PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 23 OF 2019
DATE ISSUED: 28 JUNE 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:

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION (DPSA): Kindly note that the post of Deputy Director: Leadership Development Management Ref. no. DPSA/19/011 Post 20/37, advertised in Public Service Vacancy Circular 20 of 2019 dated 07 June 2019, the post required a valid driver's license due to the expectation of travel and site inspections. Please note that the requirement for the driver's license has been amended. Applicants with no driver's license are welcomed to apply for the post. The closing date has been extended to 08 July 2019, for Enquiries: Mr. B.W. Malaza (012) 336 1644.

DEPARTMENT OF INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE: Kindly note that the post of Director: Legal and Litigation Advisory with Ref Q9/2019/27, advertised in Public Service Vacancy Circular 22 dated 21 June 2019. The closing date has been extended to 12 July 2019.
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The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through filling of these posts and candidates whose transfer, promotion, or appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees.

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

FOR ATTENTION: Ms N Sathege/Ms M Mahape

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 (Certified copies must not be older than 3 months). NB as of 1 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. Applications received after the closing date, e-mailed or faxed applications will not be considered. (Drivers’ License and registration certificate must be attached if required)

CLOSING DATE: 15 July 2019

OTHER POST

POST 23/01: CHIEF EDUCATION SPECIALIST (REF NO: DBE/1043/2019)
Branch: Teachers and Institutional Development
Directorate: Education Human Resource Planning, Provincial and Monitoring

SALARY: All-Inclusive remuneration package of R 861 486 (Non-Negotiable) per annum

CENTRE: Pretoria

REQUIREMENTS: Applicants must be in possession of a recognised three or four year qualification, which includes professional teacher education qualification and registered with SACE as professional educator and 9 years’ experience in the education field; Experience in the educational sector and a post graduate qualification in Human Resource Management will be an added advantage; The incumbent should have the following attributes and skills: Working knowledge of Microsoft WORD, EXCEL, ACCESS and POWERPOINT; understanding of the Basic Conditions of Employment Act, Employment of Educators Act, Personnel Administrative Measures and PERSAL; Exceptional analytical skills and Mathematical skills; Ability to work under pressure; problem solving skills; innovation and ability to learn quickly; Excellent communication (written and verbal), excellent interpersonal skills, ability to initiate and close attention to detail; A driver’s license is required since travelling is a requirement of this position.

DUTIES: Develop norms and standards for the provisioning of teaching and other professional staff posts in schools in South Africa. Support, monitor and report on the implementation of post provisioning norms across the nine Provincial Education Departments of Education; Develop norms and standards for the provisioning of support staff to schools in South Africa and monitor and report on the implementation. Analyse and report on expenditure on compensation of employees budget of all nine Provincial Education Departments of Education; Undertake cost analysis and develop cost scenarios for policy proposals related to the staffing norms and compensation of employees.

ENQUIRIES: Ms N Sathege 012 357 3290/ Ms M Mahape 012 357 3291

NOTE: All shortlisted candidates may be required to make a presentation to the interview panel and/or undertake a writing test.
It is the Department’s intention to promote equity (race, gender and disability) Through the filling of this posts with a candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

CLOSING DATE : 12 July 2019 (Applications received after the closing date and faxed copies will not be considered).

NOTE : The advertisement(s) contained herein is/are meant for the attention/perusal of all interested job seekers, whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Persons not employed by the DOD/Public Service are encouraged to apply for the vacancies advertised in this circular. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants’ training, qualifications, competencies, knowledge & experience) and clear certified copies of original educational qualification certificates, ID document and Driver’s license (where applicable). Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POSTS

POST 23/02 : FINANCE CLERK SUPERVISOR, REF NO: CFO 19/4/1
Finance Management Division,
Chief Directorate Financial Services,
Directorate Financial Control Services,
Motor Accident Claims Section

SALARY : R257 508 per annum (Level 7)
CENTRE : Cape Town Satellite Office.
REQUIREMENTS : Minimum requirements: Grade 12 certificate plus three year Degree/National Diploma with finance related subjects with a minimum of two (02) years relevant experience or Grade 12 certificate with a minimum of three years relevant experience. More working relevant years of experience as Finance Clerk will be an added advantage. Ability in understanding, interpreting and correctly applying of financial policies and prescripts. Computer literate in MS Office software packages. Ability to effectively liaise and communicate with clients, legal representatives and senior DOD personnel. Successful candidates must have sound reasoning, mathematical and problem solving skills as well as trustworthy, honest and loyal. Decisive and persevering iro task finalisation. Permanent RSA citizen, with no criminal record. Must be in the possession of a valid RSA/Military driver’ license. Added advantage: Post matric qualification in Finance and/or minimum of one year relevant experience. Basic knowledge of financial/legal process and insurance claims. The successful candidate will be required to complete all relevant courses and must be willing to travel.

DUTIES : Assisting the Supervisor in: Receiving and registering letters of demand and/or summonses iro mobile as sets accidents caused by Department of Defence (DOD) drivers and the processing thereof in accordance with policies and prescripts. Obtain
information, documents, statements, reports and statutes wrt the case. Draft briefing notes to State Attorney on proposed handling of the case. Determine course of action to be taken in best interest of the State (DOD). Liaise, negotiate and arrange consultations with roll players for specialized inputs and advice. Frequent inter-action with interest groups, experts, attorneys, council panel and assisting the State Attorney during litigation process and trial. Correctly apply legal and procedural principles whereby civil claims are handled on behalf of the Minister of Defence. Analyse and interpret appropriate action. Regularly study and update own knowledge of Government policies, regulations and prescripts relating to matters of litigation. Visit of units in Oudtshoorn, Bredasdorp, Cape Town, Simons Town, Saldana, Langebaanweg. Record, files and safeguard of all documentation generated in the section for future enquiries and audit purpose.

ENQUIRIES : Mr P.J. Annendale, Tel no: 012 392 2116
APPLICATIONS : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception.
NOTE : Please use reference number not post number
CLOSING DATE : 12 July 2019 at 16:00

POST 23/03 : FINANCE CLERK SUPERVISOR, REF NO: CFO 19/4/2
Finance Management Division.
Chief Directorate Budget Management
Sub-Directorate: Chief Central Staff, DHQ

SALARY : Level 7(R257 508 per annum)

CENTRE : Pretoria

REQUIREMENTS : Minimum requirements: Grade 12 certificate plus B Degree/ three year National Diploma with finance related subjects with a minimum of two (02) years relevant experience or Grade 12 certificate with finance related subjects with a minimum of three (3) years relevant experience. Thorough knowledge of the Budget and Budget control expenditure control process and related transactions. Computer literacy, MS Word, Excel and Power Point. Sound mathematical and problem solving ability. Ability to correctly interpret and apply policy. Well-developed verbal and written communication skills. Ability to draft complex programs. Ability to effectively function as part of a team. Receptive to work-related suggestions/ideas and decisive/persevering regarding task finalisation. Knowledge of computer programs used in the Department of Defence (DOD)/Public Service or private sectors, Financial Management System (FMS/BAS), Information Centre (IC) qualified or any other financial system. Valid RSA/Military driver's licence and willing able to travel as and when required.

DUTIES : Assisting with formulation, and monitoring of compliance to internal controls, policies and operating procedures. Assisting with budgeting and expenditure control as performed at level 2 as well as preparing budgeting and expenditure control documentation. Assisting with the Financial Authority (FA) process. Preparing cash flow. Assist in the re-allocation of funds. Participate in the Budget Control Committee (BCC) meetings. Preparing of management reports for the Client through development of IC reports and graphic presentations. Assisting in executing of budgeting processes as and when required.

ENQUIRIES : Ms E.J. van Vuuren, Tel no: (012) 335 5805
APPLICATIONS : Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or hand-delivered to: Poynton building, 195 Bosman Street, Pretoria, where it must be placed in wooden post box number 5 at Reception.
NOTE : Please use reference number not Post number
CLOSING DATE : 12 July 2019 at 16:00

POST 23/04 : ADMIN CLERK/DRIVER REF NO: CFO 19/4/3
consult

SALARY : Level 5(R173 703 per annum)


REQUIREMENTS : Minimum requirements: Grade 12 certificate with finance related subjects. In possession of a valid RSA driver’s license. Skills: good driving skills, problem solving, communication and interpersonal, etc. Basic knowledge of transport services. Be willing to work flexible hours when required, i.e. after hours, weekends, etc. Be able to obtain a valid security clearance. Be able to work independent and as a team. Be loyal, responsible, committed towards tasks, trustworthy, honest and able to keep confidential information. Be willing to learn and attend courses, e.g. advance driving
DUTIES:
To serve the Chief Financial Officer as a personal driver and administration clerk. Transport/drive the CFO and family members as or when required. Ensure effective planning of the trips/visits of the CFO. Ensure effective administration and utilisation of vehicles in the CFO's Office, i.e. conduct inspections, clean vehicles, update log books, etc. Rendering clerical support functions and messenger's services in the CFO's Office, i.e. records, registers, photocopies, correspondences, etc. Distribute documents/packages to various stakeholders as or when required. Assist with filing system in the CFO's Office.

ENQUIRIES:
Mr B.J. Mnyandu, tel (012) 355-5449

APPLICATIONS:
Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria, where it must be placed in wooden post box number 5 at Reception.

NOTE:
Please use reference number not post number.

CLOSING DATE:
12 July 2019 at 16:00
GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

CLOSING DATE: Closing date: 12 July 2019 12h00 noon
NOTE: Requirement of applications Applications must be submitted on form Z83, obtainable on the internet at http://www.gpaa.gov.za (Originally signed). The relevant reference number must be quoted on all applications. Application should consist of (1) a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) (2) original certified copies of all qualifications (including matriculation), Identity document, valid driver’s license (where driving/travelling is an inherent requirement of the job) and proof of citizenship if not RSA Citizen. Note: Copies of certified documents will not be accepted – all copies must be originally certified in the past 3 months. Failure to submit the above information will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must be available for interviews at a date and time determined by GPAA. Applicants must note that pre-employsments checks and references will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The candidate must take note of: It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/appointment will promote representativeness, will receive preference. Disabled persons are encouraged to apply. For salary levels 11 – 15, the inclusive remuneration package consists of a basic salary, the state’s contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The GPAA reserves the right to utilize practical exercises/tests/competency assessments for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign and annual performance agreement and will be required to undergo a security clearance. No email or faxed applications/ No late applications, 12H00 No late applications will be considered. No faxed / e-mailed / late applications will be considered.

OTHER POST

POST 23/05: MANAGER: PHYSICAL SECURITY – REF NO: M/PS/2019/06-1P

SALARY: R733 257 Per Annum Total Cost to Company All Inclusive Package (Level 11)
CENTRE: Pretoria Office

DUTIES:
The main purpose of this position is to manage the provision of Physical security services in the organization. The successful candidate will be responsible for the management of the Physical Security unit which inter alia include, but not limited to: Manage the total security function of the GPAA. Create an enabling environment for the GPAA to achieve its strategic goals by providing guidance to the Facilities Senior Manager to develop, implement and maintain security policies, procedures, and processes, in accordance with best practice standards, frameworks and regulations; Develop, implement and monitor achievement of an effective Business Plan and budget for Security to support the achievement of GPAA’s strategic objectives; Identify risks and threats to the security of the GPAA, and vulnerabilities in the organizational capacity to counter such; Develop and implement appropriate security measures and procedures; Ensure integration of all security-related aspects with regard to personnel, documents, physical security, communications, computers and surveillance activities; Advise management on executive decisions; Facilitate the management of security-related issues by the Security Committee; Ensure the effective management of vetting applications and security clearances; Ensure effective management of company and company’s employees screening; Maintain records of security incidents; Manage fire system throughout GPAA offices; Manage Occupational Health and Safety. Develop and implement processes for physical security services. Develop physical security risk assessment process; Respond to physical security incidents and assess impact of incidents; Develop policies and procedures; Conduct investigations into security breaches and maintain incident-tracking database; Assess the impact of incidents and make recommendations; Render required physical security services to related contractors/ provinces and agencies; Perform and develop physical security risk assessment processes such as threat and risk assessment, appraisals and security audits; Interact with law enforcement, security related and relevant external and internal organizations and authorities; Provide event security control management; To drive the operational management of the Physical Security Unit to ensure that a condition of security is maintained on an acceptable level and ensure effective implementation of the Minimum Information Security Standards (MISS), Minimum Physical Security Standards and compliance with Control Access of Public Premises and Vehicles Act 53 of 1985. Develop and implement physical security and vetting policies and procedures on the basis of the risk profile of the GPAA offices: Develop and implement both physical security and vetting policies; ensure that all employees are trained on both security policies and procedures; Ensure compliance with security policies; ensure proper maintenance of both policies. Evaluate and optimise the effective implementation of appropriate security measures and procedures. Liaise with various security managers to evaluate the nature, extent, impact and probability of security risks and threats directed at the GPAA, to develop a security risk assessment report for GPAA Management; Develop appropriate control and counter measures (i.e. preventative strategies) to minimise and manage identified security risks and threats. Manage all resources of the unit. Set, agree and monitor performance of direct reports, check that it is aligned with planned targets; Allocate work according to the individual workload, expertise, and developmental needs of the individual; Identify development and succession planning requirements; Ensure employment equity compliance; Monitor that outputs achieve business requirements; Facilitate staff productivity and efficiency, minimizing absenteeism and turnover figures; Motivate staff through the implementation of various reward mechanisms; Facilitate departmental communication through appropriate structures and systems; Manage the budget of the unit and monitor expenditure patterns as per the prescripts. Provide Physical Security Services. Compile duty rosters for 24 hour security in organization; Ensure staff is trained; Ensure security surveillance equipment is properly installed; Conduct physical security awareness and training programs; Provide physical security management reports on all projects and initiatives. Develop and implement security-related training and awareness programmes. Facilitate the development and maintenance of a security training
capacity; Manage and coordinate the creation of awareness of Physical security and vetting requirements, through various communication channels available to obtain cooperation and support from GPAA staff. Interact with security-related and relevant authorities. Liaise and interact regarding planned and unplanned inspections; Liaise regarding information security; Liaise regarding physical security requirements and problems, and measures to address. Note: One position of Manager: Physical Security is currently available at the Government Employees Pension Fund. Employment Equity target for the post is African, Colored, Indian or White female candidates or persons with a disability. Candidates of the specified groups are encouraged to apply.

ENQUIRIES: Ms Mapule Mahlangu on Tel no: 012 399 2639
APPLICATIONS: Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, or Private Bag x63, Arcadia, Pretoria, 0001
ANNEXURE D

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(MAJUBA TVET COLLEGE)

APPLICATIONS:
Must be forwarded to: The Principal – Majuba TVET College, Private Bag X6602, Newcastle, 2940 or hand deliver to the ‘CV’ Box at Majuba TVET College Central Office (83 Allen Street, Newcastle), between 07h35 to 15h15.

CLOSING DATE:
12 July 2019 at 12:00

NOTE:
Majuba 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 driver’s license (where applicable) 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 checks (where applicable), qualification and employment 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. Note1: 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. Note2: 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. Majuba College is an equal opportunity employer.

OTHER POSTS

POST 23/06:
SENIOR ADMINISTRATIVE OFFICER (ADMINISTRATIVE HEAD) REF. NO.: MAJSAOMTC062019

SALARY:
R316 791.00 (Level 8)

CENTRE:
Campus: Majuba Technology Centre

REQUIREMENTS:
A recognized three year diploma or degree in a finance/ administration field or equivalent qualification and at least 3 years’ relevant experience of which 1 year should be at a supervisory level. A valid driver’s licence, computer literacy and sound financial skills are required.

DUTIES:
Management of all areas of administration and finance at a campus. These areas would include the following: Fleet management, general maintenance, reprographics, procurement, stock and asset control, reception services, student support services and exams/certification, personnel and payroll services, debtors control, budget control, cash flow control and cost control.

ENQUIRIES:
Mr MN Ntshangase on Tel.no: 034 3264888

POST 23/07:
SENIOR ADMINISTRATIVE OFFICER (ADMINISTRATIVE HEAD) REF. NO.: MAJSAODTC062019

SALARY:
Scale: R316 791.00 (Level 8)

CENTRE:
Campus: Dundee Technology Centre

REQUIREMENTS:
A recognized three year diploma or degree in a finance/ administration field or equivalent qualification and at least 3 years’ relevant experience of which 1 year should be at a supervisory level. A valid driver’s licence, computer literacy and sound financial skills are required.

DUTIES:
Management of all areas of administration and finance at a campus. These areas would include the following: Fleet management, general maintenance, reprographics, procurement, stock and asset control, reception services, student support services and exams/certification, personnel and payroll services, debtors control, budget control, cash flow control and cost control.

ENQUIRIES:
Mr MN Ntshangase on Tel. 0343264888
DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

ANNEXURE E

CLOSING DATE : 15 July 2019
NOTE : Interested applicants may visit the following website: www.justice.gov.za or www.dpsa.gov.za to view the full job specification of the above positions. Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 form & CV must be accompanied by original certified copies of qualifications, identity document and a driver’s licence where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical 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. 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. Reasonable accommodation shall be applied for People with Disabilities including where drivers licence 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.

ENQUIRIES : Ms A Wessels Tel no: (051) 407 1863

ERRATUM : Kindly note that the post of Court Intermediary: Ref No: 19/48/Fs published in public service vacancy circular no 18 of 2019 dated 24 May 2019 has been withdrawn and replaced by the one on Circular 22 of 2019 dated 21 June 2019.due to the amended of the advert We apologize for any inconvenience caused

OTHER POSTS

POST 23/08 : PRINCIPAL COURT INTERPRETER REF NO: 2019/15/MP
This is a Re- advertisement; candidates who previously applied are encouraged to re-apply

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

CENTRE : Nsikazi

REQUIREMENTS : NOF level 4 / Grade 12; National Diploma Legal Interpreting at NOF 5 level or any other relevant tertiary qualification at NOF level 5; Proficiency in English and in two or more indigenous languages (preference will be given to languages used in area); Driver’s license; Five years’ practical experience as a Court Interpreter with a minimum of 2 years supervisory experience; Language Requirements: Xitsonga; Afrikaans; siSwati; Skills and Competencies: Computer literacy; Good communication (verbal and written); Listening skills; Interpersonal skills; Ability to work under pressure; Administration and organization skills; Good interpersonal relations; Problem solving; Analytical thinking.

DUTIES : Key Performance Areas: Render Interpreting services; Translate Legal Document And Exhibits; Develop Terminology; Assist with the reconstruction of Court Records; Attend to Personnel administrative aspects; Control and Supervision of Interpreters; Procure foreign language Interpreters and casuals in line with PFMA.

ENQUIRIES : Ms KN Zwane Tel No: (013) 753 9300 Ext.249

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x11249, Nelspruit 1200, or Physical address: 24 Brown Street, Nedbank Centre, 4th floor Nelspruit 1200.
**POST 23/09 : ADMINISTRATIVE OFFICER REF NO: 19/69/KZN**

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

**CENTRE** : Magistrate Court, Nongoma to serve Ulundi

**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 Managers 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.

**APPLICATIONS** : Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban

**ENQUIRIES** : Mr J.N. Mdaka Tel no: (031) 372 3000

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**POST 23/10 : SENIOR COURT INTERPRETER: REF NO: 19/70/KZN**

**SALARY** : R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Magistrate’s Court, Eshowe to serve at Ulundi

**REQUIREMENTS** : NQF level 4 / Grade 12 and National Diploma in Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF level 5 or Three years of practical experience as a Court Interpreter; Proficiency in English; Proficiency in two or more indigenous languages; A valid driver’s license will be an added advantage. Skills and Competencies: Communication skills, Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure and Art of interpreting. KEY PERFORMANCE AREAS: Manage and supervise interpreters; Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with the reconstruction of court records; Attend to personnel administrative aspects.

**APPLICATIONS** : Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban

**ENQUIRIES** : Mr J.N. Mdaka Tel no: (031) 372 3000

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**POST 23/11 : SENIOR COURT INTERPRETER REF NO: 19/71/KZN**

**SALARY** : R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Magistrate’s Court, Ladysmith

**REQUIREMENTS** : NQF level 4 / Grade 12 and National Diploma in Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF level 5; Three years of practical experience as a Court Interpreter; Proficiency in English; Proficiency in two or more indigenous languages; Proficiency in Sesotho and IsiXhosa will be an added advantage; A valid driver’s license will be an added advantage. Skills and Competencies: Communication skills, Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure and Art of interpreting.

**DUTIES** : Key Performance Areas: Manage and supervise interpreters; Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with the reconstruction of court records; Attend to personnel administrative aspects.

**ENQUIRIES** : Ms C.S. Sikhonde Tel no: (031) 372 3000
APPLICATIONS : Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban

POST 23/12 : MAINTENANCE INVESTIGATOR: REF NO: 19/73/KZN

SALARY : R 257 508 – R 303 339 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate Court, Emlazi: (to serve courts within Cluster A)

REQUIREMENTS : A Grade 12 certificate with two years relevant experience; Experience in Family Law Matters; Knowledge of the Maintenance Act (Act 99 of 1998); A valid driver’s license code EB; Knowledge of computer literacy (experience in MS Word and Excel). Certificate reflecting these courses to be attached. Skills and Competencies: Computer literacy (MS Office); Numeracy Skills; Excellent communication skills (verbal and written); Ability to: Work with the public in a professional and empathetic manner; Develop a thorough understanding of all services and procedures in the area of maintenance and other areas of family law; Explain legal terminology and processes in simple language; Manage time effectively and develop good facilitation skills; Think innovatively and work in pressured environment; Assist the court in the conducting of maintenance matters for the court.

DUTIES : Key Performance Areas: Provide support to magistrate courts within Cluster A. Trace persons liable to pay maintenance and maintenance defaulters; Gather and secure information related to Maintenance enquiries and defaulters; Testify in court under the supervision and control of Maintenance Officers / Maintenance Prosecutors; Render any administrative support to the office; Outdoor function requiring physical tracing capabilities; Perform any other administrative functions as required from time to time; Serve documents on complainants/respondents/banks/employers/ etc.

ENQUIRIES : Ms V. Mlandeliso Tel no: (031) 372 3000

APPLICATIONS : Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban
It is the Department’s intention to promote equity (race, gender and disability) through the filling of this post with a candidate whose transfer / promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

CLOSING DATE : 15 July 2019 at 16:00
NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 (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). Certified copy of a copy will not be accepted. Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will 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 POSTS


SALARY : R 869 007 per annum (all inclusive)
CENTRE : Labour Centre: Mthatha
DUTIES : Manage the service delivery objectives as per the mandate of the Department of Labour. Represent the Department in key stakeholder forums including interdepartmental structures of government and municipalities. Implement and manage service delivery improvement plan. Manage all the resources of the Labour Centre. Manage and ensure compliance with ALL HRM policies directives and legislation including the Public Service Act and regulations.
ENQUIRIES : Ms. NP Douw-Jack, Tel no: (043) 701 3128
APPLICATIONS : Chief Director: Human Resources Operations: Private Bag X 9005, East London 5201, or hand deliver at Department of Labour, No.3 Hill Street, East London.

POST 23/14 : SPECIALIST: OCCUPATIONAL HEALTH AND SAFETY REF NO: HR 4/4/7/29

SALARY : R 869 007 per annum (all inclusive)
CENTRE : Provincial Office: Mpumalanga
requirements: Three (3) years relevant tertiary qualification in Environmental Health / Analytical Chemistry / Chemical / Electrical & Mechanical; Civil & Construction Engineering. Two (2) years management experience. Three (3) years functional experience in health and Safety inspection/services. Knowledge: Public service transformation and management issues, White paper on transformation of Public Services, Public Service Act, Ability to convert policy into action, Public service Regulation and Relevant prescripts, Departmental policies and procedures, Corporate governance Batho Pele principles. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Interviewing, Research, Project management, Analytical, Innovative.

duties: Manage the implementation of Occupational Health and Safety inspection and advocacy strategy policy and procedure. Develop and monitor the implementation of policy and work plan to ensure peaceful and harmonious employer and employee relationship. Manage and conduct advocacy and educational programmes directed to internal and external stakeholders. Manage all resources of the Sub-directorate such as Human Resource, Financial Resources, Assets, etc.

enquiries: Ms. NL Njwambe, Tel no: (013) 655 8775

applications: Chief Director Provincial Operations: Private Bag X 7263, Emalahleni, 1035 or hand deliver at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank.

for attention: Sub-directorate: Human Resources Management, Emalahleni

post 23/15: principal inspector: employer audit ref no: hr4/4/8/16

salary: R 470 040 per annum

centre: Provincial Office: Northern Cape


duties: Monitor the implementation of UIA and COIDA strategy programs. Implement the systems that provide expert advice on sector specific UIA & COIDA matters. Control the process that monitor and evaluate impact of UIA & COIDA programs. Monitor the implementation of Advocacy Campaigns on COIDA regularly and when there are amendments. Manage the resources within the Inspectorate and Enforcement Unit.

enquiries: Mr. IS Vass, Tel no: (053) 8381 652

applications: Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road

for attention: Sub-directorate: Human Resource Management, Kimberley

post 23/16: assistant director: labour market information statistics ref no: hr4/4/7/22

salary: R 470 040 per annum

centre: Provincial Office: Mpuumalanga


duties: Manage performance information of the provinces in the Department of Labour, in order to ensure that the pre-determined plans and objectives of the organisation are provincially monitored and successfully achieved in line with applicable government prescripts. Promote accountability and transparency by providing Government and the public with timely, accessible, accurate and quality assured provincial performance information. Monitor and evaluate implementation of Service Delivery Improvement Plans. Assist in consolidating and analysing trends recorded through quarterly performance reports against targets. Manage all the resources of the division.

enquiries: Mr. SJ Potgieter. Tel no: (013) 655 8775

applications: Chief Director Provincial Operations: Private Bag X 7263, Emalahleni, 1035 or hand deliver at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank.
FOR ATTENTION: Sub-directorate: Human Resources Management, Emalahleni

POST 23/17: ASSISTANT DIRECTOR: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR4/4/1/120

SALARY: R 470 040 per annum
CENTRE: Labour Centre: Port Elizabeth

DUTIES: Manage and monitor quality inspections with the aim of enforcing and ensuring compliance with Labour Legislation. Manage the planning and monitor investigations on reported cases pertaining to contravention of Labour Legislation and enforce as and when necessary including making preparations for and appearing in court as State witness. Provide guidance and manage a proactive (Blitz) inspection programme for compliance with Labour Legislation. Manage and monitor the advocacy campaign on Labour Legislation as per work plan. Compile and consolidate statistical reports on regional, allocated cases and inspections.

ENQUIRIES: Ms A Bezuidenhout, Tel no: (041) 501 5000
APPLICATIONS: Chief Director: Human Resources Operations: Private Bag X 9005, East London 5201, or hand deliver at Department of Labour, No.3 Hill Street, East London.


POST 23/18: ASSISTANT DIRECTOR: COMMUNICATION REF NO: HR4/4/7/35

SALARY: R 376 596 per annum
CENTRE: Provincial Office: Mpumalanga
REQUIREMENT: Three (3) years relevant tertiary qualification in Communication Science/ Marketing/ Public Relations/ Media studies and Journalism. Two (2) years supervisor experience. Two (2) years functional experience in media/ public relations/ marketing/ communication services. Knowledge: Departmental Policies and Procedures, Public Finance Management Act (PFMA), Basic knowledge of all legislations, Project Management, Batho Pele Principles. Skills: Planning and Organizing, Interpersonal, Computer literacy, Communication, Problem Solving, Listening and observation, Negotiation, Event Management.

DUTIES: Provide public relations and media liaison services at provincial level including performing duties and responsibilities as spokesperson for DoL in the Province. Organise stakeholder briefings and exhibitions for the whole Province. Market the services of the DoL at Provincial level. Manage DoL internal communication such as management of notice boards, posting of information on intranet, updating staff in issues affecting the department in the media, production of internal newsletter, etc. Coordinate and facilitate all internal and external events in the province such as Imbizo outreach. Programmes, outside broadcasts, national commemorative days etc.

ENQUIRIES: Ms M Mazibuko. Tel no: (013) 655 8701
APPLICATIONS: Chief Director Provincial Operations: Private Bag X 7263, Emalahleni, 1035 or hand deliver at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank.

FOR ATTENTION: Sub-directorate: Human Resources Management, Emalahleni.

POST 23/19: RISK MANAGEMENT COMMITTEE MEMBER: REF NO: HR4/19/07/01HO
Duration: Three (3) years contract

SALARY: Members will be remunerated according to rates approved by the Department
REQUIREMENTS: A post graduate qualification in Accounting / Risk Management or Auditing such as CRMA/ CIA /CA (SA) or a relevant three- year tertiary or equivalent qualification in Accounting, Risk Management and Auditing. A professional qualification and affiliation to a professional recognised body for appointment as a member of the Risk Management Committee of the Department of Labour: Head Office. Candidates should have executive management experience in governance, risk management and internal controls environment for more than ten years with exposure in serving in the oversight committees. A person who has Government interest in delivering a
better service to its citizens. Knowledge: Applicants must have exposure in labour, insurance, legal, auditing, finance and extensive experience in Risk Management, Governance, Internal and External Auditing. Applicants should be independent and knowledgeable on the status of their positions as member of the Risk Management Committee. A knowledgeable person who keeps abreast with the developments of Risk Management, Internal and External Audit profession and developmental aspects, Departments Values, Technical Knowledge, DPSA guidelines on National Departments. Skills: Analytical thinking ability and good communication, Courage to challenge answers and ask relevant questions, willing to dedicate time and energy to serve the interest of the public, Encourage openness and transparency, healthy scepticism and professional approach, High level of integrity, inquisitiveness and independent judgement, knowledge of the public sector fund’s risk and control, Ability to offer new perspective.

**DUTIES**

Fulfil oversight responsibilities with regard to governance, risk management, internal control, legal and regulatory compliance, external and internal audit, fraud and irregularities. Assist the Accounting Officer/Authority in the effective execution of his/her responsibilities. Help build trust and confidence in how the Department is managed. Regulate and discharge all the responsibilities as contained in the Risk Management Committee Charter.

**ENQUIRIES**

Mr. T Zwane, Tel no: (012) 309 4561

**APPLICATIONS**

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

**FOR ATTENTION**

Sub-directorate: Human Resources Operations, Head Office
ANNEXURE G

DEPARTMENT OF MINERAL RESOURCES

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

FOR ATTENTION : Ms T Sibutha / Ms N Maseko

CLOSING DATE : 15 July 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) including matric/grade 12 certificate, 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 licence 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.

OTHER POSTS

POST 23/20 : INSPECTOR OF MINES: OCCUPATIONAL HYGIENE REF NO: (DMR/19/0056)

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

CENTRE : Free State Region, Welkom

REQUIREMENTS : A Mine Environmental Control Certificate NQF 6 coupled with 3-5 years appropriate experience in the mining industry. A valid licence is required. PLUS the following competencies; Mine Health and Safety Act and Regulations & Legal Hazard Identification and Risk Management, Public service staff code, DMR Policy, Skills: Ability to interpret and apply Mine Health and Safety Act, Management skills planning, leading, organising and controlling, Report writing and formulation, Good interpersonal relations, Be able to recommend mining occupational hygiene solutions, Negotiation skill, Language proficiency, Computer skills, Communication: Ability to communicate verbally in writing at all levels, to mine officials and public on the Mine Health and Safety Act as well as matters regarding types of Mine equipments used in the mining industry, exemptions, permissions and proposed legislation. Creativity: Innovative and creative thinking Ability to work under pressure, Ability to analyse workload and work- related problems, Draft and implement a strategy to ensure improvement

DUTIES : Conduct and report on underground, shaft and surface audits and inspections on matters relating to occupational hygiene exposures, stressors and other matters relating to mine occupational hygiene and take the necessary enforcement action where necessary. Investigate, inquire and report on mine related accidents as well as analyse mine accidents and trends to determine high risk mining operations and take appropriate action. Serve on any necessary board of examiners. Investigate, consult and provide input on mine closures, prospecting rights, mining rights and permits, EMP’s, and township development. Provide inputs to regional reports, revision of
machinery regulations, guidelines and standards. Prepare replies to applications for exemptions, permissions and approvals related to occupational hygiene.

ENQUIRIES : Mr PH Nyaqcela Tel no: 057 391 1371
NOTE : Woman, Coloureds, Indians as well as people with disabilities are encouraged to apply.

POST 23/21 : INSPECTOR OF MINES: MACHINERY REF NO: (DMR/19/0057)

SALARY : R733 257 per annum (Level: 11) All-inclusive package
CENTRE : KwaZulu-Natal Region, Durban
REQUIREMENTS : A certificate of competency for mechanical or Electrical Engineer Mining NQF 6 with 3-5 years relevant experience. PLUS, the following key competencies: Mine Health and Safety Act, Extensive knowledge of Mine Equipment used on all types of mines, surface and underground. Knowledge of Winders, Boilers, Elevators and Chairlifts. Basic knowledge of Labour relations and human resources, High level management. Risk assessment techniques. Conflict resolution. 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: Ability to analyse workload and work-related problems and draft and implement a strategy to ensure an improvement.

DUTIES : The appointee’s primary responsibility will be the enforcement of the Mine Health and Safety Act, 1996 (Act No 29 of 1996) (in addition, he/she will: (conduct inspections and audits (surface and underground) (Conduct inquiries and investigation into accidents and incidents (Make inputs on regional action plans to develop strategies required to monitor mines in respect of legal compliance (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 tripartism within the mining industry (Manage Information systems (Support and develop a transformation process within the regional office.

ENQUIRIES : Ms M Sebitiloane Tel no: 0313359626
NOTE : Appointment will be subject to a pre-medical examination of fitness and candidates must be in possession of a valid code 08 driver’s licence. Woman, Coloureds, Indians as well as people with disabilities are encouraged to apply.

POST 23/22 : INSPECTOR: MINE EQUIPMENT REF NO: (DMR/19/0058)

SALARY : R733 257 per annum (Level: 11) All-inclusive package
CENTRE : Northern Cape Region, Kimberley
REQUIREMENTS : A Certificate of Competency for Mechanical or Electrical Engineer Mining NQF 6 with 3-5 years relevant experience, travelling vast distances and willing to work under extreme temperatures in deep level underground mines. PLUS, the following competencies; Mine Health and Safety Act and Regulations & Legal proceedings. Mining Engineering E.g. Winder, Boilers, Plants etc. Hazard identification and Risk Management Public Service Staff Code. 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 resolutions, negotiation, planning and organising. Computer skills, report writing and formulation; Communication: Ability to communicate verbally and in writing in such a way that the image and professionalism of the department is enhances. Be able to recommend mining engineering solutions; Creativity: Innovative and creative thinking ability. Other: Ability to work under pressure.

DUTIES : The appointee primary responsibility will be to enforce and adhere to the Mine Health and Safety Act, 1996 (Act No 29 of 1996). Conduct inspections and underground shaft and surface audits on plants, structures, track bound, trackless mining equipment and electrical distribution systems. Investigate mine related accidents, contraventions and compliants as well as analyse mine accidents and trends to determine high risk mines and take appropriate actions. Test and license equipment on mines e.g. Winders, lifts, chairlifts, boilers and conduct statutory inspections. Conduct oral and written examinations i.e. certificate of competency in engineering, on setter’s certificate and mine overseer’s certificate. Investigate, consult and make recommendation to other department on closure certificates, prospecting rights, mining rights, permits, EMPR’s and township development. Compile regional reports and participate in the revision of machinery regulations, drafting of guidelines and standards, also participate in tripartite structures e.g. MQAMRAC/SIMRAC.

ENQUIRIES : Mr T Matela Tel no: 079 983 2024/ 053 807 1735
NOTE : The appointment will be subject to a pre-medical examination of fitness and candidates must be in possession of at least a valid driver’s license. Woman, Coloureds, Indians as well as people with disabilities are encouraged to apply.

POST 23/23 : MINERAL ECONOMIST REF NO: (DMR/19/0059)

SALARY : R316 791 per annum (level: 8)
CENTRE : Bachelor Degree or equivalent qualification in Mining, Mining Engineering, Mine Survey, Geology, coupled with relevant experience and a valid driver’s licence. PLUS the following competencies; Knowledge of: Relevant provisions of MPRDA, Understanding of Government policy and procedures regarding valuations of mine and asset valuations, In depth mining technical and economical knowledge, Ability to quantify capital and operational costs related to mining methods and processing plants to identify regulatory costs and how they impact on mining business plans, Ability to generated discounted cash flows and evaluate business plans for mining projects, Understand co-ordinated economic development processes and the ability to initiate linkages between mining projects and other economic development opportunities, Understanding of cash flow and accounting systems and internal economies of mines, Skills: Analytical skills, Financial and accounting skills in relation to mining projects, Ability analyse market demand for minerals and quantify potential revenue. Computer literacy, Communication: Excellent Verbal and written Communication skills. Ability to negotiate clearly and concisely at different levels, Creativity; Recognise viable business opportunities, Evaluation of viability of mining operations, applying various resource valuation methods, Awareness of state goals and objectives compared to the business objectives, Other: Ability to work under pressure and beyond official working hours, Ability to work individually and within a team.

DUTIES : Assist in the adjudication financial and technical ability on applications for prospecting, mining permit and mining rights in terms of MPRDA as well as sustainability of mining operations. Conduct compliance inspections on all prospecting and mining operations where rights are granted in terms of MPRDA. Handle enquiries regarding prospecting work programmes and mining work programmes applications provide advice thereon. Provide administrative tasks for the sub-directorate. Monitor the submission of annual audited financial reports or statements and statistical returns in terms of section 28 (2) (a) and (b) of the MPRDA, Monitor and evaluate annual prospecting progress reports.

ENQUIRIES : Ms S Lurwengu Tel no:041 403 6600

NOTE : Positive attitude and willingness to perform various other functions in the absence of colleagues. Woman, Coloureds, Indians as well as people with disabilities are encouraged to apply.

POST 23/24 : MINERAL LAWS ADMINISTRATION OFFICER REF NO: (DMR/19/0061)

SALARY : R316 791 per annum (Level: 8)
CENTRE : Eastern Cape Region, Port Elizabeth
REQUIREMENTS : A 3-year Degree/National Diploma in Law or Related field coupled with relevant experience and a valid driver’s licence, PLUS the following key competencies: Knowledge of: MPRDA Act 2002 and the previous Minerals Act 50 of 1991, Administration procedures, Departmental Policy i.r.o of Mineral Regulation, Skills: Analytical skills, Report writing, Computer literacy, Communication: Excellent Verbal and written Communication skills, Good Listening Skills, Ability to negotiate clearly and concisely at different levels, Communication: Dynamic individual, creative thinking, easily adaptable to change, ability to solve problems in a creative and constructive manner, Ability to act as a mediator between (aggressive) parties, Assertive and confident approach, innovative and self-driven.

DUTIES : Evaluate and process applications for mineral, prospecting, mining and related rights. Make recommendations and write reports regarding the granting of rights. Carry out inspections to ensure terms and conditions of granted rights are complied with. Assist clients through the process of administrative justice. Assist with surface usage applications and evaluation of surface utilization in relation to exploitation of minerals.

ENQUIRIES : Ms NHP Mdakane Tel no:041 403 6600

NOTE : Positive attitude and willingness to perform various other functions in the absence of colleagues. Woman, Coloureds, Indians as well as people with disabilities are encouraged to apply.

POST 23/25 : ADMINISTRATION OFFICER: SOCIAL AND LABOUR PLAN REF NO: (DMR/19/0062)

SALARY : R316 791 per annum Level: 8
CENTRE : Eastern Cape Region, Port Elizabeth
REQUIREMENTS : A three-year tertiary qualification in Social Science, Development Studies, and Industrial Sociology coupled with relevant experience and a valid driver's licence. PLUS the following key competencies: Knowledge of: MPRDA Act of 2002 as amended, Understanding of the IDP processes; Socio economic development issues Social and Labour Plan And Financial Management, Human Resource Development and Labour Legislation, Administrative duties, Skills: Analysis capacity and presentation, Research skills, Report writing and formulation, Computer literacy, Communication: Excellent Verbal and written Communication skills, Good Listening Skills, Ability to negotiate clearly and concisely at different levels, Creativity: Dynamic individual, creative thinking, easily adaptable to change, ability to solve problems in a creative and constructive manner, Diplomacy and professional conduct, Other: Ability to work under pressure and beyond official working hours, Ability to work individually and within a team.

DUTIES : Register received and acknowledge receipt on new applications for social and labour plans. Conduct Preliminary and final assessments of social and labour plans on small to medium scale operations. Co-ordinate workshops and meetings between the department and the clients. Provide administrative support for the sub-directorate. Compile letters to clients in line with the outcome of the assessment. Develop and maintain social and labour plan database, provide advice and liaise with clients regarding social and labour plan. Conduct compliance inspections on small to medium scale operations.

ENQUIRIES : Ms A Fetsha Tel no:041 403 6611
NOTE : Positive attitude and willingness to perform various other functions in the absence of colleagues. Woman, Coloureds, Indians as well as people with disabilities are encouraged to apply.

POST 23/26 : MINERAL ECONOMIST (INDUSTRIAL MINERALS) REF NO: (DMR/19/0063)

SALARY : R316 791 per annum Level: 8
CENTRE : Head Office, Pretoria
REQUIREMENTS : An appropriate 3-year degree or equivalent in Economics, Mining Engineering, Geology, Chemistry, Chemical Engineering or Metallurgy/ Metallurgical Engineering coupled with relevant working experience in the mineral and mining economic analysis environment. PLUS, the following key competencies: Knowledge of: knowledge of mineral commodities. knowledge with respect to South Africa's minerals and mining industry especially in the field of Industrial Minerals commodities as well as acquaintance with diversified mineral and mining terrains worldwide, knowledge of policies applicable to mining and mineral industries, Skills: Strong problem solving, time management, interpersonal and organisational skills. Ability to compile, analyse and interpret large amounts of data, Report writing and presentation skills. Computer literacy particularly in the application of Microsoft word, excel, power point, outlook and the application of internet, Communication: Proficient and concise in communication, Creativity: Innovative and ability to independently take appropriate corrective action, Other: Self-starter with the ability to work under pressure.

DUTIES : Conduct in-depth research and analyses, forecast trends on prices, supply, demand as well as investment patterns. Advise management on mineral economic trends and the optimal utilization of South Africa’s mineral resources by compiling comprehensive mineral economic reports, articles, memoranda on Industrial Minerals. Contribute towards policy and commodity strategies development. Supervise and enhance the quality of work of mineral economists. Assist in the promotion of South Africa’s mineral industry through participation in conferences, seminars, forums, workshops and exhibitions both locally and internationally. Advice management at all levels on the mineral economic issues including the promotion and optimal utilisation of South Africa’s minerals. Handle mineral economic related enquiries and respond to ad hoc tasks promptly.

ENQUIRIES : Mr TR MasetlanaTel no: 012 444 3731
NOTE : The incumbent will be required to travel both locally and internationally on a regular basis. A valid driver’s license is essential. Coloureds, Indians as well as people with disabilities are encouraged to apply. Woman, Coloureds, Indians a well as people with disabilities are encouraged to apply.

POST 23/27 : STATE ACCOUNTANT REF NO: (DMR/19/0060)

SALARY : R257 508 per annum (Level: 07)
CENTRE : Eastern Cape Region, Port Elizabeth
REQUIREMENTS : A Degree or National Diploma in Accounting or Auditing coupled with relevant financial experience, PLUS the following key competencies: Knowledge of: Accounting and Basic Accounting System, PFMA and Treasury Regulations Banking
and Cash Management, Skills: Advance Computer Literacy (spreadsheets techniques), Effective revenue management skills, Communication: Ability to communicate at all levels, Creativity: Data analysis, Problem Solving, Other: Ability to work under pressure and beyond official working hours, Ability to work individually and within a team.

DUTIES: Review the receivables registers/revenue system for completeness. Verify the receipts against the bank statements and prepare weekly and monthly reports of all the receivables. Compile and maintain a complete financial data for all files opened in relation to mining activities. Conduct audit, compile debt acknowledgement letters and report there on to Head Office. Follow up on non-complaint clients and ensure interest is calculated according to the relevant prescripts. Oversee/Administer the cashier’s duties. Handling enquiries from Auditor General.

ENQUIRIES: Mr M Nkangala Tel no:041 403 6633

NOTE: Positive attitude and willingness to perform various other functions in the absence of colleagues. Woman, Coloureds, Indians as well as people with disabilities are encouraged to apply.
ANNEXURE H

NATIONAL TREASURY

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

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.

OTHER POSTS

POST 23/28

SENIOR ECONOMIST: TERTIARY SECTOR REF NO: S069/2019
Division: Economic Policy Division (EP)
Purpose: Monitor, evaluate and advise on economic developments in the tertiary sector, pertaining to provision of services to transport, finance, tourism, etc. Conduct analysis of socio-economic impacts of policy proposals in conjunction with stakeholders in government.

SALARY: R869,007.00 per annum (all-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: A minimum Degree in Economics/ Econometrics as recognised by SAQA, A minimum 4 years’ experience obtained in an economic policy analysis environment, Knowledge and experience of applied microeconomics, Knowledge and experience of the latest trends on research tools, Knowledge and experience in the dissemination and interpretation of economic policy outcomes.
DUTIES: Analysis of Research Findings: Compile reports on sector developments in the tertiary sector and identify implications for the economy, Research and analyse factors that drive growth in the tertiary sector, Initiate research and provide an in-depth analysis on the socio-economic impact of government policy proposals prior to implementation, thereof, Draft speaking notes and speeches based on research conducted pertaining to the tertiary sector, Develop databases of micro-economic and macro-economic indicators to assist in the estimation and projection of future growth and development within the sector Provision of Policy Advice and Guidance: Draft briefing notes and memos on real economy and policy issues, Provide inputs into policy discussions and documents for consultation with stakeholders, Provide inputs on real economic and related policy matters in conjunction with other stakeholders, and represent National Treasury on internal and external policy forums Analysis, Benchmarking and Research: Research and analyse factors influencing growth in the tertiary sector, Initiate benchmarking exercises with international institutional best practices and trends, Engage stakeholders within the tertiary sectors on policies which influencing the economy Project Management Support: Provide inputs to project plans and coordinate research projects relating to tertiary sector issues or developments.

ENQUIRIES: Ms Lorraine Pale on Tel no: 012 406 9087
APPLICATIONS: e-mail to Recruit.EP@treasury.gov.za
CLOSING DATE: 12 July 2019 at 12:00 pm

POST 23/29

ANALYST: TRANSPORT AND DEFENCE REF NO: S031/2019
Division: Asset and Liability Management Division (Alm)
Purpose: To exercise oversight over Schedule 2 and 3B national government business enterprises (SOEs) in the Transport and Defence sectors and participate in and inform policy making in respect of the restructuring of SOEs in the Transport and Defence sectors

SALARY: R470,040.00 per annum (Excluding benefits)

23
CENTRE: Pretoria

REQUIREMENTS:
A minimum National Diploma/Degree in Finance or Economics, A minimum 3 years’ experience in analysing financial statements and corporate plans, Knowledge and experience in financial management, strategy and economic regulation, Knowledge of the government broader regulatory framework on State Owned Companies.

