nursing care. Coach and appraise staff at all levels and be able to solve problems.

**ENQUIRIES**:
- Mrs NC Ngubo Tel No: 039-8338113/8000

**APPLICATIONS**:
- Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263, Hand delivered applications may be submitted to Human Resource Section, St Apollinaris Hospital or be dropped in the application box at Security Department on or before the closing date before 16:00.

**FOR ATTENTION**:
- Human Resources Section

**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 endorsed by Human Resources. Certified copy of Identity Document. No faxed or e-mailed applications will be considered. The Department reserves
the right not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of foreign qualifications 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. “People with disabilities should feel free to apply”. The target group in terms of employment equity for post advertised is an African male. The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims.

CLOSING DATE : 24 May 2019

POST 16/275 : ASSISTANT DIRECTOR: HRM: HUMAN RESOURCE SERVICES REF NO: VRH 02/2019
Component: Human Resource Management
Job Purpose: To design and implement effective Human Resource strategies, policies and Guidelines to ensure the effective management of Human resource throughout the hospital.

SALARY : R376 596 per annum (Level 09). Other Benefits; 13th cheque Medical Aid (Optional), Housing Allowance: Employee must meet prescribed.

CENTRE : Vryheid District Hospital


DUTIES : Manage all human resource components (i.e. HR Practices, HR Planning and Development Staff Relations and Employee Wellness in the institution in order to ensure that high quality of service is being provided. Promote sound employer and employee relationship and minimize conflict within institution in line with the vision, mission and core values of the department of health. Develop and implement effective human resource policies within guidelines set by the Provincial Department of Health. Ensure proper compilation of workplace skills plan. Ensure proper implementation of EPMDS within the institution. Ensure that advertising, recruitment, appointments and transfers are in accordance with the laid down policies and procedures. Advise Managers on all aspects of Human Resource Management, organizational and staffing structures and reporting arrangements. Participate in the development, implementation, monitoring and reviewing of skills audit. Oversee and deal with misconduct, discipline and grievance procedure in the hospital in terms of Labour Relations Act. Participate in the development of HR strategies and policies. Ensure that EAP Programmes are known within the institution. Attend to staff Wellness and Occupational Health and Safety of the institution. Develop Human Resource Plan and Employment Equity Plan for the institution and ensure that are put into practice. Ensure the effective, efficient and economical utilization of resources allocated to the institution including the development of staff. Provide regular inputs towards realization of ideal hospital
Plan, monitor and control the use of budget and equipment allocated to Human Resource components. Ensure proper management of risk within the Human Resource component.

ENQUIRIES
Ms. NF Ngema
Tel No: 034-9895911

APPLICATIONS
All applications should be forwarded to: The Acting Human Resource Manager, Vryheid District Hospital, Private Bag X 9371, Vryheid, 3100 OR Hand delivered to Coswald Brown Street, Vryheid, Human Resource Management (1st Floor Administration Services), Office No 09

FOR ATTENTION
Mr. NP Sibiya

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

CLOSING DATE
24 May 2019

POST 16/276
ASSISTANT DIRECTOR: SYSTEMS REF NO: VRH 03/2019
Component: Systems Management Services
Job Purpose: To effectively manage and control all activities of the systems components in the hospital.

SALARY
R376 596 per annum (Level 09). Other Benefits; 13th cheque Medical Aid (Optional), Housing Allowance: Employee must meet prescribed.

CENTRE
Vryheid District Hospital

REQUIREMENTS

DUTIES
Manage the provision of all systems under your supervision ensuring high level of service delivery. Manage the following components ensuring optimal utilization of all resources: cleaning services, catering services, maintenance services, gardening services, mortuary services, housekeeping, security services, transport services, registry services, telecommunications services, patient administration services waste management services, health and safety services. Analyse alternatives for performing needed work including contracting out services and evaluate and recommends procedures/practices to improve operational efficiency.
Manage staff in terms of Employee Performance Management and Development Systems (EPMDS). Ensure the effective, efficient and economical utilization of resources allocated to the institution including the development of staff. Conduct risk and security analysis and inform the institutional risk management team. Develop, implement and monitor effective policies, protocols and policies. Contribute as a member of a multi-disciplinary management team towards the effective management of the hospital. Provide regular inputs towards realization of ideal hospital concept and National Core Standards.

ENQUIRIES:
Ms. NF Ngema Tel No: 034-9895911

APPLICATIONS:
All applications should be forwarded to: The Acting Human Resource Manager, Vryheid District Hospital, Private Bag X 9371, Vryheid, 3100 OR Hand delivered to Coswald Brown Street, Vryheid, Human Resource Management (1st Floor Administration Services), Office No 09

FOR ATTENTION:
Mr. NP Sibiya

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

CLOSING DATE: 24 May 2019

POST 16/277: PROFESSIONAL NURSE SPECIALTY GRADE 1/2 REF NO: HRM 18/2019 (X6 POSTS)
Directorate: Theatre

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

REQUIREMENTS:
Matric/Senior Certificate or equivalent qualification, Degree / Diploma in General Nursing, registration with S.A.N.C. as a General Nurse and Specialty Nurse, one year Post Basic registration Degree/Diploma in relevant specialty plus 4 years appropriate / recognizable registration experience as a General Nurse, proof of current registration with SANC. Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nurse. Grade 2: Minimum of 14 years Appropriate/Recognizable experience in Nursing after registration as professional nurse with SANC in general nursing of which 10 years must be appropriate/recognizable experience in the specialty after obtaining the one year post basic qualification in the relevant specialty. Knowledge, Skills, Training, and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework, good communication skills- verbal and written, Co-ordination and liaison skills, problem solving skills.

DUTIES:
Assist in planning/organizing and monitoring of objectives of the specialized unit. Provide a therapeutic environment for staff, patients and public, provide
ENQUIRIES : Mr. B.B. Khoza Tel No: 031 360 3026
APPLICATIONS : All applications must be addressed to the Human Resources Manager and should be placed in the red application box situated next to the ATM in the Admin building or posted to Private Bag X02, Congella, 4013.
NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.
CLOSING DATE : 24 May 2019
POST 16/278 : DIAGNOSTIC RADIOGRAPHER REF NO: NMH\RAD\2019 (X1 POST)
SALARY : Grade 1: R317 976 per annum
         : Grade 2: R372 810 per annum
         : Grade 3: R439 164 per annum
         : Other Benefits: 13th cheque, Medical Aid (Optional), Housing Allowance:
             Employee must meet prescribed requirement
CENTRE : Niemeyer Memorial Hospital
DUTIES : Provide a high quality radiographer diagnostic; execute all clinical procedures competently to prevent complications, Provide a 24 hour radiographer service, Participate in quality assurance and quality improvement programs, Promote good health practice and ensure optimal care of patients, Assist junior staff and student radiographers, Perform clerical and darkroom duties when necessary, Promote Batho Pele principles in execution of duties for effective service delivery.
ENQUIRIES : Mr. CG De Klerk
APPLICATIONS : All applications must be addressed to: KwaZulu-Natal Department of Health, The Hospital CEO, Niemeyer Memorial Hospital, Private Bag X1004, Utrecht, 2980, Tel No: 0343313011
FOR ATTENTION : Mr. AN Mange
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 License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Note: Please note that due to financial constraints there will be no payment for S&T claims. NB: (Employment Equity Target: African Male).

CLOSING DATE: 24 May 2019

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

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

CLOSING DATE: 24 May 2019 (at 16h00). Applications received after the closing date and time will not be considered.

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

OTHER POST

POST 16/279

DEPUTY DIRECTOR: COMMUNITY LIAISON REF NO: P 07/2019

SALARY : R733 257 per annum (all Inclusive, flexible remuneration package)
CENTRE : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
REQUIREMENTS : An appropriate recognised Bachelor’s Degree/National Diploma in Social Science (NQF Level 6); plus a minimum of 3 year’s Junior Management experience in the field of Public Participation; plus a valid driver’s license (minimum Code B). Knowledge, Skills, Training and Competencies Required: Specialised understanding of principals and policy research, analysis, objective and development processes, project management and financial management. Broad and in-depth expert knowledge of Developmental policies and practices, budgeting and managerial functions. Understanding PFMA & Treasury Regulations as well as engineering design standards, geometric and structural. Knowledge of the Labour Relations Act, Public service reporting procedures and work environment. Knowledge of computer based information systems e.g. (FMS, Cosmos and other software packages MS excel, MS word, Power Point, Ms Access, Engineering packages Geopak, Bill, PIMS). Knowledge on how to operate a variety of electronic equipment e.g. multi media projector. A clear conceptual understanding of the developmental principals in Civil Engineering Industry. Specialist in the field of Rural development Engineering and Emerging contractors. Interpretation and application of policy skills. Research, policy formulation and managerial skills. Ability to develop training material. Problem solving, analytical and innovative thinking skills. Strategic planning and co-ordination skills. Computer skills. Team building and motivation skills. Excellent communication skills (verbal, written and networking). Project management skills. Presentation and facilitation skills. Negotiation and motivation skills. The ideal candidate should have a demonstrated interest in Developmental Engineering and related field skills, be an innovative thinker be receptive to suggestions and ideas and have honesty and integrity. He/she should also be team leader, reliable, creative/innovative, believe in openness and transparency, be approachable and a quality controller.

DUTIES : Planning, Management and co-ordination of both internal and external liaison activities, formulation and co-ordination of Community Liaison and Public Participation, in conjunction with the various bodies such as Transportation Committees, Tribal Authorities, Regional, District Offices and other similar bodies. Formulation of strategy for the propagation of the Department’s profile befitting the aspirations of the majority of the people in the Province of KwaZulu-Natal. Determine the most effective work procedures and methods to achieve organizational goals. Exercise control over all functions and development of personnel under his supervision in order to determine if organizational goals are achieved and take corrective action if deemed necessary. Control budget for Sub Directorate. Planning and implementing institutional capacity building programmes activities with relevant role players. Develop reports for the relevant programmes as required. Conduct and set training for relevant officials on the set departmental procedures. Monitor the implementation of Development Policies and Procedures with regard to road construction and Public Participation.

ENQUIRIES : Ms VL Mdletshe Tel No: 033 – 355 8609
FOR ATTENTION : Mr C McDougall
NOTE: It is the intention of this Department to consider equity targets when filling this position.
ANNEXURE W

PRONVICIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE

APPLICATIONS: You may use 1 of the 3 options available to submit your application: (1) Hand Deliveries (Between 08:00 am to 17:00 pm): Affirmative Portfolios, Unit 14, 1st floor, 3 Canal Edge, Tyger Waterfront, Carl Cronje Drive, Bellville, 7530, (2) Postal: You may post it to the following postal address: PO 5496, Tyger Valley Centre Parking Area, Bellville, 7536. (3) E-mail address: adresponsecpt@affirm.co.za. You may use only one application platform as only one application will be accepted. Applications not submitted on or before the closing date as well as faxed will not be considered.

CLOSING DATE: 27 May 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 16/280: FARM AID: FARM SERVICES (NORTIER) REF NO: AGR 2019-21 (X2 POSTS)

SALARY: R102 534 per annum (Level 02)

CENTRE: Department of Agriculture, Western Cape Government

REQUIREMENTS: Basic literacy and numeracy (ABET Level 2 or higher) Recommendation: A valid Code B driving licence. Competencies: A good understanding of the following: Activities small grain production; Handling of livestock (e.g. sheep, cattle and ostriches); Handling of machinery and power tools regarding maintenance of infrastructure; Communication skills in at least two of the three official languages of the Western Cape; Ability to work independently, as well as part of a team.

DUTIES: Perform the following tasks: Routine activities in respect of crop production and livestock; General routine farm activities in respect of infrastructure.