DUTIES:
Restructuring of SOEs: Assist with the analysis of identification of restructuring needs within SOEs pertaining to Transport and Defence, Assist with the reviewing of restructuring and turnaround plans for SOEs in the sectors, Participate in the restructuring of SOEs in conjunction with other departments. Financial Analysis and Oversight: Assist with the analysis of financial statements and corporate plans and engage entities and other departments, Analyse the correct alignment of corporate plans of SOEs and their policy objectives and industry trends, Assist with the analysis and reviewing of SOEs and present draft submissions in alignment with the prescribed legislation on applications submitted from SOEs, Assist with the preparation and reviewing of responses to Cabinet Memorandum and Parliamentary questions, Provision of Contingent Liabilities: Assist with the analysis of requests for guarantee from SOEs and present draft responses for consideration, Participate in fora and monitor compliance to guarantee conditions by entities. Industry and Sector Research: Assist with the provision of responses and advice on legislation, and regulations to stay in touch with sectoral evolution, Participate in funding workstreams and steering committees for SOEs, Assist with research on latest trends impacting the industry.

ENQUIRIES:
Ms Anne Tjale on Tel no: 012 395 6608

APPLICATIONS:
e-mail to Recruit.ALM@treasury.gov.za

CLOSING DATE:
12 July 2019 at 12:00 pm

POST 23/30:
ANALYST: INVESTMENT ANALYSIS
REF NO: S067/2019
Division: Asset and Liability Management Division (Alm)
Purpose: Assist the National Treasury in the monitoring and evaluation of financial performances of SOCs and commend on appropriate responses for implementation

SALARY:
R376,536.00 per annum (excluding benefits)

CENTRE:
Pretoria

REQUIREMENTS:
A minimum Degree in Finance/ Accountancy/ Economics, A minimum 3 years’ experience obtained in a corporate/ Financial/ Investment banking environment, Ability to make recommendations on the benefits and risks of financial transactions, Knowledge and experience of analysing financial statements.

DUTIES:
Promote allocation and utilisation of financial resources: Analyse SOCs/WBs/DFIs Corporate plans and Annual reports, Prepare a dashboard summary of corporate plan and annual report findings, Provide recommendations on the financial analysis and findings, Analyse tariff submission by Water boards (WBs) and prepare letters on tariff determinations Monitor Infrastructure spending of SOCs: Collect and disseminate infrastructure figures from SOCs/WBs/DFIs, Analyse infrastructure spending trends of WBs and compile a report on findings and recommendations for implementation, Engage external stakeholders regarding their infrastructure plans and circulate spending bulletins SOC reforms: Assist with valuation analysis of SOCs/DFIs/WBs and benchmark against similar for valuation, Identify entities suitable for privatization and make recommendations for disposal, Assist with the separation of developmental mandates from commercial partners Corporate Governance in SOCs: Assist with the improvement of stakeholder relations by escalating relevant info to stakeholders promptly, Provide financial inputs into section 54 applications and MTEC process, Provide financial input into the budget review and MTBPS process, Promote compliance of the PFMA determinations within SOCs, Assist with the compilation of recommendations on the funding requests of SOCs/WBs/DFIs and perform site visits, Assist with the financial inputs for the tabling of AFS to parliament.

CLOSING DATE:
12 July 2019 at 12:00 pm

APPLICATIONS:
e-mail to Recruit.ALM@treasury.gov.za

ENQUIRIES:
Ms Caroline Modibane on Tel no: 012 315 5092

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CENTRE: Pretoria

REQUIREMENTS:
A minimum National Diploma/Degree in Finance or Economics, A minimum 3 years’ experience in analysing financial statements and corporate plans, Knowledge and experience in financial management, strategy and economic regulation, Knowledge of the government broader regulatory framework on State Owned Companies.

DUTIES:
Restructuring of SOEs: Assist with the analysis of identification of restructuring needs within SOEs pertaining to Transport and Defence, Assist with the reviewing of restructuring and turnaround plans for SOEs in the sectors, Participate in the restructuring of SOEs in conjunction with other departments. Financial Analysis and Oversight: Assist with the analysis of financial statements and corporate plans and engage entities and other departments, Analyse the correct alignment of corporate plans of SOEs and their policy objectives and industry trends, Assist with the analysis and reviewing of SOEs and present draft submissions in alignment with the prescribed legislation on applications submitted from SOEs, Assist with the preparation and reviewing of responses to Cabinet Memorandum and Parliamentary questions, Provision of Contingent Liabilities: Assist with the analysis of requests for guarantee from SOEs and present draft responses for consideration, Participate in fora and monitor compliance to guarantee conditions by entities. Industry and Sector Research: Assist with the provision of responses and advice on legislation, and regulations to stay in touch with sectoral evolution, Participate in funding workstreams and steering committees for SOEs, Assist with research on latest trends impacting the industry.

ENQUIRIES:
Ms Anne Tjale on Tel no: 012 395 6608

APPLICATIONS:
e-mail to Recruit.ALM@treasury.gov.za

CLOSING DATE:
12 July 2019 at 12:00 pm

POST 23/30:
ANALYST: INVESTMENT ANALYSIS
REF NO: S067/2019
Division: Asset and Liability Management Division (Alm)
Purpose: Assist the National Treasury in the monitoring and evaluation of financial performances of SOCs and commend on appropriate responses for implementation

SALARY:
R376,536.00 per annum (excluding benefits)

CENTRE:
Pretoria

REQUIREMENTS:
A minimum Degree in Finance/ Accountancy/ Economics, A minimum 3 years’ experience obtained in a corporate/ Financial/ Investment banking environment, Ability to make recommendations on the benefits and risks of financial transactions, Knowledge and experience of analysing financial statements.

DUTIES:
Promote allocation and utilisation of financial resources: Analyse SOCs/WBs/DFIs Corporate plans and Annual reports, Prepare a dashboard summary of corporate plan and annual report findings, Provide recommendations on the financial analysis and findings, Analyse tariff submission by Water boards (WBs) and prepare letters on tariff determinations Monitor Infrastructure spending of SOCs: Collect and disseminate infrastructure figures from SOCs/WBs/DFIs, Analyse infrastructure spending trends of WBs and compile a report on findings and recommendations for implementation, Engage external stakeholders regarding their infrastructure plans and circulate spending bulletins SOC reforms: Assist with valuation analysis of SOCs/DFIs/WBs and benchmark against similar for valuation, Identify entities suitable for privatization and make recommendations for disposal, Assist with the separation of developmental mandates from commercial partners Corporate Governance in SOCs: Assist with the improvement of stakeholder relations by escalating relevant info to stakeholders promptly, Provide financial inputs into section 54 applications and MTEC process, Provide financial input into the budget review and MTBPS process, Promote compliance of the PFMA determinations within SOCs, Assist with the compilation of recommendations on the funding requests of SOCs/WBs/DFIs and perform site visits, Assist with the financial inputs for the tabling of AFS to parliament.

CLOSING DATE:
12 July 2019 at 12:00 pm

APPLICATIONS:
e-mail to Recruit.ALM@treasury.gov.za

ENQUIRIES:
Ms Caroline Modibane on Tel no: 012 315 5092
OFFICE OF THE CHIEF JUSTICE

The President of the Republic of South Africa proclaimed, by Proclamation No 44 of 2010, the establishment of the Office of the Chief Justice (OCJ) as a national department on 23 August 2010 to support the Chief Justice as the Head of the Judiciary and the Head of the Constitutional Court. The services of the following dynamic person/s are required to capacitate the Office:

APPLICATIONS: Gauteng: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000 or hand deliver applications to the 12th floor, cnr Pritchard and Kruis street, Johannesburg. Enquiries: Ms T Mbalekwa Tel no: (011) 335-0404

Constitutional Court: Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685. Enquiries: Ms D Botha/Ms C Gideon/Ms L Mothemane Tel no : (010) 493 2500/2528/2533

Western Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X9020, Cape Town 8000. Applications can also be hand delivered to, Office of the Chief Justice Provincial Service Centre, 30 Queen Victoria Street, Cape Town. Ms M Baker Tel no: (021) 469 4000

CLOSING DATE: 12 July 2019

NOTE: The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts the objectives of section 195(1)(j) 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 Note: Shortlisted candidates must be willing to undergo normal vetting and verification processes, including a competency assessment for Senior Management Service. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies are allowed, certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Applications received after the closing date, as well as applications received via fax or email, will NOT be considered or accepted.

OTHER POSTS

POST 23/31: CHIEF REGISTRAR, REF NO: 2019/513/OCJ

SALARY: (MR-6) R 473 820.00 – R 1 140 828.00 per annum. (Salary will be in accordance with Occupation Specific Dispensation determination). Applicant must attach a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.

CENTRE: Gauteng Division Pretoria

REQUIREMENTS: An LLB Degree or equivalent qualification; At least 8 years’ appropriate post qualification legal experience; Leadership and Managerial experience; A valid driver’s licence; Computer literacy. Skills and competencies: Written Communication; Verbal and Non-verbal communication; Numerical Skills; Technical Expertise; Information technology; Attention to detail; Planning, Organizing and Control; Problem solving and decision making skills; Customer service; Interpersonal skills; Conflict Management; Work ethic and motivation; Professional appearance and conduct; Self-management.

DUTIES: Mentor and advice on the tracking and management of the progression of all cases filed in court and management of time and events necessary to move cases from initiation through to disposition and reporting to the Judge President; Make input on amendments of Court rules and Practice Directives to improve efficiency at the High Court; Implement directives issued by the Judge President; Manage implementation of the Departmental strategic objectives relating to the processing of cases within the Case Flow Management Framework at the High Court and reporting; Compile training manuals and provide training to Registrars and support staff. Stakeholder Management; Human Resources Management; Court and Case-flow Management/
Quasi-Judicial Functions; Manage Service Level Agreement Framework and Managing Strategic Court Efficiency Projects and Best Practices; Information and Case/ Court Documentation Management System; Safeguard case records in accordance with prescripts; Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction. Manage PMDS of staff.

ENQUIRIES : Enquiries: Ms T Mbalekwa Tel no: (011) 335-0404

POST 23/32 : OFFICE MANAGER, REF NO: 2019/514/OCJ

SALARY : R376 596-00 per annum. The successful candidate will be required to pass a typing test. Additional advantage and results must accompany the application. Shortlisted candidates will be required to sign a performance agreement.

CENTRE : Gauteng Local Division Johannesburg

REQUIREMENTS : A three-year (NQF 6) National Diploma/ Bachelor’s Degree in Office Management or equivalent qualification. 3-5 years’ relevant experience in an Office Administration environment. Technical Knowledge/Competencies: Job Knowledge of office management responsibilities, systems and procedures; Excellent Communication skills and proficiency in English (verbal and written); Interpretation of law; Legal writing/drafting/legislative drafting skills; Knowledge of electronic information resource and online retrieval; Strong leadership and management capabilities; Ability to work long hours and under pressure and Computer literacy (MS Word, PowerPoint, Excel and Outlook)

DUTIES : Manage office of the Judge President at the Gauteng Local Division: Johannesburg, support the Judge President in communication with all stakeholders. Management and supervision of Judges’ Support staff and related matters. Manage logistical arrangements for integrated meetings and operations; Oversee the administration and follow up on the Judge President instructions to ensure prompt execution by relevant branches. Liaise with all stakeholders in the Office of the Chief Justice, Heads of Court, Senior Managers, Judges’, National Office, Legal Professional bodies and other stakeholders with regard to matters emanating from the Office of the Judge President. Maintain a clear communication channel to both internal and external stakeholders. Prepare presentations and briefing notes for the Judge President and disseminate complex information to all branch heads. Compile, analyse and report progress on a monthly and quarterly basis, memoranda regarding all matters related to the Judge President. Ensure the correct applications of regulations, resolutions, policies or any other legal source of directive related to the special fields.

ENQUIRIES : Enquiries: Ms T Mbalekwa Tel no : (011) 335-0404

POST 23/33 : CONTRACT JUDGES’ SECRETARY, REF NO: 2019/515/OCJ (3 YEAR CONTRACT)

SALARY : R257 508-00 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE : Gauteng Division Pretoria

REQUIREMENTS : Grade twelve (12), one (1) to three (3) years’ Secretarial experience or as an Office Assistant and a valid driving license. An LLB Degree or a minimum of 20 modules completed towards an LLB, BA or BCom Law Degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English; good communication skills (verbal and written); administration and organizational skills; exceptional interpersonal skills; ability to meet strict deadlines and to work under pressure and attention to detail; customer care service skills and excellent typing skills; confidentiality and time management; computer literacy (MS Word) and research capabilities.

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

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

ENQUIRIES

Ms T Mbalekwa Tel no: (011) 335-0404

POST 23/34

POOL CONTRACT JUDGES’ SECRETARY, REF NO: 2019/516/OCJ (1 YEAR CONTRACT)

SALARY

R257 508-00 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE

Gauteng Division Pretoria

REQUIREMENTS

Grade twelve (12), one (1) to three (3) years’ Secretarial experience or as an Office Assistant and a valid driving license. An LLB Degree or a minimum of 20 modules completed towards an LLB, BA or BCom Law Degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English; good communication skills (verbal and written); administration and organizational skills; exceptional interpersonal skills; ability to meet strict deadlines and to work under pressure and attention to detail; customer care service skills and excellent typing skills; confidentiality and time management; computer literacy (MS Word) and research capabilities.

DUTIES

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

ENQUIRIES : Ms D Botha/Ms C Gideon/Ms L Mothemane Tel no :(010) 493 2500/2528/2533

POST 23/36 : ADMINISTRATION CLERK (CRT), REF NO: 2019/518/OCJ

SALARY : R173 703-00 per annum. The successful candidate will be required to sign a performance agreement

CENTRE : Western Cape Labour and Labour Appeals COURT

REQUIREMENTS : Grade 12. Skills and Competencies: Job Knowledge; Communication skills; Interpersonal relations skills; Flexibility; Teamwork; Computer Literacy; Planning and organisation; Good verbal and written communication.

DUTIES : Render general clerical support services; Provide supply chain support services within the component; Provide financial administration support services in the component. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics, Handle routine enquiries, Make photocopies and receive or send facsimiles, Distribute documents/packages to various stakeholders as required, Keep and maintain the filing system for the component, Type letters and/or other correspondence as and when required, keep and maintain the incoming and outgoing document register of the component.

ENQUIRIES : Ms M Baker Tel no :(021) 469 4000
DEPARTMENT OF PUBLIC WORKS

ANNEXURE J

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.

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

People with disabilities are encouraged to apply

MANAGEMENT ECHELON

POST 23/37: CHIEF CONSTRUCTION PROJECT MANAGER GRADE A (SENIOR PROJECT MANAGER) REF NO: 2019/168(X7 POSTS)

SALARY: All-inclusive OSD Package of R1 042 827.00 to R1 192 365.00 Per annum
CENTRE: Cape Town Regional Office
REQUIREMENTS: A three year tertiary qualification in the built Environment with a minimum of 6 years’ experience as a registered Professional Construction Project Manager with the SACPCMP OR a B.Tech degree in the Built Environment with a minimum of 6 years’ experience as a registered professional construction project manager with the SACPCMP. A valid driver’s license. Compulsory registration with the SACPCMP as a Professional Construction Manager upon appointment. Knowledge of programme and project management, project design and analysis, legal and operational compliance, as well as the creation of high performance culture. Communication skills problem solving and analysis skills. Decision making skills. Conflict management skills.

DUTIES: monitor the performance of project managers under his/her supervision. Mentor, develop and offer technical support to improve performance. Manage construction projects on his/her own, ranging from large scale capital projects to maintenance projects and service contracts. Ensure that the needs of the clients are well interpreted into manageable scopes of work. Procure the services of built environment professionals through stipulated supply chain management process. Coordinate the work of various professionals to ensure the required design and documentation quality as well as delivery is in accordance with project execution plans. Coordinate all internal resources required to ensure the bidding process for appointment of contractors. Ensure that appointed consultants manage the quality of work within their professional scope and responsibility. Ensure that contractors timeously receive all relevant specifications and details to construct. Adjudicate all applications of variation orders and extensions of time. Prepare and submit project information to be filled to the Head of Directorate. Secure all required funding for the projects through internal set processes. Ensure that project information is filed appropriately for easy access during audit. Cultivate a culture for good working relationships with fellow colleagues within the Department.

ENQUIRIES: Ms. T Kolele, Tel no: (021) 402 2063.
APPLICATIONS: The Regional Manager: Cape Town Regional Office, Private Bag x9027, Cape Town, 8000, 9th floor, 1 Lwr Heerengracht, Customs Building, Foreshore Cape Town, Attention Ms N Mtsulwana.
CLOSING DATE: 19 July 2019 at 16H00

POST 23/38: DIRECTOR, PORTFOLIO PERFORMANCE AND MONITORING, REF NO: 2019/169 (2 POSTS)

Re-Advert people who previously applied are encouraged to re-apply
The incumbent will be responsible for immovable asset management functions within the department with the following key results areas in accordance with approved strategic plan, annual performance plan and business plan: oversee the development and review of property strategies. Develop and review of custodian Asset (immovable) management plans. Develop infrastructure implementation programmes to address user departments and custodians accommodation requirements. Programme management of infrastructure implementation programs. Facilitate the assessments of the performance of immovable assets. Prioritise investment solutions in line with life cycle asset (immovable) management principles. Ensure that the budget framework is in line with Medium Term Expenditure Framework. Exercise custodial activities on immovable assets. Develop immovable asset management policies, strategies and guidelines. Manage the identification, evaluation and management and implementation control of risks. Manage asset performance reports. Ensure optimal utilization and performance of assets. Provide management support to the unit/section.

ENQUIRIES: Ms M Tshabalala Tel no: 012 406 1915
APPLICATIONS: The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Comer Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria,
FOR ATTENTION: Ms N.P Mudau
CLOSING DATE: 19 July 2019 at 16H00

OTHER POSTS

POST 23/39: CONSTRUCTION PROJECT MANAGER OFFICE REF NO: 2019/170 (X 2 POSTS)

DUTIES: Contribute to project initiation, scope definition and scope change control for envisaged projects. Full project management function, cost, quality and time control. Manage project cost estimates and control changes in line with allocated budgets. Plan and attend project meetings during the project phases. Assist with the compilation of projects documentation to support project processes. Implement project administration processes according to Government requirements. Ensure implementation of procurement activities and adherence thereof to Government policies. Provide assistance in implementing and assuring that project execution is in accordance with the approved project norms and time schedules. Support the project environment and activities to ensure that project objectives are delivered timely. Manage and engage in multi-disciplinary construction teams regarding the construction/maintenance of facilities; Ensure that construction projects are implemented and executed as envisaged in the acquisition/procurement plan and that high quality projects are delivered within time, cost and quality framework.

APPLICATIONS: The Regional Manager: Cape Town Regional Office, Private Bag x9027, Cape Town, 8000, 9th floor,1 Lwr Heerengracht, Customs Building, Foreshore Cape Town,
FOR ATTENTION: Ms N Msulwana.
CLOSING DATE: 19 July 2019 at 16H00

POST 23/40: ASSISTANT DIRECTOR: LEASING & ACQUISITION REF NO: 2019/152

SALARY: R470 040.00 per annum
CENTRE: Nelspruit Regional Office

REQUIREMENTS:
A three year tertiary qualification in property management, financial management or
legal studies or business studies or other related field, with experience in the property
environment, Relevant working experience in Property Management, Supervisory
experience, Extensive experience in property acquisitions will be an added
advantage. Willingness to travel, valid unendorsed drivers licence. Knowledge: Broad
Based Black Economic Empowerment Act, Public Finance Management Act,
Treasury Regulations, Property Management Information Sources/systems; Supply
Chain Management framework, Preferential Procurement Policy Framework,
Procurement directives and procedures, Government Budget procedures. Skills:
Computer Literacy, Time management, People management, Negotiation skills,
Coaching and mentoring, Presentation skills, Report writing skills, Planning and
organising, Diplomacy, Problem solving, Facilitation skills, Effective communication.

Personal Attributes: Trustworthy, Dependable, Innovative, Hardworking, Analytical
Thinking, Ability to work under pressure, Self-motivated and Creative.

DUTIES:
Verify confirmation of funds from client departments. Lead the procurement process
for all procurements at head office. Make findings regarding offices and procured
accommodation. Support the inspection and selection of suitable accommodation
according to the requirements of client departments. Support in negotiating terms and
condition of contracts and leases. Compile monthly reports regarding procured
properties. Ensure lease agreements are within industry trends Ensure optimal
procurement practices are followed for all properties. Conduct component’s monthly
report meetings. Compile budget and expenditure reports for the section.

ENQUIRIES:
Ms MM Mokhohloa Tel No: (013) 753 6301

APPLICATIONS:
30 Brown Street, Nedbank Building 9th Floor, Nelspruit, 1200. Postal Address Private
Bag X11280, Nelspruit, 1200

FOR ATTENTION: Mr EK Nguyuza
CLOSING DATE: 12 July 2019 at 16h00

POST 23/41: ASSISTANT DIRECTOR: MOVABLE ASSET MANAGEMENT REF NO: 2019/153

SALARY: R470 040.00 per annum
CENTRE: Nelspruit Regional Office

REQUIREMENTS:
A three year tertiary qualification in supply chain management, logistics
management, financial management, risk management, public management, asset
management or relevant qualifications as recognised by SAQA with appropriate
relevant experience in supply chain management and procurement management,
with appropriate in movable asset management. Knowledge: the public finance
management Act, 1999 ( Act no. 1of 1999), PFMA, Office administration, supply
chain management and provisioning policies and procedures, financial administration
processes, LOGIS and BAS systems, contractual policies and procedures, effective
communication ( verbal and written) report writing skills, numeracy, computer literacy
interpersonal relations, willingness to adapt the work schedule in accordance with
office requirements, A valid driver’s licence and willingness to travel.

DUTIES:
Barcode new assets and update LOGIS, Track movements of movable assets on
LOGIS Take stock of movable assets moved, keep records of redundant unserviceable and broken assets. Manage the repair process of movable assets, maintain the maintenance schedule of movable assets, Register maintenance information of LOGIS, Engage with suppliers, Interact with chief users with regards to asset repairs, Manage the repair process, Administer financial reporting process. Administer financial reporting process on movable assets, Obtain relevant report from BAS and LOGIS, Reconcile information on BAS and LOGIS Identify problem areas and submit journals to rectify, Compile reconciled reports for the financial department and Compile annual balance sheet of movable assets

ENQUIRIES:
Mr MV Mbukushe, Tel no: 013 753 6399

APPLICATIONS:
30 brown street, Nedbank building 9th floor, Nelspruit, 1200. Postal address Private
bag x11280, Nelspruit, 1200

FOR ATTENTION: Mr EK Nguyuza
CLOSING DATE: 12 July 2019 at 16h00
OFFICE MANAGER: OFFICE OF THE REGIONAL MANAGER REF NO: 2019/154

SALARY: R376 596.00 per annum
CENTRE: Nelspruit Regional Office
REQUIREMENT: A three-year tertiary qualification in the secretarial/administration field. Advanced computer literacy in Ms Office packages (Ms Word, Ms Excel, Ms PowerPoint) and the ability to use email, interpersonal, organisational and communication at all levels. Ability to maintain confidentiality. Ability to work independently with minimum supervision. Highly organised, hardworking, dynamic, self-motivated and professional. Capable of learning quickly, ability to work under stressful situations. Knowledge of the following will be an advantage: PFMA, minimum information security standard act, medium term expenditure budgeting processes, procurement processes and procedure and financial administration processes and system.

DUTIES: Co-ordinate/Arrange meetings/workshops and arrange logistics. Co-ordinate/Arrange the Regional Manager's itinerary, travel arrangements and accommodation. Attend to external visitors (Head Office/Clients, etc). Co-ordinate/Arrange catering for events/meeting/workshops. Attend meetings, take minutes and prepare and distributes them appropriately. Review tenders and prepare schedules for the tender committee meetings. Budget/Financial Administration: Manage the petty cash, prepare and submit relevant claims, manage/control the commitment register and budget. Office Administration: Manage correspondence to and from the office (distribution, tracking, copying and filling). Create/type document, co-ordinates/follow up on/consolidate inputs, reports, work plans and business plans from the Regional Manager's direct reports. Manage telecommunications (phone, fax, Email and internet). Order office supplies. Ensure the security profile and classification of documents and information related to the office. Undertake office inventory control. Reporting; provide weekly and monthly reports (correspondence, pending matters, commitment register and expenditure

ENQUIRIES: Mr PT Mashiane, Tel no: 013 753 6381
APPLICATIONS: 30 brown street, Nedbank building 9th floor, Nelspruit, 1200. Postal address Private bag x11280, Nelspruit, 1200
FOR ATTENTION: Mr EK Nguyuza
CLOSING DATE: 12 July 2019 at 16h00

SENIOR PERSONNEL PRACTITIONER: LABOUR RELATIONS MANAGEMENT REF NO: 2019/155

SALARY: R316 791.00 per annum
CENTRE: Nelspruit Regional Office
REQUIREMENTS: A three year tertiary qualification in Social Sciences, Human Resources Management, Labour Law or equivalent qualification. Relevant working experience. A generalist with in-depth knowledge of related legislations such as the Public Service Act, Public Service Regulations, Collective Agreements, Labour Relations Act, BCEA, PFMA, Skills Development Act, etc. Proven exposure/experience in collective bargaining processes and handling of individual and collective disputes/grievances. Good verbal and written communication skills. Facilitation and presentation skills. Mediation and conflict management skills. Basic knowledge of the PERSAL system. A valid driver’s license and willingness to travel. Computer literacy.

DUTIES: Implementation of Labour Legislation. Advice and pro-actively manage departmental risk on industrial actions. Maintain labour relations, grievances and misconduct database. Co-ordinate labour relations reports and advice Regional Office on current trends and decided cases on misconducts. Implement and maintain all labour relations programmes, policies and interventions for the Regional Office. Prepare and provide relevant reports to the Head of Labour Relations. Record Labour Relations statistics on PERSAL.

ENQUIRIES: Mr. EK Nguyuza Tel no: (013) 753 6319
APPLICATIONS: 30 brown street, Nedbank building 9th floor, Nelspruit, 1200. Postal address Private bag x11280, Nelspruit, 1200
FOR ATTENTION: Mr EK Nguyuza
CLOSING DATE: 12 July 2019 at 16h00

SENIOR ADMINISTRATION OFFICER: PROJECT SUPPORT REF NO: 2019/156

SALARY: R316 791.00 per annum
CENTRE: Nelspruit Regional Office
REQUIREMENTS: A relevant degree or diploma or equivalent qualification. Admin experience in a Technical/building environment. Must be computer literate, Word/Excel, Accounting/Mathematical skills. Good interpersonal and sound analytical skills. Good
written and verbal communication skills. Good financial skills and computer literacy. Knowledge of WSC and MS Projects will be an added advantage.

**DUTIES**
the incumbent will be responsible for the management and coordination of functions within the component. Manage Property Maintenance and Capital Works budget of Client Departments. Updating of Works Control System on a daily basis. Liaise with Project managers and clients. Admin support for Project Managers and Project Manager Functions. Administration of contracts in delivery of Capital Works, Planned maintenance and unplanned maintenance. Assist with the administration of day-to-day maintenance and controlling of funds.

**ENQUIRIES**
Mr J Mahloko, Tel no: 013 753 6374

**APPLICATIONS**
30 brown street, Nedbank building 9th floor, Nelspruit, 1200. Postal address Private bag x11280, Nelspruit, 1200

**FOR ATTENTION**
Mr EK Nguyuza

**CLOSING DATE**
12 July 2019 at 16h00

**POST 23/45**
CHIEF WORKS MANAGER: BUILDING REF NO: 2019/157(X2 POSTS)

**SALARY**
R316 791.00 per annum

**CENTRE**
Nelspruit regional office

**REQUIREMENTS**
A national diploma/ degree and appropriate technical experience OR an N3 certificate plus completed trade test with three years technical experience in the built environment. A valid driver’s licence. Computer literacy. Knowledge and understanding of the PFMA, the OHSA, national building regulation, the environmental conversation act and the government procurement system. Willingness to travel and work irregular hours. Sound analytical and good communication (verbal and written) skills. Ability to work under pressure

**DUTIES**
attend to day-to-day maintenance requests from clients. Compile scopes of work and prepare estimates and technical reports. Inspect and report on leased buildings. Inspect report on optimum use of building equipment and installation. Ensure building works and drawings comply with the OHSA. Preparation of procurement documentation. Verify and certify invoices from contractors. Ensure effective and efficient management of the building management functions. Prepare and compile reports.

**ENQUIRIES**
Ms MM Mokgohloa Tel no: (013) 753 6301

**APPLICATIONS**
30 brown street, Nedbank building 9th floor, Nelspruit, 1200. Postal address Private bag x11280, Nelspruit, 1200

**FOR ATTENTION**
Mr EK Nguyuza

**CLOSING DATE**
12 July 2019 at 16h00

**POST 23/46**
SENIOR INTERNAL AUDITOR: INTERNAL AUDIT (X2 POSTS)

**SALARY**
R 316 719.00 per annum

**CENTRE**
Johannesburg Regional Office Ref No: 2019/171A
Polokwane Regional Office Ref No: 2019/171/B

**REQUIREMENTS**

**DUTIES**
Conduct/Execute audit program steps. Conduct audit fieldwork and collect relevant, sufficient and useful audit evidence. Assess and evaluate audit evidence. Develop audit working papers. Develop audit findings. Attend and develop entrance and exit conference documentation. Perform audit related administration.

**ENQUIRIES**
Mr. T. Shenxane Tel no:(012) 406 1158; Mr. L.W Gayiya (012) 406 1402; Mr. S. Khomo (012) 492 3066

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

**FOR ATTENTION**
Ms N.P Mudau

**CLOSING DATE**
19 July 2019 at 16H00

**POST 23/47**
SENIOR AUDITOR- COMPUTER AUDITS: INTERNAL AUDIT UNIT- COMPUTER AUDITS DIRECTORATE REF NO: 2019/172

**SALARY**
R 316 719.00 per annum

**CENTRE**
Head Office
**REQUIREMENTS**: A three year Tertiary Qualifications in Information Technology, Auditing or Financial Information Systems; Appropriate experience as an Auditor in a Computer/IT Auditing environment; Knowledge of Teammate Electronic Working System; Computer Assisted Audit Techniques (CAATS) e.g. ACL; IT auditing frameworks; Standards and Methodologies. Adequate training and experience in assessment of Information Technology environment Controls and Governance. Skills in time management; Communication; Independent and objective mental attitude; Ability to evaluate and express a reasonable judgment on facts; Effective report writing skills; Willingness to work long hours and travel and have a valid Driver's license.

**DUTIES**: Undertake audit programmes regarding Risk management, internal control and Governance processes with regards to: The Information System environment; the reliability and integrity of information systems. Conduct audit programme steps on IT Audits. Conduct fieldwork and collect relevant, reliable, sufficient, and useful audit evidence. Conduct General and Applications control reviews including Technical System reviews. Assess and evaluate audit evidence of IT systems. Develop electronic audit working papers, audit findings; CAATS to support audit objectives and perform follow up audits. Assist in general Administration and compliance duties for the Directorate as and when requested.

**ENQUIRIES**: Mr. M, Ditshego, Tel no: 012 406 1608

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

**FOR ATTENTION**: Ms N.P Mudau

**CLOSING DATE**: 19 July 2019 at 16H00

**POST 23/48**: ADMINISTRATIVE OFFICER: PROPERTY PAYMENTS REF NO: 2019/158(X3 POSTS)

**SALARY**: R257 508.00 per annum

**CENTRE**: Nelspruit Regional Office

**REQUIREMENT**: A three year tertiary qualification in Accounting/cost and Management Accounting or equivalent qualification in finance. Must be able to resolve problems efficiently and work well under pressure. Computer skills, good communication and interpersonal skills. Good written, analytical and financial management skills. A valid driver's license.

**DUTIES**: Payment of accounts received from Municipalities, Landlords and service providers in respect of municipal services and rates and taxes for state owned assets and leased accommodation. Analyse and verify the correct billing of invoices from municipalities and service providers. Perform reconciliation of accounts payable. Preparing monthly, quarterly and any other reports as may be required. Perform any other property payments related functions when necessary.

**ENQUIRIES**: Ms MM Mokgohloa Tel no: (013) 753 6301

**APPLICATIONS**: 30 brown street, Nedbank building 9th floor, Nelspruit, 1200. Postal address Private bag x11280, Nelspruit, 1200

**FOR ATTENTION**: Mr EK Nguyuza

**CLOSING DATE**: 12 July 2019 at 16h00

**POST 23/49**: ADMINISTRATION OFFICER: INTERNAL CONTROL REF NO: 2019/159

**SALARY**: R257 508.00 per annum

**CENTRE**: Nelspruit Regional Office

**REQUIREMENT**: A three year tertiary qualification in Finance or relevant qualifications and working experience in Financial Management/Accounting or supply chain management experience. Working knowledge of government financial system (BAS, PERSAL, PMIS & LOGIS) Knowledge and understanding of PMFA, treasury regulations, Supply Chain Management framework. Good communication skills both written and verbal. Ability to work under pressure and meet deadlines. Willingness to work irregular hours.

**DUTIES**: The effective implementation of internal compliance impacting on finance and supply chain management. Minor weather finance and supply chain objectives are consistent with government broader policy. Ensure that the department SCM processes are aligned with those standards that support internal best practice. Implement SCM practice notes, policies and inform about new prescripts of National Treasury. Identify none compliance issues by doing the pre-audit and post audit. Compile report of none compliance for coordination for purposes of financial statements. Review the updating of SCM standard operating procedure manual delegations document and policy for the department. Update the risk register in SCM reporting and regular basis to senior management and National Treasury on the performance of SCM. The effective administrative support on contract management.
Manage acceptance of tenders by verifying completeness and correctness of documentation to ensure legal binding documents on respective parties. Ensuring the administration of the signing of contracts and agreements. Verify by scrutinizing the contract documents for compliance. Handle contract related enquiries.

ENQUIRIES: Ms MV Mbukushe Tel no: (013) 753 6399
APPLICATIONS: 30 brown street, Nedbank building 9th floor, Nelspruit, 1200. Postal address Private bag x11280, Nelspruit, 1200
FOR ATTENTION: Mr EK Nguyuza
CLOSING DATE: 12 July 2019 at 16h00

POST 23/50: STATE ACCOUNTANT: PAYROLL ADMINISTRATION (FINANCIAL ACCOUNTING) REF NO: 2019/160

SALARY: R257 508.00 per annum
CENTRE: Head Office
REQUIREMENTS: A three year tertiary qualification in Financial Management / Accounting or relevant qualification. Experience in financial management. Knowledge of the Public Finance Management Act (PFMA), Knowledge of Persal, BAS and Easy File, Treasury Regulations, General Recognised Accounting Practice (GRAP), Generally Accepted Accounting Practice (GAAP) and Public Service Regulations. Communication, interpersonal, sound administrative and numeric skills, Analytical thinking and good planning and organising skills. Ability to work under pressure, be creative, innovative and communicate at all levels.

DUTIES: Compile and capture journal on BAS to clear suspense accounts. Clear PERSAL exceptions. Perform BAS and PERSAL Reconciliation. Prepare payment to SARS on manual tax deducted from employees before due date. Submit EMP201 returns to SARS on monthly basis. Clear IRP'5 exceptions on Persal and Easy file. Attend to enquiries from internal and external clients. Send statement of deduction made on Persal to third parties on monthly basis.

ENQUIRIES: Ms Veronica Lambani, Tel no: (012) 406 1684
APPLICATIONS: The Director General, private bag x65 Pretoria 0001 or hand delivery to Cnr Bosman and Madiba
FOR ATTENTION: Ms NP Mudau
CLOSING DATE: 12 July 2019 at 16h00

POST 23/51: ADMIN OFFICER: REGISTRY REF NO: 2019/161

SALARY: R257 508.00 per annum
CENTRE: Polokwane Regional Office
REQUIREMENTS: Appropriate three year tertiary qualification in Administrative/ Social Sciences or related qualification and appropriate experience in Registry. Experience in registry mailing procedures and filing systems. Computer literacy in Ms Word and Excel. Knowledge of the National Archives procedures and standards. Ability to work under pressure and function as a team leader.

DUTIES: Manage the Registry section. Train and supervise subordinates. Manage postal services, filing, photocopiers, switchboard and messenger services. Implementation and maintenance of the file plan. Manage archiving and disposal of files. Manage performance management and staff development.

ENQUIRIES: Mr PP Mothiba, Tel no: (015) 291 -6309 or Meriam Shabangu (012 492 1477) /Melato Malatji (012 492 1480)
FOR APPLICATIONS: The Regional Manager, Department of public works Private Bag X9469, Polokwane, 0700 or Hand delivered at 77 Hans van Rensburg Street, Sanlam Building, 1st Floor, Polokwane.
ATTENTION: Mr. Nj Khotsa
CLOSING DATE: 12 July 2019 at 16h00


SALARY: Package: R257 508.00per Annum
CENTRE: Head Office: (Pretoria)
REQUIREMENTS: A three (3) year tertiary qualification in Accounting or Financial Management. Knowledge of financial systems, financial prescripts e.g. Public Finance Management Act and Treasury regulations. Knowledge of the transversal systems. Must have communication skills, interpersonal skills, sound administrative and numeric skills. The person must be an analytical thinker and have good planning and organizing skills. The person must be able to work under pressure, be creative innovative and have the ability to communicate at all levels.

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

ENQUIRIES : Ms Ekaba Tseuoa, Tel no: 012 406 1875
APPLICATIONS : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria,
FOR ATTENTION : Ms N.P Mudau
CLOSING DATE : 19 July 2019 at 16H00

SALARY PACKAGE : R 173 703.00 per annum
CENTRE : Polokwane Regional Office
REQUIREMENTS : Matric (Grade 12) certificate with knowledge or experience in the use of MS Office software (Word, Excel, and Access) A Certificate/Diploma/Degree in Information Technology or Statistical Information Science will be an added advantage. Accurate capturing of data with a neat methodical approach. Ability to key and check work accurately. Good communication (both written and oral) and interpersonal skills. This position requires somebody who is self-motivated, committed to meeting quality standards and has ability to work under pressure.

DUTIES : Be part of a team of data capturers dedicated to carrying out the capture of data on behalf of reporting bodies. Accurately capture EPWP data into the EPWPRS. Transcription of data from source documents of variable quality and verification of work of others. Offer advice and guidance to public bodies on the process of capturing data and agree on deadlines for the capturing of the required information. Execute related administrative duties.

ENQUIRIES : Meriam Shabangu Tel no: (012 492 1477) /Melato Malatji (012 492 1480)
APPLICATIONS : The Regional Manager, Department of public works Private Bag X9469, Polokwane, 0700 or Hand delivered at 77 Hans van Rensburg Street, Sanlam Building, 1st Floor, Polokwane.
FOR ATTENTION : Mr. Nj Khotsa
CLOSING DATE : 12 July 2019 at 16h00

POST 23/54 : CASHIER: PMTE REF NO: 2019/174
SALARY : R173 703.00 per annum
CENTRE : Head Office
REQUIREMENTS : Matric or grade 12 and relevant working experience in Financial Accounting or similar. Customer service experience will be an advantage. A candidate must have knowledge of ERP systems and/or Government transversal systems, payments and receipts and financial procedures. Trustworthy, honest, planning, organising, written and verbal and good interpersonal skills; computer literacy.

DUTIES : The management and administration of petty cash and cash receipts – custodian of and safeguarding of petty cash float, receive, validate and process petty cash requests, record petty cash voucher with supporting documentation, replenish petty cash, perform daily and monthly reconciliations, effective document control of petty cash claims. Receive and issue money and allocate on ERP system. Prepare and complete daily banking of all cash receipts and allocation on. Make inputs to petty cash related policies and procedures. Provide petty cash related inputs for financial statements in line with GRAP and respond to audit queries on related petty cash and cash receipts matters.

ENQUIRIES : Mr. Khutso Lefutla, Tel no: (012 406 1705)
APPLICATIONS : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria,
FOR ATTENTION : Ms N.P Mudau
CLOSING DATE : 19 July 2019 at 16H00

SALARY : R163 563.00 per annum
CENTRE : Port Elizabeth Regional Office
REQUIREMENTS : Grade 12 or equivalent qualification with related experience in Movable Asset Management or LOGIS. Knowledge: Public Finance Management Act (PFMA); Office Administration; Procurement policies; Reporting procedures; Financial systems
**DUTIES**

Provide admin support in the acquisition Management:- Verification of ICN and Item codes. Follow up on outstanding Orders (assets), Verification of the receipt for correctness, quantity and quality upon delivery, receiving of assets on LOGIS, Effective and Efficient administration of Movable Asset Register and updating inventory control sheet. Facilitate physical movements of assets and update the system. Attend to correspondence and queries from asset controllers. Quarterly spot checks of assets. Conduct annual asset verification. Investigate surpluses and shortages, and Capture balance adjustments. Creating and maintaining of custodians of Inventory. Book in & out of assets for repair. Bar-coding of assets; updating the Asset Register; maintain an asset document filling system. Asset with preparation of asset for disposal.

**ENQUIRIES**

Mr D. Mnkokwana, Tel no: 041 408 2034.

**APPLICATIONS**

The Regional Manager, Department of Public Works Private Bag X3913, North End, Port Elizabeth 6056

**FOR ATTENTION**

Ms F. Clark

**CLOSING DATE**

12 July 2019 at 16h00

**POST 23/56**

ADMINISTRATIONCLERK: INTER-GOVERNMENTAL COORDINATION REF: 2019/175 (12 MONTHS CONTRACT)

**SALARY**

R145 281.00 Per annum

**CENTRE**

Head Office (Pretoria)

**REQUIREMENTS**

A National Senior Certificate (Grade 12), or equivalent qualification. A relevant working experience in office administration. Good communication (verbal and written), interpersonal, typing, planning, organisational, problem solving and interpersonal relationship skills. Time management and conflict management skills. Computer Literacy (Word, Excel, PowerPoint, etc). Ability to work under pressure, meet tight deadlines and work independently and as part of the team.

**DUTIES**

Provide general administrative support to the office of the DDG and Chief Directors. Render administrative/office support services. Manage travel and accommodation arrangements for the DDG/Chief Directors. Provide logistics/procurement support services, for the provision of goods and services. Handling of petty cash, travelling and S & T arrangements. Interfacing with internal and external stakeholders within and outside the sector. Make arrangements for meetings/Conferences/Workshops and receiving of clients. Provide secretariat services during ad hoc meetings. Ensure the effective flow of information and documentation to and from the office of the DDG and Chief Directors. Ensure the safekeeping of all documentation, in line with relevant legislation and policies.

**ENQUIRIES**

Ms Lerato Stemmer, Tel no: 012 406 1973

**APPLICATIONS**

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

**FOR ATTENTION**

Ms N.P Mudau

**CLOSING DATE**

19 July 2019 at 16H00

**POST 23/57**

CLEANERS: FACILITIES MANAGEMENT (X7 POSTS)

**SALARY**

R122 595.00 Per annum

**CENTRE**

Nelspruit Regional Office

Lydenburg: Ref No: 2019/164 A (2 posts)

Witbank: Ref No: 2019/164 B (1 post)

Delmas: Ref No: 2019/164 C (1 post)

Lebombo: Ref No: 2019/164 D (1 post)

Graskop: Ref No: 2019/164 E (1 post)

Caroline: Ref No: 2019/164 F (1 post)

**REQUIREMENT**

Grade 10 and appropriate experience in cleaning environment, good communication skills. Knowledge of cleaning material and equipment will be added advantage.

**DUTIES**

cleaning toilets and basin, empty and wash basin. Sweeping passages, floor and offices, mopping and polishing floor, dusting and polishing furniture.

**ENQUIRIES**

Mr EJ Mkhari Tel no: (013) 753 6347

**APPLICATIONS**

30 brown street, Nedbank building 9th floor, Nelspruit, 1200. Postal address Private bag x11280, Nelspruit, 1200

**FOR ATTENTION**

Mr EK Nguyuza

**CLOSING DATE**

12 July 2019 at 16h00
POST 23/58: CLEANER: FACILITIES MANAGEMENT (X 7 POSTS)

SALARY: R122,595.00 per annum
CENTRE: Thabazimbi Magistrate Court Ref: 2019/165 A (1 post)
Bochum Magistrate Court Ref: 2019/165 B (1 post)
Naphuno Magistrate Court Ref: 2019/165 C (1 post)
Nelspruit Regional Office
Thohoyandou Magistrate Court Ref: 2019/165 D (2 post)
Sibasa Regional Court Ref: 2019/165 E (1 post)
Mutale Magistrate Court Ref: 2019/165 F (1 post)

REQUIREMENTS: ABET level 3 / or Grade 10 (Std8) certificate. Good interpersonal skills, basic communication and literacy. Ability to perform routine cleaning tasks. Knowledge on usage of cleaning materials and equipment will be an added advantage. Ability to handle cleaning equipment and conduct stock count.


ENQUIRIES: Ms. N.A. Sipungela Tel No: (015) 291 6389
APPLICATIONS: The Regional Manager, Department of public works Private Bag X9469, Polokwane, 0700 or Hand delivered at 77 Hans van Rensburg Street, Sanlam Building, 1st Floor, Polokwane.
FOR ATTENTION: Mr. NJ Khotsa
CLOSING DATE: 12 July 2019 at 16h00

POST 23/59: TRADESMAN AID: WORKSHOP REF: 2019/166(X 4POSTS)

SALARY: R122,595.00 per annum
CENTRE: Hoedspruit AFB Workshop
REQUIREMENTS: A Junior Certificate (Std 8), ABET level 3 or equivalent qualification. (N3/ NCV 4 in Engineering Studies/ Chemical Plant Operation - will serve as an advantage). Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on building materials and equipment will be an added advantage.

DUTIES: Assist Artisans with regards to repair and maintenance work, taking care of hand tools, machines and electric tools, perform minor repair and maintenance work, identify repair and maintenance needs, carrying, loading and unloading of tools as well as materials, check faults for repair and maintenance required. Operate water purification and waste water treatment plants. Maintain good housekeeping of the workshop and plant rooms.

ENQUIRIES: Mr. H Ngoatje Tel No: (015) 291 6300
APPLICATIONS: The Regional Manager, Department of public works Private Bag X9469, Polokwane, 0700 or Hand delivered at 77 Hans van Rensburg Street, Sanlam Building, 1st Floor, Polokwane.
FOR ATTENTION: Mr. NJ Khotsa
CLOSING DATE: 12 July 2019 at 16h00

POST 23/60: GROUNDSMAN HORTICULTURAL SERVICES REF: 2019/167 (X 2 POSTS)

SALARY: R122,595.00 per annum
CENTRE: Vuwani Magistrate Court
REQUIREMENTS: ABET level 3/ NCV 3 or Grade 10 (Std 8) certificate. Good interpersonal skills, basic communication and literacy. Ability to perform routine gardening tasks.

DUTIES: To perform general garden maintenance tasks as directed by the supervisor such as planting, pruning, spraying, mowing and tree felling work, application of fertilizers, herbicides and pesticides as the need arise. Collecting of garden refuse at respective areas. Assist with general garden work as requested.