ENQUIRIES: Mr C Rheeder at (021) 808 7789

NOTE: To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. Applicants from relevant local communities will receive preference.

DEPARTMENT OF COMMUNITY SAFETY

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

CLOSING DATE: 27 May 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 16/281:  DEPUTY DIRECTOR: PROVINCIAL SECURITY OPERATIONS (ELECTRONIC AND ACCESS CONTROL SYSTEMS) REF NO: CS 2019-12

SALARY:  R733 257 per annum (Level 11) (All-inclusive salary package)
CENTRE:  Department of Community Safety, Western Cape Government
REQUIREMENTS:  An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years' Management experience. Recommendation: Understanding Business Process Improvement; Working knowledge of: Electronic access control and CCTV system environment and Contract Management. Competencies: Knowledge of the following: Public Service Act, 1994; The control of access to public premises and vehicles Act, Act 53 of 1985; Occupational Health and Safety Act, Act 84 of 1993; PSIRA; Criminal Procedure Act; Protection of Information Act, Act 84 of 1982; Electronic access control system; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Creative thinking skills.
DUTIES:  Design security risk methodologies and tools associated with technology within the security risk management environment; Facilitate the development and integration of security related ICT infrastructure aligned with business intelligence and SRM user requirements; Manage the WCG access control and Auxiliary Services: New Works: Framework Agreement; Manage the maintenance and overall implementation of the WCG access control and CCTV systems; Maintain security information management systems and provide data analysis services.
ENQUIRIES:  Mr F Watkins at (021) 483 8461

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

APPLICATIONS:  Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za
CLOSING DATE:  27 May 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 16/282:  DEPUTY DIRECTOR: WESTERN CAPE MUSEUM SERVICES REF NO: CAS 2019-23

SALARY:  R733 257 per annum (Level 11) (All-inclusive salary package)
CENTRE:  Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS:  An appropriate B-Degree/Advance Diploma in History or related discipline; A minimum of 5 years' appropriate museum experience in development of museum exhibitions, research and educational programmes; A minimum of 3 years middle management experience; A valid Code B driving licence. Recommendation: A Post-graduate qualification; Experience in the museums and heritage sector. Competencies: Knowledge of the following: History, functions and purpose and functions of museums in society, including their potential for national building and tourism development; Current primary, secondary and field history research techniques and practices; Techniques of selection evaluation and exhibition of objects of material, culture or the presentation if living history; Collections management (information management) and preventative conservation; Education methodology in museums; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
DUTIES
Strategic management and museum governance; Perform research and exhibitions; Deliver public and education programmes; Collection management; Promotion and marketing of museums and their activities.

ENQUIRIES
Dr M Dlamuka at (021) 483 5959

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 16/283

OPERATIONAL MANAGER (SPECIALTY AREA: OPHTHALMOLOGY)

SALARY
R562 800 (PN-B3) per annum

CENTRE
Tygerberg Hospital, Parow Valley

REQUIREMENTS
Minimum educational qualifications: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration as Professional Nurse with the South African Nursing Council (SANC). A post basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Ophthalmology Nursing. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period above must be appropriate recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirements of the job: 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. Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Basic Computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards.

DUTIES
The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal, specialised Nursing Service as an Operational Manager in an Ophthalmology ward. 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. To maintain ethical standards and promote professional growth and self-development.

ENQUIRIES
Mrs F 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 payment of any kind is required when applying for this post.

CLOSING DATE
24 May 2019

POST 16/284

OPERATIONAL MANAGER NURSING (SPECIALTY: OBSTETRICS)
(Chief Directorate: Metro Health Services)

SALARY
R562 800 (PN-B3) per annum

CENTRE
Delft Community Health Centre

REQUIREMENTS
Minimum educational qualification: Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year in Advance Midwifery and Neonatal
Nursing Science accredited with the SANC. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Willingness to work shifts (day and night), weekends and public holidays when required. Competencies (knowledge/skills): Basic computer literacy (MS Word, Power Point, Outlook and Excel). Ability to effectively communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to this nursing specialty 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.

**DUTIES**

Plan, manage, co-ordinate and maintain an optimal, specialised Nursing Service as an Operational Manager in an Obstetrics setting. Effective management and utilisation of Human and Financial Resources to ensure optimal operational function in the area. Initiate, co-ordinate 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**

Mr JC Van Heerden Tel No: (021) 954-2237

**APPLICATIONS**

The Human Resources Manager: Metro District Health Services, Northern/Tygerberg Sub-structure Karl Bremer Hospital, Private Bag X1, Bellville, 7535.

**FOR ATTENTION**

Ms P Louw

**NOTE**

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

**CLOSING DATE**

24 May 2019

**POST 16/285**

OPERATIONAL MANAGER NURSING (SPECIALTY: TRAUMA AND EMERGENCY)

Chief Directorate: Rural Health Services

**SALARY**

R562 800 (PN-B3) 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. 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: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty. 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. Work night-duty on a planned schedule to relieve the Night Manager. Deputising for the Assistant Manager: Nursing. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge and understanding of relevant legislation, hospital procedures and policies. Knowledge and experience in office administration, financial and procurement administration. Basic computer literacy. People Management, disciplinary and conflict management skills. Manage and support education, in-service training, orientation and practice development initiatives. Experience in the use of clinical equipment and control of budget levels. Knowledge and understanding of nursing legislation and legislative framework within Public Service.
DUTIES:

ENQUIRIES:
Mr S Bruiners Tel No: (021) 860-2522
APPLICATIONS:
The Chief Executive Officer: Paarl Hospital, Private Bag X3021, 7620.
FOR ATTENTION:
Mr K Cornelissen
NOTE:
No payment of any kind is required when applying for this post.
CLOSING DATE:
24 May 2019

POST 16/286:
CLINICAL PROGRAMME COORDINATOR GRADE 1 (INFECTION PREVENTION AND CONTROL AND OCCUPATIONAL HEALTH AND SAFETY)
(Chief Directorate: Metro Health Services)

SALARY:
R444 276 (PN-A5) per annum

CENTRE:
Klipfontein/Mitchell’s Plain Sub-structure Office

REQUIREMENTS:
Minimum educational qualification: Basic R425 qualification (diploma/degree) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the job, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as Professional Nurse. 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: Valid (Code B/EB) driver’s license. Competencies (knowledge/skills): Knowledge of Provincial Infection Prevention and control measures and practices. Understanding of Occupational Health and Safety Act, regulations and policies. Good interpersonal relations, leadership and communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Ability to analyse health systems information, conducting research or surveys and compiling comprehensive reports Project management skills and computer literacy. Knowledge of the management of the operations of CSSD and Infection prevention and control (NCS requirement). Ability to facilitate and promote training.

DUTIES:
Develop and ensure implementation of relevant clinical practice guidelines and Standard Operating Procedures (SOP’s) in respect of Infection Prevention and Control. Support and engage Facility Managers to support policy and legislative SHERO requirements. Facilitate and co-ordinate the management of risks as identified in terms of the Infection control policy. Provide effective guidance and training in Infection Prevention and Control to all staff. Support quality assurance programmes: monitor adherence to OHS; IPC and Risk Management in line with National and Provincial policies and Core Standards. Support OHS committee for effective functioning and plan and coordinate OHS meetings.

ENQUIRIES:
Ms P van Niekerk Tel No: (021) 370-5072
APPLICATIONS:
The Director: Klipfontein/Mitchell’s Plain Sub-structure Office, Private Bag X7, Lentegeur, Mitchells Plain, 7789 or 103 Highlands Drive, Lentegeur Hospital, Mitchells Plain, 7785.
FOR ATTENTION:
Mr RS Jonker
NOTE:
No payment of any kind is required when applying for this post.
CLOSING DATE:
24 May 2019

POST 16/287:
ADMINISTRATIVE OFFICER: SUPPORT SERVICES (PPP)

SALARY:
R257 508 per annum

CENTRE:
Chief Directorate: Regional Hospital

REQUIREMENTS:
Grade 12/Senior Certificate plus competencies. Experience: Appropriate experience in contract management, supervision, report-writing, monitoring and evaluation. Competencies (knowledge/skills): Knowledge and ability to interpret and correctly apply Policies, Regulations, Instructions, and especially the service standards, service outputs and SLA’s of a Public Private Partnership. Knowledge
and understanding of integrated hard- and soft facilities management, monitoring and evaluation. High numerical literacy and good computer literacy (proficiency in Windows, MS-Office, Excel and emails). Excellent communication, interpersonal and conflict management skills.

**DUTIES**: Efficient and effective monitoring, reporting and complaints management in respect of all hard- and soft facility management services rendered to the Department by the Private Party Consortium. Train Department of Health staff in respect of stipulated procedures, policies and protocols of a PPP. Liaise between DOH staff and PPP Service Providers, Help Desk, Senior DOH Contract Supervisor and CEO's of Lentegeur Hospital and Western Cape Rehabilitation Centre. Monitor, evaluate and report on the compliance in respect of Integrated Facility Management Services rendered by the Private Party. Monitor, record keeping and analysis all calls logged with the Help Desk. Compile monthly, quarterly and annual summary reports for Contract Manager/ CEO's of Lentegeur Hospital and Western Cape Rehabilitation Centre.

**ENQUIRIES**: Ms C Faulmann Tel No: (021) 370-2420/2471

**APPLICATIONS**: www.westerncape.gov.za/health-jobs (click “online applications”).

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

**CLOSING DATE**: 24 May 2019

**POST 16/288**: ARTISAN PRODUCTION GRADE A TO C (MEDICAL GAS)

**SALARY**
- Grade A: R190 653 per annum
- Grade B: R224 574 per annum
- Grade C: R262 176 per annum

**CENTRE**: Tygerberg Hospital, Parow Valley

**REQUIREMENTS**
- Minimum educational qualification: Appropriate Trade Test Certificate. Experience:
  - **Grade A**: No experience required.
  - **Grade B**: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate.
  - **Grade C**: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB) driver’s license and own reliable vehicle for overtime duties. Ability to perform standby and overtime duties. Competencies (knowledge/skills): Appropriate experience in the mechanical and medical gas field, general mechanical repairs and the ability to carry out basic general welding. Appropriate knowledge of medical gas equipment and medical gas plants. Ability to work independently and under pressure, with good organisational as well as team skills. Good communication skills (verbal and written) in at least two of the three official languages of Western Cape. Ability to plan ahead (pro-active), as well as working in a team and to learn and comply with in-house systems and procedures. Conversant with the requirements of the Machinery and Occupational Health and Safety Acts, NBR and SABA 1475. Ability to operate and use required tools and equipment skilfully and safely.

**DUTIES**: Maintain and repair all plant and equipment at the Hospital under the supervision of the Artisan Foreman. Perform necessary administrative functions, train and supervise subordinates. Assist with the execution of engineering projects and control over tools and materials. Assist Artisan Foreman with his duties.

**ENQUIRIES**: Mr D Dryling Tel No: (021) 938-4241

**APPLICATIONS**: The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505. Ms V Meyer

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

**CLOSING DATE**: 24 May 2019

**POST 16/289**: HANDYMAN (ELECTRICAL/AIR CONDITIONING)

**SALARY**: R145 281 per annum

**CENTRE**: Red Cross War Memorial Children’s Hospital, Rondebosch

**REQUIREMENTS**
- Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience and knowledge of electrical, air conditioning and refrigeration installations, lighting, mechanical, electrical plant and equipment, buildings and the
associated maintenance procedures. Inherent requirements of the job: Valid (Code B/EB) driver’s license and own reliable transport. Ability to work on ladders and multi-storied buildings. Willingness to work overtime and do standby duties. Competencies (knowledge/skills): Ability to work independently and under pressure, with good organisational as well as team skills. Good communication skills (verbal and written) in at least two of the three official languages of Western Cape. Ability to plan ahead (pro-active), work independently, as well as in a team and it would be required for the officer to learn and comply with in-house systems and procedures. Strict adherence to the Occupational Health and Safety Act.