ENQUIRIES: Ms. M.E. Nkwinika Tel no: (015) 291-6393
APPLICATIONS: The Regional Manager, Department of public works Private Bag X9469, Polokwane, 0700 or Hand delivered at 77 Hans van Rensburg Street, Sanlam Building, 1st Floor, Polokwane.
FOR ATTENTION: Mr. NJ Khotsa
CLOSING DATE: 12 July 2019 at 16h00
**ANNEXURE K**

**DEPARTMENT OF WATER AND SANITATION**

**MANAGEMENT ECHelon**

<table>
<thead>
<tr>
<th>POST 23/61</th>
<th>CHIEF DIRECTOR: WATER USE LICENCE AUTHORISATION REF NO: 120719/01</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>This is a re-advertisement and those who has previously applied are encouraged to re-apply</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Branch:</strong> Regulation</td>
<td></td>
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</tbody>
</table>

| SALARY | R 1, 189,338 per annum (All inclusive package), Level 14 |
| CENTRE | Pretoria |
| **REQUIREMENTS** | A Bachelor Degree NQF level 7 qualification in Natural Science / Environmental Science / LLB or relevant qualification. A post graduate qualification in law or regulation will be an added advantage. Five (5) to Ten 10 years’ experience in a legal/regulatory environment of which five (5) years must be at senior management level. Extensive knowledge and experience of integrated water use, waste and environment authorizations including policy and legislations governing these sectors. Good understanding of integrated water resources management and principles of decentralisation of water resource management. Knowledge of National Water Act (NWA), National Environmental Management Act (NEMA), and Mineral and Petroleum Development Act (MPRDA). Proven knowledge of Water Use Authorisation business processes and systems used to manage Water Resources. Strategic Capability and leadership to manage the national water use authorisation. Programme and Project Management. Change management. |

| DUTIES | Ensure smooth and effective implementation of the Water Use Authorisation business process ensuring transparency and accountability in the process. Developing a framework of effective, efficient and equitable allocation of water use. Administration and authorisation of water use for mining and industrial sectors and strategic water uses; Authorisation of water use abstraction and in stream use including Dam safety; the provision of business planning and general management for the Chief Directorate; Coordinate and facilitate inter departmental inputs, technical and system coordination and cooperative authorisation with Department of Mineral Resources, Department of Environment and Energy. |

| ENQUIRIES | Mr AB Singh, Tel no: 012 336 7531 |
| APPLICATIONS | Pretoria Head Office: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria. For attention: Ms LI Mabole |

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

| CLOSING DATE | 12 July 2019 |

| POST 23/62 | CHIEF DIRECTOR: ECONOMIC REGULATION REF NO: 120719/02 |
| **This is a re-advertisement and those who has previously applied are encouraged to re-apply** |
| **Branch:** Regulation |

| SALARY | R 1, 189,338 per annum (All inclusive package), Level 14 |
CENTRE: Pretoria
REQUIREMENTS: A Bachelor Degree NQF 7 in Economics / Social Science or relevant qualification. A post graduate qualification in Economics will be an added advantage. Five (5) to ten (10) years management experience in a water / regulation environment of which five (5) years must be at senior management level. Good understanding of the water sector value chain pricing regime including tariff setting process, asset management and performance management. Extensive knowledge of relevant legislation, policies and practices nationally and International. Knowledge of financial management and understanding of PFMA. Knowledge of local government sector and knowledge of Public service act and Public Service regulations. Strategic Capability and leadership. Programme and Project Management. Financial management). Problem management and Empowerment. Client orientation and customer focus. Communication and accountability ethical conduct.

DUTIES: Enforce compliance with regulations, norms and standards on raw water pricing, Bulk portable water pricing, Retail water pricing and social regulation. To regulate the economic and social use of water. Development and implementation of regulatory instruments, tools, strategies, regulations, norms, standards and guidelines in the sector. Inform the development of enabling legislation. ensure that tariffs throughout the value chain are equitable; affordable and sustainable. Ensure compliance with relevant legislation, policies; provide a regulatory view on institution’s Business Plan Appraisals; oversee the tariff consultation process. Provide training and support to regulated Institutions, when required. Manage the development of Integrated Regulatory Information System. Ensure contract compliance to section 19(5) of the regulation. Research and development on tariff setting.

ENQUIRIES: Mr AB Singh, Tel no: 012 366 7531
APPLICATIONS: Pretoria Head Office: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria. For attention: Ms LI Mabole

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

CLOSING DATE: 12 July 2019

OTHER POSTS

POST 23/63: SENIOR ARTISAN FOREMAN (BOILER SHOP AND WELDING SECTION)
Chief Directorate: Construction Management

SALARY: R444 693.00 per annum (All-inclusive salary package) Level 10
CENTRE: Construction Central (Jan Kempdorp)
REQUIREMENTS: Applicants must be in possession of a relevant N2 certificate or equivalent qualification. Must be in possession of trade test in Boilermaking, preferably section 28. Must have at least 8 years of artisan experience in manufacturing of steel structures and especially big diameter pipes; be able to interpret engineering drawings; to estimate cost of manufacturing. Computer literate. Supervision training or experience would be an advantage. SHE training will be an added advantage. Candidate must have a valid code 8 driver’s licence.

DUTIES: The incumbent will be responsible for the management of one of the engineering sections at the Department’s Construction Central workshop in Jan Kempdorp. The incumbent will also be responsible for supervision of the officials within these
workshops. Duties also include day to day financial and personnel management as well as personnel evaluation and career development. The incumbent will be required to occasionally travel country wide to construction sites and regional sites to solve specific application problems.

ENQUIRIES: Mr J Bezuidenhout Tel No. (053) 456 0508
APPLICATIONS: Please forward your application quoting the relevant reference number to Centre: Jan Kempdorp (Construction Central) please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 6, Jan Kempdorp, 8550 or hand-deliver to: The Department of Water and Sanitation, 882 Van Riebeek Avenue, Jan Kempdorp, 8550. For attention: Ms KD Otukile

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

CLOSING DATE: 12 July 2019
POST 23/64: SENIOR ARTISAN FOREMAN (FITTING AND TURNING)
Chief Directorate: Construction Management

SALARY: R444 693.00 per annum (All-inclusive salary package) Level 10
CENTRE: Construction Central (Jan Kempdorp)
REQUIREMENTS: Applicants must be in possession of a relevant N2 certificate or equivalent qualification. Must be in possession of trade test in Fitter and Turner, preferably section 28. Must have at least 8 years of artisan experience. Computer literate. Supervision training or experience would be an advantage. Automotive machinist will be an added advantage. SHE training will be an added advantage. Candidate must have a valid code 8 driver’s licence.

DUTIES: The incumbent will be responsible for the management of one of the engineering sections at the Department’s Construction Central workshop in Jan Kempdorp. The incumbent will also be responsible for supervision of the officials within these workshops. Duties also include day to day financial and personnel management as well as personnel evaluation and career development. The incumbent will be required to occasionally travel country wide to construction sites and regional sites to solve specific application problems.

ENQUIRIES: Mr J Bezuidenhout Tel No. (053) 456 0508
APPLICATIONS: Please forward your application quoting the relevant reference number to Centre: Jan Kempdorp (Construction Central) please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 6, Jan Kempdorp, 8550 or hand-deliver to: The Department of Water and Sanitation, 882 Van Riebeek Avenue, Jan Kempdorp, 8550. For attention: Ms KD Otukile

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

CLOSING DATE: 12 July 2019
POST 23/65: SENIOR ARTISAN FOREMAN (EARTHMOVING EQUIPMENT, ENGINES, GEARBOXES AND COMPRESSORS)
Chief Directorate: Construction Management

SALARY: R444 693.00 per annum (All-inclusive salary package) Level 10
**CENTRE** : Construction Central (Jan Kempdorp)

**REQUIREMENTS** : Applicants must be in possession of a relevant N2 certificate or equivalent qualification. Must be in possession of trade test in Diesel Mechanic, preferably section 28. Must have at least 8 years of artisan experience in earthmoving equipment and overhauling of machines. Experience of hydraulic systems and air compressors would be an added advantage. Computer literate. Supervision training or experience would be an advantage. SHE training will be an added advantage. Candidate must have a valid code 8 driver's licence.

**DUTIES** : The incumbent will be responsible for the management of one of the engineering sections at the Department's Construction Central workshop in Jan Kempdorp. The incumbent will also be responsible for supervision of the officials within these workshops. Duties also include day to day financial and personnel management as well as personnel evaluation and career development. The incumbent will be required to occasionally travel country wide to construction sites and regional sites to solve specific application problems.

**APPLICATIONS** : Please forward your application quoting the relevant reference number to Centre: Jan Kempdorp (Construction Central) please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 6, Jan Kempdorp, 8550 or hand-deliver to: The Department of Water and Sanitation, 882 Van Riebeeck Avenue, Jan Kempdorp, 8550. For attention: Ms KD Otukile

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

**CLOSING DATE** : 12 July 2019

**POST 23/66** : CONTROL WORKS ACCOUNTANT

**CENTRE** : Potchefstroom

**REQUIREMENTS** : Applicants must be in possession of a relevant Degree/National Diploma in Financial Management or Payroll Administration Services obtained at a recognised Institution plus 6 years relevant experience. Must have a valid Driver’s licence. Must have HR Management Skills. Must have good communication skills and people management skills. Must be computer literate. Must have good planning and organising skills. The ability to work independently and as part of the team. Good interpersonal skills. Willingness to work after hours when required.

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

**APPLICATIONS** : Please forward your application quoting the relevant reference number to Centre: Potchefstroom (Construction West), please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 1288, Potsnet #501, 2520 or hand-deliver to: The Department of Water and Sanitation, 126 Chris Hani Street, Potchefstroom, 2520. For attention: Ms LJ Siziba

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

**POST 23/67**

**PRINCIPAL SAFETY COORDINATOR**  
Chief Directorate: Construction Management

**CENTRE**  
Construction Central (Jan Kempdorp)

**REQUIREMENTS**  
Applicants must be in possession of a relevant Degree or Diploma and SAMTRAC/ SHEQMAN/ COSMOC 1 & 2. Registered as Safety Professional by IoSM will be an added advantage. Must have a valid code EB driver's licence. Must be computer literate (MSWord, Excel; PowerPoint; Outlook and Internet coupled with sound typing skills) Must have good organizational and communications skills.

**DUTIES**  
The incumbent will be responsible for implementing the hazard identification and Risk assessment programmes, conduct Occupational Health and Safety accident investigations, implement hazard identification and Risk assessment programmes, develop and manage Safety and Risk programmes and systems to ensure achievement of objectives, by establishing and implementing approved medium and long term plans, aligned to the strategy of the department. Provide specialist knowledge and advice to all levels to resolve a wide range of Safety and Risk management related challenges and interfacing issues requiring solutions. Understands and interprets all relevant Safety related legislations and standards. Develops effective working relationships with the Department of Labour authorities and participates in seminars and forums to keep abreast of developments within the industry. Employee must control the documentation of the security personnel on site. Doing of inspections on site during the day and ad-hoc inspections as and when needed. Regular reviewing standard operating procedures and contingency plans with head and the security company. Inspecting on readiness of security towards emergency plans and procedures. Ensure that staff and visitors are trained and briefed on their responsibilities and duties.

**ENQUIRIES**  
Mr J Bezuidenhout Tel No. (053) 456 0508

**APPLICATIONS**  
Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 6, Jan Kempdorp, 8550 or hand-deliver to: The Department of Water and Sanitation, 882 Van Riebeeck Avenue, Jan Kempdorp, 8550. For attention: Ms KD Otukile

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

**POST 23/68**

**SECURITY COORDINATOR**  
Chief Directorate: Construction Management (Construction West)

**CENTRE**  
Construction West (Northern Cape & North West projects)

**REQUIREMENTS**  
Appropriate degree/ diploma in security risk management or equivalent qualification plus 4 years relevant experience or grade 12 plus eight years relevant experience. Extensive experience in all aspects of security project management. Extensive experience in office management (administration and procurement procedures). The following skills and knowledge are essential: Computer proficiency and Interpersonal communication. Problem solving skills. A valid driver's license. Must be willing to work irregular hours.
DUTIES: Incumbent will assist with security services Bids, SLA’s & SOP’s. Contract management thereof, continuous monitoring of security services provided by Private Security Service Providers. Conduct investigations, audits, and inspections of private security service providers. The incumbent will also perform internal investigations, security assessments, hold monthly and ad-hoc meetings, compilation of monthly reports and analysing of guard clocking systems. The incumbent will be responsible for supervising the security personnel on site. The successful candidate will be responsible for writing reports, attend to all places of the scene and investigate theft incidents happening on site. Will be responsible for the access control register and ID card. Conduct risk assessment of the area to be establishing all risk and dangers surrounding the environment.

ENQUIRIES: Mr Ramakokovhu MC Tel No. (018) 294 9500
APPLICATIONS: Please forward your application quoting the relevant reference number to Centre: Potchefstroom (Construction West) please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 1288, Potsnet #501, 2520 or hand-deliver to: The Department of Water and Sanitation, 126 Chris Hani Street, Potchefstroom, 2520. For attention: Ms TJ Mabannda

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

CLOSING DATE: 12 July 2019
PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF TRANSPORT.
The Department of Transport in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

APPLICATIONS: Should be directed to The Department of Transport, Office no. A48, 32 Fleming Street, Stellenbosch Park, King William’s Town. Post to: The Senior Manager – HRM, Department of Transport, Private Bag X 0023, Bhisho 5605.

ENQUIRIES: Mr. Ngcobo Tel no: 043 604 7455 Ext 7455,
FOR ATTENTION: Mrs N. Ntozakhe
CLOSING DATE: 12 July 2019
NOTE: Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at http://www.info.gov.za/documents/forms/employ.pdf which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver’s license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability are encouraged to apply.

MANAGEMENT ECHELON

POST 23/69 : CHIEF ENGINEER: TRANSPORT PLANNING REF NO:.DOT 07/06/2019

SALARY: R 1 265 544.00 Grade B (all – inclusive OSD package)
CENTRE: Head Office

DUTIES: Ensure provincial transport planning. Ensure provincial integrated public transport planning. Ensure integrated planning expertise to guide and support the provision of transport services. Ensure the development of transport infrastructure plans. Ensure the development and maintenance of the Roads Asset Management System in line with applicable manuals. Manage the allocated resources of the Planning Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES: can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/70 : CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO:.DOT 01/06/2019

SALARY: Range an all – inclusive remuneration package of R 1,189,338.00 – R 1,422,012.00 (Level 14)
CENTRE: Head Office
**REQUIREMENTS**

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<th>POST 23/71</th>
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<td>SALARY</td>
<td>An all – inclusive remuneration package of R 1,189,338.00 – R 1,422,012.00 (Level 14)</td>
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<td>Head Office</td>
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**DUTIES**

Ensure the provision of human resource administration: Manage the provision of human resource administration strategy and personnel information. Manage the provision of recruitment, selection and appointment of employees. Manage the administration of service benefits. Manage the provision of employee relations services. Manage the provision of employee health and wellness services. Ensure the provision of human resource development and performance management system: Manage the implementation of skills development strategy in line with skills development legislation. Manage the implementation of learner ship and internship programme. Manage effective implementation of employee training and development programme. Manage effective implementation of performance management system. Ensure the provision of Human Resource Planning and Employee Relations Services: Manage the development of human resource strategy. Manage the development and implementation of human resource plan. Manage the utilization of human resource information systems. Manage the provision of employee health and wellness programmes. Manage the provision of sound labour relations. Ensure timeous implementation of collective bargaining resolutions. Manage the allocated resources of the Chief directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

**ENQUIRIES**

can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

**B. Degree (NQF level 7) as recognized by SAQA in Human Resource/Public Administration/ Public Management equivalent qualification in Human Resource Management or related field, 5 years at Senior Management level (SMS) with focus on Human Resource Management field. A Valid Driver’s License. Managerial competencies: Strategic Capability and Leadership, Communication, Client orientation and Customer Focus, People Management and Empowerment, Problem Analysis and Solving, Financial Management, Programme and Project Management. Generic competencies: Results / Quality Management, Decision Making, Knowledge Management, Change Management.**
provision of counseling and spiritual services. The rendering of effective traffic law enforcement operations management and control services. The provision of transport law enforcement services. Manage, issue and control operating licenses and permits. Direct provision of road based public passenger transport registration services. Direct management of the walk in center. Direct management of the processing of applications for operating licenses. Coordinate activities of the Provincial Regulatory Entity. Manage revenue relating to operating licenses and permits. Monitor operator compliance with public transport legislation and regulations. Manage the registration of public transport operators. Manage the provincial traffic infringement nerve center: The rendering of traffic infringement center's front and back offices. The management of traffic law enforcement fees analysis, and reconciliation. The administering of traffic law arising from traffic infringements. Promote traffic safety: The promotion of traffic safety education in schools. The promotion of traffic safety through community based structures. The promotion of traffic safety awareness through mass communication the rendering of effective traffic safety oversight and support. 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 timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of asset.

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/72 : CHIEF DIRECTOR: TRANSPORT INFRASTRUCTURE (PLANNING AND DESIGN) REF NO.: DOT 04/06/2019

SALARY : Range: An all – inclusive remuneration package of R 1,189,338.00 – R 1,422,012.00 (Level 14)
CENTRE : Head Office

DUTIES : Ensure provincial transport planning. Ensure provincial traffic engineering services. Ensure provincial integrated public transport freight transport planning. Ensure integrated planning expertise to guide and support the provision of transport services. Ensure the development of transport infrastructure plans (including roads planning and design). Manage the allocated resources of the Chief Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/73 : CHIEF DIRECTOR: EXPANDED PUBLIC WORKS PROGRAMME (EPWP) REF NO.: DOT 05/06/2019

SALARY : R 1 189, 338.00 – R 1 422, 012.00 per annum (Level 14)
CENTRE : Head Office
DUTIES: Co-ordination and support of all EPWP programmes/projects within the department.
Ensure engagement with all programmes within the department in accordance with EPWP norms and standards. Ensure coordination and consolidation of EPWP business plans. Ensure management of stakeholder relationships. Ensure maintenance of functional transport forums. Ensure promotion of visibility of the EPWP through marketing, branding and project profiling. Ensure provision of support to undertake coordination of EPWP by the department. Ensure provision of technical support to EPWP within the department. Facilitate monitoring and evaluation services on implementation of EPWP. Manage planning of EPWP projects. Manage and monitor the creation of work opportunities with respect to the targets of different units of the department. Ensure monitoring of projects for compliance to EPWP norms by different units within the department. Ensure evaluation of impact of projects/programmes implemented. Ensure provision of capacity building to EPWP participants and staff in terms of reporting. Ensure that the programme conducts periodical impact assessment studies and evaluate the effectiveness of the EPWP within the communities and department. Guide and lead management of promotion on implementation of innovative and empowerment initiatives for stakeholders and beneficiaries. Ensure management of research conducted on innovative strategies. Ensure management of research conducted on innovative strategies. Ensure Management and coordination of EPWP training and implementation of National Youth Service (NYS) programme. Manage and monitor facilitation on implementation of contractor development programme. Ensure promotion of community development programmes: Create work opportunities by implementing EPWP flagship projects. Ensure implementation of the programme in accordance with EPWP guidelines. Ensure an oversight on the provision of support on social facilitation and in compliance with the EPWP norms and standards. Manage the allocated resources. 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 description and implementation of Work Plans and Personal Development Plans (PDF’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES: can be directed to Mr M.L. Ngcobo Tel no: 043 604 7455

POST 23/74: DEPUTY DIRECTOR GENERAL: INFRASTRUCTURE PLANNING SYSTEM REF NO: DOT 02/06/2019
(12 Month Contract Post)

SALARY: Range: An all – inclusive remuneration package of R 1,446 378.00 – R 1,629 348.00 (Level 15)

CENTRE: Head Office


DUTIES: Ensure the provision of provincial integrated transport planning, roads design and traffic engineering services: Oversee provision of provincial transport spatial planning services. Oversee the provision of provincial traffic engineering safety services. Oversee provision of provincial integrated public and freight planning. Co-ordinate the provision of integrated planning expertise to guide and support the provision of transport services. Oversee roads construction and provision of engineering services. Ensure the construction of roads and related structures: Oversee the construction of
roads and related structures. Oversee the procurement of transport infrastructure goods and services. Oversee provision of professional and technical support services. Ensure the maintenance of roads and related structures: Oversee the development and monitor the implementation of road maintenance policies, norms and standards. Monitor the overall roads maintenance budget. Monitor the roads maintenance management system. Ensure the coordination of Regional roads maintenance services. Ensure the provision of plant fleet and associated support services: Oversee the provision of motor vehicles and infrastructure plant fleet. Oversee the provision of technical motor vehicle and plant fleet maintenance services. Oversee thereof provision of infrastructure motor vehicle and plant fleet administration services. Oversee the provision of two way radio communication, loss control and fleet monitoring services. Ensure the design and implementation of programs and projects to empower vulnerable groups: Oversee the development and empowerment of impoverished communities using transportation related projects. Coordinate the initiation of programmes for contractor empowerment. Oversee and coordinate expenditure on the EPWP programme. Manage the allocated resources of the Branch in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES: can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/75: CHIEF ENGINEER: INFRASTRUCTURE DESIGN REF NO:.DOT 06/06/2019

SALARY: R 1 042 827.00 Grade A (all – inclusive OSD package)
CENTRE: Head Office

DUTIES: Ensure the development of infrastructure design manuals and operating procedures. Ensure the development of roads and other transport infrastructure related designs. Ensure provincial integrated public transport freight transport planning. Ensure integrated planning expertise to guide and support the provision of transport services. Manage the allocated resources of the Design Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES: can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/76: DIRECTOR: INFRASTRUCTURE PROCUREMENT REF NO:.DOT08/06/2019

(12 months contract post)

SALARY: Range: An all – inclusive remuneration package of R 1 005 063.00 – R 1 183 932.00 .00 (Level 13)
CENTRE: Head Office
REQUIREMENTS: Minimum qualification of Bachelor’s degree or Bachelor of Technology degree in the Construction discipline of quantity Surveyor / Construction Management or Civil / Structural Engineering. Current professional registration in either of these discipline is mandatory. Minimum of 5 years’ experience in Public Sector management and / or related management of Infrastructure Delivery programmes / Supply Chain Management. A Valid Driver’s License. Knowledge: Strategic Capabilities and Leadership, Client orientation and Customer focus, People Management and Empowerment, Problem Solving and Analysis, Financial Management, Programme and Project Management, Report Writing, Negotiations, Presentation and

**DUTIES**
To facilitate Institutionalization of the Infrastructure Delivery Management Systems (IDMS) guidelines and the associated regulations of the Framework for Infrastructure Delivery and Procurement Management (FIDPM): To advise on Infrastructure Delivery Models that addresses improvement in Infrastructure Delivery and associated socio-economic developmental targets in the Province. To review Infrastructure Plans and related project budget schedules such as UAMPs, IPMs and IDPs. To review integrated planning and project readiness compliance before project embark on implementation. To monitor and Evaluate Project List and Progress: Identify risk issues and recommend identify risk mitigating actions. To recommend suitable Infrastructure Procurement strategies per portfolio programme and project with respect to delivery targets / projects suitable and efficiencies of scale. To develop, monitor and evaluate the performance of improvement plans and variation orders with clients and provide project leadership: Management of cost variation emanating from increase of the total prices of construction contract or built environment professional contracts.

**ENQUIRIES**
can be directed to Mr M.L. Ngcobo Tel no: 043 604 7455

**POST 23/77**
**DIRECTOR: HUMAN RESOURCE PLANNING AND EMPLOYEE RELATIONS REF NO: DOT09/06/2019**
(12 months contract post)

**SALARY**
Range: An all – inclusive remuneration package of R 1 005 063.00 – R 1 183 932.00 .00 (Level 13) Head Office

**REQUIREMENTS**

**DUTIES**
Provide human resource planning and information management services: Coordinate and monitor the development and implementation of human resource strategy and plan. Coordinate and facilitate the development and implementation of the employment equity plan. Maintain human resource and staff establishment information system (including persal control). Maintain and monitor the compensation of employee costing model, in collaboration with financial management costing unit. Conduct an analysis of human resource information and produce reports to facilitate decision making in collaboration with other human resource. Provide employee health and wellness programmes: Facilitate the development and implementation of employee health and wellness policies and programmes. Promote and facilitate the implementation of occupational health, safety and environment management strategies and programmes. Facilitate the implementation of HIV and Aids and TB and other communicable diseases prevention, support treatment care programmes. Facilitate and manage health and productivity management programmes. Provide the implementation of wellness policies. Provide employee health and wellness information management reports. Provide labour relations services: Facilitate the implementation of labour relations guidelines and processes. Facilitate departmental collective bargaining and dispute resolution process. Facilitate resolution of disciplinary cases, grievances and disputes. Represent employer and monitor the implementation of litigation outcomes. Promote employment relations. Provide support on labour relations. 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 description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : can be directed to Mr. M.L. Ngcobo Tel No: 043 604 7455

POST 23/78 : DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: DOT 10/06/2019

SALARY : Range: An all – inclusive remuneration package of R 1 005 063.00 – R 1 183 932.00 (Level 13)

CENTRE : Head Office


DUTIES : Administer recruitment, selection, and appointment of employees: The management of recruitment, selection, appointments and other life cycle events of employees. The management of HR personnel records. Administer conditions of service and remuneration of employees: The capturing and processing of employee benefits. The administration of remuneration matters. The administration of compensation in respect of injuries on duty. 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 description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : can be directed to Mr. M.L. Ngcobo Tel No: 043 604 7455

POST 23/79 : DISTRICT DIRECTOR: DISTRICT MANAGEMENT – (2 POSTS)

This is a re-advertisement

SALARY : Range: An all – inclusive remuneration package of R 1 005 063.00 – R 1 183 932.00 (Level 13)

CENTRE : Chris Hani Ref No: DOT 11/06/2019

DUTIES
Oversee District administrative support services including the coordination of District Operational planning, Monitoring, Reporting and providing information management services: Management of HR and Financial services, Coordination of Strategic and Operational Planning. Operations monitoring and reporting. Information and knowledge management (including library services, information reproduction and printing services, and information mining and security, archiving and records management services). Provide effective stakeholder and Inter- governmental relations services: Provide effective inter-governmental relations services Stake holder liaison and coordination. Intergovernmental relations promotion. Outreach organising. Manage implementation of scholar transport services in the District. The monitoring that scholar transport performance adheres to agreed service levels and continues to improve. The implementation of stakeholder engagement services including mediation, conflict and dispute resolution. The verification of invoices and POD’s. The processing of invoices for payment. The rendering of efficient reporting services. The efficient capturing of POD’s. Promotion of road safety: The promotion of transport safety education in schools. The promotion of transport safety through community based structures. The promotion of transport safety awareness through mass communication. Monitoring services rendered by driver training schools. Evaluate the effectiveness of safety education literature. Oversee implementation of land transport services: The monitoring of contracts / service level agreements with public transport operators. The implementation of institutional formalisation and empowerment of the public transport industry. The implementation of mediation, conflict resolution, and dispute resolution and stakeholder matters related to public transport. Oversee and coordinate the rendering of sub district transport services: The rendering of effective traffic law enforcement. The promotion of traffic safety. The provision of public transport law enforcement services. The provision of administration support services following approved delegations. The coordination of sub district road maintenance service. Create work opportunities for the poor and unemployed people using EPWP: Monitor attainment of the set targets and assess their impact to EPWP. Promote the implementation of EWIP innovation initiatives. Promote community development programmes through the implementation of EPWP flagship programmes. Maintain law and order for all modes of transport by providing quality traffic policing: The rendering of effective traffic law enforcement operations management and control services. The provision of counseling and spiritual services. The provision of public transport law enforcement services. The implementation of the national and provincial freight administration and overload strategy. Ensure compliance in terms of traffic legislation. The management of vehicle registrations and authorizations. The management of public transport regulation services. 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 timeliness development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely.

ENQUIRES
can be directed to Mr. M.L. Ngcobo Tel No: 043 604 7455

POST 23/80
DIRECTOR: TRAFFIC INFRINGEMENT MANAGEMENT SERVICES REF NO: DOT 13/05/2019
(12 months contract post)

SALARY
R 1 005 063.00 – R 1 183 932.00 (Level 13)

CENTRE
Head Office

REQUIREMENTS
DUTIES: Manage provincial traffic infringements: Oversee receiving, recording, processing and management of documents, visitors and enquiries. Manage conversion of paper based Section 56 & 141 documents to electronic documents. Analyse and reconcile traffic law enforcement fees: Reconciliation of fines captured against fines paid. Manage provision of information on unpaid summonses. Oversee the keeping of records of all transactions for audit purposes. Managing SLA’s between the DOT and Magistrate offices. Managing relations with service providers. Determining and recommending systems for efficient revenue collection. Administer traffic law arising from traffic infringements: Direct Radio Control services including use of Vehicle Deployment Management System (DVMS). Manage accident information collection and processing. Manage Traffic Law Enforcement camera information collection and analysis. Manage processing traffic law information using electronic traffic law enforcement systems. Enforcing payment of outstanding traffic fines. 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 description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRES: can be directed to Mr. M.L. Ngcobo Tel No: 043 604 7455

POST 23/81: DIRECTOR: PUBLIC TRANSPORT SERVICES REF NO:.DOT 14/0612019

SALARY: R 1 005 063 – R 1 1183 932 (Level 13)

CENTRE: Head Office


DUTIES: Manage the implementation of land transport services. Ensure the provisioning of transport services. Ensure the provisioning of public transport infrastructure. Ensure the implementation of non-motorised transport and special needs passenger plans and strategies. Facilitate, coordinate and support in order to ensure land transport integration. Support and capacitate local authority’s w.r.t. the implementation of land transport services. Implement institutional formalisation and empowerment of the public transport industry. Manage implementation of strategies to transform the public transport industry. Set up and monitor memorandum of agreements of representative structure (e.g. bus, mini-bus taxi, metered taxis).Monitor projects. Communicate and advocate on public transport regulations and policies. Liaise with HRD to arrange suitable training from SETAs and training providers. Support integrated public transport network teams. Facilitate set up Business Entity. Manage Taxi Recapitalisation. Manage implementation of mediation, conflict resolution, dispute resolution, and stakeholder matters. Gather intelligence on public transport mediation, conflict and disputes. Prepare and issue mediator briefs. Monitor and report on mediations. Set up and monitor public transport stakeholder and commuter forums. Set up a commuter call centre. 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 timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES: can be directed to Mr. M.L Ngcobo Tel no: 043 604 7455

OTHER POSTS

POST 23/82: DEPUTY DIRECTOR: TECHNICAL (TRANSPORT INFRASTRUCTURE MAINTENANCE) REF NO: DOT 35/06/2019 (X 2 POSTS)

SALARY: R869 007 per annum (Level 12)

CENTRE: Chris Hani & (Ref.DOT36/06/2019) Alfred Nzo


DUTIES: Manages the departmental routine road maintenance programme by assessing the maintenance requirements, prioritize and plan the execution of maintenance works. Coordinate the procurement of Roads maintenance materials for the district. Ensure that departmental works are of required standards and quality in terms of engineering, legal and operational compliance. Ensure that plant fleet for the district is properly managed and maintained. Render technical support in respect of: Tender documentation and Contract administration. Manage the allocated resources of the Department in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Review financial management performance and make recommendations to improve the efficiency and effectiveness of the financial management. Report on financial management information as required by internal and external stakeholders. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development 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. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES: can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/83: DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION (2 POSTS)

SALARY: Range: An all – inclusive remuneration package of R 733 257.00 – R 863 748.00 (Level 11)

CENTRE: Amatole: Ref No:.DOT15/06/2019 Or Tambo: Ref No: DOT16/06/2019


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DUTIES: Coordination and implementation of employee wellness programs: Ensure efficient implementation of employee wellness program policies such as SHE, HIV&AIDS, etc. Manage & coordinate the sports programmes. Management of employee relations: Ensure the promotion of harmonious labour relations. Manage the handling of misconducts and grievances. Manage employee equity profile and targets for the Department. Manage the retention strategy. Provision of personnel and staff registry services: Manage the recruitment and selection process. Ensure correct implementation of transfers, absorption and probationary periods. Ensure efficient provision of staff registry services. Provision of conditions of services: Manage the administration of leave. Ensure efficient processing of service benefit. Manage injury on duty cases. Manage the provision of service terminations. PERSAL Manage Services: Manage the use of PERSAL. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES: can be directed to Mr M.L. Ngcobo Tel no: 043 604 7455

POST 23/84: DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO.: DOT17/06/2019

SALARY: R733 257.00 – R863 748.00 (Level 11)

CENTRE: Sarah Baartman

ENQUIRIES: can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/85: DEPUTY DIRECTOR: DISTRICT FINANCIAL MANAGEMENT SERVICE REF NO:.DOT18/06/2019

SALARY: R 733,257.00 – R 863,748.00 (Level 11)
CENTRE: Sarah Baartman

DUTIES: Management of district accounts according to treasure regulations. Ensure that compilation of the payment is made with all the correct information reflected on the creditor advice and a document they use for capturing on the system. Ensure compliance with all financial delegations approved for each financial year. Ensure that payments are captured on the system and also monitor. Ensure that relevant system users are the ones who perform their authorised duties (BAS & LOGIS). Ensure that the order tallies with the invoice in terms of amount, order no and items. Ensure submission to head office for audit purpose. Consolidate monthly reports, quarterly and annually reports. Efficient management of staff salary matters. Ensure processing of all salary related service benefits of the employees, e.g. Overtime, fuel allowance, S&Ts, Resettlement etc. Ensure implementation of statutory deductions upon receipt of court orders. Monitor the payroll systems, non-payment of ghost employees. Detect and prevent corruption. Plan and control district budget. Ensure that Budget submissions for the district are done correctly and realistically upon allocation of the new financial year budget. Ensure that all the district needs are accommodated if not reprioritization of activities to suit the current budget. Ensure monthly, quarterly and annual monitoring of budget to avoid over and under expenditure and also to detect and prevent irregular and fruitless expenditure. Manage the collection of revenue and management of debtors. Ensure that the registering authorities have got service level agreement with the department e.g. municipalities: license fees, Justice: traffic fines. Ensure correction & recording of revenue from taxi Operators permits, personalization of vehicles. Ensure reconciliation of revenue received from RAs against departmental report which reflect the actual amount that was received. Ensure the revenue targets set by provincial treasury head office are met. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES: can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/86: DEPUTY DIRECTOR: FINANCIAL SYSTEMS MANAGEMENT REF NO:.DOT19/06/2019

SALARY: Range: An all – inclusive remuneration package of R 733,257.00 – R 863,748.00 (Level 11)
CENTRE: Head Office

**DUTIES**

Manage BAS: Maintain code structure. Maintain security profiles. Maintain departmental parameters. Reset users’ passwords. Maintain and add users to BAS printers. Facilitate BAS training. Establish, maintain and continuously update user-group with practice notes. Review user accounts quarterly. Participate in Disaster Recovery Test. Manage SCOA information: Maintain SCOA information in the department. Conduct SCOA workshops. Advise departmental officials on the correct usage of SCOA allocations. Communicate SCOA updates and changes. Facilitate SCOA training. Manage exceptions and interfaces: Ensure that all financial transactions are posted to the correct cost centres. Ensure proper integration of transversal systems by communicating system updates and codes structure changes timeously. Track and monitor changes on LOGIS and PERSAL. Resolve LOGIS errors relating to Budget code structure. Ensure that PERSAL related exceptions are resolved. Effectively manages exception reports. Ensure that the department closes Month-End, Year-End and Audit Final successfully. Attend Provincial and National BAS Forums as well as Knowledge Sharing Sessions: Discuss and resolve system challenges. Make recommendations about system improvements and changes. Receive and discuss feedback from SITA on network related matters. Provide the department with a feedback from forums. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

**ENQUIRIES**

can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

**POST 23/87**

DEPUTY DIRECTOR: COMMUNITY OUTREACH REF NO: DOT 20/06/2019

**SALARY**

Range: An all – inclusive remuneration package of R 733 257.00 – R 863 748.00 (Level 11)

**CENTRE**

Head Office

**REQUIREMENTS**


**DUTIES**

Manage BAS: Research and develop strategies to promote public empowerment and participation in road safety: Coordinate the identification of road safety needs. Coordinate the development of effective community based road safety marketing strategies. Identify, assess, prioritize and coordinate research and information gathering. Coordinate the implementation and management of road safety community based programmes and project. Monitor and evaluate the impact of community based road safety projects. Conduct monitoring and evaluation of impact of road safety projects and programmes. Oversee the development of road safety plans by local authorities: Promote private sector partnerships. Ensure effective practical cooperation between provincial structures, other role players and the directorate to increase awareness. Coordinate the promotion, training and development of community road safety structures: Provide support to road safety community structures and organisations. Facilitate training, coordination and
information sharing with key partners on different aspects of community road safety education and awareness. Develop community road safety guiding documents. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the sub- Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets. Manage SCOA information: Maintain SCOA information in the department. Conduct SCOA workshops. Advise departmental officials on the correct usage of SCOA allocations. Communicate SCOA updates and changes. Facilitate SCOA training. Manage exceptions and interfaces: Ensure that all financial transactions are posted to the correct cost centres. Ensure proper integration of transversal systems by communicating system updates and codes structure changes timeously. Track and monitor changes on LOGIS and PERSAL. Resolve LOGIS errors relating to Budget code structure. Ensure that PERSAL related exceptions are resolved. Effectively manages exception reports. Ensure that the department closes Month-End, Year-End and Audit Final successfully. Attend Provincial and National BAS Forums as well as Knowledge Sharing Sessions: Discuss and resolve system challenges. Make recommendations about system improvements and changes. Receive and discuss feedback from SITA on network related matters. Provide the department with a feedback from forums. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/88 : DEPUTY DIRECTOR: COMMUNITY BASED PROGRAMME

SALARY : R 733 257.00 per annum (Level 11)
CENTRE : Chris Hani (Ref No:.DOT 21/06/2019)
OR Tambo (Ref No:.DOT 22/06/2019)


DUTIES : Facilitate the implementation of key performance areas for Community Development: Manage the sourcing of community profiles so as to be able to set targets for the district. Manage the allocation of targets. Manage quarterly and annual deliverables for the programme in line with the Annual Performance Plan. Manage the
prioritization of the projects for social facilitation service. Monitor the recruitment of EPWP participants. Manage the social facilitation services of projects within the district. Manage the development of community capacity building initiatives. Innovation and Empowerment. Manage the conducting of community skills audits. Manage the interaction with the captains of industries to assess the skills required. Manage the development of training plans in line with the gaps identified during skills audits. Manage the implementation of empowerment interventions. Identify labour intensive projects within the district as per the approved Provincial priority areas. Manage, monitor and support the development of SMME’s. Manage and facilitate data collection from district programmes for reporting purposes. Periodically visit projects to ensure compliance. Manage the allocated resources of the Community Based Programme. Performance Management: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Overall coordination of the Programme in accordance with the Annual Performance Plan in order to achieve the annual targets. Generate monthly, quarterly and annual reports. Conflict Management: Resolve problems, motivate and control employees with minimum guidance from District Manager. Human Resource Management: Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Manage timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates Asset and Financial Management: Manage the maintenance and safekeeping of assets and budgets. Manage stakeholder engagements / intergovernmental relations.

ENQUIRIES can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/89 : DEPUTY DIRECTOR: DEMAND MANAGEMENT SERVICES REF NO: .DOT 24/06/2019

SALARY : R 733 257.00– R 863 748.00 (Level 11)
CENTRE : Head Office

DUTIES : Coordinating and implementing demand management plan. Facilitate development of supply chain management policies such as: Demand Plan policy, Database management policy ,Review policies annually. Performing strategic demand planning. Conduct Needs assessment and resource analysis. Develop Procurement plan guidelines. Implement policy on suppliers relations management Monitor implementation and evaluate impact. Perform operational demand planning. Manage the conducting of needs assessment of commodities and services. Ensure drafting of procurement /project specifications that are precise. Ensure that requirements are linked to the budget through procurement plans. Consolidate and align procurement plans for submission to Treasury. Analyse specification documents and ensure compliance with PPPFA and BBBEE. Establish a manual and electronic database for generic and professional services specification. Manage procurement services for the component.

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/90 : DEPUTY DIRECTOR: ADJUDICATOR (PRE) REF NO: .DOT 26/06/2019

(12 months contract post)

SALARY : R733 257.00- 863 748.00 Salary (Level 11)
CENTRE : Head Office
REQUIREMENTS : National Diploma (NQF6) /B. Degree (NQF7) in Public Transport/ Public Administration. 3-5 years relevant experience at management level (Assistant Director Level) in the field. 2 years’ experience as a board member will serve as added advantage. Valid Driver’s license. Competencies: SOP. NLTA. NLTR. Code of conduct.

DUTIES : Adjudicate on operating license applications: Decide and dispose of new applications for public transport services: Minibus-taxi type, Bus/Minibus, Metered Taxi, Tourism transport, Charter, Staff, Scholar, Tuk. Decide and dispose of applications for
contracted services (Negotiated contracts/subsidised service contracts/commercial service contracts). Decide and dispose of applications for the amendment, transfer or renewal of public transport operating licenses. Decide and dispose of applications for temporary licenses and duplicate licenses. Decide and dispose of applications for the replacement or temporary replacement of vehicles. Decide and dispose of applications for the conversion of permits to operating licenses. Assist with the administration of the taxi recapitalization process. Provide support to municipalities and stakeholders in relation to public transport regulation. Providing input into the development of Integrated Transport Plans. Liaison with key public transport stakeholders such as SANTACO, Metered Taxi Council, South African Tourism Board in respect in relation to matters falling within the scope of the adjudication team. Liaison with municipalities in respect of directions on operating license applications. Liaison with municipalities regarding the restructuring and transformation of public transport. Liaison with Eastern Cape Education Department in respect of scholar services; Representation on inter-governmental committees dealing with public transport. Determine conditions on operating licenses. Impose conditions on operating licenses in terms of section 57(5) of the NLTA; Imposing conditions requested by municipalities in terms of ITP’s. Ensure adherence to Code of Conduct for public transport operators and drivers. Review and amend generic conditions for each public transport mode on a 6-monthly basis. Consider the cancellation of operating licenses that are inoperative for more than 180 days. Cancellation of operating licenses issued in error. Cancellation of operating licenses issued based on false and misleading information. Cancellation of operating licenses where operator has operated contrary to operating licenses conditions. Cancellation of operating licenses in the case of non-adherence to the Code of Conduct. Cancellation of operating licenses where the holder has been convicted of certain offences. Deal with appeals coming from the Transport Appeals Tribunal. Liaison with the Transport Appeals Tribunal regarding appeals lodged against the decision of the Eastern Cape PRE. Preparing PRE’s record of decision in respect of such cases; representing the PRE at appeals hearings. Articulating the PRE’s position where a decision has been taken on review to the High Court. Conduct research investigations and quality control. Rank inspections. Inspecting maintenance facilities/Office space/vehicle fleet. Critically analyzing business plans and other supporting documentation relating to operating license applications. Investigating matters relating to land transport and making recommendations to the MEC. Understanding and interpretation of transport legislation and policy validating personal information specified in operating licenses for correctness. Validating route/service information for correctness. Ensuring that the requirements of section 62 of the NLTA are met in respect of taxi clearance certificates, labour law requirements. Certificate of fitness, registration and licensing of vehicle. Ensuring that operating licenses are issued in accordance with the decisions of the adjudication panel. Develop staff members attached to the PRE. Keeping staff abreast of changes to the legislation and business processes. Providing training on standard operating procedures.

ENQUIRIES: can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/91: DEPUTY DIRECTOR: ASSET REGISTER & INVENTORY MANAGEMENT REF NO:.DOT 27/06/2019

SALARY: R 733 257.00– R 863 748.00 (Level 11)

CENTRE: Head Office


DUTIES: Development of assert management policies: Lead the process of the developing and reviewing of policies. Monitor their implementation and compliance. Ensure that asset management policies are communicated to all end users. Management of assets: Ensure that asserts are recorded in the asset register and bar coded before they live stores. Manage the asset register to keep it up to date. Conduct reconciliation and maintenance of the asset register in Bas. Plan and implement stock counting on quarterly basis. Make a follow up on missing assets to ensure that they are accounted for. Ensure that inventory lists are compiled, updated and deployed. Evaluate depreciation of assets. Manage the allocated resources of the Sub-
director in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Sub-directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES:
can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/92:
DEPUTY DIRECTOR: PUBLIC TRANSPORT OPERATIONS (4 POSTS)

SALARY:
R 733 257.00 – R 863 748.00 (Level 11)

CENTRE:
Chris Hani Ref No: DOT28/06/2019
Alfred Nzo Ref No: DOT29/06/2019
Amathole Ref No: DOT30/06/2019
Joe Gqabi Ref No: DOT31/06/2019

REQUIREMENTS:

DUTIES:
Monitor contracts/service level agreements with public transport operators and service providers: Manage compliance with contractual obligation by public transport operators and service providers. Facilitate and monitor payment of service providers. Monitor operational performance of contracted public transport services. Conduct site inspections. Manage the implementation of land transport services: Ensure the provision of transport services within the district. Facilitate the provision of public transport infrastructure. Coordinate the provision of non-motorized transport. Facilitate accommodation of passengers with special needs in the public transport. Facilitate and support land transport integration programs and projects. Support and capacitate local authorities with reference to the implementation of land transport services. Implement institutional formalization and empowerment of the public transport industry: Manage empowerment interventions that support public transport operations (small bus operators, Mayibuye Bus Transport, AB 350, Metered Taxis etc.). Monitor empowerment projects focusing at the public transport operators. Conduct advocacy on public transport regulations, policies and passenger rights. Manage Taxi recapitalization. Set up and monitor public transport stakeholders and commuter forums. Manage conflict resolution initiatives. Coordinate empowerment interventions with stakeholders. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporative governance and planning imperatives. Maintain high standards by ensuring that the team/ section produces excellent work in terms of quality/ quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential. Provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the sub Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safe keeping of assets. Ensure personnel contribution and level of responsibility. Facilitate term goals setting. Collaboration of Stakeholders to facilitate provision of Integrated Public Transport solution: Interact and engage with internal and other external bodies to seek opportunities so as to obtain mutual benefit for all concerned in achieving their goals. Facilitate development and implementation of an Integrated Public Transport solution that incorporates non-contracted, rural service, Shove Kalula Bicycle Programme, Learner and some inter-town services into the formal contracted bus sector through PIPTMP. Maintain and enhance intergovernmental co-ordination through the continuous creation of desirable projects/programmes/ function between and within the institution.

ENQUIRIES:
can be directed to Mr M.L Ngcobo Tel no: 043 604 7455
POST 23/93 : DEPUTY DIRECTOR: DISTRICT FINANCIAL MANAGEMENT SERVICES REF. NO: DOT32/06/2019

SALARY : R733 257.00 – R863 748.00 (Level 11)
CENTRE : Sarah Baartman
REQUIREMENTS : B. degree (NQF level 7) / National Diploma (NQF level 6) or in B Com/ B Compt / Financial Management majoring in Accounting. 3 years managerial (Assistant Director) or relevant experience in the finance management. A Valid Driver’s License.

DUTIES : Management of district accounts according to treasury regulations. Ensure that compilation of the payment is made with all the correct information reflected on the creditor advice and a document they use for capturing on the system. Ensure compliance with all financial delegations approved for each financial year. Ensure that payments are captured on the system and also monitor. Ensure that relevant system users are the ones who perform their authorised duties (BAS & LOGIS). Ensure that the order tallies with the invoice in terms of amount, order no and items. Ensure submission to head office for audit purpose. Consolidate monthly reports, quarterly and annually reports. Efficient management of staff salary matters. Ensure processing of all salary related service benefits of the employees, e.g. Overtime, fuel allowance, S&Ts, Resettlement etc. Ensure implementation of statutory deductions upon receipt of court orders. Monitor the payroll systems, non-payment of ghost employees. Detect and prevent corruption. Plan and control district budget. Ensure that Budget submissions for the district are done correctly and realistically upon allocation of the new financial year budget. Ensure that all the district needs are accommodated if not prioritization of activities to suit the current budget. Ensure monthly, quarterly and annual monitoring of budget to avoid over and under expenditure and also to detect and prevent irregular and fruitless expenditure. Manage the collection of revenue and management of debtors. Ensure that the registering authorities have got service level agreement with the department e.g. municipalities: license fees, Justice: traffic fines. Ensure correction & recording of revenue from taxi Operators permits, personalization of vehicles. Ensure reconciliation of revenue received from RAs against departmental report which reflect the actual amount that was received. Ensure the revenue targets set by provincial treasury head office are met. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timely development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 6047455

POST 23/94 : DEPUTY DIRECTOR: REVENUE COLLECTION REF NO: DOT33/06/2019

SALARY : R 733 257.00– R 863 748.00 (Level 11)
CENTRE : Head Office
REQUIREMENTS : B. Comm majoring in Accounting (NQF level 7) / National Diploma (NQF 6) in Internal Auditing/Cost and Management/Financial Information System/Taxation/Local Government and Finance, majoring in Financial Accounting/Accounting (NQF level 6) 3 years’ experience at an Assistant Director Level. A Valid Driver’s License.

DUTIES : Manage revenue planning and reporting services: Participate in identification of revenue sources. Participate in setting of budget and revenue targets. Communicate revenue targets to all role players in revenue collection. Develop a revenue collection plan. Compile reports on revenue collection. Manage revenue collection and
reconciliation services. Implement departmental revenue collection plan. Identify innovative ways of collecting revenue. Monitor the collection of revenue in all revenue collection points. Coordinate payment of collected revenue to the departmental account by departmental revenue collection agents. Manage the reconciliation of revenue records. Manage the allocated resources of the section 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 timeous development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the sub- Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/95 : DEPUTY DIRECTOR: RISK INTEGRITY MANAGEMENT REF NO.: DOT34/06/2019

SALARY : R 733,257.00 – R 863,748.00 (Level 11)
CENTRE : Head Office
DUTIES : Develop risk management strategies, systems (methodologies, models and tools etc.), policies and annual risk management plan. Manage, implement, review and improve the risk management framework: Undertake studies and analysis for identifying risks to establish the internal and external organisation context. Manage, facilitate and advice on the risk management assessment process. Manage, monitor and review the identified risk response activities. Compile risk profile (ensure that the risk register is maintained). Compile reports as required. Facilitate the institutionalization risk management. Ensure that risk management philosophy and culture is embedded in the organisation. Manage and undertake capacity development (inform, guide and advise employees on risk management matters). Manage the Sub Directorate: Risk Management. Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrational functions. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transversal task teams as required. Procurement and asset management for the sub directorate. Planning and allocate work. Quality control of work delivered by employees. Functional technical advice and guidance. Risk Management and Reporting. Co-ordinate the development and monitoring of the implementation of the Business continuity management. Establishment of systems in relation to risk assessment, and appropriate measures. Ethics and Integrity Management. Develop and facilitate implementation of Anti-Corruption strategy and plan. Ensure that Public Service Code of Conduct is embedded in the department. Deal with matters of Remuneration on work Outside the Public Service. Facilitate Financial Disclosures. Maintenance of the departmental gift register. Anti-Corruption Ethics and Integrity Management educational and awareness programmes. Reporting corruption, investigations mechanisms and referral to the relevant law enforcement agency where necessary.

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/96 : DEPUTY DIRECTOR: PUBLIC TRANSPORT EMPOWERMENT REF NO: DOT 37/06/2019

SALARY : R 733 257.00 – R 863 748.00 (Level 11)
CENTRE : Head Office
**REQUIREMENTS:**


**DUTIES:**

- Promote sound relations among public transport stakeholders. Facilitate establishment of public transport stakeholder and commuter fora. Identify areas of common interest and build on them to create unity and common purpose. Establish engagement platforms where both the operator and the commuter can raise their expectations form each other and how they can meet each other halfway. Maintain good relations with the Departmental call centre to manage complaints on public transport matters. Coordinate implementation of mediation, conflict and dispute resolution. Identify conflict and dispute resolution mechanisms. Gather intelligence on public transport mediation, conflict and disputes. Prepare and issue mediator briefs. Monitor and report on progress made through mediations. Coordinate implementation of public transport operations transformation initiatives. Facilitate establishment of Business Entity. Support integrated public transport network teams. Liaise with HRD to arrange suitable training from SETAs and training providers. Liaise with NDoT on policies governing Taxi Recapitalization Process. Monitor implementation of public transport transformation projects. Implement strategies to transform the public transport industry. Set up representative structures. Prepare and monitor memorandum of agreements of representative structure (e.g. bus, mini-bus taxi, metered taxis). Identify and monitor projects related to transformation of public transport industry. Communicate and advocate on public transport regulations and policies. 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 timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

**ENQUIRIES:**

- can be directed to Mr M.L. Ngcobo Tel no: 043 604 7455

**POST 23/97:**

- SENIOR LEGAL ADMINISTRATION OFFICER: LEGAL SERVICES REF NO: DOT 57/06/2019

**SALARY:**

- R 473 820.00 per annum (OSD)

**CENTRE:**

- Head Office

**REQUIREMENTS:**

- LLB/ B Proc (NQF 7). 8 years post legal qualification, of which 3 years at supervisory level experience. A Valid Driver’s license. Knowledge: Conduct, analyse, interpret, advise and mentor juniors on research. Knowledge: information and case law relevant to the legal matter at hand. Present on, advise, and mentor juniors on motivation / proposals on how the specific case should be approached to obtain a desirable / justifiable outcome / result. Draft legal documents and advise on and or mentor juniors on the drafting of legal documents that provide clear motivation / justification for a particular position pertaining to the case, also proposing the possible courses of action during the consultation process, in relation to legal entitlements and client’s instructions. Document interview and all advice given during legal consultation in writing. Provide advice and guidance to lower level production employees on advanced interview techniques to address more sensitive or complicated issues as well as guide employees on the advice that should be rendered to the client. Skills: Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and monitoring the unit’s service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction. Measure and improve or upgrade work methods, procedures and systems and decrease costs.
in order to improve the quality and cost efficiency of services and products delivered to customers. Adapt to diverse cultural practices, customs, values and norms to individuals and groups in order to meet equity requirements, contribute to the transformation of work unit and department. Collect data and information, analyse and translate information into knowledge for planning, decision making or management reporting and to communicate and distribute to different audiences, using a variety of information and communication technologies (e.g. intranet, e-mail, video-conferencing, telecommunications, etc) in order to provide and communicate information for decision making, reporting, document storage and planning.

DUTIES: Provision of sound legal advice and litigation support. Attend to litigations by and against the department. Make recommendations to ensure compliance with court orders, Liaise with the office of State Attorney in preparation relating to litigation. Draft legal opinion on cases brought against the department. Advice the department on implementation of court orders. Provision of legal advice on drafting of contracts. Ensure that all contracts drafted by the department are legally binding. Liaise with contract management on closing of any gaps that might be identified in the contract. Advise the department on steps to be taken in cases of breach of contract. Provision of awareness on legislations. Conduct awareness workshops on legislations applicable to the department. 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 timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance. Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES: can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/98: ENGINEERING TECHNOLOGIST- DEPUTY DRE

SALARY: R 473 574.00 per annum (OSD, Grade C)
CENTRE: Chris Hani Ref No: DOT 60/06/2019
Alfred Nzo District Ref No: DOT 61/06/2019

REQUIREMENTS: Bachelor of Technology in Engineering (B Tech) in Engineering Civil or relevant qualification. 3 years post qualification Engineering Technology experience. A Valid driver’s license. Compulsory registration with ECSA AS AN Engineering Technologist. Knowledge: Project Management, Technical design and analysis knowledge, Research and development, Computer aided computer applications, Knowledge of legal compliance, Technical report writing, Networking, Professional judgement Skills: Problem solving and analysis, Decision making, Team leadership, Creativity, Self-management, Customer focused and responsiveness, Communication, Computer skills, Planning and organising, People Management

DUTIES: Provide technological advisory services: Support engineers, technicians and associates in field, workshop and office activities. Promote safety standards in line with the statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Solve broadly defined technological challenges through application of proven techniques and procedures. Develop, maintain and manage current technologies. Identify and optimise technical solutions by applying engineering principles. Conduct Research and Development: Keep up with new technologies and procedures. Research/literature studies on technical engineering technologies to improve expertise. Liaise with relevant boards/councils on engineering related matters. Perform Administrative and related function: Compile and submit monthly and quarterly reports. Provide inputs on the operational plan. Develop, implement and maintain database.

ENQUIRIES: can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/99: CHIEF PROVINCIAL INSPECTOR REF.NO: DOT120/06/2019 (X 2 POSTS)

SALARY: R 470 040.00 – R 553 677.00 per annum (Level 10)
CENTRE: Head Office

REQUIREMENTS: Senior Certificate, National Diploma / B. Degree in Traffic Management / Public Management / Transportation or relevant qualification. 3-5 years’ experience on a Supervisory level in the environment. Examiner of motor vehicle certificate is required. A Valid Driving License Code: EC/C1 &A. Knowledge: Extensive knowledge of National Road traffic Act and Regulations. Public Service Regulations. National
| DUTIES | Management of the system security aspects: To ensure availability and access to all the systems of the sub-program. To ensure security compliance with regards to access to the systems. To ensure compliance with regards to access control and security of the server rooms. To ensure timeous availability of the required equipment. To ensure access control and security to the eNaTiS Helpdesk, RA’s, DLTC’s, Weighbridges, Back Office and VTS’s. To maximize the effectiveness of the Provincial Helpdesk to all relevant stakeholders. To ensure compliance with submission of weekly/monthly/quarterly reports as generated by the systems. To ensure compliance by all stakeholders with regards to the Service Level Agreements Management of Provincial NaTIS Support Centre: To workshop the System Users on any Law Amendments that are directed to the functionality of the system. To workshop the System Users on any system updates as provided for by NDOT/RTMC. The Provision of training to all Provincial NaTIS users: To identify shortfalls as per compliance and audit reports. To inform the training needs for each DLTCs, VTSs and RAs within the province. Ensuring compliance of infrastructure by Service Providers: To randomly analyze and scrutinize reports generated by the Helpdesk, RA’s, DLTC’s, Weighbridges, Back Office and VTS’s. To interview where possible the Management Representatives and System Users. To escalate any possible trends of misuse to the Head of Department for investigation, prosecution or defense reporting. Ensuring that suspected culprits are being suspended or cancelled from the NaTIS system. To interview Management Representatives and System Users of the NRTA. To workshop the System Users on any Law Amendments that are directed to the functionality of the system. To workshop the System Users on any system updates as provided for by NDOT/RTMC. The Provision of training to all Provincial NaTIS users: To identify shortfalls as per compliance and audit reports. To inform the training needs for each DLTCs, VTSs and RAs within the province. Ensuring compliance of infrastructure by Service Providers: To randomly analyze and scrutinize reports generated by the Helpdesk, RA’s, DLTC’s, Weighbridges, Back Office and VTS’s. To interview where possible the Management Representatives and System Users. To escalate any possible trends of misuse to the Head of Department for investigation, prosecution or defense reporting. Ensuring that suspected culprits are being suspended or cancelled from the NaTIS system. | |
| ENQUIRIES | can be directed to Mr M.L Ngcobo Tel no: 043 604 7455 | |
| POST 23/101 | ASSISTANT DIRECTOR: PROVINCIAL MARITIME SERVICES REF NO: DOT42/06/2019 | |
| SALARY | R 470 040.00 – R 553 677.00 per annum (Level 10) | |
| CENTRE | Head Office | |
| REQUIREMENTS | National Diploma (NOF 6) / B. Degree (NOF 7) in Maritime Studies, Maritime Law, Shipping and Logistics, Transport Economics, Transport Management as recognized by SAQA. 3 year’s relevant experience at supervisory level in the Maritime field. A valid driving license. A postgraduate qualification in a similar discipline will be added advantage. | |


DUTIES: Evaluate and Monitor new and old vehicle testing station: Ensuring that all vehicle testing stations comply with NRTA 93/96. Ensuring that all equipment installed are calibrated accordingly. Ensuring that all new VTS’s applications are dealt with. Conduct compliance inspection and compilation of report thereof on vehicle testing station: Inspect all VTS at least once annually for compliance purpose. Ensuring reports after inspection is submitted to the inspected VTS proprietor, Issuing TS4 and or TS5 for non-compliance. Follow-up inspections are continually conducted to conduct investigation regarding fraud and corruption on vehicle testing station: Reported fraud and corruption to be investigated promptly. Issuing TS4 and or TS5 to the VTS proprietor and or Official suspected of fraud and corruption. Ensuring that suspected culprits are being suspended or cancelled from the NaTIS system.

ENQUIRIES: can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/100 | ASSISTANT DIRECTOR: SYSTEM SECURITY OFFICER (REF NO: DOT122/06/2019) | |
| SALARY | R 470 040.00 – R 553 677.00 per annum (Level 10) | |
| CENTRE | Head Office | |

Leadership skills

DUTIES: Management of the system security aspects: To ensure availability and access to all the systems of the sub-program. To ensure security compliance with regards to access to the systems. To ensure compliance with regards to access control and security of the server rooms. To ensure timeous availability of the required equipment. To ensure access control and security to the eNaTIS Helpdesk, RA’s, DLTC’s, Weighbridges, Back Office and VTS’s. To maximize the effectiveness of the Provincial Helpdesk to all relevant stakeholders. To ensure compliance with submission of weekly/monthly/quarterly reports as generated by the systems. To ensure compliance by all stakeholders with regards to the Service Level Agreements Management of Provincial NaTIS Support Centre: To workshop the System Users on any Law Amendments that are directed to the functionality of the system. To workshop the System Users on any system updates as provided for by NDOT/RTMC. The Provision of training to all Provincial NaTIS users: To identify shortfalls as per compliance and audit reports. To inform the training needs for each DLTCs, VTSs and RAs within the province. Ensuring compliance of infrastructure by Service Providers: To randomly analyze and scrutinize reports generated by the Helpdesk, RA’s, DLTC’s, Weighbridges, Back Office and VTS’s. To interview where possible the Management Representatives and System Users. To escalate any possible trends of misuse to the Head of Department for investigation, prosecution or defense reporting. Ensuring that suspected culprits are being suspended or cancelled from the NaTIS system. To interview Management Representatives and System Users of the NRTA. To workshop the System Users on any Law Amendments that are directed to the functionality of the system. To workshop the System Users on any system updates as provided for by NDOT/RTMC. The Provision of training to all Provincial NaTIS users: To identify shortfalls as per compliance and audit reports. To inform the training needs for each DLTCs, VTSs and RAs within the province. Ensuring compliance of infrastructure by Service Providers: To randomly analyze and scrutinize reports generated by the Helpdesk, RA’s, DLTC’s, Weighbridges, Back Office and VTS’s. To interview where possible the Management Representatives and System Users. To escalate any possible trends of misuse to the Head of Department for investigation, prosecution or defense reporting. Ensuring that suspected culprits are being suspended or cancelled from the NaTIS system. To interview Management Representatives and System Users of the NRTA. To workshop the System Users on any Law Amendments that are directed to the functionality of the system. To workshop the System Users on any system updates as provided for by NDOT/RTMC. The Provision of training to all Provincial NaTIS users: To identify shortfalls as per compliance and audit reports. To inform the training needs for each DLTCs, VTSs and RAs within the province. Ensuring compliance of infrastructure by Service Providers: To randomly analyze and scrutinize reports generated by the Helpdesk, RA’s, DLTC’s, Weighbridges, Back Office and VTS’s. To interview where possible the Management Representatives and System Users. To escalate any possible trends of misuse to the Head of Department for investigation, prosecution or defense reporting. Ensuring that suspected culprits are being suspended or cancelled from the NaTIS system.

ENQUIRIES: can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/101 | ASSISTANT DIRECTOR: PROVINCIAL MARITIME SERVICES REF NO: DOT42/06/2019 | |
| SALARY | R 470 040.00 – R 553 677.00 (Level 10) | |
| CENTRE | Head Office | |

Leadership skills

DUTIES: Evaluate and Monitor new and old vehicle testing station: Ensuring that all vehicle testing stations comply with NRTA 93/96. Ensuring that all equipment installed are calibrated accordingly. Ensuring that all new VTS’s applications are dealt with. Conduct compliance inspection and compilation of report thereof on vehicle testing station: Inspect all VTS at least once annually for compliance purpose. Ensuring reports after inspection is submitted to the inspected VTS proprietor, Issuing TS4 and or TS5 for non-compliance. Follow-up inspections are continually conducted to conduct investigation regarding fraud and corruption on vehicle testing station: Reported fraud and corruption to be investigated promptly. Issuing TS4 and or TS5 to the VTS proprietor and or Official suspected of fraud and corruption. Ensuring that suspected culprits are being suspended or cancelled from the NaTIS system.
Provide maritime expert advice on provincial projects, Project management, Budgetary Skills.

**DUTIES**

Coordinate development and promotion of the Eastern Cape Maritime transport and Ocean’s Economy strategy. Facilitate development of a draft strategy document. Facilitate consultation of the document with all relevant stakeholders. Facilitate approval of the Eastern Cape Ocean’s Economy strategy by the MEC, Cluster and EXCO. Coordinate implementation of the strategy and manage the process – Maritime High Schools. Industrial Development Zones as identified in the document. Conduct maritime awareness campaigns and programmes. Conduct research on information to be shared with the target groups. Conduct awareness sessions with municipalities on ocean economy and opportunities available. Conduct awareness in schools on maritime safety and careers in maritime. Facilitate development of a maritime. Co-ordinate implementation of the national project “Operation Phakisa” in the province. Facilitate the identification of maritime projects to be implemented. Monitor progress on the projects identified. Compile progress report. Coordinate establishment of a provincial maritime museum. Develop maritime concept documents. Coordinate establishment of a task teams. Assist the task team with research and analysis. Facilitate consultation of the draft concept documents. Facilitate approval of the maritime concept documents. Monitor implementation of the maritime concept document. Manage human, financial and material resources attached to the post. Manage subordinates. Assist in compiling procurement plan and cash flow projections. Ensure that required equipment and stationery is budgeted for and procured at the scheduled time.

**ENQUIRIES**

can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

**POST 23/102**

CHIEF PROVINCIAL INSPECTOR: TRANSPORT REGULATION REF NO:.DOT 45/06/2019

**SALARY**

R 470 040 – R 553 677.00 per annum (Level 10)

**AMATOLE**

Wilsonia

**REQUIREMENTS**


**DUTIES**

Manage the implementation of operational law enforcement plan. Complete and update environmental analysis to ensure that it is used as a base line for planning. Develop operational plan for station/centre based on provincial annual performance plan and ensure successful implementation. Plan and monitor the execution of projects relating to the implementation of the Strategy/plan. Monthly monitoring of the annual performance plan targets. Communicate regularly with station/centers management and facilitate the development of and participation in a center strategic/operational plan. Participate in integrated partnerships with local authorities. Ensure effective and efficient leadership Coordinate stakeholder relations with other state departments and law enforcement agencies (LEAs). Management of service delivery improvement Manage administration systems. Implement administrative processes to ensure registers are inspected weekly. Ensure that statistics kept are correct, current and forwarded by due dates and monitored and made available at centre. Manage and ensure effective external community communication and liaise with local community police forums. Ensure that prescribed Acts, Policies and Procedures of the Department are implemented and adhered to. Ensure that all the relevant records and registers therefore are filed properly and kept up to date at all times. Ensure effective and efficient Asset Management Monitor vehicle costs for station/Centre vehicles (as per worksheet) and identify and monitor members involved in accidents and ensure that motor vehicle fleet is managed properly and that vehicles are in good running order. Ensure effective loss control measures are in place to address loss of firearms and other related equipment i.e. the relevant equipment that get lost and put measures in place to deal with it. Manage assets as per inventories of station/center. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from
manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub-Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/103 : ENVIRONMENTAL OFFICER REF NO: DOT118/06/2019

SALARY : R 376 596.00 - 454 920.00
CENTRE : OR Tambo - Umtata Airport

DUTIES : Render Strategy formulation and Business Performance Provide input into planning process within the section and execute the approved plan in accordance with policies, procedures and processes to ensure achievement of operational targets. Adhere to and ensure adherence to statutory regulations, organisational standards, policies and procedures Report non-compliance and implement corrective actions to ensure compliance. Ensure Governance, Compliance and Risk management. Implement and enforce the SHEQ Enforcement Systems, Safety management System, policies and procedures and legislative requirements. Conduct compliance audits, report on and follow-up to ensure that non-conformances / compliance have been addressed. Maintain a balance between environmental conservation and development. Participate in Risk assessment for new projects existing and where there is a change in operation or product. Ensure quality assurance. Ensure that corrective actions are implemented and closed-off in respect of all reported non-conformances, risks and remedial actions. Incident and accident investigations as well as reporting. Compile final incident and accident investigation reports as per policy requirements. Perform trend analysis, compile and submit SHEQ reports as per required timelines. SHEQ Promotions, Training and development. Participate in implementation of SHEQ campaigns. Provide On-Job HIRA workshop, Safety Management Systems, OHS and SHE Induction, Standard Operating Procedures, Work Instructions and other SHE related training to Mthatha airport stakeholders. Develop and conduct relevant Safety, Health and environment campaigns with the airport community. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the component. Manage daily employee performance and ensure timely Performance Assessments of all subordinates.

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/104 : ASSISTANT DIRECTOR: SHERQ REF NO: DOT38/06/2019

SALARY : R 376 596.00 – R 454 920.00 (Level 9)
CENTRE : Head Office
DUTIES : Manage the implementation of SHERQ Policies, strategies and action plans: Develop health and safety standard operating standards procedures (SOP) and policies in accordance with the latest legislation. Develop health and safety plans, programs and in the workplace. Coordinate health and safety quality systems in the workplace. Facilitate, conduct and coordinate SHERQ /OHS trainings in the workplace. Develop and Compile detailed Operation Plan for SHERQ. Produce professional reports detailing achievements, challenges and improvements proposed. Develop emergency / evacuation plans. Establish workplace preparedness plans (disaster management plan). Manage the implementation of OHS Act – SHERQ: Conduct safety audits for OHS compliance. Conduct risks and hazard identification, assessment and control. Establish health and safety committees. Ensure that optimal architectural, special facility designs and internal working environment are in place. Ensure that all statutory requirements in relation to SHERQ are adhered to. Implement SHERQ pillar inclusive of all environmental factors Identify and manage risks and improve quality of services. Manage risks, eliminate illness, diseases and accidents. Establish the Audit team for SHERQ. Manage the monitoring and evaluation of SHERQ implementation: Analyse reports on hazardous and unsafe situations in the workplace and develop measures to assure personnel safety. Ensure adherence to health and safety laws and regulations. Produce SHERQ implementation reports.

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/105 : ASSISTANT DIRECTOR: TECHNICAL ADMINISTRATION (X3 POSTS)
Re-advertisement
(Contract post for 12 months)

SALARY : R 376 596.00 – R 454 920.00 (Salary Level 9)
CENTRE : Head Office: Ref No: .DOT 39/06/2019 (2 posts)
            OR Tambo Ref No:.DOT 40/06/2019 (1 post)


ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/106 : ASSISTANT DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT SERVICES SCM REF NO:.DOT41/06/2019

SALARY : R376 596.00 – R443 601.00 (Level 09)
CENTRE : Sarah Baartman


DUTIES : Manage Compilation of the District Procurement Plan. Receive template from H/O. Ensure all section populate their funds according to procurement plans. Consolidate district procurement plans and submit to Head Office. Monitor district procurement plans. Manage efficient Implementation of district tendering process. Analyze the need according to the procurement plan of the section. Ensure that the specification
is correct. Ensure all required documents are available. Ensure sections do receive documents, with the recommended supplier. Provide provisioning of secretarial services to the bids committee. Facilitate the administration of bids and evaluation. Monitor district tendering process. Management of efficient purchasing of district goods & services. Monitor purchasing of district goods and services. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timely development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the sub- Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/107 : ASSISTANT DIRECTOR: RISK INTEGRITY MANAGEMENT REF.NO: DOT 43/06/2019

SALARY : R 376 596.00 – R 454 920.00 per annum (Level 9)
CENTRE : Head Office

DUTIES : Review risk Management policy, charter and strategy. Analyse the existing risk management policy and risk strategy. Identify gaps that are in the policy and strategy. Submit the Risk Management Framework for comments to Deputy Director Review of risk implementation plan: Analyse the Risk Strategy and operational plan. Identify risk management activities and calendar date. Draft risk management implementation plan. Submit the draft risk implementation to the Deputy Director. Conduct risk assessment: Submit a notification letter with dates to the Programme Directors at Head Office and to the District Directors. Assist Directors to identify risks, evaluate and assess the risks. Record all identified, control and actions to improve management of risks to the risk register. Monitoring the implementation of risk action plan: Monitor the implementation of the risks action plans. Record all actions to improve management of risks. Compile a draft risk monitoring report. Forward the draft report to Deputy Director for comments. Arrange risk management committee meetings: Obtain audit committee scheduled dates from Internal Audit. Prepare proposed risk management committee schedule. Provide secretariat duties to the Deputy Director. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Ethics and Integrity Management. Develop and facilitate implementation of Anti-Corruption strategy and plan. Ensure that Public Service Code of Conduct is embedded in the department. Deal with matters of Remuneration on work Outside the Public Service. Facilitate Financial Disclosures. Maintenance of the departmental register. Anti-Corruption Ethics and Integrity Management educational and awareness programmes. Reporting corruption, investigations mechanisms and referral to the relevant law enforcement agency where necessary. 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 description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

70
POST 23/108 : ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING (X 2 POSTS)

SALARY : R 376 596.00 – R 443 601.00 per annum (Level 9)
CENTRE : Head Office (Ref no: DOT47/06/2019)
REQUIREMENTS : B Com. Degree in Accounting (NQF 7)/ National Diploma (NQF6) in Financial Management, Auditing, Accounting, Taxation, Cost and Management Accounting, Financial Information Systems. 3 years relevant experience at a Supervisory Level in the Accounting field. A Valid Driver’s license. Competencies: Constitution, PFMA, Treasury Regulators, PPPFA and the Regulators, Constitution, PFMA, Treasury Regulators, PPPFA and the Regulators Skills: Computer skills, Excellent communication skill (written & verbal), Interpersonal skill, Performance driven skill

DUTIES : Planning – Coordination, review, analyse and quality assure the financial supporting information for planning purposes: Assist the Manager to coordinate and review the necessary financial supporting documents required for the strategic and annual performance planning process. Analyse and quality assures the programmes submissions and give technical support. Ensure that all the information that is part of the submission is verified and complete. Budgeting – Coordinate, review, analyse and quality assure the budget preparation process: Assist in the coordination and preparation of budget by providing technical support to the programmes for the MTEF budget process. Ensure that programmes understands the developed templates for the smooth running of the process and all the working are signed off by the relevant Programmes. Ensure that, all other stakeholders that are involved in the budgeting process understands the guidelines and their roles for the smooth running of the submission. Assist in ensuring that strategic documents are aligned with the budget of the department. Attend and capture adjustment estimates on BAS and communicate such to stakeholders and ensure that all programmes have signed their inputs. Attend to authorization of shifting, virements and journals on BAS and ensure documents are safely filed and safeguarded. Prepare budget related working papers for IFS and AFS for reporting. Assist in the preparation of the roll overs and assist programmes with analysing their commitments report. Reporting: Analyse the departmental reports and provide advice to the Programmes. Assist in the coordination of the IYM meetings and Budget Advisory Committee meeting and ensure that minutes of the previous meetings of the IYM are forwarded in time to stakeholders for interaction. Monitor expenditure pattern for the districts and provide feedback, prepare and Submit IYM report to the Manager for verification. Supervise subordinates key performance areas by applying performance management standards in the public service.

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/109 : ASSISTANT DIRECTOR: EPWP (COORDINATING AND MONITORING) REF NO: 48/06/2019

SALARY : R 376 596.00- R 443 601.00 per annum (Level 9)
CENTRE : Head Office

DUTIES : The recording of economic empowerment impact with respect to historically disadvantaged individuals. Engage communities where the study will be conduct. Facilitate development and approval of questionnaire. Administer distribution and filling of questionnaire. Facilitate the capturing and compilation of data. Administer data analysis and compile write report. Monitor and evaluate all departmental EPWP projects. Develop a sound Monitoring environment and systems for the Department. Monitor the performance of the Department on EPWP against the set targets. Conduct evaluation studies on the Departmental performance periodically. Conduct analysis report to inform the strategic direction of the programme. Liaise with the relevant programmes within the Department regarding EPWP projects to be implemented during financial year. Coordinate EPWP projects implementation. Liaise with relevant programs within the department regarding EPWP projects to be implemented during the financial year. Identification of work opportunities planned for the project. Acquire community skills profile to facilitate project beneficiation. Ensure effective management of the section. Manage all human resource allocated to the section. Ensure that all vacant funded posts in the section are filled and unfunded are
budgeted for in the near future. Manage staff performance as well as performance of the section. Draw operational plan and cost it. Align budget allocated to the section with the procurement plan. Manage expenditure to ensure alignment with the procurement plan. Participate in district In Year Monitoring exercise on monthly basis.

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/110 : ASSISTANT DIRECTOR: COMMUNITY DEVELOPMENT (CBP) REF NO: 49/06/2019

SALARY : R 376 596.00- R 443 601.00 per annum (Level 9)
CENTRE : Chris Hani

DUTIES : Implementation of the Community Development Programmes in accordance with the strategy and plan: Facilitate the sourcing of community profiles so as to be able to set targets for the district. Facilitate the allocation of targets. Support with the compiling of quarterly and annual deliverables for the programme in line with the Annual Performance Plan. Support the prioritization of the projects for social facilitation service. Ensure the monitoring of the recruitment process of EPWP participants. Support the social facilitation services of projects within the district. Facilitate the development of community profiles where projects are to be implemented. Manage the inclusion of socio-economic deliverables in the project specification. Develop roll out plan for all provincial projects including those of client departments in line with the project time frames. Facilitate compilation and prioritization of the projects: Collect and consolidate list of projects to be implemented by DoT and also client departments. Prioritize the list of projects based on the complexity and the area where the project is to be implemented. Assist in the allocation of social facilitators per project and per region. Collate and analyze community engagements reports to all stakeholders: Facilitate implementation of reporting system for community engagement. Process and analyze reports, and identify critical areas that require further engagements. Arrange feedback sessions. Facilitate the development of community capacity building initiatives: Conduct community skills audits. Interact with the captains of industries to assess the skills required. Draw training plans in line with the gaps identified during skills audits. Facilitate development of the procurement plan for training (outsourced), and compile training manuals (insourced). Facilitate allocation of trainers, and monitor the roll out. Monitor and evaluate the training periodically. Support with the management of the allocated resources: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Conflict Management: Resolve problems of motivation and control with minimum guidance from manager. Human Resource Management: Supervise allocated functions to staff based on individual potential and provide the necessary guidance and support by affording support staff adequate training and development opportunities. Timeously facilitate development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Directorate. Manage and supervise daily employee performance and ensure timely Performance Assessments of all subordinates. Asset and Financial Management: Manage the maintenance and safekeeping of assets and budgets as per approved delegations.

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455
POST 23/111 : ASSISTANT DIRECTOR: FINANCIAL SYSTEMS MANAGEMENT REF NO: DOT51/06/2019

SALARY : R 376 596.00 – R 443 601.00 per annum (Level 9)
CENTRE : Head Office
REQUIREMENTS : B. Degree (NQF level 7) / National Diploma (NQF level 6) in Accounting, Cost & Management Accounting, Internal Audit, Information Financial Management Systems with at least 3 years at supervisory level or SL7/8. SOA training. 3 years’ experience as a Practitioner in financial systems management. A Valid Driver’s license.

DUTIES : Provide Support in the Management of BAS. Maintain code structure. Maintain security profiles. Maintain departmental parameters. Reset users’ passwords. Maintain and add users to BAS printers. Facilitate BAS training. Establish, maintain and continuously update user-group with practice notes. Review user accounts quarterly. Participate in Disaster Recovery Test. Provide Support in the Management of SOA information. Maintain SOA information in the department. Conduct SOA workshops. Advise departmental officials on the correct usage of SOA allocations. Communicate SOA updates and changes. Facilitate SOA training. Provide Support in the Management of exceptions and interfaces. Ensure that all financial transactions are posted to the correct cost centers. Ensure proper integration of transversal systems by communicating system updates and codes structure changes timely. Track and monitor changes on LOGIS and PERSAL. Resolve LOGIS errors relating to Budget code structure. Ensure that PERSAL related exceptions are resolved. Effectively manages exception reports. Ensure that the department closes Month-End, Year-End and Audit Final successfully. Manage the allocated resources of 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 timelines. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management maintenance and safekeeping of assets.

ENQUIRIES : can be directed to Mr M.L. Ngcobo Tel no: 043 604 7455

POST 23/112 : ASSISTANT DIRECTOR: TRANSPORT OPERATIONS REF NO:.DOT51/06/2019
Chief Directorate Support

SALARY : R 376 596 – R 443 601 (Level 09)
CENTRE : Head Office

DUTIES : Coordinate and guide the planning process for the Chief Directorate. Analyze reports coming from statutory bodies and identify areas of emphasis. Organize and facilitate sessions to discuss portfolio questions and draw responses. Guide Chief Directorate planning sessions to ensure that issues raised in the Executive Council and in MINMEC are incorporated. Facilitate tabling and discussion of Directorate Operational Plans and integration of them into a Chief Directorate Operational Plan. Ensure that Chief Directorate plans are guided by statistical evidence from research conducted by various organs of the state Coordinate and guide the Chief Directorate budgeting process and financial reporting. Facilitate identification of Chief Directorate priorities for the MTEF. Assist Directorates to develop cost based budgets that are aligned to the Chief Directorate’s priorities. Ensure that projects identified in the member of executive council (MEC) policy speech are accommodated in the departmental budget. Ensure effective management of grants and donations. Coordinate the development of documents going to the provincial treasurer. Consolidate the budget of the Chief Directorate for submission to the Budget Office. Prepare In-year Monitoring report for the Chief Directorate. Monitor Chief Directorate spending paten to curb under and over spending. Coordinate submission of information requested by the Auditor General. Coordinate implementation of monitoring, evaluation and reporting services. Coordinate the uploading of Chief Directorate information to the MPAT reporting template. Quality check all reports going out of the Chief Directorate. Ensure timeous reporting by the branch. Study
reports coming from departmental M&E and facilitate implementation of recommendations. Represent the office of the Chief Director in strategic meetings when a need arise. Manage the allocated resources of the Office of the Chief Director 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 supervisor. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Manage daily employee performance and ensure timely Performance Assessments of all subordinates .Ensure management, maintenance and safekeeping of assets.

ENQUIRIES:
can be directed to Mr M.L NgcoboTel no: 043 604 7455

POST 23/113:

ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: 52/06/2019

This is a re-advertisement

SALARY: R 376 596.00 – R 443 601.00 per annum (Level 9)
CENTRE: Head Office

DUTIES:
Provide monitoring services. Facilitate the development of a departmental balance score card/monitoring mechanism. Conduct proper monitoring of the implementation of departmental operational plan. Monitor and evaluate departmental performance around the key provincial priorities and provide feedback to the strategic planning section. Coordinate development of monitoring indicator for project success. Monitor overall progress on achievement of results. Provide monitoring services. Facilitate the development of a departmental balance score card/monitoring mechanism. Conduct proper monitoring of the implementation of departmental operational plan. Monitor and evaluate departmental performance around the key provincial priorities and provide feedback to the strategic planning section. Coordinate development of monitoring indicator for project success. Monitor overall progress on achievement of results. Provide evaluation services. Develop Impact indicator for the project success. Assist in evaluating the overall progress on achieving of results. Evaluate impact of policies and strategies towards service delivery improvement. Conduct customer satisfaction surveys to evaluate departmental compliance with service standards. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES:
can be directed to Mr M.L NgcoboTel no: 043 604 7455

POST 23/114:

ASSISTANT DIRECTOR – (REVENUE & DEBTORS) REF NO: DOT53/06/2019

SALARY: R 376 596 .00 - R 443 601 .00.(Level 9)
CENTRE: Chris Hani District

DUTIES:
Render revenue and debtors collection management service: Identify revenue source. Identify innovative ways of collecting revenue. Supervise the collection of revenue. Prepare reconciliation on debtors. Render budget planning and accounting
services: Coordinate the development of budget by district sub-directorates. Consolidate budget projections by sub-directorates. Draft consolidated district budget and submit to head office. Monitor expenditure pertain for the district. Render financial planning services for the district.Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES:
can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/115:
ASSISTANT DIRECTOR: ASSET MANAGEMENT REF.NO: DOT 54/06/2019

SALARY:
R 376 596.00- R443 601.00 per annum (level 9)

CENTRE:
Joe Gqabi District

REQUIREMENTS:
B. Degree (NQF 7)/ National Diploma (NQF 6) in Logistics, Purchasing. 3 years supervisory or salary level 7/8 relevant experience. A valid driver’s license.


DUTIES:
Maintenance of up to date asset register: Ensure that all assets are recorded in the asset register. Ensure that new acquisitions are recorded in the asset register. Reconcile asset register with BAS. Ensure that asset reconciliation through physical verification is being conducted quarterly. Efficient management of assets: Ensure that assets are marked and bar-coded. Manage the movement of assets and the signing of transfer forms. Review asset description Management of disposal: Championing of disposal of assets to NGO’s for H/O & districts. Ensure that all assets identified for disposal are bar-coded and listed correctly. Ensure proper keeping of all assets that have been disposed. Consolidate asset register for all districts and H/O. Performance of stock taking: Ensure that stock counting is done quarterly. Produce status report on the findings of stock taking. Implementation of policies to minimise risk of losses: Ensure that all stock items are reported and follow up is done. Ensure that all officials are aware of the loss control policies. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES:
can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/116:
ASSISTANT DIRECTOR: LAND TRANSPORT CONTRACT ADMINISTRATION REF.NO: DOT 55/06/2019

SALARY:
R376 596.00 – R 443 601.00 (Level 9)

CENTRE:
Head Office

REQUIREMENTS:
B. Degree (NQF7)/ National Diploma (NQF6) in Transport management/Transport economics/Transport Management/Public Administration/Project Management/Social Science. 3 years’ experience at supervisory level at salary 7/8 in Public Transport Management. Focus on Public Transport Contract Management. A Valid driver’s license.


DUTIES:
Administration of road based public transport contracts: Coordinate timeous payment of bus operators. Monitor payment of bus operators. Monitor and evaluate whether contracted public transport operators carry out the responsibilities stipulated in their contracts. Coordinate efficient processing of waybills and claims received from...
operators. Participate in reviewal and upgrading of contract administration system to eliminate risk. Address variations in service in terms of signed contracts. Monitor contracts with Supervising and Monitoring Firms. Liaise with supervising and monitoring firms to monitor compliance with the contract. Receive and analyse reports from supervising and monitoring firms. Financial Management: Monitor budget to meet the MTEF contractual obligations of the sub-directorate. Monitor expenditure according to budget to ensure efficient cash flow management. People management: Manage the development, motivation and utilization of subordinates to ensure competent knowledge base for the continued success of the sub-directorate. Manage subordinates’ key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub-directorate objectives. Governance: Provides leadership, organises and administers the work effort of assigned subordinates. Assist in production of all statutory reports required from the sub-directorate.

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/117 : ASSISTANT DIRECTOR: MEDIATION AND STAKEHOLDER RELATIONS REF NO: DOT 56/06/2019

SALARY : R 376 596.00 - 443 601.00 (Level 09)
CENTRE : Head Office

DUTIES : Facilitate implementation of mediation services on public transport disputes. Liaise with public transport stakeholders to identify grievances. Investigate grievances before they graduate into disputes. Facilitate a meeting between aggrieved parties to solicit a solution. Monitor and report on progress made through mediations. Facilitate implementation of public transport conflict and dispute resolution mechanisms. Identify conflict and dispute resolution mechanisms. Gather intelligence on public transport conflict and disputes. Prepare and issue mediator briefs. Monitor and report on progress made through mediations. Promote sound working relations within the public transport sector. Facilitate establishment of a public transport complaints handling strategy. Facilitate establishment of a commuter call center. Attend to complaints received from commuters and stakeholders. Provide feedback to complainants on the status of their complaint. Monitor progress on resolving public transport complaints. 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 timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/118 : ASSISTANT DIRECTOR: DEBT MANAGEMENT REF NO: DOT121/06/2019

SALARY : R 376 596.00 - 454 920.00 (Level 09)
CENTRE : Head Office
REQUIREMENTS : B. Comm Degree majoring in Accounting (NQF level 7) as recognised by SAQA or National Diploma: Internal Auditing/Cost and Management/Financial Information System/Taxation/Local Government and Finance, majoring in Financial Accounting/Accounting (NQF level 6). 3 years relevant experience at supervisory level or SL7/8. Competencies: Knowledge of Public Finance Management, Public

**DUTIES**

- Conduct debt recovery services. Coordinate obtaining of details of all outstanding salary related debts. Facilitate investigation of non-deductions in PERSAL and ensure that corrective action is taken. Follow up and trace all debtors that do not pay and resolve in terms of debtors Policy. Monitor that claims are instituted against pension and leave gratuity benefits. Facilitate compilation and approval of submission for writing-offs of irrecoverable debts. Monitor reconciliation of debt account and compile monthly reports on the status of debts. Preparation and reconciliation of schedule of debtors. Manage capturing of all debts in BAS. Coordinate drawing of PERSAL reports weekly to ensure all overpaid salaries are reversed and notify relevant effecting reversals. Maintain register of all interdepartmental debts and follow up including confirmation letters i.e. monthly and year end requirements. Ensure all monies received from debtors and leave gratuities are allocated correctly. Monitor the following accounts: Debt account. Debt suspense account. Debt receipt control. Pension recoverable. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness.

- Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeous development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Unit. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

**ENQUIRIES**

- can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

**POST 23/119**

**PRINCIPAL PROVINCIAL INSPECTOR: TRANSPORT REGULATION (X3 POSTS)**

**SALARY**

- R 316 971.00 – R 373 167.00 per annum (Level 8)

**CENTRE**

- Amatole: Elliotdale (Ref No: DOT 65/06/2019)
- Komga (Ref No: 66/05/2019)
- Joe Gqabi (Steynsberg) (Ref No: DOT 67/06/2019)

**REQUIREMENTS**

- Grade 12 Certificate or higher qualification. Basic Traffic Diploma. 6-10 years working experience in the field. A Valid Driver’s License. No criminal record. Competencies:
  - Management and supervision of subordinates People management. Enforce Road Traffic Legislation. Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issues notices and execute arrests under relevant Acts, directives and procedures, and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers. Examine Drivers’ Licenses and Motor Vehicles Conduct learner and driver license tests. Conduct vehicle road worthy tests. Provide visible Traffic Control/Policing and promote /ensure crime prevention activities Plan and execute stop and check of vehicles. Plan and promote visible traffic policing. Plan and participate in roadblocks and /or special law enforcement operations. Perform all administrative activities and related duties Completion and maintenance of daily administration, statistics, including the daily record keeping of official trips (logbooks). Check traffic official’s financial reports on a monthly basis and submit financial claims on a monthly basis. Participate in the planning of other agencies’ operations and coordinate traffic law enforcement resources and report back. Ensure optimal utilization of resources and alignment of activities enabling annual performance plan achievement. Inspections of official firearms. Submit written reports on accidents and answer representations on recorded offences within 5 days and in the process record and take statements. Assess road conditions Identification of Hazardous areas. Monitor traffic volumes. Participation in road safety programs. Development of pedestrian projects. Drafting of road conditions report of area. Attend meetings with other road agencies. Participate in the Spatial Development Framework process.

**ENQUIRIES**

- can be directed to Mr M.L Ngcobo Tel no: 043 604 7455
POST 23/120: SENIOR PROJECT COORDINATOR: COMMUNITY DEVELOPMENT REFNO: DOT 68/06/2019

SALARY: R316 791.00 - 373 167 per annum (Level 8)

CENTRE: Chris Hani


DUTIES: Project conceptualisation. Analyse applications received from the community. Coordinate meetings to evaluate received applications. Consult the community from which the application came from to verify whether the project is still relevant. Define the project and provide feedback to the applicants on the status of their application. Project Planning. Conduct community mobilisation. Ensure community development and empowerment. Participate in environmental impact assessment. Establish project steering committee. Represent department in Municipal Independent Development Plans (IDPs) review meetings. Project Management. Liaise with community structures in the form of local authorities regarding project implementation. Facilitate project site handover meetings. Conduct regular workshops to change driver behaviour. Facilitate payment of project beneficiaries. Contract project beneficiaries and orient them on their roles and responsibilities. Manage progress in all approved projects. Ensure community report back sessions on project progress.

ENQUIRIES: can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/121: SENIOR STATE ACCOUNTANT: EXPENDITURE

SALARY: R 316 791.00 - 373 167.00 (Level 08)

CENTRE: Head Office (Ref No:.DOT123/06/2019)
OR Tambo (Mthatha Airport) (Ref No: DOT124/06/2019)


DUTIES: Management of creditors. Receive and check batches from SCM (stores) and distribute them for compilation purpose. Print, sort and e-mail payment stubs to various creditors. Reconciliation of accounts for creditors. Request statements from the service providers. Request payables and accruals from stores. Prepare monthly reconciliations. Handle supplier queries. Verify payments using BAS and LOGIS systems. Safe Keeping of payment vouchers. Check and convert payment vouchers against disbursement register. Put paid date stamp on them. Submit payment vouchers to registry for safe keeping.