DUTIES:
Perform electrical, mechanical and general maintenance of plant, equipment and buildings (including after-hour repairs). Assist Artisans with repairs and installation projects. Complete and return repair requisitions and assist in ordering and controlling the workshop, materials and tools. Maintain plant rooms, plant equipment and work areas in a clean and safe condition.

ENQUIRIES:
Mr D Brindley Tel No: (021) 658-5124

APPLICATIONS:
The Chief Executive Officer; Red Cross War Memorial Children’s Hospital, Private Bag X5, Rondebosch, 7700.

FOR ATTENTION:
Mr P Petersen

NOTE:
Candidates may be subjected to a competency test. No payment of any kind will be required when applying for this post.

CLOSING DATE:
24 May 2019

DEPARTMENT OF HUMAN SETTLEMENTS

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

CLOSING DATE:
27 May 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 16/290:
SENIOR PROPERTY INSPECTOR REF NO: HS 2019-26 (X3 POSTS)

SALARY:
R208 584 per annum (Level 06)

CENTRE:
Department of Human Settlements, Western Cape Government

REQUIREMENTS:
Senior Certificate (Grade 12 or equivalent qualification) with a minimum of 3 years' administrative experience; A valid driving licence. Recommendation: Experience in/of informal settlements, report writing and facilitation. Competencies: Knowledge of the following: PIE Act of 1998; ESTA Act (No. 62 of 1997); Housing Act 107 of 1997; Proven computer literacy (MS Office); Communication (verbal and written) skills in at least two of the official languages of the Western Cape; Planning and organising skills; Adhere to the Batho Pele Principles.

DUTIES:
Responsible for the inspections and investigations of rental units of the department; Ensure that informal settlements do not expand; Monitor the removal of illegal structures; Liaison with external service providers, for example: Anti-land invasion unit, Law Enforcement and SAPS; Facilitation and interaction with regard to illegal land occupations; Responsible for document collection as required by various sections within the Department.

ENQUIRIES:
Mr H Kotze at (021) 826 5710

DEPARTMENT OF THE PREMIER

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

CLOSING DATE:
27 May 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

MANAGEMENT ECHELON


Job Purpose: To enable service excellence to the people of the Western Cape through the innovative use of Digital services and initiatives. As the Chief Director, you will be responsible for driving the WC Digital Government Strategy, ICT Governance Maturity, ICT Planning and Enterprise Architecture.

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

CENTRE : Department of the Premier, Western Cape Government

REQUIREMENTS : Relevant B Degree or equivalent in the fields of ICT as on NQF level 7 as recognised by SAQA; and Minimum of 6 years’ experience at senior managerial level within the IT environment. Recommendation: Post graduate qualification in the fields of ICT. Competencies: Knowledge: Understanding of technology directions, trends, and strategic business impact of key business and IT initiatives; Expert knowledge of ICT as an enabling tool for development / ICT systems and security / Infrastructure and networks / Architecture and frameworks; Knowledge of the human resources management function; Knowledge of financial and supply chain management processes; Knowledge of strategic and project management; Knowledge of provincial policy development processes; Knowledge of the policies of the government of the day; Knowledge of strategy development, strategy management and strategy monitoring and review processes; Advanced knowledge of modern systems of governance and administration; Project management. Skills: Ability to exercise independent judgment and creative problem-solving techniques in a highly complex environment using leading-edge technology and/or diverse user systems; An ability to present and discuss technical information in a way that establishes rapport, persuades others, and gains understanding; Exceptional programme management skills, including the ability to effectively deploy resources and manage multiple projects of various diverse scope in a cross-functional environment; Ability to analyze, understand and effectively communicate between business requirements and technical design and implementation; The skills required of a high-level in-house advisor; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong inter-personal skills; Excellent communication skills; Outstanding planning, organizing and people management skills; Expert computer literacy skills. Personal attributes: Drive enterprise objectives through ability to, predict, analyze, and manage cultural and technological changes within the organization; Dynamic leadership ability that can develop and energize multi-discipline, high performance work teams to learn and apply new skills/techniques to business needs; A highly developed interpretive and conceptualisation / formulation ability; The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances; The ability to persuade and influence; The ability to deal with a wide variety of external and internal clients.

DUTIES : Line Management: Strategic management, guidance and advice in respect of policy and strategy, planning and development as well as Digital government. This includes the following broad areas of service delivery: Policy and Strategy: Develop appropriate Digital government policy, strategy and frameworks; Do research and development; Governance of Provincial ICT macro-processes; Monitor compliance to certification requirements. Planning and Development: Develop and maintain provincial and departmental ICT Plans; Provide ICT planning and business case development competency; Plan and develop
transversal Digital government/ICT projects and services; Perform data modelling against agreed norms and standards; Initiate and manage special projects; Ensure proper certification of planned ICT solutions. Digital Government for citizens: Develop and implement Digital government front office policies and strategies; Coordinate Digital government content and content management; Provide usability and design support; Render interactive front office channels; Provide strategic access to Digital government information and services; Render integrated Digital government information, communication service to business, civil servants and government. Strategic Management: To define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate; Participation in the Branch, Chief Directorate and Directorate’s strategic planning process; Active involvement in the development and management of the strategic and business plans for the Directorate; To evaluate the performance of the Directorate on a continuing basis; To report to the Deputy Director-General: Centre for e-Innovation on a regular basis on the activities and important matters of the Chief Directorate; To monitor and ensure compliance with relevant legislation and prescripts. Human Resource Management: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Chief Directorate’s Business Plan; Motivate, train and guide staff within the Chief Directorate, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff within the Chief Directorate; Monitor information capacity building within the Chief Directorate; Active involvement in the compilation of a human resource plan, a service delivery improvement programme, and an information resources plan for the Chief Directorate; Promote sound labour relations within the Chief Directorate; Actively manage and promote the maintenance of discipline within the Chief Directorate. Financial Management: Active participation in the budgeting process at Branch level; Preparing of the Annual and Adjustment Budgets for the Chief Directorate; Assume direct responsibility for the efficient, economic and effective control and management of the Chief Directorate’s budget and expenditure; Assume direct responsibility for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Chief Directorate; Report to the Programme Manager on all aspects of the Chief Directorate’s finances; Perform diligently all duties assigned by the Programme Manager; Assume overall responsibility for the management, maintenance and safekeeping of the Chief Directorate’s assets; Ensure that full and proper records of the financial affairs of the Chief Directorate are kept in accordance with any prescribed norms and standards. Clients and Liaisoning: Provincial Cabinet; Provincial Parliament; Director-General and PTM; Provincial departments; National Departments and agencies e.g. State Information Technology Agency (SITA) and other departments/provincial administrations; Department of Public Service and Administration; Auditor General of South Africa; Academic and research institutions; Private sector organisations and NGO’s; Local Municipalities.