ENQUIRIES: can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/122: ENGINEERING TECHNICIAN (X 3 POSTS)

SALARY: Range: An all – inclusive remuneration OSD package of R 311 859 .00

CENTRE: Chris Hani District (Ref No: DOT62/06/2019)
Alfred Nzo (Ref No:.DOT63/06/2019)
Sarah Baartman (Ref No:.DOT64/06/2019)

DUTIES: Render civil / structural engineering services: Assist the Engineer with technical activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing maintenance technical manuals, standards drawings and procedures. Produce technical designs with specifications. Assist to manage the execution of the maintenance strategy. Assist to set the engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Assist to monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives. Collect and analyse data on use of utilities by health facilities. Undertake research Undertake engineering designs. 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 timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES: can be directed to Mr M.L. Ngcobo Tel no: 043 604 7455

POST 23/123: ARTISAN FOREMAN (GRADE A) WORK INSPECTOR REF NO: DOT 59/06/2019

SALARY: R304 263. 00 (OSD)

CENTRE: Mthatha Airport


DUTIES: Manage Technical Services: Manage technical services and support in conjunction with technicians/ artisans and associates in field workshop and technical office activities. Ensure the promotion of safety in-line with statutory and regulatory requirements. Provide input into existing technical manuals, standard drawings and procedures to incorporate new technologies. Ensure quality assurance in-line with specifications. Manage Administrative and related functions: Provide input into the budget structure. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update data base. Manage artisans and related personnel and assets. Financial Management: Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add of the discipline- related activities and service. People Management: Manage the development, motivation and utilisation of human resource for the discipline to ensure competent knowledge base for the continued success of technical services according to organisational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and take action to correct deviations to achieve departmental objectives. Maintain and advance expertise: Continues individual development to keep up with new technologies and procedures. Research/ literature studies to technical/ engineering technology to improve expertise. Liaise with relevant bodies/ council on technical/ engineering related matters.

ENQUIRIES: can be directed to Mr M.L. Ngcobo Tel no: 043 604 7455

POST 23/124: ADMINISTRATION OFFICER: PUBLIC TRANSPORT TRANSFORMATION REF NO: DOT 58/06/2019

SALARY: R257 508.00 – R303 339.00 (Level 7)

CENTRE: Head Office

REQUIREMENTS: B. Degree (NQF 7) /National Diploma (NQF 6) / as recognized by SAQA in Transport Management/Transport Economics/Public Administration/Project Management/ Social Science. 2 years’ experience in Public Transport Management environment. A Valid driver's license. Competencies: Knowledge of clerical duties and practices. The ability to capture data. Operate computer and collect statistics. Knowledge of working...
DUTIES:

- Render general Administration support services: Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Provide administrative support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration support services within the component: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travel arrangements and accommodation. Provide financial administration support services in the component: Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officers and submit to manager for approval. Handle telephone accounts and petty cash for the component.

ENQUIRIES:

- can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/125:

PERSONAL ASSISTANT (X5 POSTS)

SALARY:

- R 257 508.00– R 303 339.00 per annum (Level 7)
- Head Office: Traffic Regulations Ref No: DOT 69/6/2019
- O R Tambo (Ref No: DOT 70/6/2019)
- Joe Gqabi (Ref No: DOT 71/6/2019)
- Mthatha Airport (Ref No: DOT 72/6/2019)
- Head Office: CBP (Ref No: DOT 73/6/2019)

REQUIREMENTS:

- National Diploma (NQF level 6) Secretarial Diploma/ Office Management and Technology. 3-5 year experience in rendering a support service to Senior Management. Knowledge: Knowledge on the relevant legislation/ policies/ prescripts and procedures. Basic knowledge of financial administration. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organizational skills. Good people skills. High level of reliability. Writing and typing work. Ability to act with tact and discretion. Ability to do research and analyze documents and situations. Good grooming and presentation. Self-management and motivation.

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 finalize some enquiries. Perform advanced typing work. Operates and ensures that office equipment, e.g. fax machines and photocopiers are in good working order. Records the engagements of the senior manager. Utilizes discretion to decide whether to accept/decline or refer to other employee’s requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitisizes/ advises the manager regarding engagements. Compiles realistic schedules of appointments. Renders administrative support services. Ensures the effective flow of information and documents to and from the office of the manager. Ensures the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtain inputs, collates and compiles reports, e.g.: Progress reports Monthly reports Management reports Scrutinizes routine submissions/ reports and make noted and/ or recommendations for the manager. Responds to enquiries received from internal and external stakeholders. Drafts documents as required. Does filling of documents for the manager and the unit where required. Collects, analyzes and collates information requested by the manager. Clarifies instructions and notes on behalf of the manager. Ensures that travel arrangements are well coordinated. Prioritize issues in the office of the manager. Manages the travel register and telephone accounts for the unit. Handles the procurement of standard items like stationary, refreshments etc. for the activities of the manager and the unit. Obtains the necessary signatures on documents like procurement advices and monthly salary reports. Provides support to manager regarding meetings: Scrutinizes documents to determine actions/ information/ other documents required for meetings. Collects and compiles all necessary documents for the manager to inform him/ her on the contents. Records minutes/ decisions and communicates to relevant role players, follow-up on progress made. Prepares briefing notes for the manager as required. Coordinates logistical arrangements for meetings when required. Supports the manager with the
administration of the manager’s budget: Collects and coordinates all the documents that relate to the manager’s budget. Assists manager in determining funding requirements for purposes of MTEF submissions. Keeps record of expenditure commitments, monitors expenditure and alerts manager of possible over and under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the manager and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the manager of changes. Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the manager. Remains abreast with the procedures and processes that apply in the office of the manager.

ENQUIRIES: can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/126: STATE ACCOUNTANT: BUDGET (2 POSTS)

SALARY: R 257 508.00 – R 303 339 per annum (Level 7)
Head Office (Ref No:DOT 74/6/2019)
Joe Gqabi District (Ref No:DOT 75/06/2019)

REQUIREMENTS:

DUTIES:
Planning – Coordination, review, analyse and quality assure the financial supporting information for planning purposes: Assist the Manager to coordinate and review the necessary financial supporting documents required for the strategic and annual performance planning process. Analyse and quality assures the programmes submissions and give technical support. Ensure that all the information that is part of the submission is verified and complete. Budgeting – Coordinate, review, analyse and quality assure the budget preparation process. Assist in the coordination and preparation of budget by providing technical support to the programmes for the MTEF budget process. Assist in ensuring that programmes understands the developed templates for the smooth running of the process and all the working are signed off by the relevant Programme. Assist in ensuring that, all other stakeholders that are involved in the budgeting process understands the guidelines and their roles for the smooth running of the submission. Attend and capture adjustment estimates on BAS and communicate such to stakeholders and assist in ensuring that all programmes have signed their inputs. Attend to shifting’s and virements of funds as well as capturing journals on BAS and ensure documents are safely filed and safeguarded. Assist in the preparing of budget related working papers for IFS and AFS for reporting. Assist in the preparation of the roll overs and assist programmes with analysing their commitments report. Reporting: Assist in the coordination of the IYM meetings and Budget Advisory Committee meeting and ensure that minutes of the previous meetings of the IYM are forwarded in time to stakeholders for interaction. Assist in monitoring of expenditure patterns for the department and provide feedback. Assist in the preparation and submission of IYM report to the Assistant Manager for verification. Ensure proper filling of all statutory documents.

ENQUIRIES: can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/127: ADMIN OFFICER: MONITORING (X 2 POSTS)

SALARY: R 257 508.00- R 303 339.00 per annum (Level 7)
Scholar Transport: Amatole (Ref No:.DOT 76/06/2019)
OR Tambo (Ref No:.DOT 77/06/2019)

REQUIREMENTS:

DUTIES:
Monitor implementation of scholar transport programme Conduct regular checks to the terms and conditions of their contracts. Establish a working relationship with public transport inspectors and traffic officials to ensure that their learners are transported by road worthy and compliant vehicles Conduct kilometer verification per route to eliminate the risk of operators inflating kilometers. Verify with beneficiaries whether the service was rendered or not for all POD’s submitted for payment. Liaise with learners and teachers to service they receive from the service provider. Identify and report any corruption and fraudulent activities conducted by scholar transport
stakeholders. Produce monthly report on the state of scholar transport operations in the district and submit to head office. Evaluate impact of scholar transport. Invite comments from the scholar transport beneficiaries (learners, teachers and parents) to get their views about scholar transport. Liaise with school principals to establish the impact of scholar transport to the academic performance of those learners contracted to scholar transport. Evaluate the impact of scholar transport towards economic development within the district. Produce evaluation report for head office consideration.

ENQUIRIES

POST 23/128

ADMIN OFFICER: COMMUNITY DEVELOPMENT (CBP) REF.NO: DOT 78/06/2019

SALARY: R 257 508.00 per annum (Level 7)
CENTRE: Head Office

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

ENQUIRIES

POST 23/129

STATE ACCOUNTANT (MANAGEMENT ACCOUNTING) REF NO: .DOT 79/06/2019

SALARY: R 257 508.00 – R 303 339.00 per annum (Level 7)
CENTRE: Chris Hani

DUTIES: Administer and coordinate cash flow management, which would include the following: Request Persal report on compensation of employees and expenditure report on goods and services. Submit request for funds from Treasury. Attend to electronic bank transfer rejections (EBT). Responsible for reconciliation exchequer releases. Management of departmental debtors. Responsible for clearing of suspense account, which would include the following: Responsible for inter departmental. Generate trial balance. Reports for analysis purposes. Identify accounts that needs attention. Preparation and verification of journals. Capturing of journals into the system. Filling of journals and payment vouchers. Preparation of bank reconciliation receivables /payables. Monitor trial balance and PMG account. Implement and control financial record management processes, which will include the following: Receive paid vouchers with payment stubs. Distribution of payment stubs to the beneficiaries. Verification of payment vouchers against payment stubs. Stamp and record paid vouchers per payment numbers. File and safekeeping according to payment numbers. Attending to audit queries. Perform administrative related functions, which would include the following: Contribute to the compilation of reports as required. Responsible for assets allocated to the unit. Provide mentorship to newly appointed staff, learners and interns. Comply with the Public Service prescripts.

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**ENQUIRIES** : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

**POST 23/130** : HUMAN RESOURCE CLERK: PERSAL MANAGEMENT REF NO: .DOT 80/6/2019

**SALARY** : R 257 508.00 – R 303 339.00 per annum (Level 7)

**CENTRE** : Head Office


**DUTIES** : Render PERSAL management Services: Implementing PERSAL control and audit measures. Ensure PERSAL’s utilities are effectively applied. Monitoring audit and control reports and suspense file transactions available on the PERSAL system. Monitoring the exception reports programmatically generated by the PERSAL system. Render PERSAL user support Services: Orientating users of the system. Registering users on the system and to see to the selective allocation of functions. Maintain a register of user queries in order to monitor progress of queries as well as to determine deficiencies and establish trends. Broadcasting PERSAL messages. Produce publications to assist users with the utilisation of the PERSAL system. Provide direct assistance to users regarding the utilisation of PERSAL, both on-line and person-to-person. Provide direct assistance to users regarding the utilisation of PERSAL, both on-line and person-to-person. Render PERSAL information management Services: Render effective day to day operation of PERSAL. Managing and controlling PERSAL notices, messages, and bring important messages to the attention of supervisor. Extract information from PERSAL and report to supervisor. Keep a database of Statement of acknowledgement and confidentiality forms. Collect and dispatch system generated and user requested PERSAL reports.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

**POST 23/131** : CHIEF REGISTRY CLERK

(Personnel Provisioning & Staff Registry)

**SALARY** : R 257 508.00 - R 303 339.00 (Level 7)

**CENTRE** : Chris Hani District (Ref No: DOT 81/06/2019)

**REQUIREMENTS** : National Diploma (NQF 6) / B. Degree in Records / Archives Management. 1-2 years’ experience in records management. Knowledge: National Archives Act, Team work, Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Skills: Problem solving skills, Computer skills, Interpersonal relations, Communication skills (Verbal & written).

**DUTIES** : Supervise and render asset management clerical services: Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail files. Supervise the handling of incoming and outgoing correspondence: Supervise the reception and receive all mail. Supervise and sort, register and dispatch mail. Distribute notices on registry issues. Supervise and render an effective filing and record management services: Opening and close files according to the record classification system. Filing/ storage, tracing (electronically/ manually) and retrieval of documents and files. Ensure and complete index cards for all files. Supervise the operation and operate office machines in relation to the registry function. Open and maintain franking machine register. Frank post, record money and update register on a daily basis. Do spot checks on post to ensure that no private post are included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep record daily of amount of letters franked. Supervise the processing and process documents for archiving and disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents. Supervise human resources/ staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

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POST 23/132: STATE ACCOUNTANT – (MANAGEMENT ACCOUNTING) REF NO: .DOT 83/6/2019

SALARY: R 257 508 .00- R303 339.00 (Level 7)
CENTRE: Chris Hani District
DUTIES: Administer and coordinate cash flow management, which would include the following: Request Persal report on compensation of employees and expenditure report on goods and services. Submit request for funds from Treasury. Attend to electronic bank transfer rejections (EBT) Responsible for reconciliation exchequer releases. Responsible for clearing of suspense account, which would include the following: Generate trial balance reports for analysis purposes. Identify accounts that needs attention. Preparation and verification of journals. Capturing of journals into the system. Filling of journals and payment vouchers. Preparation of bank reconciliation, Responsible for inter departmental receivables /payables, Monitor trial balance and PMG account.*Implement and control financial record management processes, which will include the following: Receive paid vouchers with payment stubs, Distribution of payment stubs to the beneficiaries. Verification of payment vouchers against payment stubs. Stamp and record paid vouchers per payment numbers. File and safekeeping according to payment numbers. Perform administrative related functions, which would include the following: Contribute to the compilation of reports as required; Responsible for assets allocated to the unit. Provide mentorship to newly appointed staff, learners and interns. Comply with the Public Service prescripts.
ENQUIRIES: can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/133: STATE ACCOUNTANT – (SCM)

SALARY: R257 508 .00 - R 303 339 .00 (Level 7)
CENTRE: Chris Hani (Ref No:.DOT 84/6/2019)
Amatole (Ref No:.DOT 85/6/2019)
REQUIREMENTS: B. Comm majoring in Accounting (NQF level 7) / National Diploma in the Accounting field majoring in Financial Accounting / Accounting as recognised by SAQA. 1-2 years’ experience required. Knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Skills: Problem solving skills, Computer skill, Interpersonal relations, Communication skills (Verbal & written.
DUTIES: Supervise and render asset management clerical services: Oversee the compilation and maintenance of records. Verify the issuing of equipment and accessories to components and individuals in need. Identify redundant, non-serviceable and obsolete equipment for disposal. Supervise the verification of the asset register. Supervise and render demand and acquisition clerical services: Update and maintain supplier (including contractors) database. Ensure that suppliers are captured and registered on the system. Request and receive quotations. Capture specification on the electronic purchasing system. Ensure that all orders are placed on time. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusions.*supervise and undertake logistical support services: Check, place and verify orders for goods. Receive and verify goods from suppliers. Capture and ensure that goods are captured in registers and, Data bases. Receive request for goods from end users. Issue goods to end users. Check and maintain goods registers. Update and ensure the maintenance of the register of suppliers. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
ENQUIRIES: can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/134: PRINCIPAL ROAD WORKS FOREMAN

SALARY: R 257 508.00- R303 339 per annum (Level 7)
CENTRE: Joe Gqabi (Ref No:.DOT 86/6/2019)
Amathole (Ref No:.DOT 87/6/2019)
REQUIREMENTS: NOF level 3 (Grade 10 certificate or equivalent). Driver’s license (A minimum of Code 8). Five (5) years’ relevant experience.

DUTIES: Support road construction and/or maintenance through the following: Construction of culverts and side drains. Erection and maintenance of steel guardrails and gabions. Cleaning of side drains. Controlling of traffic. Removing of obstacles on the road. Manage the allocated resources of the post incumbent in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the team. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES: can be directed to Mr M.L. Ngcobo Tel no: 043 604 7455

POST 23/135: PROJECT COORDINATOR: INNOVATION AND EMPOWERMENT (CBP) (X 2 POSTS)

SALARY: R 257 508.00- 303 339.00 per annum (Level 7)

CENTRE: Chris Hani (Ref No: DOT 88/06/2019)

Alfred Nzo (Ref No: DOT98/6/2019)


DUTIES: Make office travel arrangements and process subsistence and travel claims. Procure goods and services for the directorate. Receive invoices and facilitate payment. Maintain the sub-directorates payment register. Develop a database service of service beneficiaries from the district. Attend to all office logistics, including ensuring proper filing systems. Compile monthly progress reports on individual projects handled by the sub-directorate. Liaise with districts and directorate clients

ENQUIRIES: can be directed to Mr M.L. Ngcobo Tel no: 043 604 7455

POST 23/136: PROJECT COORDINATOR: MONITORING AND EVALUATION (X3 POSTS)

SALARY: R 257 508.00 per annum (Salary Level 7)

CENTRE: Chris Hani Ref No: DOT 90/06/2019 (1 post)

Sarah Baartman Ref.DOT91/06/2019 (2 posts)


DUTIES: Make office travel arrangements and process subsistence and travel claims. Procure goods and services for the directorate. Receive invoices and facilitate payment. Maintain the sub-directorates payment register. Develop a database service of service beneficiaries from the district. Attend to all office logistics, including ensuring proper filing systems. Compile monthly progress reports on individual projects handled by the sub-directorate. Liaise with districts and directorate clients

ENQUIRIES: can be directed to Mr M.L. Ngcobo Tel no: 043 604 7455

POST 23/137: SENIOR PROVINCIAL INSPECTOR: LAW ENFORCEMENT OPERATIONS

SALARY: R 257 508.00 per annum (Level 7)

CENTRE: OR. Tambo District. (Ref No: DOT 92/06/2019)
Inspectors on probation.

DUTIES:
- Enforce Road Traffic, Public Passenger and Transport Legislation: Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities at and safe guard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issue notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers)
- Examine Driver’s Licenses and Motor Vehicles: Conduct learner and driver license tests. Conduct vehicle road worthy test. Provide visible Traffic Control/Policing and promote/ensure crime prevention activities. Assist in planning visible traffic policing by providing assistance to motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations.
- Patrolling of roads in dedicated areas and warn motorists at hazardous locations (i.e. damaged road surfaces, breakdown of vehicles). Perform all administrative activities and related duties: Maintain effective administrative procedures. Compliance with the Firearms and Ammunition Act 60/2000. Compliance with activities as outlined in the operational plan. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain professional corporate image of directorate. Mentor and coach Provincial Inspectors on probation and appointed Provincial Inspectors. Facilitate training and development of Provincial Inspectors on probation. Assess competencies of Provincial Inspectors on probation. Mentor appointed Provincial Inspectors on further developmental needs.

REQUIREMENTS:
- A Senior certificate, Basic Traffic Diploma in a recognized Traffic College, 3-5 years practical experience as a Provincial Traffic Inspector. A Valid Driver’s License. No Criminal record.

ENQUIRIES:
can be directed to Mr M.L. Ngcobo Tel no: 043 604 7455

POST 23/138:
SUPPLY CHAIN CLERK (SUPERVISORY) REF NO: DOT95/06/2019 (X2 POSTS)

REQUIREMENTS:
- B. Degree (NQF 7) / National Diploma (NQF level 6) in Logistics, Purchasing. 1-2 years’ experience required in the Supply Chain Management environment.
- Knowledge & Skills: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Problem solving skills. Computer skills. Interpersonal relations. Communication skills (Verbal & written).

DUTIES:
- Supervise and render asset management clerical services. Oversee the compilation and maintenance of records. Verify the issuing of equipment and accessories to components and individuals in need. Identify redundant, non-serviceable and obsolete equipment for disposal. Oversee the verification of the asset register. Supervise and render demand and acquisition clerical services. Update and maintain supplier (including contractors) database. Ensure that suppliers are captured and registered on the system. Request and receive quotations. Capture specification on the electronic purchasing system. Ensure that all orders are placed on time. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusions. Supervise and undertake logistical support services: Check, place and verify orders for goods. Receive and verify goods from supplier. Capture and ensure that goods are captured in registers and Data bases. Receive request for goods from end users. Issue goods to end users. Check and maintain goods registers. Update and ensure the maintenance of the register of suppliers. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES:
can be directed to Mr M.L. Ngcobo Tel no: 043 604 7455

POST 23/139:
HR CLERK SUPERVISOR: HUMAN RESOURCE ADMINISTRATION (X2 POSTS)

REQUIREMENTS:
- A Senior certificate, Basic Traffic Diploma in a recognized Traffic College, 3-5 years practical experience as a Provincial Traffic Inspector. A Valid Driver’s License. No Criminal record.

ENQUIRIES:
can be directed to Mr M.L. Ngcobo Tel no: 043 604 7455
Joe Gqabi (Ref No: DOT 97/06/2019)

**REQUIREMENTS**
- B. Degree (NQF 7) / National Diploma (NQF level 6) in Human Resource Management / Public Management and any related qualification in Human Resource Management as recognised by SAQA. 1-2 years' experience required in the HR field.
- Knowledge: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry.

**DUTIES**
- Supervise and undertake the more complex implementation and maintenance of human resource administration practices.
- HR Provisioning (Recruitment and Selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc.) Implement conditions of service and service benefits (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, overtime, relocation, Pension, allowances etc.) Termination of service.
- Recommend (approve) transactions on Persal according to delegations. (Final authorization should happen on a higher level preferable at AD or higher level).

**ENQUIRIES**
- can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

**POST 23/140**
- **SCM CLERK (SUPERVISORY): ASSET MANAGEMENT REF.NO: DOT 114/06/2019**

**SALARY**
- R257 508 – R303 339 (Level 7)

**CENTRE**
- Head Office

**REQUIREMENTS**
- B. Degree (NQF 7) / National Diploma (NQF level 6) in Logistics/ Purchasing / Supply Chain Management. 1-2 year's relevant experience in Asset Management environment.
- Knowledge: Basic knowledge of supply chain duties, practice as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment.
- Skills: - Problem solving skills, Computer skills, Interpersonal Relations, Communication skills (Verbal & written).

**DUTIES**
- Supervise and render asset management clerical services. Oversee the compilation and maintenance of records. Verify the issuing of equipment and accessories to components and individuals in need. Identify redundant, non-serviceable and obsolete equipment for disposal. Oversee the verification of the asset register. Supervise human resources/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

**ENQUIRIES**
- can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

**POST 23/141**
- **PRINCIPAL FOREMAN: REF.NO: DOT117/06/2019**

**SALARY**
- R 257 508.00 - 303 339.00 (Level 07)

**CENTRE**
- OR Tambo - Umtata Airport

**REQUIREMENTS**

**DUTIES**
- Conduct the prevention and combating of a fire. Render fire prevention duties. Ensure compliance with fire prevention regulations. Perform administrative tasks relating to fire fighting. Maintain firefighting equipment. Conduct public awareness workshops on fire preventions. Provision of rescue services. Check thoroughly rescue equipment on daily basis. Recommend rescue equipment of service to ensure that they are in good working order. Participate in simulated emergency situations on regular basis to get ready for any emergency. Lead the inspection of Runaway and Apron. Check foreign objects on the run-away. Inspect safety of the run-away. Check safety of aircraft when landing or checking off. Manage the marshalling of aircraft. Conduct standbys on aircraft refuelling. Attendance to fuel spillages Allocate parking bays and Marshall Aircrafts to their respective bays.

**ENQUIRIES**
- can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

**POST 23/142**
- **STATE ACCOUNTANT: SALARIES REF.NO: DOT125/06/2019**

**SALARY**
- R 257 508.00 - 303 339.00 (Level 07)
DUTIES : Management of staff salary matters. Receive and check all claims submitted by

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/143 : STATE ACCOUNTANT: FINANCIAL PLANNING REF.NO:DOT126/06/2019

SALARY : R 257 508.00 - 303 339.00 (Level 07)
CENTRE : Head Office

DUTIES : Administer and coordinate cash flow management, which would include the following: Request PERSAL report on compensation of employees, BAS expenditure reports due for disbursement and Bank balance template for approval. Submit request for funds from Treasury. Prepare BAS Credit transfer letters for signatures and submit to bank and Treasury for payment. Prepare revenue pay over, surrenders instruction to the bank. Responsible for reconciliation exchequer account, Fund requisition and other cash equivalent accounts. Responsible to coordinate receipt of confirmation for cash for grants from Provincial Treasury and monthly confirmation of exchequer releases. Verify Bank account agrees to Bas Bank account daily. Report discrepancies to Systems controller and provide bank statement of non-interfaced transactions. Verify cash flow statement against bank statement immediately after payment of transactions. Prepares inflows and outflows template. Responsible for clearing of suspense account, which would include the following: Clear related bank exceptions. Draw Bas reports for clearance of related suspense accounts. Perform reconciliation of related suspense accounts. Attend to electronic bank transfer rejections and recalls (EBT). Management of departmental debtors. (Dishonored Cheques and Scholar transport overpayments recoveries). Preparation of journals. Capturing of journals into the system. Filling of journals. Perform reconciliation of general ledger Eskom debit orders for airports, and submit to end users. Interact with districts for clearance of receipt related accounts. Implement and control financial record management processes, which will include the following: Receive authorised journals for safe keeping. File and safekeeping according to journal numbers. Verification of journals against journal register. File financial correspondence, related reports and reconciliations in date order for safe keeping. Assist with audit queries. Remove obsolete records to registry from time to time. Perform administrative related functions, which would include the following: Contribute to the compilation of working papers as required for IFS and AFS. Close books under dual control. Issue face value forms to Head office and various districts. Comply with the Public Service prescripts. Provide mentorship to newly appointed staff, learners and interns.

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/144 : SUPPORT NET WORK TECHNICIAN REF.NO: DOT127/06/2019

SALARY : R 257 508.00 - 303 339.00 (Level 07)
CENTRE: Head Office


DUTIES: Provision of ICT end user support services: Attend to calls logged on the service helpdesk for problems, requests and incidents. Ensure connectivity and usability of departmental web applications and other applications. Solve problems by applying standing instructions or procedures referring to established precedents or broad policy guidelines. Document diagnosis and resolution of faults. Ensures the efficient performance of printers and computers. Provide support to transversal systems (BAS, PERSAL, LOGIS) Provision of ICT maintenance services: Maintain ICT infrastructure hardware. Install computer hardware and software. Provision of ICT security services: Maintain database to ensure integrity and security of data. Implement data backup strategy measures such as patch installation and management and anti-virus installation and update. Manages user passwords, security and inventory documentation.

ENQUIRIES: can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/145: PROVINCIAL INSPECTORS REF NO: DOT 98/06/2019

REQUIREMENTS: Head Office

CENTRE: Amatole


DUTIES: Enforce Road Traffic, Public Passenger and Transport Legislation Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issues notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers). Examine Drivers’ Licenses and Motor Vehicles. Conduct learner and driver license tests. Conduct vehicle road worthy tests. Provide visible Traffic Control/Policing and promote /ensure crime prevention activities. Assist in planning visible traffic policing by providing assistance to motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrolling of roads in dedicated area and warn motorists at hazardous locations (i.e. damaged roads surfaces, breakdown of vehicles). Perform all administrative activities and related duties. Maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000 with activities as outlined in the operational plans. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain professional corporate image of Directorate: Traffic Law Enforcement.

ENQUIRIES: can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/146: ARTISAN (MECHANIC) (X 3 POSTS)

CENTRE: Joe Gqabi District (Ref No: DOT109/06/2019)


DUTIES: Conduct planned and predictive maintenance: Check the status of hydraulic driven mechanisms. Check oil levels, electronic components and breaking devices and replace defective parts. Flush water systems and replace anti-coolants. Remove and replace gaskets, seals, v-belts and bearings and set or adjust brakes, carburettor, etc. Clean and for replace air, and dust filters and/or replace hose clamps, screws and protective cover. Test drive vehicle to assess operating functionality and safety.
Manage technical services and support in conjunction with technicians/artisans and associates in field workshop and technical office activities. Ensure the promotion of safety in-line with statutory and regulatory requirements. Provide input into existing technical manuals, standard drawings and procedures to incorporate new technologies. Ensure quality assurance in-line with specifications. Conduct fault finding repairs on mechanical breakdowns: Diagnose fault through the application of visual and other related mechanical inspection and investigation procedures. Remove and replace defective parts with re-conditioned or new spares. Clean and remove blockages or other forms of debris from inlets/outlets restricting flow of fluid/lubricants to movable parts and replace broken or defect pipes. Check the functionality of replacement parts and execute the necessary adjustments and setting sequences. People Management: Manage the development, motivation and utilisation of human resource for the discipline to ensure competent knowledge base for the continued success of technical services according to organisational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and take action to correct deviations to achieve departmental objectives.

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/147 : ARTISAN (WELDER) RE.NO: DOT128/06/2019 (X 1 POST)

SALARY : Range: (OSD) Grade A R190 653.00
CENTRE : Sarah Baartman
REQUIREMENTS : Appropriate Trade Test Certificate. Valid driver's license. No Experience Required
DUTIES : Read and interpret project plans, blueprints and other written instructions and diagrams to perform task at hand. Perform MIG, TIG and other types of weld based on project needs. Field install welds, including duct work, light fixtures, vents, fans, metal sheeting and other parts. Select proper fillers for jobs based on previous experience or project instructions. Coordinate with field labor crew for efficient installations. Conserve resources whenever possible to ensure budgetary integrity and client satisfaction. De-burr and grind metal as necessary to achieve proper surface texture. Test the component. Complete job card and sign it. Safekeeping of tools allocated to him. Supervise subordinate within the sub-directorate. Ensure compliance to Safety Standards.

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/148 : AUTO ELECTRICIAN: MECHANICAL REF.NO: DOT129/06/2019 (X 1 POST)

SALARY : Range: (OSD) Grade A R190 653.00
CENTRE : Sarah Baartman
REQUIREMENTS : Appropriate Trade Test Certificate. Valid driver's license. No Experience Required
DUTIES : Undertake electrical repairs on various vehicles and plant. Repair parts and equipment when needed. Maintain and repair various kinds of petrol and diesel engine motor vehicles. Order for parts and equipment as necessary. Liaise with agents and manufacturers on problems in order to achieve an efficient repair. Complete all documentation and receipts, including inspection sheets, and applies signatures as appropriate. Identify repairs required via unfair wear and tear, and advice the artisan mechanic and foreman

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/149 : PRINCIPAL DRIVER / OPERATOR (X9 POSTS)

SALARY : R173 703 00 per annum (Level 5)
CENTRE : Joe Gqabi Ref No: DOT 99/06/2019 (7 posts)
Sarah Baartman (Ref No: DOT100/06/2019)
Amatole (Ref No: DOT101/06/2019)
DUTIES : Support road construction and/or maintenance through the following: Construction of culverts and side drains. Erection and maintenance of steel guardrails and gabions. Cleaning of side drains. Controlling of traffic. Removing of obstacles on the road.
Manage the allocated resources of the post incumbent in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team produces excellent work in terms of quality / quantity and timelines. 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 description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the team. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES: can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/150: SCM CLERK (PRODUCTION) (3 POSTS)

SALARY: R 173 703.00 - R 204 612.00 per annum (Level 5)
Joe Gqabi Ref No: DOT102/06/2019 (2 posts)
OR Tambo Ref No: DOT103/06/2019DOT (1 post)
Mthatha Airport Ref No:.DOT104/06/2019

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

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

ENQUIRIES: can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/151: REGISTRY CLERK REF NO: DOT 105/06/2019

SALARY: R 173 703.00 Salary Level 5
CENTRE: Joe Gqabi District

REQUIREMENTS: A grade 12 certificate or equivalent. No experience. Competencies: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Skills: Computer skills. Interpersonal relations. Communication skills (Verbal & written). Planning and organisation.


ENQUIRIES: can be directed to Mr M.L NgcoboTel no: 043 604 7455

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DUTIES:

- Collection of revenue and debt services in the district: Receive application form or source documentation from clients personally for example permits, etc. Verify source documents for completeness and accuracy including the correct tariffs according to Government Gazette. Revenue / monies received by means of cash, cheques debit or credit cards, etc. for services rendered by the department must be brought into account. All cash, bank guaranteed cheques, debit or credit card payments and etc. received to be checked and verified for validity / authenticity. (Example UV Light detector). Issuing of receipts for revenue received: Issue receipt from the receipt book Z1512 to customers for services rendered by the Department. No alterations or erasures to be made of any kind or permitted on receipts. All cancelled receipts be endorse as canceled in bold writing or with a stamp. Receipts incorrectly filled be kept or deposited into state resources and is prohibited. Reconcile cash, cheques, etc. with receipts issued, complete summary and hand over to responsible person for banking. Any shortages or surpluses must be reported to supervisor for investigation and shortages be paid by cashier. Day end of revenue collected, filling of documents back to supervisor/authorizer. Complete batching, capturing and filling of receipts and or other documents. Capturer amends receipts flagged & send source documentation back to supervisor/authorizer. Complete other financial tasks and or other administrative functions: All receipts issued after banking hours must be indicated on top ABH (after banking hours). Complete batching, capturing and filling of receipts and or other documents. Capturer amends receipts flagged & send source documents back to supervisor/authorizer. Complete other financial tasks and or other administrative adhoc tasks as assigned by superior or head of section.

REQUIREMENTS:


ENQUIRIES:

- can be directed to Mr M.L Ngcobo Tel no: 043 604 7455
documents and other administrative functions: All receipts issued after banking hours must be indicated on top ABH (after banking hours). Complete batching, capturing and filling of receipts and other documents. Capturer amends receipts flagged & send source documents back to supervisor/authorizer. Complete other financial tasks and other administrative adhoc tasks as assigned by superior or head of section.

ENQUIRIES

POST 23/154
ADMIN CLERK: CHANGE MANAGEMENT & SERVICE DELIVERY
IMPROVEMENT REF.NO: DOT108/06/2019

SALARY
Range: An all – inclusive remuneration package of R 173 703.00 – R 204 612.00 (Level 5)

CENTRE
Head Office

REQUIREMENTS
Grade 12 certificate or equivalent, Computer literacy (knowledge of excel is highly recommended). No experience required Knowledge: Knowledge of clerical duties. The ability to capture data. Operate computer and good on Microsoft Excel. Knowledge of working procedures in terms of the working environment. Knowledge of BATHO PELE revitalization strategy. Skills: Advanced Computer skills. Interpersonal relations. Communication skills (Verbal & written)

DUTIES
Provide support in the implementation of change management Initiatives. Arrange logistics for holding of change management sessions. Provide secretariat services to change management engagements. Ensure safe keeping of change management documents. Distribute documents/packages to various stakeholders as required. Type basic letters and other correspondence when required. Work on excel templates as at when required. Update registers and statistics. Handle routine enquiries. Provide support in the implementation of Batho Pele programs. Participate in the implementation of Batho-Pele quick wins such as signage, display of organogram, suggestion boxes etc. Participate in the preparations for the Public Service Month (PSM) and provide hands on support during the implementation of PSM program. Facilitate the signing and submission of PSM report to the Office of the Premier. Provide administrative support in the implementation of KHAEDU deployments. Provide support in the provision of service standards and service charter. Liaise with departmental business unit heads to arrange service standards development sessions. Consolidate information from the business units and produce a draft service standards document. Participate in the development of service charter. Arrange logistics for service standards and service charter consultation sessions with service recipients. Arrange logistics for the launch of service charter. Liaise with service providers for printing of service standards and service charter. Participate in displaying of service charter in all service points of the department. Assist in the development of the business process maps and standard operating procedures. Provide administration support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Arrange travelling an accommodation. Make photocopies and receive or send facsimiles. Keep and maintain the filing system for the component. Type basic letters and other correspondence when required. Keep and maintain the incoming and outgoing register of the component.

ENQUIRIES

POST 23/155
SCM CLERK (PRODUCTION): LOGISTICS REF.NO: DOT 112/06/2019

SALARY
R173 703 – R204 612 (Level 5)

CENTRE
Head Office

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

DUTIES

ENQUIRIES

POST 23/156
SCM CLERK: LOGISTICS REF. NO: DOT 113/06/2019

SALARY
R173 703 – R204 612 (Level 5)

CENTRE
Head Office
REQUIREMENTS : B Degree (NQF 7) /National Diploma (NQF level 6) / in Logistics, Purchasing. 1-2 years relevant experience in Supply Chain Management experience.Knowledge Basic knowledge of supply chain duties, practice as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Skills: Problem solving skills, Computer skills, Interpersonal relations, Communication skills (Verbal & written).

DUTIES : Supervise and undertake logistical support services. Check, place and verify orders for goods. Receive and verify goods from suppliers. Capture and ensure that goods are captured in registers and data base Receive request for goods registers. Update and ensure the maintenance of the register of suppliers. Supervise human resources/staff Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/157 : SCM CLERK (PRODUCTION): DISPOSAL REF NO: .DOT 115/06/2019

SALARY : R173 703 – R204 612 (Level 5)
CENTRE : Head Office
REQUIREMENTS : Grade 12 certificate or equivalent. No experience required. Knowledge: Basic knowledge of supply chain duties, practice as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Skills: -Problem solving skills, Computer skills, Interpersonal Relations, Communication skills (Verbal & written)

DUTIES : Coordinate the disposal of stock inventory. Prepare the identified stock for disposal. Develop proposals for the disposal method. Presentation to the disposal method. Assist in the compilation and implementation of disposal management plan.

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/158 : ADMIN CLERK (PRODUCTION) REF. NO: DOT119/06/2019

SALARY : R 173 703.00 - 204 612.00 (Level 05)
CENTRE : OR Tambo (Umtata Airport)
REQUIREMENTS : Grade 12 or NQF level 4. No Experience Required.Competencies: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Teamwork. Communication. Interpersonal Relations. Flexibility. Computer skills.

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

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

POST 23/159 : DRIVER/ MESSENGER REF.NO: DOT 116/06/2019

SALARY : R122 595 – R144 411
CENTRE : Head Office
REQUIREMENTS : Grade 12 certificate or equivalent. A Valid Driver’s License code B & EC. Driving PDP is required. 3-5 Years driving experience and experience as a messenger performing administrative duties.Knowledge: Basic knowledge of supply chain duties, practice as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Skills: -Problem solving skills, Computer skills, Interpersonal Relations, Communication skills (Verbal & written)

DUTIES : Core driver functions. Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed
records and logs books with regard to the vehicle and the goods handled.* Render a clerical support/ messenger service in the relevant office. This would, inter alia, entail the following: Collect and deliver documentation and related items in the department. Copy and fax documents. Assist in the registry.

ENQUIRIES:
can be directed to Mr M.L Ngcobo Tel no: 043 604 7455

DEPARTMENT OF TRANSPORT: GFMS- TRADING ENTITY

The Department of Transport: GFMS Trading Entity is in the Eastern Cape is an equal opportunity, affirmative action employer. As the Department is obliged to improve on its gender representative levels, people with disabilities are especially invited to present their candidature. Employment Equity targets of the Department will be adhered to.

APPLICATIONS:
should be directed to Government Fleet Management Services: Private Bag X 0001 East London – 5208 or Hand delivery applications should be submitted at No 9 Cotton Road, Westbank office no 9 and

ENQUIRIES:
Mrs P. Mbewu at Tel no: 043-731 2980/043 731 1249

FOR ATTENTION:
Mrs P. Mbewu

CLOSING DATE:
12 July 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 and should be accompanied by a comprehensive CV including at least two contactable referees and certified copies of educational qualifications, driver’s license ( where applicable) and Identity Document ( with an original certification stamp). The Z83 form must be signed by original signatures. Incomplete and unsigned applications will be disqualified. It is the responsibility of the applicant to have foreign qualifications evaluated by South African Qualifications Authority (SAQA). The shortlisted candidates will be subject to security vetting, reference checking, verification of qualification and driving test. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. None South African citizens must attach proof of permanent residence in South Africa. Applicants are respectfully informed that if no notification of appointment is received within 3 months of the closing date, they must accept that their application was unsuccessful and that communication including correspondence will only be entered into with short listed candidates. Applications received after closing date will not be considered. No faxed/email and late applications will be accepted.

MANAGEMENT ECHELON

POST 23/160:
SENIOR MANAGER: INTERNAL AUDIT REF. GFMS 01/06/2019 (ONE YEAR CONTRACT POST)

SALARY:
All inclusive Package. Salary Range: R 1 005 063.00 per annum (level 13). The package includes a basic salary (70% of package) and a flexible portion (30%) that may be structured in terms of the applicable rules. The successful candidate will be subject to security clearance, competency assessment and the signing of a performance agreement within three months of appointment.

CENTRE:
East London

REQUIREMENTS:
Undergraduate (NQF level 7) as recognised by SAQA in Accounting/ Internal auditing with 10 years’ experience in Audit/ Finance Management of which 5 years must have been at middle/senior managerial level in an internal audit environment. Certified Internal Auditor (CIA) will be an added advantage. Competencies: Strategic capability and leadership. Programme and project management. Problem solving and analysis. Communication. People management and empowerment.

DUTIES:
Manage, coordinate and provide internal audit services. Prepare and execute an Annual Internal audit Plan. Provide assurance on established internal control procedures. Manage allocated resources of the Unit in line with legislative and policy directives and comply with corporate governance and planning imperatives

ENQUIRIES:
can be directed to Mrs P. Mbewu at Tel no: 043 731 1249 / Mrs A Xabadiya at 043 731 2319

OTHER POSTS

POST 23/161:
DEPUTY DIRECTOR: IT REF NO.: GFMS 02/06/2019 (ONE YEAR CONTRACT POST)

SALARY:
All inclusive Package. Salary Range: R 733 257 – R 863 748 (Level 11)

CENTRE:
East London
DUTIES

Facilitate the systems analysis process to GFMS needs and to map functionality requirements: Conduct an analysis of business and user needs to develop the needs analysis. Communicate and collaborate with internal and external customers. Development / review of ICT policies, plans, process flows and procedures. Conduct research and recommend innovative business process automation. Develop and Implement strategies to operationalize the Vision, Mission and Values of the entity. Manage the provision and maintenance of the GFMS ICT infrastructure: Maintain adherence to the approved provincial ICT Infrastructure. Coordinate the installation and upgrading of local and Wide Area Network (LAN and WAN). User support management: Attend to escalated calls from call centre for hardware and software support. Analyse help desk logs on a daily basis to prioritise outstanding problems and request according to GFMS priorities. Manage and maintain ICT assets: Coordinate the ICT asset verification with Supply Chain Management Unit to update the asset register. Manage and maintain ICT asset register. Provide statutory reports on a monthly basis Manage the ICT sub-unit: Maintain discipline. Manage performance and development. Undertake Human Resource and other related administrative functions. Establish, implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-unit and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transverse task teams as required. Quality control of work delivered by employees. Provide functional technical advice and guidance. Manage area of responsibility: Identify and manage risks in area of responsibility. Review work area's performance and make recommendations to improve the efficiency and effectiveness. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure the Unit's assets are managed, maintained and kept safely. Ensure compliance with supply chain and other relevant policies and procedures. Ensure reporting according to internal and external requirements. Provide training/ awareness/information sharing session to the employees of the entity. Identify training needs for the development of the employees of the entity.

ENQUIRIES

can be directed to Mrs P. Mbewu at Tel no: 043 731 1249 / Mrs A Xabadiya at 043 731 2319

POST 23/162

DEPUTY DIRECTOR: FLEET RISK AND LOGISTICS MANAGEMENT REF NO: GFMS 03/06/2019

(Permanent)

SALARY

All inclusive Package. Salary Range: R 733 257 – R 863 748 (Level 11)

CENTRE

East London

REQUIREMENTS

National Diploma NQF level 6/ Preferably B Degree NQF level 7 in Risk Management/ Commerce/ Public Administration with at least 3 years at Assistant Director Level / Junior Management Level. Experience in Operations of Fleet Management will be an added advantage. Competencies: Knowledge of Fleet Management processes, Fleet risk management, Under-writing, Legislative requirements, Insurance Investigation, Claims Management, Insurance Fund Management and Fleet Logistics Management.

DUTIES

proper control of work. Compile and submit all required administrative reports. Serve on transverse task teams as required. Quality control of work delivered by employees. Provide functional technical advice and guidance. Manage area of responsibility. Identify and manage risks in area of responsibility. Review work area’s performance and make recommendations to improve efficiency and effectiveness. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure the unit’s assets are managed, maintained and kept safely. Ensure reporting according to internal and external requirements.

ENQUIRIES : can be directed to Mrs P. Mbewu at 043 731 1249 / Mrs A Xabadiya at 043 731 2319

POST 23/163 : WAREHOUSE CONTROLLER (FLEET RISK & LOGISTICS MANAGEMENT) REF NO.: GFMS 04/06/2019 (ONE YEAR CONTRACT)

SALARY : R 376 596 – R 443 601 (Level 9) Plus 37% in lieu of benefits
CENTRE : East London
REQUIREMENTS : National Diploma NQF level 6 in Logistics / Commerce / Public Administration / Engineering with 5 years’ relevant working experience of which one (1) year must be in a fleet environment and 3 years at supervisory level or SL 7/8. Warehouse logistics experience will be an added advantage A valid code 08 driving license. Competencies: Good communication skills Team player Self-management Problem Solving and Decision Making* Computer Literacy.

DUTIES : Responsible for overall running of the depot / Warehouse.Manage the receipt of vehicles (new, awaiting repairs, rental, relief and returned non-compliant vehicles) .Manage the installation of accessories as per specification with the various accessory suppliers (e.g. decals, e-fuel, tracking system, number plates, sirens, lights, etc.). Manage the accessory suppliers. Manage the dispatching of vehicles to the different users. Vehicle stock reconciliation and reporting. Manage the vehicle post delivery services and key management of all vehicles. Manage the allocated resources. Manage provisioning of facilities and Security Services.

ENQUIRIES : can be directed to Mrs P. Mbewu at Tel no: 043 731 1249 / Mrs A Xabadiya at 043 731 2319

POST 23/164 : ASSISTANT DIRECTOR: STRATEGY AND PLANNING REF NO.: GFMS 05/06/2019 (Permanent)

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

SALARY : R 376 596 – R 443 601 (Level 9)
CENTRE : East London
REQUIREMENTS : National Diploma NQF Level 6 in Management preferably in Strategy / Monitoring & Evaluation/ Public Administration/ Any other relevant National Diploma with at least 3 years’ experience at a supervisory Level or SL 7/8 within planning, monitoring and evaluation environment. Competencies: Applied Strategic Thinking. Planning and organizing. Communication and reporting skills. Problem solving and Decision Making. Analytical skills. Computer literacy skills. Understanding Strategic Planning, budgeting, implementation, reporting, monitoring and evaluation

DUTIES : Develop and maintain GFMS strategic and annual performance planning agenda: Based on legislative and policy directives develop and publish GFMS’s planning agenda. Develop and maintain planning input instruments and templates. Provide technical support to Managers to enable compliance with the planning agenda. Facilitate the development and maintenance of GFMS strategic plan, annual performance plan and operational plan: Facilitate the development of GFMS’ Strategic Plan, Annual Performance Plan and Operational Plan. Coordinate and consolidate strategic planning / Annual Performance Planning input processes. Coordinate and consolidate consultation processes. Provide continuous technical support and advisory services to GFMS governance structures to ensure that planned activities are aligned to objectives set out in the Strategic Plan. Monitor, evaluate and report on the performance of GFMS in line with its strategic objectives and annual performance targets: Maintain institutional monitoring, evaluation and reporting instruments and templates. Coordinate evaluation processes. Based on the identified objectives and performance targets set in relevant plans, coordinate the submission of quarterly performance reports. Validate performance information, prepare and present on a quarterly basis performance reports for GFMS governance structures of the Department and oversight bodies. Provide early warning support to the executive management team of GFMS. Coordinate the development and publishing of GFMS Annual Report. Facilitate and coordinate policy development, review, update and maintain policy register: Facilitate the development of policies. Support policy identification. Coordinate policy approval. Update Policy register. Facilitate policy review sessions in consultation with DoT. Manage area of
responsibility: Identify and manage risks in area of responsibility. Review work area's performance and make recommendations to improve the efficiency and effectiveness. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure the Unit’s assets are managed, maintained and kept safely. Ensure compliance with supply chain and other relevant policies and procedures. Ensure reporting according to internal and external requirements. Provide training/awareness/information sharing session to the employees of the entity. Identify training needs for the development of the employees of the entity.