ENQUIRIES : Mr Hilton Arendse Tel No: (021) 483 2675
POST 16/292 : DIRECTOR: POLICY AND PLANNING REF NO: DOTP 2019-41
Job Purpose: To enable leading people management practices through the rendering of strategic people policy, planning and analytic services to departments within the Western Cape Government.

SALARY : R1 005 063 per annum (Level 13) (All-inclusive package to be structured to be structured in accordance with the rules for SMS).
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Appropriate 3-year tertiary qualification (B-degree) in Human Resource Management or Industrial Psychology or Data Science; Minimum of 6 years’ management experience within a people management environment. Recommendation: Post graduate qualification in Human Resource Management or Industrial Psychology or Data Science. Competencies: Knowledge of the following: latest development in people management theory and practice; public policy analysis and development processes; Constitutional, legal and institutional arrangements governing the South Africa public sector. Strong innovative mindset; conceptual and formulation skills; leadership skills with specific reference to the
ability to display thought leadership in complex applications; Team building and inter-personal skills; Excellent communication skills; Outstanding planning, organizing and people management skills; Presentation skills at senior management level. Personal attributes: A highly developed interpretive and conceptualization / formulation ability; the ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances; the ability to persuade and influence; the ability to lead and direct teams of professionals

**DUTIES**: Responsible for people management business intelligence and people analytics; Develop sound people management policies and provide a policy advisory service; Provide a comprehensive workforce planning service to ensure workforce plans are in place to address the current and future people capability needs of departments; Render diversity and inclusion advisory services (including employment equity and people transformation services); Manage the Directorate Policy and Planning as strategic, financial and people manager.

**ENQUIRIES**: Ms Louise Esterhuysen (+27 21 483 5856)

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**DUTIES**:

- Responsible for people management business intelligence and people analytics;
- Develop sound people management policies and provide a policy advisory service;
- Provide a comprehensive workforce planning service to ensure workforce plans are in place to address the current and future people capability needs of departments;
- Render diversity and inclusion advisory services (including employment equity and people transformation services);
- Manage the Directorate Policy and Planning as strategic, financial and people manager.

**ENQUIRIES**: Ms Louise Esterhuysen (+27 21 483 5856)

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

**CLOSING DATE**: 27 May 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

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**OTHER POSTS**

**POST 16/293**: ECONOMIST: REVENUE ANALYSIS RESEARCH AND MODELLING REF NO: PT 2019-22

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

**CENTRE**: Provincial Treasury, Western Cape Government

**REQUIREMENTS**: Honours Degree in Economics/Finance /Business Administration/Public Policy (or equivalent qualification) with a minimum of 3 years’ relevant experience; A valid driving licence. Recommendation: Masters Degree in Economics/Finance /Business Administration/Public Policy (or equivalent qualification) with Experience in economics/policy research. Competencies: Knowledge in the following: Conceptualization and implementation of research in intergovernmental fiscal system; Analysis and writing of concise research briefs; Extensive knowledge and understanding of policies and relevant legislation pertaining to the various aspects of the intergovernmental fiscal system; Extensive experience in project management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

**DUTIES**: Research and assessment of all revenue streams for provincial and local government in determining suitable fiscal frameworks; Advise and analyse the fiscal framework (own revenue, conditional grants and equitable share) to ensure credible and sustainable provincial and municipal budgets; Identify and oversee financial support to provincial and municipalities to support service delivery initiatives; Provide support to provincial departments on budget planning and performance related matters; Project, financial and people management of various processes in line with the scope of Fiscal Policy Directorate.

**ENQUIRIES**: Dr N Nleya at (021) 483 6707

**POST 16/294**: RESEARCH ANALYST: REVENUE ANALYSIS RESEARCH AND MODELLING REF NO: PT 2019-21

**SALARY**: R376 596 per annum (Level 09)
CENTRE: Provincial Treasury, Western Cape Government

REQUIREMENTS:
An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Economics/ Public Finance/ Public Policy with a minimum of 3 years’ appropriate experience. Recommendation: Experience in a fiscal policy/public finance/budget policy environment; Working knowledge of Public Finance Legislation and provincial revenue management processes; A valid driving licence. Competencies: Knowledge of government fiscal policy environment; Research and analytical skills; Proven computer literacy (MS Office); Aptitude for numbers; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES:
Assist and support fiscal policy research and analysis; Analyse and report on provincial government revenue streams; Inputs into the various fiscal policy and budgetary processes; Support to economist on data analysis, database management, revenue assessments, report writing and presentations; Provide administrative support on the directorate's key deliverables.