ENQUIRIES: can be directed to Mrs P. Mbewu at Tel no: 043 731 1249 / Mrs A Xabadiya at 043 731 2319

POST 23/165: ARTISAN FOREMAN GRADE A: FLEET MAINTENANCE (ONE YEAR CONTRACT)
This is a re-advertisement, those who applied previously need not re-apply.

SALARY: R304 263 – R344 640 (OSD) per annum plus 37% in lieu of benefits.
CENTRE: Chris Hani Ref No: GFMS 06/06/2019 and Ref No: GFMS 07/06/2019 (1 post)
Mt Ayliff Ref No: GFMS 08/06/2019 (1 post)


DUTIES: Managing GFMS Supplier-Merchants (authentication of supplier/merchant services). Administer Maintenance process (Provide specialist and technical design and advisory services). Administer Insurance processes.

ENQUIRIES: can be directed to Mrs P. Mbewu at Tel no: 043 731 1249 / Mrs A Xabadiya at 043 731 2319

POST 23/166: HUMAN RESOURCE OFFICER REF NO: GFMS 09/06/2019 (Permanent)

SALARY: R257 508.00 – R303 339.00 per annum (Level 7)
CENTRE: GFMS (East London)


DUTIES: Perform administrative support functions for the administration of Service Benefits (Housing Allowance, Acting Allowance, State Guarantee, IOD, S&T claims, Service Termination, Resettlement and PILIR). Administer PMDS in the GFMS. Provide administrative support with the implementation of GFMS’s Workplace Skills Plan and talent development programmes. Provide Human Resource document management and registry services in line with National Minimum Information Requirement standards (NMIR) issued by the MPSA. Leave Administration. Provide help Desk Services. Provide administrative support with the implementation of grievances and disciplinary procedures.

ENQUIRIES: can be directed to Mrs P. Mbewu at Tel no: 043 731 1249 / Mrs A Xabadiya at 043 731 2319

POST 23/167: STATE ACCOUNTANT: ACCOUNTS PAYABLE REF NO: GFMS 10/06/2019 (ONE YEAR CONTRACT)

SALARY: R257 508.00 – R303 339.00 per annum) plus 37% in lieu of benefits (Level 7).
CENTRE: GFMS (East London)


ENQUIRIES: can be directed to Mrs P. Mbewu at Tel no: 043 731 1249 / Mrs A Xabadiya at 043 731 2319
**POST 23/168**

ADMINISTRATION OFFICER: CLIENT RELATIONS MANAGEMENT REF NO:
GFMS 11/06/2019 (ONE YEAR CONTRACT)

**SALARY**
R257 508.00 – R303 339.00 per annum plus 37% in lieu of benefits (Level 7)

**CENTRE**
GFMS (East London)

**REQUIREMENTS**
Any National Diploma (NQF Level 6) with a minimum of 2 years’ experience in a client relations management environment of which 1 year must be in a fleet management environment. A valid Code 8 driving licence is essential.

**DUTIES**
Provide administrative assistance with the development, maintenance and implementation of the GFMS’s client relations management policies, instruments and standards: Conduct on instruction basic research assignments in support of processes to develop and maintain the GFMS’s client relations management policies, instruments and standards. Assist with the collection and capturing of policy and instrument monitoring and evaluation data needed for the identification of policy “gaps”. Client satisfaction survey data into datasets for analysis during policy development and maintenance initiatives. Implement a system to maintain the Sub Unit’s inventory of policies and instruments. Administer processes to make the Sub Unit’s policies and instruments accessible to client departments and stakeholders. Provide administrative and general support with initiatives to develop and maintain the GFMS’s corporate image: Conduct on instruction research assignments to assist with processes to develop short and long term brand marketing strategies taking into account strategic direction and objectives of the GFMS. Implement adopted brand marketing strategies and promote the GFMS brand in order to improve understanding of the brand by ensuring internal and external stakeholders know, understand and can associate with the brand. Provide administrative support to initiatives aimed at growing and monitoring brand awareness and brand confidence by assisting brand surveys processes. Assist with the development distribution and impact assessment of branding materials and publications. Liaise with role-players in client departments to market the services of the GFMS and to resolve service delivery issues of a general nature. Provide client relations management services: Implement the GFMS’s Client Relations Management Policy Framework. Provide a client department/user help desk and “service booking” capability. Provide a “one stop” client department and stakeholder complaints logging and referral system. Populate the GFMS’s stakeholder complaints/issues database and provide administrative assistance with processes to administer Fleet Service Level Agreements with client departments; Identify and assist with processes to resolve non-compliance with SLA imperatives and standards. Provide assistance to maintain relevant client department liaison forum(s). Maintain the GFMS’s client department SLA inventory. Interact with functionaries in client departments to resolve general issues of non-compliance or miss-use of fleet items identify by other. Prepare client fleet utilisation trend profiles enabling supervisors to facilitate corrective action and value for money for client departments. Provide administrative and general support with the implementation of client department fleet management development and capacitation programmes: Assist with processes to develop and implement the GFMS’s client department fleet management knowledge management system. Collect and order data to analyse the development needs and “gaps” of Transport Officers. Assist with the development of targeted Fleet Officers Training Programmes and the presentation thereof. Assist with the development of toolkits to support departmental Transport Officers in the performance of their duties. Assist with processes to analyse reports and data sheets to monitor, evaluate and report on the performance of the GFMS’s client department’s capacity development programme. Provide general office administration and projects support services: Facilitate processes for the requisition of office consumables. Facilitate arrangements for travel and accommodation. Liaise with clients in the absence of the Senior Legal Administration Officer. Maintain the Sub Unit’s budget. Provide client liaison services. As a member of transversal project teams provide project administrative support services.

**ENQUIRIES**
Tel no: 043 731 1249 / Mrs A Xabadiya at 043 731 2319

**POST 23/169**

HUMAN RESOURCE CLERK, REF.NO: GFMS 12/06/2019 (ONE YEAR CONTRACT)

**SALARY**
R173 703- R204 612 per annum plus 37% in lieu of benefits (Level 05).

**CENTRE**
GFMS- EAST LONDON

**REQUIREMENTS**
Grade 12 or Equivalent, No Experience Required. Competencies: Knowledge and understanding of Human Resource Management environment. Knowledge of

**DUTIES**

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

**ENQUIRIES**

can be directed to Mrs P. Mbewu at Tel no: 043 731 1249 / Mrs A Xabadiya at 043 731 2319
PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HEALTH

CLOSING DATE: 15 July 2019
NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s), academic records including a Senior certificate and ID-document [Driver's license where applicable]. The certification must be within three (3) months as at the advert closing date. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan.

OTHER POSTS

POST 23/170: PRINCIPAL NETWORK CONTROLLER: REF NO.: H/N/1(10 POSTS):

SALARY: R 257 508.00 per annum. (Level 7)
CENTRE: Information Technology Department: Corporate Office
REQUIREMENTS: National Diploma (NQF 6+) / relevant Information Technology qualification with experience. Knowledge And Skills: Good interpersonal relations and communication skills in order to interact and communicate with users up to level of Director. Driver's license. Applicable training in different level of computer software and hardware programs will be an added advantage. International certificates of A+, N+ and CAN are recommended.
DUTIES: Network account administration. Project rollout. Research and testing. Workstation and network support.
ENQUIRIES: Me M Kyle, Tel no: (051) 408 1403
APPLICATIONS: To Be Send To: The Director, HRM and Planning, (For attention: Me P Mpu), P O Box 227, Bloemfontein, 9300 or hand delivered @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein

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

APPLICATIONS: Mr. AJ Venter, Head: Corporate Administration, Office of the Premier, Attention: Ms J Kleynhans, PO Box 517, Bloemfontein, 9300, Room 406, OR Tambo House, St Andrew Street, Bloemfontein, 9301, E-mail: joann.kleynhans@fspremier.gov.za, Fax:051 – 405 4955
CLOSING DATE: 12 July 2019 at 16:00
NOTE: Applications must be submitted on the prescribed Z83 form, obtainable from any public service Department. All applications must be accompanied by a comprehensive CV, certified copies of all educational qualifications and supporting documents such as an identity document, drivers’ licence etc. Applications must be submitted on or before the closing date. Faxed or e-mailed applications may be submitted, subject to subsequent verification. Applications must be submitted to the
address mentioned in the advertisement. All shortlisted candidates will be subjected to a personnel suitability check. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Applications from people with disabilities are welcomed.

MANAGEMENT ECHELON


SALARY : R1 880 736 All-inclusive remuneration package per annum PLUS a 10% non-pensionable Head of Department allowance. The remuneration package consists of the basic salary, the Government’s contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner’s allowance and medical aid assistance.

CENTRE REQUIREMENTS : Bloemfontein

The candidate must be in possession of an undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognized by SAQA as well as 8 – 10 years of experience at a senior management level. (At least 3 years of which must be with any organ of State as defined in the Constitution, Act 108 of 1996). The candidate must have knowledge, skills, training and competencies in the principles of Corporate Governance; dynamic professional leadership abilities, as well as strategic, financial and people management skills; the ability to initiate and support organizational transformation and change, explore and implement new ways of delivering services that contribute to the promotion of the area of responsibility of the particular department in the province; the highest standard of ethical and moral conduct; and a thorough understanding of the issues relating to the area of responsibility of the particular department within the Free State Province and South Africa. Recommendation: A post graduate qualification in any of the areas of responsibility of the particular department and/or management will be a recommendation.

DUTIES : To perform all the functions and the responsibilities attached to the post as Head of the Department in terms of the Public Service Act and the Regulations issued in terms thereof, which inter alia include the efficient management and administration of the Department, the effective utilization and training of staff, the maintenance of discipline, the promotion of sound labour relations and the proper use and care of state property, including the rendering of efficient and effective management systems to the Department which include resource management, financial management, information management and pro-active communication systems, as well as such functions, which may be prescribed. To function as Accounting Officer of the Department in terms of the Public Finance Management Act and the Treasury Regulations. Any other responsibility required by law. This candidate will also be responsible to: Assist with the development of appropriate policies relevant to the particular department and advise the MEC in this regard; ensure the effective implementation of Government Policies in the relevant areas of responsibility of the department mentioned and the Public Service as well as Provincial and National legislation relevant to the Portfolio; provide the MEC with sufficient information and advice to enable him/her to make sound and informed decisions in terms of his/her portfolio; to develop and implement a Strategic and Annual Performance Plan for the department in support of the implementation of the priorities and objectives of the particular department; and such other responsibilities as may be directed. Although the candidate is based in Bloemfontein, the post may require extensive traveling, both domestically and internationally.

ENQUIRIES : Mr. A.J. Venter, Tel no: 051 405 4926

NOTE : These appointments are subject to the signing of an employment contract, not exceeding a term of five years, a security clearance of top secret, a competency assessment and an annual performance agreement. The successful candidate will be required to disclose his/her financial interests in accordance with the prescribed regulations. 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. Nominated candidates must 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 23/172: HEAD OF DEPARTMENT: DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT. REF NO: HOD: AGRIC.

SALARY: R1 880 736 All-inclusive remuneration package per annum PLUS a 10% non-pensionable Head of Department allowance. The remuneration package consists of the basic salary, the Government’s contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner’s allowance and medical aid assistance. These appointments are subject to the signing of an employment contract, not exceeding a term of five years, a security clearance of top secret, a competency assessment and an annual performance agreement. The successful candidate will be required to disclose his/her financial interests in accordance with the prescribed regulations. 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. Nominated candidates must 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.

CENTRE: Bloemfontein

REQUIREMENTS: The candidate must be in possession of an undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognized by SAQA as well as 8 – 10 years of experience at a senior management level. (at least 3 years of which must be with any organ of State as defined in the Constitution, Act 108 of 1996). The candidate must have knowledge, skills, training and competencies in the principles of Corporate Governance; dynamic professional leadership abilities, as well as strategic, financial and people management skills; the ability to initiate and support organizational transformation and change, explore and implement new ways of delivering services that contribute to the promotion of the area of responsibility of the particular department in the province; the highest standard of ethical and moral conduct; and a thorough understanding of the issues relating to the area of responsibility of the particular department within the Free State Province and South Africa. Recommendation: A post graduate qualification in any of the areas of responsibility of the particular department and/or management will be a recommendation.

DUTIES: To perform all the functions and the responsibilities attached to the post as Head of the Department in terms of the Public Service Act and the Regulations issued in terms thereof, which inter alia include the efficient management and administration of the Department, the effective utilization and training of staff, the maintenance of discipline, the promotion of sound labour relations and the proper use and care of state property, including the rendering of efficient and effective management systems to the Department which include resource management, financial management, information management and pro-active communication systems, as well as such functions, which may be prescribed. To function as Accounting Officer of the Department in terms of the Public Finance Management Act and the Treasury Regulations. Any other responsibility required by law. This candidate will also be responsible to: Assist with the development of appropriate policies relevant to the department and advise the MEC in this regard; ensure the effective implementation of Government Policies in the relevant areas of responsibility of the department mentioned and the Public Service as well as Provincial and National legislation relevant to the Portfolio; provide the MEC with sufficient information and advice to enable him/her to make sound and informed decisions in terms of his/her portfolio; to develop and implement a Strategic and Annual Performance Plan for the department in support of the implementation of the priorities and objectives of the particular department; and such other responsibilities as may be directed. Although the candidate is based in Bloemfontein, the post may require extensive traveling, both domestically and internationally.

ENQUIRIES: Mr. A.J. Venter, Tel no: 051 405 4926
It is the department’s intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.

Erratum: Kindly note the post of SNR Financial Officer-REFS/004147, “Post number 22/95 advertised in the public service vacancy circular 22 of 2019 date 21 June 2019 was published with the wrong salary band. The correct salary is R316 791 per annum (plus benefits).

MANAGEMENT ECHELON

POST 23/173 : MEDICAL SPECIALIST GRADE 1-3 REF NO: MEDSPEC/06/2019
Directorate: General Surgery Unit

SALARY : Grade 1:R1 106 046.00 per annum
Grade 2:R1 264 623.00 per annum
Grade 3:R1 467 651.00 per annum

CENTRE : Kalafong Provincial Tertiary Hospital

REQUIREMENTS : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Independent Medical Practitioner and Specialist Surgeon (MMED/ MBChB / FCS.SA or equivalent) and proof of current registration. Qualification in GI surgery particularly in Colorectal Surgery would be an added advantage. This appointment is on joint Gauteng Department of Health and University of Pretoria medical establishment and thus the incumbent will be responsible for teaching and training of under and post graduate students, including medical interns and medical officers. Furthermore all academic appointees are expected to engage in active research. A research degree will be a definite advantage.

DUTIES : General Surgery case load management including surgical clinics, wards and theatre.

ENQUIRIES : Prof. O.D. Montwedi, Tel No: (012) 373 1005/5
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. 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.

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (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.

CLOSING DATE : 12 July 2019

POST 23/174 : MEDICAL SPECIALIST GRADE 1 – 3 REF NO: BGH/TMH 2019/ JUNE/01 (2 POSTS)

SALARY : Grade 1: R1 106 040 – R1 173 900 per annum
Grade 2: R1 264 623 – R1 342 230 per annum
Grade 3: R1 467 651 – R1 834 890 per annum All inclusive package consists of structuring your package in terms of applicable rules. Other Benefits includes Commuted overtime and other Conditions of Services such as Leave etc. The incumbent in the post would be required to enter into performance contract for commuted overtime.

CENTRE : Bertha Gxowa/Tambo Memorial Hospital

REQUIREMENTS : 
- Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialist in a normal specialty and proof of current registration. Experience: Medical Specialist
- Grade 1: No experience required Medical Specialist, Grade 2: Further to the minimum requirements stated above, the appointment to a Grade 2 requires 5 years appropriate experience after registration with HPCSA as Medical Specialist in a normal specialty Medical Specialist, Grade 3: Further to the minimum requirements stated above, the appointment to a Grade 3 requires 10 year’s registration experience after registration with HPCSA as Medical Specialist in a normal specialty. Demonstrate the ability to work as part of a multidisciplinary team. Good communication, leadership, interpersonal and decision-making qualities. Knowledge of current Health Legislation and Public Service Policies.

DUTIES : 
- Provide specialist care to patients requiring services within your specific domain. Provide Specialist care in the outpatient clinics. Provide after-hours coverage in the relevant department and ensure continuous clinical support to junior staff. Provide training to undergraduate and post graduate medical students and support relevant clinical research, clinical trials and CPD activities. Conduct specialist regular ward rounds and administer expert interventions that will expedite the management of patient care. Active participation in quality improvement programmes including clinical audits and continuous professional development activities in PMMH. Assist with the setting of protocols for management of patients, equipment and other relevant procedures. Ensure equipment is maintained and functional at all times. Attend to administrative matters as pertains to unit. Manage human resources at disposal. The officer will be rotating between Bertha Gxowa Hospital and Tambo Memorial Hospital.

ENQUIRIES : Dr A.W. Manning Tel no:011 898 8317/ Dr C.J. Ganda Tel No: 011 278 7669

APPLICATIONS : Applications should be submitted to Tambo Memorial Hospital. Attention: Mr Z Kohlakala. HR Building 1st Floor. Boksburg.

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 : 12 July 2019

POST 23/175 : DIRECTOR: CFMS REF NO: DIR/CFMS/06/19

Re-advert: Candidates who applied previously for this post are advised to reapply.
Directorate: Forensic Medical Services

SALARY : 
- R1 005 063 per annum (All inclusive remuneration package of which a portion could be structured according to individual’s needs)

CENTRE : Clinical Forensic Medical Services

REQUIREMENTS : 
- An appropriate Degree/Diploma in Nursing or Health related field. A minimum of five years or more relevant experience at Middle/Senior management level in Clinical Forensic Medical Services. Excellent Strategic capability and Leadership skills; good planning and organising skills; good negotiation and conflict management skills. Proven track record of managing change management initiatives and applying innovative thinking. Sound interpersonal relations. Computer literacy.

DUTIES : 
- Strategic capability and leadership by ensuring appropriate internal controls and reporting systems. Direct and manage the provision of clinical forensic medical service to ensure that required standards are met and maintained. Direct and manage the provision of medical services to offenders at Correctional Centres. Ensure that policies and/or guidelines relevant to this area are developed and approved. Manage human resource aspects of the directorate. Manage the financial aspects of the directorate. Support and promote the strategic intent of the Gauteng Health Turnaround Strategy, specifically violence and other clinical forensic medical cases especially violence against women and children. Manage and support victims of violence especially domestic violence, sexual and gender based violence. Create a friendly environment for diagnosis and reporting cases of clinical forensic nature especially violence against women and children.
MEDICAL OFFICER GRADE 1 REF NO: MO/06/2019

Directorate: Family Medicine Unit

POST 23/176

SALARY: R 821 205.00 - R 884 670.00 per annum (plus benefits)

CENTRE: Kalafong Provincial Tertiary Hospital

REQUIREMENTS: MBChB or equivalent registration as a General Practitioner with the Health Professions Council of South Africa (HPCSA) (completion of Internship and Community service) Recommendations: Postgraduate training and experience in ultrasound and ECG skills, experience with HIV/ AIDS patients, experience with acute psychiatric patients, experience of working in Primary care and / or an Emergency Unit. The following will be an added advantage Current certificate in Advance Cardiac Life Support (ACLS), Paediatric Advance Life Support (PALS), Advance Trauma Life Support (ATLS), Diploma in Primary Emergency Care (Dip EC) and emergency ultrasound accreditation also advantageous.

DUTIES: Perform duties in the Department of Family Medicine and Emergency, Kalafong Provincial Tertiary Hospital. The incumbent will expected to work commuted overtime and rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients within Emergency Unit of the Department of Family Medicine.

ENQUIRIES: Prof. S. Smith/ Prof. M.M. Greyser, Tel No: (012) 373 1018/19

APPLICATIONS: 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: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s.
and ID document (no copies of certified copies allowed, certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

**CLOSING DATE**: 12 July 2019

**POST 23/177**: MEDICAL OFFICER X4 REF NO: BGH/TMH 2019/ JUNE/02
Directorate: Obstetrics and gynaecology, Paediatrics, Accident & Emergency and Anaesthesia.

**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**
Bertha Gxowa Hospital / Tambo Memorial 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. The officer will be rotating between Bertha Gxowa Hospital and Tambo Memorial Hospital

**ENQUIRIES**: Dr A.W. Manning/ Dr C.J. Gand
tel No: 011 278 7669

**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. 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**: 14 July 2019

**POST 23/178**: ASSISTANT MANAGER NURSING (AREA) GENERAL NURSING REF NO: SEB- ASD/06 (1 POST)
Directorate: Nursing
Re-Advert People Who Previously Applied Are Encouraged To Re-Apply

**SALARY**: R 562 800.00 per annum (All-inclusive package)

**CENTRE**: Sebokeng Hospital

**REQUIREMENT**: Basic R425 qualification (i.e. diploma or degree in nursing) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A minimum of 8 years appropriate/recognizable after registration with the SANC as a Professional Nurse in General Nursing. At least three (3) years of the above period should be appropriate recognizable experience at management level, Diploma/Degree in Nursing Administration will be an added advantage. (Less 1 year from experience for candidates appointed from outside public services after complying with registration requirement.)
DUTIES : Responsible for the coordination and delivery of quality nursing care within the relevant department. Participate in the formulation, monitoring and implementation of policies, guidelines, standard procedures and regulations pertaining to nursing care. Provide effective support and management of human financial and material resources. Manage performance, training and personal development of self and subordinates including management of under-performance and grievance. Collect, provide and use relevant information/Statistics for the enhancement of service delivery. Execute after hours and weekend duty as scheduled. Prepared to do shift.

ENQUIRIES : Mr. SJK Sejeng (016 930 3302)
APPLICATIONS : should be send by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983
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 qualification and ID document (no copies of certified copies allowed). Certification should not be more than 3 months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only if you have not been contacted within three (3) months after the closing please accept that your application was unsuccessful. NB: People with Disabilities Are Encouraged to Apply. Recommended Candidates Will Be Subjected To Medical Assessment

CLOSING DATE : 12 July 2019
POST 23/179 : OPERATIONAL MANAGER NURSING SPECIALTY STREAM REFS:
OMSAP/15/CMJAH/2019
Directorate: Adult Psychiatric – OPD
SALARY : R562 800.00 per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Basic R425 qualification (diploma/degree in nursing) that allows registration with the SANC as a professional nurse. Registration with the SANC and proof of current registration. The post basic nursing qualification of the duration of 1 year, accredited with SANC in advanced Psychiatry nursing. Have a minimum of 9 years appropriate/recogisable experience in nursing after registration as a professional nurse with the SANC in General Nursing. At least 5 years of the period referred to the above must be appropriate /recognisable experience after obtaining the 1 year post basic qualification in Advanced Psychiatric Nursing. Computer literacy will be an added advantage.

DUTIES : To apply nursing legislation and related legal and ethical nursing practices to improve and maintain service delivery. To ensure clinical nursing practices by the nursing team (units) in accordance with scope of practice and nursing standards as determined by the relevant health facility. To promote quality of nursing care as directed by the professional scope of practices and standards as determined by the relevant health facility. To apply basic HR and Financial policies when coordinating care to our patients and other stakeholders. To do hospital departmental calls as required by the service. To do hospital departmental calls as required by the service. To demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. To work as part of the multi-disciplinary team on supervisory level to ensure good nursing care by the nursing team. To work effectively and amicably at a supervisory level with persons of diverse intellectuals, cultural, racial or religious differences and able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. To provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. To ensure that environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Expected to relieve the nursing manager in her absence.

ENQUIRIES : Ms. M. N. Morare Tel no: 011 488 3155
APPLICATIONS : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 8, No. 17 Jubilee Road, Parktown 2193.
NOTES : 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 current SANC registration, 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 : 12 July 2019

POST 23/180 : OPERATIONAL MANAGER NURSING SPECIALTY STREAM REFS:
OMSP/16/CMJAH/16/2019
Directorate: Paediatric Ward

SALARY : R562 800.00 per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Basic R425 qualification (diploma/degree in nursing) that allows registration with the SANC as a professional nurse. Registration with the SANC and proof of current registration. The post basic nursing qualification of the duration of 1 year, accredited with SANC in advanced Psychiatry nursing. Have a minimum of 9 years appropriate/recognisable experience in nursing after registration as a professional nurse with the SANC in General Nursing. At least 5 years of the period referred to the above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in Child Nursing (Paediatrics). Computer literacy will be an added advantage.

DUTIES : To apply nursing legislation and related legal and ethical nursing practices to improve and maintain service delivery. To ensure clinical nursing practices by the nursing team (units) in accordance with scope of practice and nursing standards as determined by the relevant health facility. To promote quality of nursing care as directed by the professional scope of practices and standards as determined by the relevant health facility. To apply basic HR and Financial policies when coordinating care to our patients and other stakeholders. To do hospital departmental calls as required by the service. To do hospital departmental calls as required by the service.

TO demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. To work as part of the multi-disciplinary team on supervisory level to ensure good nursing care by the nursing team. To work effectively and amicably at a supervisory level with persons of diverse intellectuals, cultural, racial or religious differences and able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. To provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. To ensure that environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Expected to relieve the nursing manager in her absence.

ENQUIRIES : Ms. M.O. Khumalo Tel no: 011 488 3113
APPLICATIONS : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 8, No. 17 Jubilee Road, Parktown 2193.
NOTES : 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 current SANC registration, 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 : 12 July 2019

POST 23/181 : OPERATIONAL MANAGER NURSING SPECIALTY STREAM REFS:
OMSCP/15/CMJAH/2019
Directorate: Child Psychiatry

SALARY : R562 800.00 per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Basic R425 qualification (diploma/degree in nursing) that allows registration with the SANC as a professional nurse. Registration with the SANC and proof of current registration. The post basic nursing qualification of the duration of 1 year, accredited with SANC in advanced Psychiatry nursing. Have a minimum of 9 years appropriate/recognisable experience in nursing after registration as a professional nurse with the SANC in General Nursing. At least 5 years of the period referred to the above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in Advanced Psychiatric Nursing or Child Psychiatric Nursing (Paediatrics).
DUTIES: Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on Service delivery. Ensure clinical nursing practices by the team (unit) in accordance with the scope of practices and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and Financial Policies. Will be required to do call as required by the service. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of a multi-disciplinary team on a supervisory level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. To provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. Ensure that environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Demonstrate an understanding of financial policies and practices.

ENQUIRIES: Ms. M.N. Morare Tel no: 011 488 3155

APPLICATIONS: Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 8, No. 17 Jubilee Road, Parktown 2193.

NOTES: 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 SANC, 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: 12 July 2019

POST 23/182: ULTRASOUND RADIOGRAPHER REF NO: HRM 59/2019

Directorate: Radiography

SALARY: R395 703 per annum plus benefits

CENTRE: Steve Biko Academic Hospital

REQUIREMENTS: A Bachelor degree/diploma in Diagnostic Radiography and B-Tech ultrasound. Current registration with HPCSA as a Sonographer. Knowledge, skills, training and competency in all fields of ultrasound radiography. Knowledge of sonar assessments, diagnostic procedures and equipment. Computerized literacy. Good communication skills. More than one year experience as Sonographer will be an added advantage.

DUTIES: To perform diagnostic ultrasound images and write reports in accordance with prescribed protocols. Must be able to work independently without supervision. Adhere and ensure compliance with Radiation Control Board and HPCSA Legislation. Equipment Maintenance, order consumables and do monthly stats in ultrasound department. Partake and Facilitate staff and student development. Partake in CPD as required by HPCSA. High level of responsibility.

ENQUIRIES: Mrs. S van Niekerk Tel: (012) 354 1379

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

NOTE: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications

CLOSING DATE: 12 July 2019

POST 23/183: PROFESSIONAL NURSE SPECIALTY (PN-B1) REFS:PNB1/CMJAH/021/2019

Directorate: Nursing Division

SALARY: R383 226.00 per annum (plus benefits)

CENTRE: Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS: Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic qualification, with duration of at least 1 year, accredited with SANC in terms of Government Notice No R 212 in the relevant specialty. Minimum of 4 years
DUTIES: To provide more complex and advanced comprehensive nursing treatment and care to patients in a specialty unit in a cost effective, efficient and equitable manner. To act as a shift leader when required.

ENQUIRIES: Mr. G.N.B Moeng: Tel no: 011 488 4338

APPLICATIONS: Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 8, No. 17 Jubilee Road, Parktown 2193.

NOTES: 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 current SANC registration, 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: 12 July 2019

POST 23/184: ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS COORDINATOR REF NO: AD/EHWC/FMS/06/19

Directorate: Forensic Medical Services

SALARY: R376 596 – 443 601p.a (plus benefits)

CENTRE: Head Office

REQUIREMENTS: A three-year tertiary qualification in Psychology / Social Work, with 2 years functional experience in Employee Health and Wellness, must be registered with HPCSA/SACSSP. Management Competencies: knowledge of the Public Service Regulatory Framework, knowledge of human resources management and knowledge of the department’s strategy Skills: Communication, Computer literacy and Interpersonal.

DUTIES: Manage and facilitate HIV, AIDS, TB and any other support and treatment care programmes in the workplace. Identify departmental health risk trends, Provide line managers on how to effectively refer employees with unacceptable attendance, conduct and job performance, Identify and maintain relationships with all relevant stakeholders for effective implementation of the programme, Conduct awareness campaigns, including commemoration of World Aids Day in line with the World Health Organisation. Promote and facilitate the implementation of OHS in terms of establishing of committees and regular drillings, provide confidential personal and telephonic assessment, counselling, referral and follow up of psychosocial challenges that may hamper employees work performance. Develop and implement employee health and wellbeing strategies and programmes, Monitoring, evaluation and to all stakeholders to ensure continuous improvement of the EHWP in the Department. Facilitate and manage health and productivity management programmes, Develop and implement an integrated Employee Health and Wellness marketing and promotion strategy, Identify, manage and implement lifestyle development interventions.

ENQUIRIES: Ms N. Mashiya Tel: 072 234 1483

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

NOTES: Application must be submitted on Z83 form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents, certified copies of ID, qualifications and registration certificate of relevant council, proof of current registration and relevant service certificates. Curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83).

Service certificates should have the company name, job title, which specialty area, locum or permanent position (if locum state how many hours per week), start and end date (yy/mm/dd), name of contact person(s) and contact details and company/institutional stamp with signature. In order to be considered for appointment to the above positions except for Management posts, you need to be: Registered with the relevant Health Professions Council. Have relevant experience which will determine the salary level. The Department of Health is committed to providing equal opportunities and practises, Affirmative action employment. It is our intention to promote representatives (race, gender, disability) in the Department through the filling of these posts and candidates whose transfer, promotion, or appointment will promote representatives will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Personnel Suitability Checks (PSC): It is a legislative requirement that all newly appointed staff members are subjected to Personnel
Suitability Checks (PSC) - verification), upon appointment within the Department. This verification process entails reference checks, identity verification, qualifications verification, criminal records checks as well as a credit/financial stability checks. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. 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 be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful.

**CLOSING DATE**: 17 July 2019

**POST 23/185**: **DIETITIAN REF NO: BGH 2019/JUN/03**
Directorate Nursing Division: Allied

**SALARY**: R 317 976.00. Per annum (plus benefits)

**CENTRE**: Bertha Gxowa Hospital

**REQUIREMENTS**: Candidate must be a qualified Dietitian and be currently registered with HPCSA. Have a Bsc. Dietetics degree. The applicant must be able to demonstrate a good clinical knowledge of human nutrition and associated therapeutic nutrition intervention. Completed one-year community service

**DUTIES**: Effectively render optimal, cost effective and evidence based nutritional care in a public setting according to the department's quality and financial targets. To perform and complete administrative functions including report writing and provide relevant statistics to support the effective smooth running of the Dietetics department. To assist with the development and implementation of departmental strategic, financial and operational plans. To ensure departmental standards are maintained. Participate in the training of the dietetic and elective students. Provide appropriate, relevant and cost-effective input in the food service provision of patients. To apply nutritional practices. To assist with the ongoing development of clinical guidelines, policies and procedures. Assist with managing the food service unit.

**ENQUIRIES**: Ms. N. Mahlangu-Khumalo, Tel (011)

**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, HPCSA and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.

**CLOSING DATE**: 12 July 2019

**POST 23/186**: **DIAGNOSTIC RADIOGRAPHER REF NO: BGH 2019/JUNE/04(2 POSTS)**
Directorate Nursing Division: Diagnostic Radiography

**SALARY**: 317 976 .00. Per annum (plus benefits)

**CENTRE**: Bertha Gxowa Hospital

**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. R. Mbatha, Tel (011)278 7753
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, HPCSA and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.

CLOSING DATE : 12 July 2019
POST 23/187 : ADMINISTRATIVE OFFICER REF NO: EHD2019/07/01(1 POST)
Directorate: PHC
SALARY : R 257 508.00 - R 303 339.00 per annum (plus benefits)
CENTRE : Ekurhuleni Health District (Phola Park Chc)
CLOSING DATE : 12 July 2019
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 staff services in the facility. Perform all other duties delegated a Supervisor/Manager.
ENQUIRIES : Ms N. Moepye Tel No: 011 385-1383
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. 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 : 12 July 2019
POST 23/188 : SOCIAL WORKER GRADE 1-3 REF NO: HRM 60/2019
Directorate: Social Work Department
SALARY : Grade 1: R257 592 per annum plus benefits
Grade 2: R316 794 per annum plus benefits
Grade 3: R384 228 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : BA Degree in Social Work. Registration with the South Africa Council for Social service profession as a social worker. Grade 1 no experience needed, Grade 2 with a minimum of 10 years appropriate experience in social work after registration as a social work with the SACCSSP and Grade 3 with minimum of 20 years appropriate experience in social work after registration as a social worker with the SACSSP. To have knowledge of welfare policies and legislation. To have computer literacy and a valid driver’s license
DUTIES : Provide Social Work Services to patients and their families using case work, group work and community work. Compile reports (process and psychological reports). Lead and participate in multidisciplinary teams. Attend weekly supervision. Network with team members, communities and resources in the community to assist the client population effectively. Effective administration skills, record-keeping and completion of compulsory statistics
ENQUIRIES : Mrs. NA Mashego Tel No: (012) 354 1212
APPLICATIONS: To Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. 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.

NOTE: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications

CLOSING DATE: 12 July 2019

POST 23/189: HUMAN RESOURCE OFFICER (HRD) REFS:HRDO/20/CMJAH/2019
Directorate: Human Resource Department

SALARY: R257 508.00 per annum (plus benefits)

CENTRE: Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS: Grade 10 or equivalent with more than 10 year's relevant experience or Grade 12 or equivalent with more than 10 years' experience or a relevant Diploma or Degree with 0-2 years' experience. Knowledge of wide range of work procedures such as Finance, HR matters, Safety, Training, and Stores. Administration procedures relating to specific working environment including norms and standards. Planning and organising. Reporting procedures. Procurement directives and procedures. Computer literacy. Skills: Mathematics, organising, ability to operate computer (both hardware and software) interpersonal relationship, problem solving, maintaining discipline. Formulation and editing, conflict resolution, research and analytical thinking. The following will be an added advantage: (Knowledge of Performance Management Development System, Special/ Sabbatical Leave, Public Service Act, Public Service Regulations and relevant prescripts and Basic Condition of Employment Acts, Policies and procedures, Public Finance Management Act (PFMA), Employment Equity Act, Batho Pele Principles, Constitution of South Africa and Skills Development Act. Planning and organizing, Computer literacy, Communication Skills, Problem solving, Negotiation, Events Management, Presentation, Analysis, Investigating, People Management and Records Management). Knowledge of LEAN Methodology, Advanced Persal Certificate.

DUTIES: Facilitate the implementation of HRD strategy. Supervise the development of Workplace Skills Plan and Annual Training Report in the Department. Supervise the coordination of Generic Training programmes and Management Development programmes, Adult Education and Training, Coordinate Performance Management and Development System, Report writing, Presentation skills and ensure that newly appointed staff are integrated properly within the Institution, coordination of internship and Learnership programmes for the Department, maintain and manage bursary applications Supervision of Clerks, Coordination of Provincial Training Coordination of institutional Training, Keep Training records Coordination of Committee, Coordination of Provincial Interns, Allocation of interns, Capturing of Provincial Interns Statistics, Taking Minutes, Draft and Issuing of Training Memos, Coordination of Sabbatical/Special leave, Attend to Training Enquiries, Manage Training Venues/Bookings, Compilation of Annual Training plan Implementation of Skill Development Act/Policy Coordination and dissemination of Provincial Training Catalogue to managers Facilitation of Employment Equity and Records Keeping Facilitation of PRAAD Committee and Records Keeping Leave Management AET Coordination Assist with coordination and implementation of Lean methodology.

ENQUIRIES: Ms M.H Ndlovu Tel no: 011 488 3762

APPLICATIONS: Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7, No. 17 Jubilee Road, Parktown 2193.

NOTES: 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: 12 July 2019

POST 23/190: PROFESSIONAL NURSE REF NO: BGH 2019/JUNE/05 (2 POSTS)
Directorate: Nursing

SALARY: Grade 1: R256 905 – R297 825 per annum plus benefit NB: salary will be determined in line with OSD Resolution

CENTRE: Bertha Gxowa Hospital
REQUIREMENTS: Diploma / Degree in Nursing in terms of R425, or equivalent qualification that allows registration with SANC as a Professional Nurse. A minimum of One (1) year appropriate/recognizable nursing experience as a Professional Nurse with South African Nursing Council (SANC) & registered with SANC as a Professional Nurse. Good communication skills. Good ethical practice & caring attitude.

DUTIES: Provision of high-quality care that is holistic and is patient centered without stigmatization. Ensuring that nursing care provided is within the scope of practice of nurses and legal framework. Promotion of professionalism and leading by example always. Assist in completion of the clinical stationary and ensure that data is entered timeously. Will also be responsible for ensuring that all quality assurance standard and other health mandates are implemented during her/his shifts. Effective utilization of resource, Advocate and facilitate proper treatment. Be a team leader that is responsible for planning, organizing, coordinating & supervising.

ENQUIRIES: MRS PZN Mofokeng Tel no: 011 278 7640
APPLICATIONS: Applications should be submitted at the Bertha Gxowa Hospital. Admin Building ground floor, Germiston.

NOTE: Applications must be submitted on a Z83 form, certified copies of C.V, ID, and Qualifications to be attached. The incumbent will be subject to a prescreening process. 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: 12 July 2019

POST 23/191: ADMINISTRATION CLERK REF NO: AC/FPS/06/19
Directorate: Forensic Pathology Service

SALARY: R173 703p.a (plus benefits)
CENTRE: Germiston FPS
REQUIREMENTS: Matric/ Grade 12 certificate. Relevant experience in Supply Chain, Logistics, Asset and fleet management and Financial/Logistics / Supply Chain management qualifications will be an added advantage. Must have knowledge of PFMA, fleet management, prescripts and system treasury Regulations and BAS. Must be Computer literate (e.g. MS Excel, Word etc.), planning and Organizational Skills. Must have a valid Drivers’ License, good Interpersonal Relation, must be honest and reliable. Must be able to work under pressure and meet deadlines. Must also be willing to work at mortuary environment.

DUTIES: Manage maintenance schedule for vehicles. Ensure maintenance is of high standard & quality. Identify repeated failures-abuse of internal/external tyre policy. Respond matters arising from driver reports. Ensure kilometre readings are recorded of fleet. Accident reports are completed in time. Ensure vehicle inspections are carried out - defects reported and repaired. Ensure fleet departure/arrival vehicles are clean and roadworthy. Minor damages - faults are repaired before departing depot. An effective assets verification and control within the component. Asset verification twice a year and updating of asset register. Report theft of assets according to the policy. Verify, monitor and control the asset movement. Updating asset disposal lists. Keep and maintain the assets register of the component.

ENQUIRIES: Mr G. Mashego Tel: (011) 255 4934/33
APPLICATIONS: Applications must be hand delivered to Forensic Medical Services, No. 45 Commissioner Street, Life Centre Building, Ground Floor, Johannesburg or can be posted to Forensic Pathology Services, P.O Box 7128, Johannesburg 2000.

NOTES: Application must be submitted on Z83 form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents, certified copies of ID, qualifications and Curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). The Department of Health is committed to providing equal opportunities and practises. Affirmative action employment. It is our intention to promote representatives (race, gender, disability) in the Department through the filling of these posts and candidates whose transfer, promotion, or appointment will promote representatives will receive preference. Personnel Suitability Checks (PSC): It is a legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Checks (PSC) - verification, upon appointment within the Department. This verification process entails reference checks, identity verification, qualifications verification, criminal records checks as well as a credit/financial stability checks. The successful candidate will be required to enter into an employment contract and sign an annual
performance agreement. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. 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 be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful.

CLOSING DATE : 17 July 2019

POST 23/192 : STAFF NURSE GRADE 1 REF NO: EHD 2019/07/02
Directorate: PHC

SALARY : Grade 1 R171 381.00 – R192 879.00 per annum (plus benefits)
CENTRE : Goba Clinic
REQUIREMENTS : Grade 12 Certificate. Qualifications that allows registration with SANC as Staff Nurse (Enrolled Nurse). Current registration with SANC as a Nursing Assistant. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal principles. Basic communication skills, elementary writing skills, ability to function as part of a team and interpersonal skills. Knowledge of Batho Pele principles and Patients’ Rights Charter. Must be prepared to work shifts including night duty, weekends and public holidays. Grade 1: Less than ten (10) years appropriate experience after registration as a Staff Nurse (Enrolled Nurse) with the SANC. Driver’s License will be an added advantage.


ENQUIRIES : Ms J. Mbhele Tel No: (011) 999 - 0882
APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. 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 : 12 July 2019

POST 23/193 : STAFF NURSE GRADE 1 REF NO: EHD 2019/07/03
Directorate: PHC

SALARY : Grade 1 R171 381.00 – R192 879.00 per annum (plus benefits)
CENTRE : Kwa-Thema Chc
REQUIREMENTS : Grade 12 Certificate. Qualifications that allows registration with SANC as Staff Nurse (Enrolled Nurse). Current registration with SANC as a Nursing Assistant. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal principles. Basic communication skills, elementary writing skills, ability to function as part of a team and interpersonal skills. Knowledge of Batho Pele principles and Patients’ Rights Charter. Must be prepared to work shifts including night duty, weekends and public holidays. Grade 1: Less than ten (10) years appropriate experience after registration as a Staff Nurse (Enrolled Nurse) with the SANC. Driver’s License will be an added advantage.


ENQUIRIES : Ms T.O.A Moeketsi Tel No: (011)737 – 9240
APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. 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 : 12 July 2019
POST 23/194 : STAFF NURSE GRADE 1 REF NO: EHD 2019/07/04
Directorate: PHC
SALARY : Grade 1 R171 381.00 – R192 879.00 per annum (plus benefits)
CENTRE : Northmead Clinic
REQUIREMENTS : Grade 12 Certificate. Qualifications that allows registration with SANC as Staff Nurse (Enrolled Nurse). Current registration with SANC as a Nursing Assistant. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal principles. Basic communication skills, elementary writing skills, ability to function as part of a team and interpersonal skills. Knowledge of Batho Pele principles and Patients’ Rights Charter. Must be prepared to work shifts including night duty, weekends and public holidays. Grade 1: Less than ten (10) years appropriate experience after registration as a Staff Nurse (Enrolled Nurse) with the SANC. Driver’s License will be an added advantage.
ENQUIRIES : Ms A.B Sayed Tel No: 082 476 6273
APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. 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 : 12 July 2019
POST 23/195 : STAFF NURSE GRADE 1 REF NO: EHD 2019/07/05
Directorate: PHC
SALARY : Grade 1 R171 381.00 – R192 879.00 per annum (plus benefits)
CENTRE : Phillip Moyo Chc
REQUIREMENTS : Grade 12 Certificate. Qualifications that allows registration with SANC as Staff Nurse (Enrolled Nurse). Current registration with SANC as a Nursing Assistant. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal principles. Basic communication skills, elementary writing skills, ability to function as part of a team and interpersonal skills. Knowledge of Batho Pele principles and Patients’ Rights Charter. Must be prepared to work shifts including night duty, weekends and public holidays. Grade 1: Less than ten (10) years appropriate experience after registration as a Staff Nurse (Enrolled Nurse) with the SANC. Driver’s License will be an added advantage.
ENQUIRIES : Ms N.M Xaba Tel No: (011) 426 - 4901
APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. 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 : 12 July 2019
POST 23/196 : STAFF NURSE GRADE 1 REF NO: EHD 2019/07/06
Directorate: PHC
SALARY : Grade 1 R171 381.00 – R192 879.00 per annum (plus benefits)
CENTRE : Tsakane Main Clinic
REQUIREMENTS : Grade 12 Certificate. Qualifications that allows registration with SANC as Staff Nurse (Enrolled Nurse). Current registration with SANC as a Nursing Assistant. Knowledge
of nursing care processes and procedures, nursing statutes and other relevant legal principles. Basic communication skills, elementary writing skills, ability to function as part of a team and interpersonal skills. Knowledge of Batho Pele principles and Patients’ Rights Charter. Must be prepared to work shifts including night duty, weekends and public holidays. Grade 1: Less than ten (10) years appropriate experience after registration as a Staff Nurse (Enrolled Nurse) with the SANC. Driver’s License will be an added advantage.


ENQUIRIES : Ms A.B Sayed Tel No: 0824766273
APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. 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 : 12 July 2019

POST 23/197 : STAFF NURSE GRADE 1 RE NO: EHD 2019/07/07
Directorate: PHC

SALARY : Grade 1 R171 381.00 – R192 879.00 per annum (plus benefits)
CENTRE : Phenduka Clinic
REQUIREMENTS : Grade 12 Certificate. Qualifications that allows registration with SANC as Staff Nurse (Enrolled Nurse). Current registration with SANC as a Nursing Assistant. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal principles. Basic communication skills, elementary writing skills, ability to function as part of a team and interpersonal skills. Knowledge of Batho Pele principles and Patients’ Rights Charter. Must be prepared to work shifts including night duty, weekends and public holidays. Grade 1: Less than ten (10) years appropriate experience after registration as a Staff Nurse (Enrolled Nurse) with the SANC. Driver’s License will be an added advantage.