ENQUIRIES:
Dr N Nleya at (021) 483 6707

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:
27 May 2019

NOTE:
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OTHER POSTS

POST 16/295:
DEPUTY DIRECTOR: FACILITY MANAGEMENT (TENDERTEN) REF NO: DSD 2019-47

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

CENTRE:
Department of Social Development, Western Cape Government

REQUIREMENTS:
An appropriate 3-year tertiary qualification (National Diploma/B-degree); A minimum of 5 years experience in residential care for youth; A minimum of 5 years' management level experience; A valid (code B) driving licence. Recommendation: Experience in residential care for youth. Competencies: Knowledge of the following: National norms and standards related to secure residential care; Legislation related to secure residential care of children; Human Resource Management; Operational, Financial and budget management of residential care centres; Analytical, diagnostic, assessment tools, evaluation methods and processes (social worker); Personnel Management; Supervision framework for social workers; Social work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Good administrative skills.

DUTIES:
Effective service delivery in terms of National, Provincial frameworks and international accords/models for residential care; Ensuring effective, efficient and economic use of appropriated funds and physical resources; Operational management of the facility.

ENQUIRIES:
Mr C Jordan at (021) 483 2197

POST 16/296:
PERSONAL ASSISTANT: FINANCIAL MANAGEMENT REF NO: DSD 2019-49

SALARY:
R257 508 per annum (Level 07)

CENTRE:
Department of Social Development, Western Cape Government
REQUIREMENTS: A Grade 12 or equivalent qualification plus an accredited Secretarial Certificate/Diploma NQF 5 (6-12 months of study); A minimum of 3 years’ relevant experience in office administration and rendering support service to a Manager. Competencies: Knowledge of the following: Relevant legislation/policies/prescripts and procedures; Financial administration; Communication (written and verbal) skills in at least two of the official languages of the Western Cape; Telephone etiquette; Planning and organising skills; Presentation skills; Time management skills.

DUTIES: Provide a secretarial/receptionist support service to the Chief Financial Officer; Render an administrative support services; Provides support to the Chief Financial Officer regarding meetings; Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES: Mr J Smith at (021) 483 8679

POST 16/297: CUSTOMER CARE ASSISTANT: CUSTOMER CARE (LANGA) REF NO. DSD 2019-48

SALARY: R173 703 per annum (Level 05)

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: Senior Certificate (Grade 12 or equivalent qualification); A minimum of 6 months’ clerical experience. Recommendation: Customer care/NGO experience. 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; Ability to resolve conflict; Ability to work under pressure and meet deadlines.

DUTIES: 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.

ENQUIRIES: Mr D Smith at (021) 483 7678

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

CLOSING DATE: 27 May 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 16/298: GISC TECHNICIAN (PRODUCTION LEVEL): INFRASTRUCTURE POLICIES AND STRATEGIES REF NO: TPW 2019-75

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 prescript.

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

An appropriate 3-year National Diploma in GISc, Cartography or relevant qualification; Compulsory registration with the South African Geomatics Council (previously PLATO) as a GISc Technician; A minimum of 3 years post qualification technical (GISc) experience; A valid Code B driving licence. Recommendation: Experience in developing and maintaining GIS data and other GIS output products; Experience in analysing spatial data in a municipal environment; Producing appropriate GIS reports and thematic maps. Competencies: Knowledge and understanding of the following: GIS applications and spatial data queries; Theory, principles and practices of GIS standards; Capabilities of different GIS software; Technologies such as GPS, Photogrammetry and remote sensing; Map projections; Principles of cartography; Producing appropriate GIS reports and thematic maps; Modern component-based GIS tools and methodology for municipal and utility; GIS use cases; Communication and interpersonal (written and verbal) skills in at least two of the official languages of the Western Cape; Project Management advanced computer skills; Problem solving analysis; Decision making and team work.

DUTIES:

Perform technical GISc activities: Source, capture and clean spatial data from various data custodians; Perform data manipulation according to application requirements; Apply coordinate systems and projections; Undertake spatial analysis with regards to GIS project; Keep up to date with developments in the geo-spatial industry and participate in relevant GIS forums; Responsible for the on-going spatial data maintenance and dissemination end-user support; Conduct programmatic and manual analysis and create reports and thematic maps on data within the GIS; Maintain GIS Unit effectiveness: Maintain and update GIS tools, software and renewal of licences; Functional requirement analysis: Document organisation GIS challenges, identify gaps (discrepancies) on available spatial information in the organisation; Document software capabilities and identify the required functionalities; Provide technical expertise related specifically to infrastructure; Responsible for the compiling and organising of GIS data from maps, databases and other sources; Direct the preparation of regular status reports, highlighting GIS issues requiring attention; Create document procedures and metadata definitions.

ENQUIRIES:

Ms G Gorrah at (021) 483 0933

APPLICATIONS:

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

POST 16/299:

TRAINING LIAISON OFFICER: EPWP SKILLS DEVELOPMENT REF NO: TPW 2019-67

SALARY:

R316 791 per annum (Level 08)

CENTRE:

Department of Transport and Public Works, Western Cape Government

REQUIREMENTS:

An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 1 year relevant experience; A valid Code B driving licence. Recommendation: Willingness to travel and work after hours. Competencies: Knowledge of the following: Financial Management; Public service reporting procedures; National, provincial and departmental policies, prescripts and practices regarding EPWP; Principles and processes for providing customer and personal services; Principles in planning, resource allocation, human resources, leadership, production methods and coordination people; Understanding of EPWP NYS guidelines and NQF systems; Proven computer literacy (MS Office); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Problem solving and decision making skills; Record keeping skills.

DUTIES:

Coordinate and oversee stakeholder liaison in the region; Represent EPWP/SDU and participate in municipal/district forums; Manage and oversee the recruitment and selection process of learners for the SDU programme; Promoting and marketing of training opportunities by liaising with stakeholders; Contract Management: Monitor SDU contracts with learners, training providers and host employers; Manage and oversee sourcing of host employers; Manage learners performance and programme implementation in the region; Facilitate disciplinary processes according to learners code of conduct; Finances: Facilitate and provide input in developing budget line needs, including financial functions and the
processing of payments and produce reports on project costs in relation to project objectives; Checking stipend control sheets together with attendance registers and signing of stipend control sheet.

ENQUIRIES
Mr F Jacobs at (021) 483 8541

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

POST 16/300
CHIEF WORKS INSPECTOR: MECHANICAL: HOSPITALS REF NO: TPW 2019-74

SALARY
R316 791 per annum (Level 08)

CENTRE
Department of Transport and Public Works, Western Cape Government

REQUIREMENTS
3-year National Diploma (T/N/S streams); or a N 3 and a passed trade test in the building environment; or Registration as an Engineering Technician; A minimum of 5 years’ on-site experience in a building construction environment; A valid driving licence. Recommendation: Appropriate experience in the mechanical environment and contract administration with regards to the installation and maintenance of lifts, air-conditioning, refrigeration, fire-fighting equipment and pumps and stand-by generators; Experience in preparation of specifications, plans and working drawings and the ability to interpret Bills of Quantities; Technical experience of mechanical matters; Quality control; Familiar with contract administration, Occupational Health and Safety Act and relevant regulations; Willingness to travel regularly. Competencies: Knowledge of the following: Facets of the construction industry and National Building Regulations: Latest SANS 1238:2005, 1287-1:2007, 1287-2:2007, 1424:2013, 10173:2003, 1744:2017 and SANS 10142 (Electrical wiring code); Compilation of specifications and tender regulations; Proven computer literacy; Technical report writing skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Customer focus and responsiveness; Quality management; Scope change management.

DUTIES
Plan and execute inspections for new and maintenance work on project sites and ensure that work is being done in compliance with relevant regulations and legislation; Identifying needs and requirements of new work and repairs through Facility Condition Assessments and the investigation of customer complaints and new services required; Analysing and compiling relevant project documentation for new and existing structures; Quality control of contractors activities on site; The assessments, preparation, compilation and submission of facility condition reports of health facilities; Maintain and report progress consistently to the department management information system and back up documents and information to the database.

ENQUIRIES
Mr Y Jacob at (021) 483 8514

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

POST 16/301
PROJECT ADMINISTRATOR: PROJECT OFFICE: CD TRANSPORT OPERATIONS REF NO: TPW 2019-72

SALARY
R257 508 per annum (Level 07)

CENTRE
Department of Transport and Public Works, Western Cape Government

REQUIREMENTS
An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 1-year administrative experience in a project environment. Recommendation: Proven experience on a project management system such as Resource and Planning Management or MS Projects; A Diploma in Project Management; Project Management experience. Competencies: Knowledge of Project Management; Technical proficiency; Problem analysis, solving and decision making; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES
Timeous and accurate registration of all project information (including financial) on the Project Management Information System; Establish and maintain project documentation library, this includes providing document management support, the identification, change control and administration on all project-related documents; Perform quality reviews; Keep the Project Office Manager fully up to date on all
developments and track and report on overall project progress; Provide logistical support to the project office, including preparing minutes and agendas for project meetings; Assist with technical user support; Work closely with line, project and programme managers to provide project support throughout the project life cycle.

**ENQUIRIES**
Mr L Anthony at (021) 483 8226

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

**POST 16/302**
**ADMINISTRATION CLERK: EPWP SKILLS DEVELOPMENT REF NO: TPW 2019-66**

**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: Relevant experience. Competencies: A good understanding of the following: Skills Development environment; National, provincial and departmental policies, prescripts and practices regarding EPWP; Administrative and clerical procedures and systems such as word processing, managing data, files and records, designing forms and other office procedures; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Computer literacy skills.

**DUTIES**
Render administrative assistance to the Assistant Director including but not limited to the following: Manage all official documents; Obtain inputs, collate information and compile complex documents, reports and presentations; Conduct research; Coordinate travel arrangements; Assist with general office administration functions; Liaison with beneficiaries, communities and private sector organisations on behalf of the assistant director which in includes the following: Liaison with beneficiaries of programmes to obtain information needed to assess the programmes; Liaison with private sector organisations and training providers.

**ENQUIRIES**
Mr F Jacobs at (021) 483 8541

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

**POST 16/303**
**HANDYMAN: TECHNICAL SUPPORT SERVICES (CAPE TOWN) REF NO: TPW 2019-73**

**SALARY**
R122 595 per annum (Level 03)

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

**REQUIREMENTS**
ABET Level 4 (or equivalent qualification); Experience in operating a diverse range of garden equipment. Recommendation: Ability to drive, operate and repair machines; Experience in tree felling with a chainsaw. Competencies: A good understanding of the following: Occupational Health and Safety Act; Ability to follow complex, multi-step written and oral instructions as well as written procedure and operating manuals; Methods used in caring for plants (shrubs, flowers, trees and lawns); Tools and operation of garden and grounds maintenance machines; Communication skills in at least two of the three official languages of the Western Cape; Ability to work under pressure; Work independently as well as in a team; Ability to perform routine tasks.

**DUTIES**
Perform a variety of other grounds maintenance duties; Operate a variety of light maintenance machines to neatly maintain Leeuwenhof gardens and grounds; Perform repairs on equipment to ensure equipment is in a proper working condition and report minor/major services or repair problems to supervisors; Inspect visible working parts to observe wear and replaces faulty parts to prevent breakdown; Comply to standard operating procedures and adhere to safety procedures at all times; Transport mowers and other heavy equipment to and from work sites to ensure their availability for use in completing work assignment.

**ENQUIRIES**
Ms Y Sihawula at (021) 422 1677

**APPLICATIONS**
You may use 1 of the 3 options available to submit your application: (1) Hand Deliveries (Between 08:00 am to 17:00 pm): Affirmative Portfolios, Unit 14, 1st floor, 3 Canal Edge, Tyger Waterfront, Carl Cronje Drive, Bellville, 7530. (2) Postal: You may post it to the following postal address: PO 5496, Tyger Valley Centre Parking Area, Bellville, 7536. (3) E-mail address: adresponsectp@affirm.co.za
You may use only one application platform as only one application will be accepted. Applications not submitted on or before the closing date as well as faxed will not be considered.

NOTE: To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. Applicants from relevant local communities will receive preference.