ENQUIRIES : Ms N.M Moepye Tel No: (011) 385 - 1383
APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. 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 : 12 July 2019

POST 23/198 : STAFF NURSE GRADE 1 REF NO: EHD 2019/07/08
Directorate: PHC

SALARY : Grade 1 R171 381.00 – R192 879.00 per annum (plus benefits)
CENTRE : Jabulane Dumane Chc
REQUIREMENTS : Grade 12 Certificate. Qualifications that allows registration with SANC as Staff Nurse(Enrolled Nurse). Current registration with SANC as a Nursing Assistant. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal principles. Basic communication skills, elementary writing skills, ability to function as part of a team and interpersonal skills. Knowledge of Batho Pele principles and Patients’ Rights Charter. Must be prepared to work shifts including night duty, weekends and public holidays. Grade 1: Less than ten (10) years appropriate experience after registration as a Staff Nurse (Enrolled Nurse) with the SANC. Driver’s License will be an added advantage.

hygiene of patients. Provide nutrition. Assist with elimination process. Measure, interpret and record vital signs. Operate all relevant apparatus and equipment. Assist professional nurses with clinical procedures. Preparation of patients for diagnostic and surgical procedures. Maintain the code of conduct as required in the Public Service. Perform all other duties delegated by Supervisor/Manager.

ENQUIRIES : Ms M. Mopeli Tel No: (010) 345 - 1091
APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. 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 : 12 July 2019
POST 23/199 : STAFF NURSE GRADE 1(WBOT) REF NO: EHD 2019/07/09
Directorate: PHC
SALARY : Grade 1 R171 381.00 – R192 879.00 per annum (plus benefits)
CENTRE : Tembisa Main Clinic
REQUIREMENTS : Grade 12 Certificate. Qualifications that allows registration with SANC as Staff Nurse (Enrolled Nurse). Current registration with SANC as a Nursing Assistant. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal principles. Basic communication skills, elementary writing skills, ability to function as part of a team and interpersonal skills. Knowledge of Batho Pele principles and Patients’ Rights Charter. Must be prepared to work shifts including night duty, weekends and public holidays. Grade 1: Less than ten (10) years appropriate experience after registration as a Staff Nurse (Enrolled Nurse) with the SANC. Driver’s License will be an added advantage.
DUTIES : Measure, interpret and record vital signs. Give Health education to clients. Assist professional nurses with procedures. Be able to participate in campaigns. Facilitation of training and mentoring of Community Health Care Workers (CHWs). Supervision of Community Health Care Workers. Be able to engage with the community and other stake holders. Provide elementary nursing services under the supervision of professional nurse within the scope of practice as defined by the South African Nursing Council and the Charter of Nursing Practice. To have knowledge of WBOT. Maintain the code of conduct as required in the Public Service. Perform all other duties delegated by Supervisor/Manager.
ENQUIRIES : Ms L. Dikeledi Tel No: (011) 565 – 5160
APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. 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 : 12 July 2019
POST 23/200 : STAFF NURSE
Directorate: Nursing
SALARY : Grade: R 171 381.00 – R192 879.00(per annum plus benefits) (NB: salary will be determined in line with OSD Resolution)
CENTRE : West Rand District Health - Region A (5 Posts)
Merafong Sub -District (3 posts)
Mogale Sub District (2 posts)
REQUIREMENT : Qualification that allows registration with the South African Nursing Council (SANC) as a Staff Nurse. Registration with SANC as Enrolled Nurse and proof of current registration. No experience required after registration with the SANC as Staff Nurse.
DUTIES : Demonstrate basic understanding of nursing legislation and related legal and ethical nursing practices. Promote quality of basic nursing care as directed by the professional scope of practice and standards as determined by the institution. Work as part of the multidisciplinary team to ensure good nursing care and positive clinical outcomes. Work effectively, co-operatively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Demonstrate basic communication with patients, supervisors and other clinicians. Willing to work shifts including night duty in different departments. Contribute positively towards compliance to National Core Standards, Batho Pele Principles, Ministerial Priorities and Patient’s Rights.
ENQUIRIES : Cele B. Tel no: (018) 787 9907 Merafong Sub-District, Ms. Mchunu M.N/Ms Khojane M.R Tel no: 011 953 1515/18 Mogale Sub-District
APPLICATIONS: Applications should be delivered to West Rand District Health, Cnr. Vlei & Luipaard street or posted to West Rand District Health, Private Bag X 2053, Krugersdorp 1740. NB: The incumbent will be subject to a pre-screening process.

NOTE: Applications must be submitted on a Z83 form with a CV, Certified ID copy and qualifications to be attached.

CLOSING DATE: 12 July 2019

POST 23/201: DRIVER
Directorate: Admin & Support

SALARY: R 145 281 (per annum plus benefits)

CENTRE: West Rand District Health- Region – A (Westonaria Sub-District)

REQUIREMENTS: Grade 10 or ABET or 12 months’ experience. A valid code 10 driver’s license with PDP (willing to renew PDP at own expense). Knowledge of Government Fleet and transport policies. Excellent time management and ability to adhere to a schedule. Good communication skills. Candidates will be tested on the day of interview.

DUTIES: Follow procedures to operate motor vehicles. Obtain trip authorities, complete log books of motor vehicles prescribed by legislation/policy. Obtain consumables and obtain basic services. Inspecting vehicles and reporting faults to transport manager timorously check level and conditions of fuel, oil, tires and water of vehicles. Perform messenger functions and routine office support functions as well as registry functions. Assist with loading and offloading of goods. Promote proper handling, safekeeping and control of vehicles.

ENQUIRIES: Mr. Dipale R.V Tel N0: (018) 787 – 9907

APPLICATIONS: should be hand delivered to West Rand District Health, Krugersdorp or posted to West Rand District Health, Private Bag X 2053, Krugersdorp, 1740

NOTE: Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D, and Qualifications to be attached.

CLOSING DATE: 12 July 2019

POST 23/202: NURSING ASSISTANT GRADE 1 REF NO: EHD2019/07/10
Directorate: PHC

SALARY: Grade 1 R132 525.00 – R 149 163.00 per annum (plus benefits)

CENTRE: Kwa – Thema Chc

REQUIREMENTS: Qualifications that allows registration with SANC as Nursing Assistant. Current registration with SANC as a Nursing Assistant. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal principles. Basic communication skills, elementary writing skills, ability to function as part of a team and interpersonal skills. Grade 1: Less than ten (10) years appropriate experience after registration as a Nursing Assistant with the SANC


ENQUIRIES: Ms T.O.A Moeketsi Tel No: (011) 737 - 9240

APPLICATIONS: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. 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: 12 July 2019

POST 23/203: NURSING ASSISTANT GRADE 1 REF NO: EHD2019/07/11
Directorate: PHC

SALARY: Grade 1 R132 525.00 – R 149 163.00 per annum (plus benefits)

CENTRE: Tembisa Health Care Centre

REQUIREMENTS: Qualifications that allows registration with SANC as Nursing Assistant. Current registration with SANC as a Nursing Assistant. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal principles. Basic communication skills, elementary writing skills, ability to function as part of a team and interpersonal skills. Grade 1: Less than ten (10) years appropriate experience after registration as a Nursing Assistant with the SANC
<table>
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<td>SALARY</td>
<td>Grade 1 R132 525.00 – R 149 163.00 per annum (plus benefits)</td>
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<tr>
<td>CENTRE</td>
<td>Mary Moodley Clinic</td>
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<tr>
<td>REQUIREMENTS</td>
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<td>Grade 1 R132 525.00 – R 149 163.00 per annum (plus benefits)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Ramokonopi Chc</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Qualifications that allows registration with SANC as a Nursing Assistant. Current registration with SANC as a Nursing Assistant. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal principles. Basic communication skills, elementary writing skills, ability to function as part of a team and interpersonal skills. Grade 1: Less than ten (10) years appropriate experience after registration as a Nursing Assistant with the SANC.</td>
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<tr>
<td>ENQUIRIES</td>
<td>Ms K. Matshwane Tel No: (010)344 - 2993</td>
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POST 23/205 : LINEN SUPERVISOR
REFS: LINS/18/CMJAH/2019
Directorate: Logistic Department

SALARY : R145 281.00 (per annum plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : ABET where applicable. Between 5-10 years’ experience Knowledge of a limited range of handling linen, equipment, working procedure in respect of linen working environment and elementary duties such as: courier service, planning and organising skills. Basic numeracy, literacy, good communication, ability to perform routine tasks and Basic interpersonal relationship skills. Be prepared to work under pressure and able to work in a team. Be prepared to rotate and work shifts. Be prepared to do physical labor. It is a legal requirement that employees wear protective clothing.

DUTIES : Collection and distribution of clean, soiled linen in the wards and other areas in the hospital on daily basis. Receiving of linen from the laundry, counting, sorting and distributing clean linen to the wards, clinics and theatres. Washing, sluicing and ironing of linen in the linen room. Taking instructions from the supervisor and participate in team work.

ENQUIRIES : Ms. M. Rasenyalo Tel no; 011 488 3757
APPLICATIONS : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7, No. 17 Jubilee Road, Parktown 2193.

NOTES : 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 : 12 July 2019

GAUTENG PROVINCIAL TREASURY

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

APPLICATIONS : Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107
CLOSING DATE : 12 July 2019

MANAGEMENT ECHELON

POST 23/207 : DIRECTOR: ASSET MANAGEMENT (5 YEAR FIXED TERM CONTRACT)
Directorate: Financial Governance

SALARY : R1 005 063.00 per annum (All-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by SAQA majoring in Financial Accounting. 5 years middle management experience in Asset Management / Financial Accounting. Knowledge of Accounting principles, relevant policies in a legislative environment. Understanding of the PFMA, Treasury Regulations, MCS and GRAP. Intermediate to expert skills in computer Ms. Office/Excel. Understanding of SAP and BAS will be an added advantage.

DUTIES : The incumbent will be responsible to ensure the implementation and monitoring of the Asset and Inventory management policies for GPG departments and entities. Provide continuous support and guidance on implementation of the asset and inventory management frameworks and guidelines within GPG departments and entities. Identify asset management capacity gaps within GPG departments and develop strategies to address capacity gaps. Provide support in the implementation of systems and processes for GPG departments and entities. Ensure the implementation of asset and inventory management reforms. Assist in clearing audit queries and assist in development and implementation of audit action plans. To provide technical advisory support to client departments and entities on asset management and audit related matters. Compile monthly, quarterly and annual operational reports. Supervise, develop and lead the Asset management sub-unit.
Encourage and support on-going professional development of staff. Identify opportunities for continuous improvement.

**ENQUIRIES**

Mr HR Tsotetsi Tel no: 011 227 9000
PROVINCIAL ADMINISTRATION: KWAZULU- NATAL (KZN)  
DEPARTMENT OF ARTS AND CULTURE  

MANAGEMENT ECHELON  

POST 23/208  :  DIRECTOR – INFRASTRUCTURE MANAGEMENT REF NO: DAC 15/19  

SALARY  :  R1 005 063 – R1 183 932.00 per annum (An all-inclusive package to be structured in accordance with the rules of Senior Management Service) (Salary level 13)  

CENTRE  :  Head Office, Pietermaritzburg  

REQUIREMENTS  :  An appropriate Bachelor’s degree (NQF7) in built environment/related field, coupled with a minimum of eight [8] years relevant experience, five (5) of which should be at a MMS/SMS level. Ability to work in a multi-disciplinary team. Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures. Ability to work independently, yet function optimally as part of a dynamic team. Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Knowledge in built environment. Knowledge of PFMA. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication skills (written and verbal). Valid code 8/EB driver’s license.  

DUTIES  :  Ensure effective and efficient infrastructure planning and coordination. Manage the delivery of the departmental infrastructure projects. Monitor & ensure adherence of all infrastructure projects to industrial regulations e.g. construction board regulations. Manage the development and implementation of policies. Manage all resources allocated to the Directorate. Supervise, develop and manage employees’ performance in accordance with the Employee Performance Management and Development System (EPMDS).  

ENQUIRIES  :  Mr NP Chonco: Tel no. (033) 264 3400  

APPLICATIONS  :  Applications quoting the relevant reference number should be forwarded as follows: The Director: Human Resources Management and Development: Department of Arts and Culture, Private Bag X 9140, Pietermaritzburg, 3200 or 171 Boshoff Street, Pietermaritzburg, 3200.  

FOR ATTENTION  :  Mrs NIS Mbhele  

NOTE  :  Applications must be submitted on the prescribed form Z83 [obtainable from any Public Service Department office], which must be originally signed and dated by the applicant and which must be accompanied by a detailed comprehensive CV and certified copies of original educational qualification certificates (not copies of certified copies), driver’s license (where it is required) and certified copy of ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. Under no circumstances will photostat copies or faxed copies of application documents be accepted. Applicants, who do not receive confirmation or feedback within two (2) months from the closing date, must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. Applicants must also quote the relevant reference number and the name of the publication in which they saw the advertisement. Applicants, who do not comply with the instructions indicated above, will be disqualified. Applications received after the closing date will be disqualified. Candidates should not send their applications through registered mail as the Department will not take the responsibility for non-collection of these applications. It is our intention to promote representatively in the Department through the filling of these posts. The candidature of applicants from designated groups, especially in respect of people with disabilities, will receive preference. The candidate/s shortlisted for SMS position/s will be subjected to mandatory technical exercise before the interview process and thereafter, if successful, will undergo a competency assessment as per DPSA directives. It must further be noted that all recommended candidates will be subjected to suitability checks prior to being appointed. **NB:** Please be advised that for the posts that are being re-advertised, applicants who previously applied are encouraged to re-apply if they are still interested.  

CLOSING DATE  :  19 July 2019  

OTHER POSTS  

POST 23/209  :  DEPUTY DIRECTOR – KING CETSWAYO DISTRICT REF NO: DAC 15/19  

124
SALARY : R869 007.00 – R1 02 3645.00 per annum (An all-inclusive package to be structured in accordance with the rules of Middle Management Service (level 12)

CENTRE : Northern Regional Office, Ulundi

King Cetshwayo Ref No: DAC 16/19
zululand Districts Ref No: DAC 17/19
Amajuba District Western Regional Office, Ladysmith REF NO: DAC 18/19

REQUIREMENTS : An appropriate Bachelor’s Degree/three 3 year tertiary qualification in Fine Arts, Arts and Drama, Creative Arts or equivalent qualification, coupled with a minimum of five [5] years relevant experience, three [3] of which should be at a managerial level/Assistant Director and a proven track record experience in Arts and Culture. Ability to work in a multi-disciplinary team. Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures. Ability to work independently, yet function optimally as part of a dynamic team. Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Knowledge of PFMA. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication skills (written and verbal); Valid code 8/EB driver’s license.

DUTIES : Manage the implementation of developmental programmes for the creative industry (visual and performing) as well as business developmental programmes for artists. Manage and implement social cohesion programmes, moral regeneration, indigenous knowledge system and culture advancement programmes. Manage translation services and literature development programmes. Provide support to arts and culture structures. Manage the functioning and implementation of programmes in arts and culture, cultural organizations and cultural institutions. Manage all resources allocated within the District. Supervise, develop and manage employees’ performance in accordance with the Employee Performance Management and Development System (EPMDS).

ENQUIRIES : Northern Regional Office- Ms JPR Nxumalo: Tel.no: (035) 870 8447
Western Regional Office- Dr NF Biyela: Tel no: (036) 637 7978.

APPLICATIONS : Applications quoting the relevant reference number should be forwarded as follows: The Director: Human Resources Management and Development: Department of Arts and Culture, Private Bag X 9140, Pietermaritzburg, 3200 or 171 Boshoff Street, Pietermaritzburg, 3200.

FOR ATTENTION : Mrs NIS Mbhele

NOTE : Applications must be submitted on the prescribed form Z83 [obtainable from any Public Service Department office], which must be originally signed and dated by the applicant and which must be accompanied by a detailed comprehensive CV and certified copies of original educational qualification certificates (not copies of certified copies), driver’s license (where it is required) and certified copy of ID document.

Closing date is 19 July 2019

Please be advised that for the posts that are being re-advertised, applicants who previously applied are encouraged to re-apply if they are still interested.
REQUIREMENTS : An appropriate Bachelor's Degree/ three (3) year relevant tertiary qualification in Security Management Environment, coupled with a minimum of five (5) years relevant experience, three (3) of which should be at a managerial level/Assistant Director. Ability to work in a multi-disciplinary team. Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures. Ability to work independently, yet function optimally as part of a dynamic team. Good negotiation and conflict resolution skills. Critical analysis, analytical and project management skills. Experience in the investigation of corruption. Exposure to Criminal Procedure Act will be an added advantage. Direct experience in the following specific field of security is recommended viz: Physical security, Personnel security, Document security, Communication security, IT security and Security investigation. Good communication skills (written and verbal). Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver's license.

DUTIES : Render and coordinate security services and ensure the development and implementation of policies and procedures related to security in the Department. Render administration services related to security activities. Liaise with National Intelligence Agency on the security system in the Department. Advise on the provisioning of efficient security system. Render advice and support to the management on security related matters. Drive security awareness programmes and develop disaster management plans in the Department. Manage all resources allocated to the office. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).

ENQUIRIES : Mr GS Qwabe: Tel. (033) 264 3400.
APPLICATIONS : Applications quoting the relevant reference number should be forwarded as follows: The Director: Human Resources Management and Development: Department of Arts and Culture, Private Bag X 9140, Pietermaritzburg, 3200 or 171 Boshoff Street, Pietermaritzburg, 3200.

FOR ATTENTION : Mrs NIS Mbhele
NOTE : Applications must be submitted on the prescribed form Z83 [obtainable from any Public Service Department office], which must be originally signed and dated by the applicant and which must be accompanied by a detailed comprehensive CV and certified copies of original educational qualification certificates (not copies of certified copies), driver’s license (where it is required) and certified copy of ID document. Failure to comply with the above instructions will result in applications being disqualified. Applications received after the closing date will be disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. Under no circumstances will photostat copies or faxed copies of application documents be accepted. Applicants, who do not receive confirmation or feedback within two (2) months from the closing date, must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. Applicants must also quote the relevant reference number and the name of the publication in which they saw the advertisement. Applicants, who do not comply with the instructions indicated above, will be disqualified. Applications received after the closing date will be disqualified. Candidates should not send their applications through registered mail as the Department will not take the responsibility for non-collection of these applications. It is our intention to promote representative in the Department through the filling of these posts. The candidature of applicants from designated groups, especially in respect of people with disabilities, will receive preference. The candidate/s shortlisted for SMS position/s will be subjected to mandatory technical exercise before the interview process and thereafter, if successful, will undergo a competency assessment as per DPSA directives. It must further be noted that all recommended candidates will be subjected to suitability checks prior to being appointed. NB: Please be advised that for the posts that are being re-advertised, applicants who previously applied are encouraged to re-apply if they are still interested.

CLOSING DATE : 19 July 2019
POST 23/211 : DEPUTY DIRECTOR: PLANNING AND POLICY-CORPORATE STRATEGY REF NO: DAC 20/19

SALARY : R733 257.00 – R 863 748.00 per annum (An all-inclusive package to be structured in accordance with the rules of Middle Management Service (level 11))

CENTRE : Pietermaritzburg, Head Office

REQUIREMENTS : An appropriate Degree/ National Diploma in Planning/Public Administration/ Development studies coupled with a minimum of three - five 3-5 years relevant experience, three 3 of which should be at a managerial level/ Assistant Director.
Knowledge of Public Service legislation and prescripts applicable to government, including systems and procedures. Knowledge of PFMA. Good work ethics, honesty, reliability and team work. Good office administration, planning and organizational skills. Excellent communication skill (written and verbal). Good interpersonal relation skills. Knowledge of projects management. Computer Literacy (MS Word, Excel, PowerPoint, etc.). Good communication skills (written and verbal). Valid code 8/EB driver's license.

**DUTIES**

Manage the preparation and coordination of the development and review of departmental plans. Ensure the provision of the GIS function. Provide technical support and advice on matters related to departmental planning. Develop policies and strategies aimed at improving service delivery. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).

**ENQUIRIES**

Mr NP Choncho: Tel: (033) 264 3400

**APPLICATIONS**

The Director: Human Resources Management and Development: Department of Arts and Culture, Private Bag X 9140, Pietermaritzburg, 3200 or 171 Boshoff Street, Pietermaritzburg, 3200.

**NOTE**

Applications must be submitted on the prescribed form Z83 [obtainable from any Public Service Department office], which must be originally signed and dated by the applicant and which must be accompanied by a detailed comprehensive CV and certified copies of original educational qualification certificates (not copies of certified copies), driver’s license (where it is required) and certified copy of ID document. Failure to comply with the above instructions will result in applications being disqualified. Failure to comply with the above instructions will result in applications being disqualified. Applications received after the closing date will be disqualified. Candidates should not send their applications through registered mail. Applications received after the closing date will be disqualified. Applications received after the closing date will be disqualified. Candidates should not send their applications through registered mail.

**CLOSING DATE**

19 July 2019

**POST 23/212**

SENIOR LEGAL ADMINISTRATION OFFICER – LEGAL SERVICES REF NO: DAC 21/19

**SALARY**

R763 212.00 – R1 140 828.00 (An all-inclusive package to be structured in accordance with the rules of Middle Management Service/ OSD) (MR6)

**CENTRE**

Head Office, Pietermaritzburg

**REQUIREMENTS**

An appropriate four 4 year legal qualification, LLB or equivalent qualification, coupled with a minimum of eight [8] years in the legal profession, two [2] of which should be at a managerial level. Sound knowledge of applicable legislation, constitutional law, law of contracts, administrative law and interpretation of statutes. Professionalism, good work ethics, honesty, reliability and team work. Ability to work independently, yet function optimally as part of a dynamic. Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Good communication skills (written and verbal). Computer Literacy (MS Word, Excel, PowerPoint, etc.). Valid code 8/EB driver’s license.

**DUTIES**

Manage litigation cases affecting the Department. Implement the legislative drafting program emerging from the rationalization program. Provide general legal advice. Implement systems that promote legal compliance. Edit departmental policies. Draft departmental contracts. Manage and monitor departmental contracts in accordance with CMP [Contract Management Plan]. Manage all resources allocated to the
Directorate. Supervise, develop and manage employees’ performance in accordance with the Employee Performance Management and Development System (EPMDS).


APPLICATIONS : Applications quoting the relevant reference number should be forwarded as follows: The Director: Human Resources Management and Development: Department of Arts and Culture, Private Bag X 9140, Pietermaritzburg, 3200 or 171 Boshoff Street, Pietermaritzburg, 3200.

FOR ATTENTION : Mrs NIS Mbhele

NOTE : Applications must be submitted on the prescribed form Z83 [obtainable from any Public Service Department office], which must be originally signed and dated by the applicant and which must be accompanied by a detailed comprehensive CV and certified copies of original educational qualification certificates (not copies of certified copies), driver’s license (where it is required) and certified copy of ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. Under no circumstances will photostat copies or faxed copies of application documents be accepted. Applicants, who do not receive confirmation or feedback within two (2) months from the closing date, must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. Applicants must also quote the relevant reference number in the name of the publication in which they saw the advertisement. Applicants, who do not comply with the instructions indicated above, will be disqualified. Applications received after the closing date will be disqualified. Candidates should not send their applications through registered mail as the Department will not take the responsibility for non-collection of these applications. It is our intention to promote representative in the Department through the filling of these posts. The candidature of applicants from designated groups, especially in respect of people with disabilities, will receive preference. The candidate/s shortlisted for SMS position/s will be subjected to mandatory technical exercise before the interview process and thereafter, if successful, will undergo a competency assessment as per DPSA directives. It must further be noted that all recommended candidates will be subjected to suitability checks prior to being appointed. NB: Please be advised that for the posts that are being re-advertised, applicants who previously applied are encouraged to re-apply if they are still interested.

CLOSING DATE : 19 July 2019

POST 23/213 : VISUAL ARTS SPECIALIST: NON PERFORMING ARTS – ARTS DEVELOPMENT

REF NO: DAC 22/19

SALARY : R470 040.00 – R553 677.00 per annum (level 10)

CENTRE : Head Office, Pietermaritzburg

REQUIREMENTS : An appropriate Bachelor’s Degree or Diploma in Fine Arts, Arts and Drama, Creative Arts, coupled with a minimum of three – five (3-5) years’ relevant experience. Knowledge of legislation related to the Department and to the post. Knowledge of KZN Arts and Culture Industry. Knowledge of project management, planning and organizational skills Knowledge of community development, Youth Development Policy, Promotion of Access to Information Act, National Skills Development Strategy and Provincial Growth and Development Plan. Good communication (written and verbal) skills. Good interpersonal relations skills. Critical analysis and research skills. Problem Solving, Negotiation/Consultation and Presentation skills. Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver’s license.

DUTIES : Monitor the functioning of Community Arts Centres (CACs) and Cultural Institutions. Provide advice, guidance and input on policy, strategies and programmes to advance non performing/Visual Arts and Crafts visual and craft artists in the Province. Monitor the implementation of Arts Development strategies and programmes for the enrichment of non-performing/visual arts and craft artists in the Province. Facilitate the provision of Grant-in-Aids to various non-performing/visual arts and craft artists and groups/cultural organizations through the KZN Arts and Culture Council. Facilitates programmes which encompass the coordination of Provincial non performing/visual arts and craft Festivals / Exhibition and Conferences. Supervise, develop and manage employees’ performance in accordance with the Employee Performance Management and Development System (EPMDS).

ENQUIRIES : Mr MJ Moloi: Tel. (033) 341 3600.

APPLICATIONS : Applications quoting the relevant reference number should be forwarded as follows: The Director: Human Resources Management and Development: Department of Arts and Culture, Private Bag X 9140, Pietermaritzburg, 3200 or 171 Boshoff Street, Pietermaritzburg, 3200.
FOR ATTENTION: Mrs NIS Mbhele

NOTE: Applications must be submitted on the prescribed form Z83 [obtainable from any Public Service Department office], which must be originally signed and dated by the applicant and which must be accompanied by a detailed comprehensive CV and certified copies of original educational qualification certificates (not copies of certified copies), driver’s license (where it is required) and certified copy of ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. Under no circumstances will photostat copies or faxed copies of application documents be accepted. Applicants, who do not receive confirmation or feedback within two (2) months from the closing date, must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. Applicants must also quote the relevant reference number and the name of the publication in which they saw the advertisement. Applicants, who do not comply with the instructions indicated above, will be disqualified. Applications received after the closing date will be disqualified. Candidates should not send their applications through registered mail as the Department will not take the responsibility for non-collection of these applications. It is our intention to promote representatively in the Department through the filling of these posts. The candidature of applicants from designated groups, especially in respect of people with disabilities, will receive preference. The candidate/s shortlisted for SMS position/s will be subjected to mandatory technical exercise before the interview process and thereafter, if successful, will undergo a competency assessment as per DPSA directives. It must further be noted that all recommended candidates will be subjected to suitability checks prior to being appointed. 

NB: Please be advised that for the posts that are being re-advertised, applicants who previously applied are encouraged to re-apply if they are still interested.

CLOSING DATE: 19 July 2019

POST 23/214: ASSISTANT DIRECTOR: RECORDS MANAGEMENT - ARCHIVES SERVICES REF NO: DAC 23/19

SALARY: R376 596.00 - R454 920.00 per annum (level 09)

CENTRE: Western Regional Office, Ladysmith

REQUIREMENTS: An appropriate three (3) year relevant tertiary qualification, coupled with a minimum of three – five (3-5) years relevant experience. Knowledge of all relevant Archival prescripts. Good communication skills (written and verbal). Good interpersonal relations skills. Knowledge of legislation related to the Department and to the post. Knowledge of project management, planning and organizational skills. Willingness to travel and work outside normal work hours. Critical analysis and research skills. Presentation and facilitation skills. Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver’s license.

DUTIES: Monitor the development and implementation of records classification system and records management appraisal for approval. Monitor compliance to proper records management practices in governmental bodies and manage training. Provide professional support/advice to stakeholders and ensure promotion of archival services. Facilitate the development of records management procedure manuals and provide inputs to policies. Ensure preservation of non-public and public records. Manage all resources allocated within the Component. Supervise, develop and manage employees’ performance in accordance with the Employee Performance Management and Development System (EPMDS).

ENQUIRIES: Dr NF Biyela: Tel. (036) 637 7978.

APPLICATIONS: Applications quoting the relevant reference number should be forwarded as follows: The Director: Human Resources Management and Development: Department of Arts and Culture, Private Bag X 9140, Pietermaritzburg, 3200 or 171 Boshoff Street, Pietermaritzburg, 3200.

FOR ATTENTION: Mrs NIS Mbhele

NOTE: Applications must be submitted on the prescribed form Z83 [obtainable from any Public Service Department office], which must be originally signed and dated by the applicant and which must be accompanied by a detailed comprehensive CV and certified copies of original educational qualification certificates (not copies of certified copies), driver’s license (where it is required) and certified copy of ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being
OCCUPATIONAL HEALTH AND SAFETY OFFICER: OCCUPATIONAL HEALTH AND SAFETY DIVISION - HRM&D REF NO: DAC 24/19

CLOSING DATE : 19 July 2019

POST 23/215 : OCCUPATIONAL HEALTH AND SAFETY OFFICER

SALARY : R376 596.00 - R454 920.00 per annum (level 09)

CENTRE : Head Office, Pietermaritzburg


DUTIES : Provide management with advice on OHS and legal compliance matters, Inspect facilities and ensure adherence to the Occupational Health and Safety Act and relevant regulations/policies. Conduct health and safety compliance surveys. Coordinate relevant Health and Safety training. Conduct investigations involving accidents and OHS matters. Advocate and manage occupational hygiene. Coordinate implementation of OHS programme within the Department.

ENQUIRES : Mr NZ Hlongwa: Tel. (033) 341 3600

APPLICATIONS : Applications quoting the relevant reference number be forwarded as follows:
The Director: Human Resources Management and Development: Department of Arts and Culture, Private Bag X 9140, Pietermaritzburg, 3200 or 171 Boschoff Street, Pietermaritzburg, 3200.

FOR ATTENTION NOTE : Mrs NIS Mbhele

Applications must be submitted on the prescribed form Z83 [obtainable from any Public Service Department office], which must be originally signed and dated by the applicant and which must be accompanied by a detailed comprehensive CV and certified copies of original educational qualification certificates (not copies of certified copies), driver’s license (where it is required) and certified copy of ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. Under no circumstances will photostat copies or faxed copies of application documents be accepted. Applicants, who do not receive confirmation or feedback within two (2) months from the closing date, must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. Applicants who do not comply with the instructions indicated above, will be disqualified. Applications received after the closing date will be disqualified. Candidates should not send their applications through registered mail as the Department will not take the responsibility for non-collection of these applications. It is our intention to promote representatively in the Department through the filling of these posts. The candidature of applicants from designated groups, especially in respect of people with disabilities, will receive preference. The candidate/s shortlisted for SMS position/s will be subjected to mandatory technical exercise before the interview process and thereafter, if successful, will undergo a competency assessment as per DPSA directives. It must further be noted that all recommended candidates will be subjected to suitability checks prior to being appointed. NB: Please be advised that for the posts that are being re- advertised, applicants who previously applied are encouraged to re-apply if they are still interested.
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**CLOSING DATE:** 19 July 2019

**POST 23/216:** ASSISTANT DIRECTOR: CONDITIONS OF SERVICE AND REMUNERATION-HRM&D REF NO: DAC 25/19

**SALARY:** R376 596.00 - R454 920.00 per annum (Level 09)

**CENTRE:** Head Office, Pietermaritzburg

**REQUIREMENT:** An appropriate three (3) year relevant tertiary qualification in Human Resources Management or related field, coupled with a minimum of three- five (3-5) years relevant experience, three (3) of which should be at a supervisory level. Good communication skills (written and verbal). Good interpersonal relations skills. Knowledge of legislation related to the Department and to the post. Knowledge of Basic Conditions of Employment Act. Knowledge of project management, planning and organizational. Computer literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver’s license.

**DUTIES:** Facilitate and control the administration and processing of conditions of service and employee benefits. Manage the efficient administration of all matters of employee remuneration related to conditions of service. Manage the employee exits [retirements and resignations] processes. Provide advice and guidance and input to policy. Manage resources allocated within the Section. Supervise, develop and manage employees’ performance in accordance with the Employee Performance Management and Development System (EPMDS).

**ENQUIRES:** Mr BS Mbatha: Tel. (033) 341 3600

**APPLICATIONS:** Applications quoting the relevant reference number should be forwarded as follows: The Director: Human Resources Management and Development: Department of Arts and Culture, Private Bag X 9140, Pietermaritzburg, 3200 or 171 Boshoff Street, Pietermaritzburg, 3200.

**FOR ATTENTION:** Mrs NIS Mbhele

**NOTE:** Applications must be submitted on the prescribed form Z83 [obtainable from any Public Service Department office], which must be originally signed and dated by the applicant and which must be accompanied by a detailed comprehensive CV and certified copies of original educational qualification certificates (not copies of certified copies), driver’s license (where it is required) and certified copy of ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. Under no circumstances will photostat copies or faxed copies of application documents be accepted. Applicants, who do not receive confirmation or feedback within two (2) months from the closing date, must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. Applicants must also quote the relevant reference number and the name of the publication in which they saw the advertisement. Applicants, who do not comply with the instructions indicated above, will be disqualified. Applications received after the closing date will be disqualified. Candidates should not send their applications through registered mail as the Department will not take the responsibility for non-collection of these applications. It is our intention to promote representatively in the Department through the filling of these posts. The candidature of applicants from designated groups, especially in respect of people with disabilities, will receive preference. The candidate/s shortlisted for SMS position/s will be subjected to mandatory technical exercise before the interview process and thereafter, if successful, will undergo a competency assessment as per DPSA directives. It must further be noted that all recommended candidates will be subjected to suitability checks prior to being appointed. **NB:** Please be advised that for the posts that are being re-advertised, applicants who previously applied are encouraged to re-apply if they are still interested.

**CLOSING DATE:** 19 July 2019
POST 23/217 : ASSISTANT DIRECTOR: CENTRAL REFERENCE - LIBRARY SERVICES REF NO: DAC 26/19

SALARY : R376 596.00 - R454 920.00 per annum (level 09)
CENTRE : Head office, Pietermaritzburg

DUTIES : Coordinate the provision of centralized reference service. Manage the provision of a centralized special and subject information request services. Manage collection development and maintenance of Central Reference Section. Manage the provision of an on-going information service professional support to libraries, directorate and depots. Manage all resources allocated within the Sub- Component. Supervise, develop and manage employees’ performance in accordance with the Employee Performance Management and Development System (EPMDS).

ENQUIRIES : Applications quoting the relevant reference number should be forwarded as follows:
Applications must be submitted on the prescribed form Z83 [obtainable from any Head office, Pietermaritzburg.

APPLICATIONS : The Director: Human Resources Management and Development: Department of Arts and Culture, Private Bag X 9140, Pietermaritzburg, 3200 or 171 Boshoff Street, Pietermaritzburg, 3200.

FOR ATTENTION : Applications must be submitted on the prescribed form Z83 [obtainable from any Public Service Department office], which must be originally signed and dated by the applicant and which must be accompanied by a detailed comprehensive CV and certified copies of original educational qualification certificates (not copies of certified copies), driver’s license (where it is required) and certified copy of ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. Under no circumstances will Photostat copies or faxed copies of application documents be accepted. Applicants, who do not receive confirmation or feedback within two (2) months from the closing date, must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. Applicants must also quote the relevant reference number and the name of the publication in which they saw the advertisement. Applicants, who do not comply with the instructions indicated above, will be disqualified. Applications received after the closing date will be disqualified. Candidates should not send their applications through registered mail as the Department will not take the responsibility for non-collection of these applications. It is our intention to promote representatively in the Department through the filling of these posts. The candidature of applicants from designated groups, especially in respect of people with disabilities, will receive preference. The candidate/s shortlisted for SMS position/s will be subjected to mandatory technical competency assessment as per DPSA directives. It must further be noted that all recommended candidates will be subjected to suitability checks prior to being appointed. NB: Please be advised that for the posts that are being re-advertised, applicants who previously applied are encouraged to re-apply if they are still interested.

CLOSING DATE : 19 July 2019

POST 23/218 : ASSISTANT DIRECTOR: RESEARCH & CULTURE DIVERSITY - CULTURE DEVELOPMENT REF NO: DAC 27/19

SALARY : R376 596.00 - R454 920.00 per annum (level 09)
CENTRE : Head office, Pietermaritzburg
REQUIREMENTS : An appropriate three [3] year relevant tertiary qualification in Social science/Arts/ Administration/ Policy Development, coupled with a minimum of three – five (3-5) years relevant experience in cultural diversity/management environment. Knowledge of wide range of procedures and processes i.e. community development, community outreach, national skills development strategy, National youth development agency act. Knowledge of social cohesion and SA population policies. Knowledge of project management, planning and organizational skills. Computer Literacy (MS Word Excel, PowerPoint, etc). Valid code 8/EB driver's license.
DUTIES : Monitor and report on the implementation of policies /programmers of cultural diversity. Coordinate and support the promotion of cultural diversity, research. Provide support in the co-ordination and hosting of cultural / heritage events. Participate in the review and development of policies/ strategies and content development. Manage all resources allocated within the section. Supervise, develop and manage employees’ performance in accordance with the Employee Performance Management and Development System (EPMDS).

ENQUIRIES : Mr MM Nhlapo (033) 341 3605.

APPLICATIONS : Applications quoting the relevant reference number should be forwarded as follows: The Director: Human Resources Management and Development: Department of Arts and Culture, Private Bag X 9140, Pietermaritzburg, 3200 or 171 Boshoff Street, Pietermaritzburg, 3200.

FOR ATTENTION : Mrs NIS Mbhele

NOTE : Applications must be submitted on the prescribed form Z83 [obtainable from any Public Service Department office], which must be originally signed and dated by the applicant and which must be accompanied by a detailed comprehensive CV and certified copies of original educational qualification certificates (not copies of certified copies), driver’s license (where it is required) and certified copy of ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. Under no circumstances will photostat copies or faxed copies of application documents be accepted. Applicants, who do not receive confirmation or feedback within two (2) months from the closing date, must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. Applicants must also quote the relevant reference number and the name of the publication in which they saw the advertisement. Applicants, who do not comply with the instructions indicated above, will be disqualified. Applications received after the closing date will be disqualified. Candidates should not send their applications through registered mail as the Department will not take the responsibility for non-collection of these applications. It is our intention to promote representatively in the Department through the filling of these posts. The candidature of applicants from designated groups, especially in respect of people with disabilities, will receive preference. The candidate/s shortlisted for SMS position/s will be subjected to mandatory technical exercise before the interview process and thereafter, if successful, will undergo a competency assessment as per DPSC directives. It must further be noted that all recommended candidates will be subjected to suitability checks prior to being appointed. NB: Please be advised that for the posts that are being re-advertised, applicants who previously applied are encouraged to re-apply if they are still interested.

CLOSING DATE : 19 July 2019

POST 23/219 : EDUCATION, TRAINING AND DEVELOPMENT PRACTITIONER – TRAINING AND CAPACITY DEVELOPMENT HRM&D REF NO.DAC28/19

SALARY : R373 167.00 per annum (level 08)

CENTRE : Head Office, Pietermaritzburg


DUTIES : Co-ordinate the development, monitoring and evaluation of HRD Strategy/ Policies. Conduct skills research to determine training needs and facilitate Workplace Skills Plan implementation and reporting. Co-ordinate skills programmes and compilation of reports. Conduct training. Advise stakeholders including management on the implementation of the Workplace Skills Plan, and draft the Annual Training Report.

ENQUIRIES : Mr N Hlongwa: Tel. [033] 341 3600.

APPLICATIONS : Applications quoting the relevant reference number should be forwarded as follows: The Director: Human Resources Management and Development: Department of Arts and Culture, Private Bag X 9140, Pietermaritzburg, 3200 or 171 Boshoff Street, Pietermaritzburg, 3200.

FOR ATTENTION : Mrs NIS Mbhele

NOTE : Applications must be submitted on the prescribed form Z83 [obtainable from any Public Service Department office], which must be originally signed and dated by the
Applications must be submitted on the prescribed form Z83 [obtainable from any Public Service Department office], which must be originally signed and dated by the applicant and which must be accompanied by a detailed comprehensive CV and certified copies of original educational qualification certificates (not copies of certified copies), driver’s license (where it is required) and certified copy of ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. Under no circumstances will photostat copies or faxed copies of application documents be accepted. Applicants, who do not receive confirmation or feedback within two (2) months from the closing date, must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged.

Applicants must also quote the relevant reference number and the name of the publication in which they saw the advertisement. Applicants, who do not comply with the instructions indicated above, will be disqualified. Applications received after the closing date will be disqualified. Candidates should not send their applications through registered mail as the Department will not take the responsibility for non-collection of these applications. It is our intention to promote representatively in the Department through the filling of these posts. The candidature of applicants from designated groups, especially in respect of people with disabilities, will receive preference. The candidate/s shortlisted for SMS position/s will be subjected to mandatory technical exercise before the interview process and thereafter, if successful, will undergo a competency assessment as per DPSA directives. It must further be noted that all recommended candidates will be subjected to suitability checks prior to being appointed.

**NB:** Please be advised that for the posts that are being re-advertised, applicants who previously applied are encouraged to re-apply if they are still interested.

| CLOSING DATE | 19 July 2019 |
| POST 23/220 | LABOUR RELATIONS PRACTITIONER: EMPLOYEE RELATIONS AND PEOPLE MANAGEMENT - HRM&D REF NO: DAC29/19 |
| SALARY | R316 791.00 - R373 167.00 per annum (Level 8) |
| CENTRE | Head Office, Pietermaritzburg |
| REQUIREMENTS | An appropriate 3 year tertiary qualification in Human Resources, coupled with a minimum of two years relevant experience in labour relations environment. Knowledge of legislation related to the Department and to the post. Knowledge of project management, planning and organizational skills. Good interpersonal relations skills. Critical analysis and research skills. Problem Solving, negotiation/ Consultation and Presentation skills. Computer literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver’s license. |
| DUTIES | Attend to misconduct and disciplinary matters, grievances, disputes and industrial action. Provide support regarding various labour relations proceedings. Provide advice and conduct workshops to employees on procedural matters relating to labour relations. Formulate and co-ordinate the implementation of policies/strategies. |
| ENQUIRIES | Mrs U Jugwahkan: Tel. [033] 341 3600 |
| APPLICATIONS | Applications quoting the relevant reference number should be forwarded as follows: The Director: Human Resources Management and Development: Department of Arts and Culture, Private Bag X 9140, Pietermaritzburg, 3200 or 171 Boshoff Street, Pietermaritzburg, 3200. |
| FOR ATTENTION | Mrs NIS Mbhele |
| NOTE | Applications must be submitted on the prescribed form Z83 [obtainable from any
Public Service Department office], which must be originally signed and dated by the applicant and which must be accompanied by a detailed comprehensive CV and certified copies of original educational qualification certificates (not copies of certified copies), driver’s license (where it is required) and certified copy of ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. Under no circumstances will photostat copies or faxed copies of application documents be accepted. Applicants, who do not receive confirmation or feedback within two (2) months from the closing date, must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. Applicants must also quote the relevant reference number and the name of the publication in which they saw the advertisement. Applicants, who do not comply with the instructions indicated above, will be disqualified. Applications received after the closing date will be disqualified. Candidates should not send their applications through registered mail as the Department will not take the responsibility for non-collection of these applications. It is our intention to promote representatively in the Department through |

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**CLOSING DATE** : 19 July 2019

**POST 23/221** : GRAPHIC AND VISUAL ARTIST: ARTS STUDIO AND PHOTOGRAPHY – MUSEUM SERVICES REF NO. DAC30/19

**SALARY** : R316 791.00 - R373 167.00 per annum (Level 8)

**CENTRE** : Head Office, Pietermaritzburg

**REQUIREMENTS** : An appropriate three (3) year tertiary qualification in Fine Arts/ Graphic Design or relevant qualification, coupled with a minimum of two (2) years relevant experience. Knowledge of exhibition techniques and tools. Stylistic and decorative knowledge. Sound interpersonal relations skills. Knowledge of presentation, problem solving, project management and policy formulation/analysis. Knowledge of conservation methods and Arts History. Good office administration, planning and organizational skills. Excellent communication [written & verbal] skills. Computer Literacy (Graphic design software, MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver's license.

**DUTIES** : Plan and design Museum exhibitions. Conceptualize and produce graphic designs. Create and design displays enhancement props. Provide advice and technical support to affiliated Museums.

**ENQUIRIES** : Mrs N Zondi: Tel. [033] 341 9921/04.

**APPLICATIONS** : Applications quoting the relevant reference number should be forwarded as follows: The Director: Human Resources Management and Development, Department of Arts and Culture, Private Bag X 9140, Pietermaritzburg, 3200 or 171 Boshoff Street, Pietermaritzburg, 3200.

**FOR ATTENTION** : Mrs NIS Mbhele

**NOTE** : Applications must be submitted on the prescribed form Z83 [obtainable from any Public Service Department office], which must be originally signed and dated by the applicant and which must be accompanied by a detailed comprehensive CV and certified copies of original educational qualification certificates (not copies of certified copies), driver’s license (where it is required) and certified copy of ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. Under no circumstances will photostat copies or faxed copies of application documents be accepted. Applicants, who do not receive confirmation or feedback within two (2) months from the closing date, must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. Applicants must also quote the relevant reference number and the name of the publication in which they saw the advertisement. Applicants, who do not comply with the instructions indicated above, will be disqualified. Applications received after the closing date will be disqualified. Candidates should not send their applications through registered mail as the Department will not take the responsibility for non-collection of these applications. It is our intention to promote representatively in the Department through the filling of these posts. The candidature of applicants from designated groups, especially in respect of people with disabilities, will receive preference. The candidate/s shortlisted for SMS position/s will be subjected to mandatory technical exercise before the interview process and thereafter, if successful, will undergo a competency assessment as per DPSA directives. It must further be noted that all recommended candidates will be subjected to suitability checks prior to being appointed. **NB:** Please be advised that for the posts that are being re-advertised, applicants who previously applied are encouraged to re-apply if they are still interested.

**CLOSING DATE** : 19 July 2019

**POST 23/222** : HUMAN RESOURCE CLERK SUPERVISOR – EMPLOYEE PERFORMANCE MANAGEMENT DEVELOPMENT SYSTEM (EPMDS) - HRM&D REF NO. DAC 31/19 (2 POSTS)

**SALARY** : R257 508.00- R303 339.00 per annum (Level 07)

**CENTRE** : Head office, Pietermaritzburg
**REQUIREMENTS**

A Senior certificate/ Grade 12 certificate, coupled with a minimum of three (3) years relevant experience Good understanding of Public Service legislative framework applicable to government, including systems and procedures Good communication (written and verbal) skills. Good office administration, planning and organizational skills. Knowledge of PERSAL system. Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver’s license.

**DUTIES**

Facilitate the administration of the Performance Management Development System (EPMDS). Provide advice and guidance to officials in the Department in respect of Employee Performance Management Development System. Administer letters of outcome in respect of EPMS appraisals to all officials within the Department. Conduct EPMS Workshops. Compile Statistics and reports.

**ENQUIRIES**

Mr NZ Hlongwa: Tel. [033] 341 3000.

**APPLICATIONS**

Applications quoting the relevant reference number should be forwarded as follows:
The Director: Human Resources Management and Development: Department of Arts and Culture, Private Bag X 9140, Pietermaritzburg, 3200 or 171 Boshoff Street, Pietermaritzburg, 3200.

**FOR ATTENTION NOTE**

Applications must be submitted on the prescribed form Z83 [obtainable from any Public Service Department office], which must be originally signed and dated by the applicant and which must be accompanied by a detailed comprehensive CV and certified copies of original educational qualification certificates (not copies of certified copies), driver’s license (where it is required) and certified copy of ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. Under no circumstances will photostat copies or faxed copies of application documents be accepted. Applicants who do not receive confirmation or feedback within two (2) months from the closing date, must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. Applicants must also quote the relevant reference number and the name of the publication in which they saw the advertisement. Applicants, who do not comply with the instructions indicated above, will be disqualified. Applications received after the closing date will be disqualified. Candidates should not send their applications through registered mail as the Department will not take the responsibility for non-collection of these applications. It is our intention to promote representatively in the Department through the filling of these posts. The candidature of applicants from designated groups, especially in respect of people with disabilities, will receive preference. The candidate/s shortlisted for SMS position/s will be subjected to mandatory technical exercise before the interview process and thereafter, if successful, will undergo a competency assessment as per DPSA directives. It must further be noted that all recommended candidates will be subjected to suitability checks prior to being appointed.

**NB:** Please be advised that for the posts that are being re- advertised, applicants who previously applied are encouraged to re- apply if they are still interested.

**CLOSING DATE**

19 July 2019

**POST 23/223**

PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: REGIONAL OFFICE MANAGEMENT REF NO. DAC32/19

**SALARY**

R257 508.00- R303 339.00 per annum (Level 07)

**CENTRE**

Pietermaritzburg

**REQUIREMENTS**

Secretariat Diploma, or an equivalent appropriate qualification, coupled with a minimum of three -- five (3-5) years’ relevant experience. Good telephone etiquette. Sound organizational skills. Good interpersonal skills. High level of reliability and confidentiality. Basic knowledge of PFMA. Knowledge of the relevant legislation, policies, prescripts and procedures. Knowledge of Batho Pele principles and Code of conduct. Language skills and ability to communicate well with people at different levels and from different backgrounds. Ability to act with tact and discretion. Ability to do research and analyze documents. Good communication skills [written and verbal]. Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver’s license.

**DUTIES**

Provide secretarial/receptionist support services to the Chief Director. Provide support services to the Chief Director regarding meetings. Render support services to the Chief Director with the administration of the budget, including the compilation of commitment registers. Organize the Chief Director’s diary. Render general office management. Render registry services in office of the Chief Director. Acknowledge correspondence and type documents for the Chief Director. Study the relevant
Public Service and Departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.

ENQUIRIES : Mr L Mthali: Tel. [033] 264 3400.
APPLICATIONS : Applications quoting the relevant reference number should be forwarded as follows:
The Director: Human Resources Management and Development: Department of Arts and Culture, Private Bag X 9140, Pietermaritzburg, 3200 or 171 Boshoff Street, Pietermaritzburg, 3200.

FOR ATTENTION NOTE : Mrs NIS Mbhele

APPLICATIONS : Applications must be submitted on the prescribed form Z83 [obtainable from any Public Service Department office], which must be originally signed and dated by the applicant and which must be accompanied by a detailed comprehensive CV and certified copies of original educational qualification certificates (not copies of certified copies), driver’s license (where it is required) and certified copy of ID document. Failure to comply with the above instructions will result in applications being disqualified. Applications applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. Under no circumstances will photostat copies or faxed copies of application documents be accepted. Applicants, who do not receive confirmation or feedback within two (2) months from the closing date, must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. Applicants must also quote the relevant reference number and the name of the publication in which they saw the advertisement. Applicants, who do not comply with the instructions indicated above, will be disqualified. Applications received after the closing date will be disqualified. Candidates should not send their applications through registered mail as the Department will not take the responsibility for non-collection of these applications. It is our intention to promote representatively in the Department through the filling of these posts. The candidature of applicants from designated groups, especially in respect of people with disabilities, will receive preference. The candidate/s shortlisted for SMS position/s will be subjected to mandatory technical exercise before the interview process and thereafter, if successful, will undergo a competency assessment as per DPSA directives. It must further be noted that all recommended candidates will be subjected to suitability checks prior to being appointed. NB: Please be advised that for the posts that are being re-advertised, applicants who previously applied are encouraged to re-apply if they are still interested

CLOSING DATE : 19 July 2019

POST 23/224 : HUMAN RESOURCE CLERK SUPERVISOR – HUMAN RESOURCE INFORMATION AND KNOWLEDGE MANAGEMENT HRM&D REF NO. DAC33/19

SALARY : R257 508.00- R303 339.00 per annum (Level 07)
CENTRE : Head office, Pietermaritzburg
REQUIREMENTS : A Senior certificate/ Grade 12 certificate plus PERSAL certificate, coupled with a minimum of three (3) years relevant experience. Good understanding of Public Service legislative framework applicable to government, including systems and procedures. Knowledge of establishment and HR Prescripts. Knowledge of PERSAL system, Excellent communication skills (written and verbal), Good office administration, planning and organizational skills. Knowledge of PERSAL system. Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver’s license

DUTIES : Maintain establishment and Persal records. Provide PERSAL report information to relevant stakeholders. Render PERSAL help desk services. Conduct establishment audits and Persal clean up.

ENQUIRIES : Mr MK Moyo: Tel. [033] 341 3000.
APPLICATIONS : Applications quoting the relevant reference number should be forwarded as follows:
The Director: Human Resources Management and Development: Department of Arts and Culture, Private Bag X 9140, Pietermaritzburg, 3200 or 171 Boshoff Street, Pietermaritzburg, 3200.

FOR ATTENTION NOTE : Mrs NIS Mbhele

APPLICATIONS : Applications must be submitted on the prescribed form Z83 [obtainable from any Public Service Department office], which must be originally signed and dated by the applicant and which must be accompanied by a detailed comprehensive CV and certified copies of original educational qualification certificates (not copies of certified copies), driver’s license (where it is required) and certified copy of ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. Under no circumstances will photostat copies or faxed copies of
application documents be accepted. Applicants, who do not receive confirmation or feedback within two (2) months from the closing date, must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. Applicants must also quote the relevant reference number and the name of the publication in which they saw the advertisement. Applicants, who do not comply with the instructions indicated above, will be disqualified. Applications received after the closing date will be disqualified. Candidates should not send their applications through registered mail as the Department will not take the responsibility for non-collection of these applications. It is our intention to promote representatively in the Department through the filling of these posts. The candidature of applicants from designated groups, especially in respect of people with disabilities, will receive preference. The candidate/s shortlisted for SMS position/s will be subjected to mandatory technical exercise before the interview process and thereafter, if successful, will undergo a competency assessment as per DPSA directives. It must further be noted that all recommended candidates will be subjected to suitability checks prior to being appointed. NB: Please be advised that for the posts that are being re-advertised, applicants who previously applied are encouraged to re-apply if they are still interested.

CLOSING DATE: 19 July 2019

POST 23/225: GENERAL WORKER: SKINNER CAMP - SOUTHERN REGIONAL OFFICE REF. NO. DAC34/19

SALARY: R102 534.00 - R120 780.00 per annum (Level 2)
CENTRE: Pietermaritzburg
REQUIREMENT: Standard 8/ ABET certificate or equivalent certificate. General knowledge of utilizing cleaning equipment. Knowledge of occupational health and safety measures. Basic communication skills [written and verbal].
ENQUIRIES: Mrs HC Gumede (033) 345 3171.
APPLICATIONS: Applications quoting the relevant reference number should be forwarded as follows: The Director: Human Resources Management and Development: Department of Arts and Culture, Private Bag X 9140, Pietermaritzburg, 3200 or 171 Boshoff Street, Pietermaritzburg, 3200.
FOR ATTENTION: Mrs NIS Mbhele
NOTE: Applications must be submitted on the prescribed form Z83 [obtainable from any Public Service Department office], which must be originally signed and dated by the applicant and which must be accompanied by a detailed comprehensive CV and certified copies of original educational qualification certificates (not copies of certified copies), driver’s license (where it is required) and certified copy of ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. Under no circumstances will photostat copies or faxed copies of application documents be accepted. Applicants, who do not receive confirmation or feedback within two (2) months from the closing date, must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. Applicants must also quote the relevant reference number and the name of the publication in which they saw the advertisement. Applicants, who do not comply with the instructions indicated above, will be disqualified. Applications received after the closing date will be disqualified. Candidates should not send their applications through registered mail as the Department will not take the responsibility for non-collection of these applications. It is our intention to promote representatively in the Department through the filling of these posts. The candidature of applicants from designated groups, especially in respect of people with disabilities, will receive preference. The candidate/s shortlisted for SMS position/s will be subjected to mandatory technical exercise before the interview process and thereafter, if successful, will undergo a competency assessment as per DPSA directives. It must further be noted that all recommended candidates will be subjected to suitability checks prior to being appointed. NB: Please be advised that for the posts that are being re-advertised, applicants who previously applied are encouraged to re-apply if they are still interested.

CLOSING DATE: 19 July 2019

POST 23/226: GENERAL WORKER – LIBRARY COORDINATION AND PROMOTION: NORTHERN REGIONAL OFFICE, PINETOWN DEPOT REF NO. DAC35/19
SALARY: R102 534.00 - R120 780.00 per annum (Level 2)
CENTRE: Pinetown Depot
REQUIREMENTS: Senior certificate /Grade 12 certificate or equivalent certificate. Literacy and numeracy skills. Good communication (written & verbal) skills.
DUTIES: Provide assistance with the dispatch of books and collection of Library material from affiliated libraries. Ensure that library material are organized correctly for retrieval at Library Depot. Provide assistance at Library book exchanges with affiliated libraries. Ensure physical standards of library material maintained for loan by affiliated libraries. Provide labour support for movement of library material and equipment.
ENQUIRIES: Ms Z Nkosi: Tel. (031) 345 2226
APPLICATIONS: Applications quoting the relevant reference number should be forwarded as follows: The Director: Human Resources Management and Development: Department of Arts and Culture, Private Bag X 9140, Pietermaritzburg, 3200 or 171 Boshoff Street, Pietermaritzburg, 3200.
FOR ATTENTION: Mrs NIS Mbhele
NOTE: Applications must be submitted on the prescribed form Z83 [obtainable from any Public Service Department office], which must be originally signed and dated by the applicant and which must be accompanied by a detailed comprehensive CV and certified copies of original educational qualification certificates (not copies of certified copies), driver's license (where it is required) and certified copy of ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. Under no circumstances will photostat copies or faxed copies of application documents be accepted. Applicants, who do not receive confirmation or feedback within two (2) months from the closing date, must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. Applications received after the closing date will be disqualified. Candidates should not send their applications through registered mail as the Department will not take the responsibility for non-collection of these applications. It is our intention to promote representatively in the Department through the filling of these posts. The candidature of applicants from designated groups, especially in respect of people with disabilities, will receive preference. The candidate/s shortlisted for SMS position/s will be subjected to mandatory technical exercise before the interview process and thereafter, if successful, will undergo a competency assessment as per DPSA directives. It must further be noted that all recommended candidates will be subjected to suitability checks prior to being appointed. NB: Please be advised that for the posts that are being re-advertised, applicants who previously applied are encouraged to re-apply if they are still interested.
CLOSING DATE: 19 July 2019

KWAZULU NATAL DEPARTMENT OF HEALTH
Department of Health is an equal opportunity, affirmative action employer, whose aim is to promote representativeness in all occupational categories in the department.

MANAGEMENT ECHELON
POST 23/227: CLINICAL MANAGER (MEDICAL MANAGER) REF NO: CTK16/2019
SALARY: R 1 173 900 all-inclusive package plus 18% inhospitable allowance Commuted Overtime (subject to approval)
CENTER: Christ the King Hospital
REQUIREMENTS: Senior certificate/grade 12, MBCHB Degree qualification Registration with the HPCSA as a Medical Practitioner. Proof of current registration as a Medical Practitioner with HPCSA. A minimum of 6 years' experience after registration as a Medical Practitioner with HPCSA. Proof of current and previous work experience endorsed by the Human Resource Manager or delegated person (certificate of service must be attached as proof of experience. Knowledge And Skills: Knowledge of health legislation and policies at public institution. Excellent human, communication and leadership skills. Sound knowledge and clinical skills. Ability to develop policies. Computer literacy, Sound negotiation, planning, organizing, decision making and conflict management skills, Good team building and problem solver. Knowledge of medical disciplines and management skills. Knowledge and experience in District Health System. A qualification in family medicine would be a recommendation.
DUTIES : Provide the management, support and supervision to all Medical staff, pharmacy services and allied health professional services. Provide optimal health care by utilizing SMART key result Areas in carrying out the objective of the department. Formulate policies and procedures for medical services and ensure that they are in accordance with the current statutory regulations and guidelines. Ensure the provision of protocols and guidelines to Doctors. Provision of quality care, assisting team members with quality assurance, quality improvement projects, mobility and mortality reviews, monthly audits development of clinical guidelines, policies as per specialty. Participate in quality improvement Programmers. Ensure the provision of outreach services. Formulate strategic plans in keeping with the requirements of the hospital. Ensure control monitoring of the hospital budget. Maintain discipline in relevant departments. Ensure continuous monitoring of morbidity and mortality through clinical audits. Provision of quality advanced comprehensive community health care through provision of preventative, curative and rehabilitative services. Provision of administrative services. Overtime is compulsory.

ENQUIRIES : Mrs. S.W Maseko Tel no: 039 - 834 7500

APPLICATION : The Chief Executive Officer, Christ the King Hospital, Private bag X542, IXOPO, 3276 OR Hand delivered to: Christ the King Hospital, Human Resource Office, Peter Hauff Drive, IXOPO, 3276

NOTE : The following documents must be submitted: (a) Application for Employment Form (Z83), which is available from any Government Department OR the web site www.kznhealth.gov.za. (b) Certified copies of highest educational qualifications- not copies of certified copies. Curriculum vitae, certified copy of Identity Document Certified copies of Registration certificates. Reference number must be indicated in the column provided on the form Z83. This Department is an equal opportunity, affirmative action employer whose aim is to promote representativeness in all occupational categories in the department. Please note. That due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. People with disability must feel free to apply. The Employment Equity target preference is African Male. NB: Failure to comply with the above instructions will disqualify applicants. Due to financial constraints, No S&T claims will be compensated to shortlisted candidates. The appointment is subject to the positive outcome obtained from the State Security Agency to the following checks: (security checks, Credit records, qualification, citizenship and previous experience verifications).

CLOSING DATE : 12 July 2019

POST 23/228 : MEDICAL SPECIALIST – RADIATION ONCOLOGY REF NO: MEDSPECRADONCO/1/2019

Department: Radiation Oncology

SALARY : Grade 1: R1 106 040 per annum all-inclusive salary package (Excluding commuted overtime)
Grade 2: R1 264 623 per annum all-inclusive salary package (excluding commuted overtime)
Grade 3: R1 467 651 per annum all-inclusive salary package (excluding commuted overtime)

CENTRE REQUIREMENTS : IALCH MBChB or equivalent. Qualification. Registration Certificate as a Specialist: Radiotherapy Oncologist with the HPCSA and Current Registration Card with HPCSA. Experience: Grade 1 No experience required. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with Health Professional Council of South Africa as a Specialist in Radiation Oncology. Grade 2: Five (5) years appropriate experience as a Medical Specialist after registration with the HPCSA as a Specialist in Radiation Oncology. Grade 3: Ten (10) years appropriate experience as a Medical Specialist after registration with HPCSA as a Specialist in Radiation Oncology. Knowledge, Skills, Training and Competencies Required: Sound clinical knowledge within the discipline. Ability to deal with all oncological emergencies. Knowledge of ethical medical practice. Ability to assess, diagnose and manage adult patients with solid organ malignancies and selected lymphomas. Competent in the radiotherapy management of paediatric malignancies.

DUTIES : Provision of holistic care for oncology patients at IALCH and Addington hospital. Maintain medical records. Participate in the Quality Improvement Programmes of the Department/Hospital. Maintain clinical, professional and ethical standards. Be involved in community-orientated/outreach programmes including the provision of expert advice and services to all health facilities within the province as delegated. Participation in provision of postgraduate health personnel teaching. Attend
departmental academic sessions and meetings. The successful applicant will be required to perform after hour duties and be part of a multi-disciplinary team when deemed necessary.

ENQUIRIES: Dr S Bhadree Tel no: 031 240 1920

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

CLOSING DATE: 12 July 2019

POST 23/229: MEDICAL SPECIALIST X 1 REF NO: MEDSPECTRAUMA/TRANSPLANT/2/2019

Department: Trauma and Transplant

SALARY: Grade 1: R 1 106 040 pa all-inclusive salary Package (excluding commuted overtime)
Grade 2: R 1 264 623 pa all-inclusive salary Package (excluding commuted overtime)
Grade 3: R 1 467 651 pa all-inclusive salary package (excluding commuted overtime)

CENTRE: Inkosi Albert Luthuli Central Hospital

REQUIREMENTS: Fellowship in Surgery of the College of Medicine of South Africa or equivalent, and registration with the Health Professions Council of South Africa. Applicants must be registered as a specialist in surgery at the commencement of duties. Current registration with HPCSA as Medical Specialist – Surgery. The appointment to Grade I requires no experience. The appointment to Grade II requires appropriate qualification, specialist registration certificate plus 5 years’ experience after registration with the Health Professions Council of South Africa as a Medical Specialist in General Surgery. The appointment to Grade III requires appropriate qualification, specialist registration certificate, plus 10 years’ experience after registration with the Health Professions Council of South Africa as a Medical Specialist in General Surgery. Requirements: Applicants must be in possession of an appropriate higher surgical qualification and currently / eligible to be registered with the Health Professions Council of South Africa. Preference will be given to applicants who have at least experience in the management of transplant and including Critical care / ICU experience. Calls will include cover of Transplant and Trauma Unit. Completion of ATLS, eFAST course, MIMMS and, or ACLS/PALS. Transplant or access catheter experience.

DUTIES: Participation in the clinical transplant and trauma services: inter-disciplinary in-house coordination of the management of the patients: supervision of the surgical trainees rotating through the trauma and transplant units: ensuring the highest standards of clinical, professional, and ethical behaviour: assist in teaching of undergraduate medical students, postgraduate surgical trainees: conduct, assist, and stimulate research within the ethical guidelines of the Health Care Act: promote education in trauma prevention and transplant community awareness.

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

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

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

CLOSING DATE : 12 July 2019

POST 23/230 : MEDICAL SPECIALIST - (GRADE 1, 2, 3) REF NO: GS 43/19
Component – Orthopaedics

SALARY : Grade 1: R 1 106 040.00 per Annum, all inclusive package consists of 70% basic
salary and 30% flexible portion that may be structured in terms of the applicable rules
Plus Commuted overtime
Grade 2: R 1 264 623.00 per Annum, all inclusive package consists of 70% basic
salary and 30% flexible portion that may be structured in terms of the applicable rules
Plus Commuted overtime
Grade 3: R 1 467 651.00 per Annum, all inclusive package consists of 70% basic
salary and 30% flexible portion that may be structured in terms of the applicable rules
Plus Commuted overtime

CENTRE REQUIREMENTS : Greys Hospital, Pmb Metropolitan Hospitals Complex

REQUIREMENTS : Minimum Requirements: A qualification in Health Science plus FCS Ortho (SA) or
MMed in Orthopaedics or Equivalent qualification Registration with Health
Professions Council of South Africa as a Specialist in Orthopaedics.
Recommendations:Grade 1 Experience: Not applicable; Registration with the
HPCSA as a Medical specialist. Grade 2 Experience: 5 Years appropriate experience
as a Medical Specialist after registration with the HPCSA as a Medical Specialist in
the relevant discipline Grade 3 Experience: 10 Years appropriate experience as a
Medical Specialist after registration with the HPCSA as a Medical Specialist in
the relevant discipline Comprehensive knowledge base of a specialist Orthopaedic
surgeon in a regional or tertiary hospital setting. Surgical and practical skills required
from a specialist in Orthopaedic surgery in a regional or tertiary hospital setting.
Possess sound knowledge of Human Resource Management, budgeting, programme
implementation, monitoring and evaluation, information management and quality
assurance programmes. Knowledge of current Health and Public Service Legislation,
Regulations and Policy including medical ethics, epidemiology, budget control and
statistics. Good communication, leadership, decision-making and clinical skills.

DUTIES : key Performance Areas: Service Provision: Participate in outpatient assessment and
treatment, ward rounds and operative treatment of orthopaedic patients. Continuously monitor service delivery, both at Grey's hospital and referring hospitals, and to institute quality improvement measures to correct deficiencies. Help with the development of District and Regional Orthopaedic Level of Care where the need exists Participate in cost containment activities / practices Participate in provision of emergency after-hour services Management: Assist in administrative duties related to the optimal functioning and service delivery in orthopaedics at Grey's Hospital and the relevant referral hospitals. Develop protocols and clinical pathways for effective/efficient management of acute and chronic Orthopaedic conditions Ensure that data is collected, analysed on the state of Orthopaedic Service in Outlying Drainage Areas to enable Policy/Strategy development. Participate in Clinical Governance (Morbidity / Mortality) Academic / Research: Provide both Academic and Clinical service functions at the Hospital, including ward rounds, outpatients clinics, clinical training ward rounds. Train under- and post-graduate students on both bedside training and classroom training at the hospital Participate in both academic and clinical administrative activities as delegated by the Head of Department Participate in Student/Registrar Assessments Relevant Research ad dictated by clinical need

ENQUIRIES : Dr M.E. Senoge Tel no: 033 897 3299
APPLICATIONS : Applications to be forwarded to: The Human Resources Department, Greys Hospital
Private Bag x 9001, Pietermaritzburg, 3200
FOR ATTENTION NOTE : Mr KB Goba

Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number / reference must be indicated in the
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 : 12 July 2019

POST 23/231 : MEDICAL SPECIALIST: REF NO: ST 19/2019 (X1 POSTCENTRE: STANGER

HOSPITAL

Component: Psychiatry

Recommendation: Research and Management experience is desirable

SALARY : Grade 1: R1 051 368.00 per annum all – inclusive package + a fixed commuted overtime & 18% inhospitable allowance.

Grade 2: R1 202 112.00 per annum all- inclusive package + fixed commuted overtime & 18% Inhospitable Allowance.

Grade 3: R 1 395 105.00 per annum all- inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance.

REQUIREMENTS : Knowledge, skills and experience required: Grade 1 Minimum requirements: A tertiary qualification (MBCHB) or equivalent), plus Current registration with the Health Professional Council of South Africa as a Specialist in Psychiatry. Grade 2 Minimum Requirements: A tertiary qualification (MBCHB or equivalent) plus, Current registration with the Health Professional of South Africa as a Specialist plus, Five (5) years post registration experience as a Medical Specialist in Psychiatry .Grade 3 Minimum requirements: tertiary qualification (MBCHB or equivalent) plus, A valid registration with the Health Professionals Council of South Africa in Specialist plus Ten (10) years post registration experience as a Medical Specialist in Psychiatry

Outstanding clinical skills in field of Psychiatry (all round) preferable obtained in Public service environment. Ability and practical experience to setup and provide training program for under and post graduates. Develop and review clinical protocols and guidelines for the Psychiatry department. Quality Management (Improvement, assurance, audits etc) Leadership, people management, problem solving, decision making and communication skills. Mentoring, coaching. Facilitation, teaching and training skills. General Management Skills: Human resources, legislation and guidelines.

DUTIES : Control and Management of clinical services as delegated. Maintain satisfactory clinical, professional and ethical standards related to these services. Conduct, assist and stimulate research. Promote community and forensic mental health practice. Conduct outpatient clinics and provide expert opinion when required. Attend administrative matters that pertain to Psychiatry unit. Training of junior medical staff and CME for nursing staff. Develop hospital and community based mental health services. To do outreach visits to health facilities in Ilembe District. Interrogate mental health services with other disciplines. Improve adherence to mental health act and legislation. To ensure correct implementation of MHCA. To perform compulsory commuted overtime in line with hospital needs. NB. Performance of Commuted Overtime is compulsory and will be worked in the discipline based on the needs of the institution.

ENQUIRIES : Dr N Mudaly (Head Clinical Unit) Tel No: 032- 437 6103

APPLICATIONS : Applications to be forwarded to: Human Resources Department, The Human resource manager, Stanger Hospital, Private Bag x10609, Stanger 4450

FOR ATTENTION : Mr. S. Govender

NOTE : The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website- www.kznhealth.gov.za Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification(s) (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. ST 19/2018 .NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records,
qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s).

**CLOSING DATE** : 29 March 2019

**POST 23/232** : **MEDICAL SPECIALIST X 1 REF NO: MEDSPECBURNS&TRAUMA/1/2019**

Department: Burns & Trauma Unit

**SALARY** :
Grade 1: R 1 106 040 pa all-inclusive salary Package (excluding commuted overtime)
Grade 2: R 1 264 623 pa all-inclusive salary Package (excluding commuted overtime)
Grade 3: R 1 467 651 pa all-inclusive salary package (excluding commuted overtime)

**CENTRE** :
Inkosi Albert Luthuli Central Hospital

**REQUIREMENTS** :
Applicants must be in possession of an appropriate higher surgical qualification (General or Plastic Surgery) and currently registered with the Health Professions Council of South Africa. Current registration with HPCSA as Medical Specialist – Surgery. The appointment to Grade 1 requires no experience. The appointment to Grade 2 requires appropriate qualification, specialist registration certificate plus 5 years’ experience after registration with the Health Professions Council of South Africa as a Medical Specialist in General/Plastic Surgery. The appointment to Grade 3 requires appropriate qualification, specialist registration certificate, plus 10 years’ experience after registration with the Health Professions Council of South Africa as a Medical Specialist in General Surgery/Plastic Surgery. Recommendations Preference will be given to applicants who have interest in the management of severe burns and including those with Critical care / ICU experience. Completion of ATLS, and either ACLS or PALS required. Burns Fellowship advantageous.

**DUTIES** :
Participation in the clinical burns services: inter-disciplinary coordination of the management of the severely burned patient; assessment of external burn consultations: supervision of the MO staff within the unit: ensuring the highest standards of clinical, professional, and ethical behavior: undertake teaching of undergraduate medical students as required, postgraduate surgical trainees, and allied health care personnel conduct, assist, and stimulate research within the ethical guidelines of the Health Care Act: promote education in burn prevention. Participation in Trauma/TICU after-hours roster (on-call duties).

**ENQUIRIES** :
Dr T C Hardcastle: Tel no: 031 240 2389

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

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

**CLOSING DATE** : 12 July 2019

**POST 23/233** : **MEDICAL SPECIALIST: REF NO: GJGMR 18/2019 (X1 POST)**

Component: Surgery

**CENTRE** :
Gig Mpanza Regional Hospital

**SALARY** :
Grade 1: R 1 106 040.00 per annum all – inclusive package + a fixed commuted overtime & 18% Inhospitable allowance
Grade 2: R 1 264 623.00 per annum all- inclusive package + fixed commuted overtime &18% Inhospitable Allowance
Grade 3: R 1 467 650.00 per annum all- inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance.

**REQUIREMENTS** :
Knowledge, Skills And Competencies: Grade 1 Minimum requirements: A tertiary qualification (MBCHB) or equivalent), plus Current registration with the Health Professional Council of South Africa as a Specialist in Surgery Grade 2 Professional
of South Africa as a Specialist plus, Five (5) years post registration experience as a Medical Specialist in Surgery: Grade 3: Minimum requirements A tertiary qualification (MBCHB or equivalent) plus, A valid registration with the Health Professionals Council of South Africa in Specialist plus Ten (10) years post registration experience as a Medical Specialist in Surgery. Sound Knowledge and clinical skills in the management of surgical patients including trauma patients. Ability to supervise and teach junior staff. Good communication, inter-personal and management skills. Sound professional and ethical values, and a concern for excellence.

DUTIES:
Assist the Head of Unit with the following: Sound knowledge and clinical skills in the management of surgical patients including trauma patients. Ability to supervise and teach junior staff. Good communication, inter-personal and management skills. Sound professional and ethical values, and a concern for excellence. To provide safe, ethical and high quality of care through the development of standards, audits, research and risk assessment in the following areas – clinical and customer care (patient perspective). To develop a monitoring and evaluation system with performance indicators, outputs, outcomes and targets in agreement with institutional management. Perform outreach service as designated by the Head of Unit. Develop, maintain and audit the correct implementation of clinical protocols, guidelines, ensuring efficient effective and seamless service delivery process within the hospital and referring and receiving facilities. To promote teamwork and improve relations within and between other specialties and other stakeholders within the referral system to improve service delivery capacity. Develop, monitor and evaluate health promotion and health education interventions for the Ilembe District in consultation with stakeholders. Plan and provide continuous medical education to multidisciplinary team members. Manage performance of junior staff within the area of control. Assist with the process to plan, monitor and evaluate the cost effectiveness of services provided. Align clinical service delivery plans and priorities with the hospital plans and priorities. Maintain satisfactory clinical, professional and ethical standards related to the unit. Liaison with heads of other disciplines, management of clinical staff. To provide effective and efficient specialist consultant care service at regional level within the scope of acceptable and up to date practices in order to contribute to optimal health care. Maintain satisfactory clinical professional and ethical standards related to surgery. Training of medical and nursing staff. Conduct outpatient clinics and provide expert opinion. Provide a support service for hospitals and clinics in Ilembe District. Liaison with other heads of disciplines. Provide specialist services for inpatient, outpatient and after hours services. To perform compulsory commuted overtime in line with hospital needs.

ENQUIRIES:
Dr ZR Khan (Head Clinical Unit) Tel No: 032- 437 6157/0824094097

APPLICATIONS:
Applications to be forwarded to: Human Resources Department, The Human resource manager, GJG Mpanza Regional Hospital, Private Bag x10609, Stanger 4450

FOR ATTENTION:
Mr. S. Govender

NOTE:
The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website - www.kznhealth.gov.za Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. GJGMR 18/2019. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post(s).

CLOSING DATE:
12 July 2019

OTHER POSTS:
POST 23/234: MEDICAL OFFICER (GRADE 1, 2, 3) REF NO: GS 44/19
Component – Internal Medicine

SALARY:
Grade 1 – R821 205.00 per annum
Grade 2 – R938 964.00 per annum
Grade 3 - R 1 089 693.00 per annum All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, plus commuted overtime which is subject to the needs of the department (Incumbent will have to sign the relevant contract form annually)

CENTRE
REQUIREMENTS : Greys Hospital, Pietermaritzburg Complex

Recommendation Minimum Requirements MBCHB Degree plus Current registration with the Health Professions Council of South Africa as an Independent Medical Practitioner by the time of appointment. Community services doctors may be considered provided they are registered as an Independent Medical Practitioner within a month of the closing date. **Grade 1:** Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as an independent 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 an independent 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. **Grade 3:** Experience: 10 years’ experience after registration with the HPCSA as an independent Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa ACLS course completed (current valid certificate) Studying for, or successfully completed, Primary (Part 1) examinations in Internal Medicine.

DUTIES : Key Performance Areas: Medical care of patients: Level of care required – medical care appropriate to Grey’s Hospital, a tertiary and referral health facility; Sub-discipline rotations – terms of duty in any or all sub-disciplines of Internal Medicine will be required and will include Neurology, Dermatology and ICU, depending on the needs of the services; Overtime requirements – commuted overtime is mandatory if required by operational demands; Geographical limits – the post(s) will be based at Grey’s but you will be expected to perform duties at various health Facilities, which will include rotations at facilities within the Pietermaritzburg metropole (Edendale, Northdale and Greys Hospital). Outreach services to facilities in Area 2 may be required either regularly or from time to time. Administration and management: Supervise junior medical staff, including in clinical work, attendance, time management, conflict management etc.; Service logistics – assist in administrative aspects of running the Department e.g. roster and rotation planning, clinical and Operational protocol development; Quality improvement – assists and participates in quality improvement, including audits

ENQUIRIES : DR. K. Rasmussen Tel no: 033 897 3289
APPLICATIONS : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
FOR ATTENTION NOTE : Mr. KB Goba

Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate-not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 44/19. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).

CLOSING DATE : 12 July 2019
POST 23/235 : ASSISTANT NURSING MANAGER REF NO: FNH 03/2019
(Specialty Unit)

SALARY : R 614 991 00 – R 692 166 00 per annum other Benefits 13th Cheque, Medical Aid (optional), Home Owners Allowance, etc., (employee must meet the prescribed requirements).

CENTRE REQUIREMENTS : Fort Napier Psychiatric Hospital

Senior Certificate (Grade 12) Standard 10 or equivalent (Vocational National Certificate) Degree/Diploma in General and Psychiatric Nursing; Diploma in Advanced Psychiatric Nursing; 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 Advanced Psychiatry Nursing; A minimum of 3 years of the period referred to above must be appropriate/recognizable experience at supervisory level; Proof of current and previous work experience endorsed and signed by Human Resource i.e. certificate of service and Current registration with SANC (2019) Knowledge, Skills, Training And Competencies Knowledge of nursing prescripts, policies, procedures and protocols. Knowledge and experience of the Public Service Policies, Acts and Regulations, Sound Management, Negotiation, Interpersonal and problem solving skills. Knowledge of Human Resource matters, Labour Relations and Disciplinary procedures and Basic Financial Management skills Good verbal and written communication, problem solving and project management skills; Ability to function well within the team; and Basic computer literacy.

**DUTIES**

Key Performance Areas Provide guidance and leadership towards the realization of the Institutional strategic and operational goals. Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care within legal framework. Ensure that sound labour relations is promoted on night duty and practiced within the scope of labour and other relevant prescripts. Ensure that the environment complies with the Health and Safety regulations and other relevant prescripts in order to minimize risks. Ensure that staff adheres to the standard precautions and that their welfare is maintained to achieve optimal productivity. Exercise control of expenditure by ensuring efficient and effective management of material and human resources. Ensure the implementation of national, provincial and district quality improvement initiatives at the hospital level and Conduct nursing staff meetings to disseminate information such as updates on nursing, new policies etc.

**ENQUIRIES**

Mrs TN Ngcobo (033) 260 4341

**APPLICATIONS**

Must Be Forwarded To: The Human Resource Department Fort Napier Hospital P.O. Box 370 Pietermaritzburg 3200 Hand delivered to: 01 Devonshire Road Napierville Pietermaritzburg 3201

**ATTENTION**

MS. M.B. Zungu

**CLOSING DATE**

12 July 2019

**POST 23/236**

OPERATIONAL MANAGER (PHC) GR1 REF NO: DARN 02 /2019 (1 POST)

Component: Darnall Clinic

**SALARY**

Notch R 562 800.00 pa Plus 8% rural allowance

**CENTRE**

ILembe Health District Office Benefits 13th Cheque, home owner’s allowance, and Medical aid optional (Employee must meet prescribed conditions)

**REQUIREMENTS**

Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate) Degree / Diploma in General Nursing Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus current registration with SANC as General Nurse and Primary Health Care plus a minimum of 9 years appropriate/recognizable nursing experience after registration as General Nurse of which 5 years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Good report writing and time management skills, understanding of nursing legislation, ethical nursing practices and how these impacts on service delivery. Ability to provide mentoring, team building, supervisory skills and coaching to her/his supervisees. Good communication, interpersonal relations, counseling, conflict management skills and decision making. Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients’ Rights Charter, Labour Relations Act, Grievance Procedures and Finance policies etc. Leadership, organizational, decision making and problem solving skills, conflict handling and counseling. Co-ordination and planning skills, Ability to assist in formulation of patient care related policies. Proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR Office must be attached. Recommendation Valid Code EB Driver’s license (Code8)

**DUTIES**

Implementation of Quality Improvement Plan. Conduct patient satisfaction survey and waiting times for the clinics. Ensure adequate control and allocation of Human and Material resources. Facilitate that the clinic has functional clinic committee and ensures community participation. Plan and monitor utilization of budget to ensure that the clinic functions within the allocated budget. Supervise and monitor staff performance according to EPMDS. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Facilitate provision of clinical services, educational services and be involved in medical research. Evaluate and monitor compliance with clinical protocols norms and standards within the clinic. Analyze and interpret statistic including PHC Programme indicators. Participate in Operation Sukuma Sakhe Programme. Facilitate the realization and maintenance of
Ideal Clinic Programme and National Core Standards in the facility. Support PHC re-engineering by ensuring that outreach teams are functional.

ENQUIRIES : Mrs R. Bhagwandini (Operational Manager: PHC Supervisor) Tel No: 032 - 5513686
APPLICATIONS : Applications to be forwarded to: Human Resources Department, The Acting District Director, Izimbizi Health District Office, Private Bag X 10620, Stanger 4450
FOR ATTENTION NOTE : Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification(s) (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. SHAK 01/2019. NB: Failure to comply with the above instruction will disqualify applicants. Please note that, due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post(s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post

CLOSING DATE : 12 July 2019
POST 23/237 : CLINICAL NURSE PRACTITIONER (PHC) GRADE 1: REF NO. EZA 02/2019 (1 POST) Re-Advertisement

SALARY : Grade 1: R 383 226.00 - R 444 276.00 per annum
Grade 2: R 471 333.00 - R 579 696.00 per annum Other Benefits 13th Cheque, Medical Aid (optional), Home Owner Allowance (subject to employee meeting prescribed requirements) plus 8% Rural Allowance

CENTRE REQUIREMENTS : Ezakheni Nr 2 Clinic

DUTIES : Key Performance Areas: Provision of nursing comprehensive of service according to PHC CORE packages. Provision of quality comprehensive community health care (preventative and promote curative and rehabilitative) services. Provision of administration services. Involvement with community meetings and committees. Provision of educational services through clinical teaching, training and continuous evaluation of employees. Responsible for scree, diagnosis and management of patients at Primary Health Care level. Initiate treatment, implementation of programme and evaluation patients clinical conditions. Initiate community protection, involvement in Operation Sukuma Sakhe projects. Work as part of multidisciplinary team to ensure quality nursing care and target on priority programmes are achieved. Involved in clinical audits, Data management. Advocate for professionalism and ethics. Ensure the efficient and effective control of surgical sundries,
pharmaceuticals, equipment and miscellaneous stores. Deal with grievances and Labour relation issues in terms of laid down policies/procedures. Evaluate and follow up patients during clinic visits. Attend and participate in doctor’s visits. Participate in out-reach services.

ENQUIRIES: Mrs C.I. Ndlou Tel no: 036 6379600
APPLICATIONS: All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag X 9950 Ladysmith 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.
FOR ATTENTION: Mr S.D. Mdletshe
NOTE: Applications must be submitted on the prescribed Application for employment form (Z83) which is obtainable at any Government OR from website www.kznhealth.gov.za which must be signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copy of ID document, certified copies of highest educational qualifications (not copies of previously certified copies), and registration with council. The reference number must be indicated in the column provided on the form Z83 (Part A). Persons with disabilities should feel free to apply for the post. NB: Failure to comply with the above instructions will disqualify applications. Please note that due to a large of applications received, applications will not be acknowledged. However, every successful applicant will be advised of the outcome of the application in due course. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance(vetting), credit records, citizenship) qualifications of Educational Qualification by SAQA, verification of previous experience from Employers and Verification form Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their application. Non-RSA Citizens/ Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above that of the advertised are free to apply. Please This department is an equal opportunity, affirmative action employer, whose aim is to produce representivity in all occupational categories in the Department note that no S&T payments will be considered for payment to candidates that are invited for interview.

CLOSING DATE: 19 July 2019
POST 23/238: PROFESSIONAL NURSE SPECIALITY (ADVANCED MIDWIFERY) REF NO: GROUT 01/2019 (1 POST)
Component: Groutville Clinic

SALARY: Grade 1 - R 383 226.00 pa Plus 8% rural allowance
Grade 2 - R 471 333.00 pa Plus 8% rural allowance
Benefits: 13th Cheque, home owner’s allowance, and Medical aid optional (Employee must meet prescribed conditions)

CENTRE: Ilembe Health District Office
REQUIREMENTS: Grade 1: Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate) plus, Degree / Diploma in General Nursing Science plus, (1) year post basic qualification in Midwifery and Neonatal Nursing Science (Advanced midwifery), current registration with SANC as General Nurse and Advanced midwifery, a minimum of 4 years appropriate/recognizable nursing experience as a General Nurse. Grade 2: Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) plus, Degree/Diploma in General Nursing Science plus, (1) year post basic qualification in Midwifery and Neonatal Nursing Science (Advanced midwifery), current registration with SANC as General Nurse with Midwifery and Neonatal Nursing Science (Advanced midwifery) plus, a minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years of the period must be appropriate/recognizable Advanced midwifery experience after obtaining a one year post basic qualification in Midwifery and Neonatal Nursing Science (Advanced midwifery), proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR Office must be attached. Recommendations: Valid Code EB Driver’s license (Code8), Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients’ Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Good listening and communication skills, co-ordination and planning skills. Team building and supervisory skills, good interpersonal relationship skill. Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.

Grade 2: Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) plus, Degree/Diploma in General Nursing Science plus, (1) year post basic qualification in Midwifery and Neonatal Nursing Science (Advanced midwifery), current registration with SANC as General Nurse with Midwifery and Neonatal Nursing Science (Advanced midwifery) plus, a minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years of the period must be appropriate/recognizable Advanced midwifery experience after obtaining a one year post basic qualification in Midwifery and Neonatal Nursing Science (Advanced midwifery), proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR Office must be attached. Recommendations: Valid Code EB Driver’s license (Code8), Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients’ Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Good listening and communication skills, co-ordination and planning skills. Team building and supervisory skills, good interpersonal relationship skill. Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.
DUTIES: Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined for obstetric unit. Ensuring proper utilization and safekeeping of basic medical equipment, surgical pharmaceutical, and stock. Assist in orientation, induction, and monitoring of all nursing staff. Able to plan and organize own work and that of support personnel to ensure proper nursing. Demonstrate effective communication with patients, supervisors, and other clinicians, including report writing when required. Work effectively, co-operatively, and amiably with persons of diverse intellectual, cultural, or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient's needs and expectations according to Batho Pele Principles. Diagnose and manage obstetric emergencies in the absence of a Doctor e.g. Eclampsia, APH etc. Identify high-risk clients during ante-partum and post-partum periods manage them or refer them according to policy. Develop mission and vision and objectives for obstetric unit. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve knowledge of staff and patients through health education and in-service training. Supervision of patients' reports and intervention, keeping a good valid record on all client interventions. Ensuring proper utilization of human, material, and financial resources and keeping up-to-date records of resources. Facilitate facility perinatal mortality review or meetings.

ENQUIRIES:  Mr. P Makhani (Operational Manager: Phc Supervisor) Tel no: 032 - 4373600
APPLICATIONS: Applications to be forwarded to: Human Resources Department, The Acting District Director, ILembe Health District Office, Private Bag X 10620, Stanger 4450
FOR ATTENTION: Human Resource Section
NOTE: Directions to Candidates: The following documents must be submitted: Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. SHAK 01/2019. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship, and previous experience employment verifications and verification from the company Intellectual Property (CIPC)). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post

CLOSING DATE: 12 July 2019

POST 23/239: PROFESSIONAL NURSE- SPECIALITY (ADVANCED MIDWIFRY AND NEONATAL CARE) REF NO: MBO 03/2019 (1 POST)
Readvert those who had previously employed are encouraged to apply

SALARY: Grade 1: R 383 221.00 - R 444 276.00 per annum
Grade 2: R 471 333.00 - R 514 579.00 per annum

CENTRE: Mbongolwane District Hospital

REQUIREMENTS: Grade 1 Experience: A minimum of 4 years appropriate/recognizable experience as a General Nurse One (1) year post basic qualification in Advanced Midwifery and Neonatal Care Grade 2 Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing At least 10 years of the period referred to above must be appropriate/Senior certificate/ Matric or equivalent. National Diploma / Degree in General Nursing, current Registration with SANC as General Nurse and relevant speciality (2019 receipt). Certificate of service endorsed by Human Resource Department. Verification of experience endorsed from your Supervisor. Knowledge, Skills, Training, and Competencies required: -Knowledge of Public Service Policies, Acts and Regulations. Good verbal and written communication and report writing skills. Knowledge of code of conduct, Labour Relations, Conflict Management and negotiation skills. Ability to function within a team. Skills in organising, planning, and supervising. Knowledge of Batho pele principles and Patients Right Charter.

DUTIES: Key Performance Areas: - Provision of quality nursing care through the implementation of standards. To develop and ensure implementation of nursing care plans. To participate in quality improvement programmes and clinic audit. To uphold...
aid down policies and procedures. Manage and supervise staff with the SANC in accordance with the Public Service Act, Charter, Labour Relations Act, Grievance Procedure etc. Knowledge, Skills, Attributes and Abilities required: Knowledge of nursing care as directed by the professional scope of practice and standards as determined from a primary health care facility. Promote quality nursing care for patients with obstetric and gynecological emergencies. Provide safety and therapeutic environment for PHC staff and public through implementation of infection prevention and control. Promote women and mothers' health. Assist in implementation of National core standards.

**ENQUIRIES**
Mrs. Z Mthembu Tel no: 035 4766242

**APPLICATIONS**
All applications should be posted to: The CEO, Private Bag x126, Kwa-Pett, 3280 or hand deliver to Mbongolwane District Hospital

**FOR ATTENTION**
Human Resource Practices

**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 from the website www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity document and Driving Licence – not copies of certified copies. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualified 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). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered.

**CLOSING DATE**
12 July 2019

**POST 23/240**
CLINICAL NURSE PRACTITIONER (OUTPATIENT) (GRADE 1) REF NO: PCHC 05/2019

**SALARY**
R383 226.00 per annum Benefits: 13th Cheque, home owner allowance, and Medical aid optional (Employee must meet prescribed policy requirements)

**CENTRE**
Phoenix Community Health Centre

**REQUIREMENTS**
Senior certificate/Matric or equivalent plus Degree / Diploma in General Nursing. Midwifery plus one year post basic qualification in Primary Health Care. Proof of current registration with SANC as General nursing and Primary Health Care (2019 receipt). Experience: Grade 1: A minimum of 4 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. Certificate of service from current/previous employers stamped by HR must be attached; Knowledge, Skills, Attributes and Abilities required: Knowledge of all applicable legislation such as Nursing Acts, Mental Act, OH&S Act, Knowledge of nursing care processes and procedure, Batho Pele Principles and Patients Right Charter, Labour Relations Act, Grievance Procedure etc., Display a concern for patient, promoting and advocating proper treatment, Sound understanding of legislation and related ethical nursing practices within a primary health care environment, Report writing skills, Time management skills, Good listening and communication skills, Co-ordination and planning skills, Team building and supervisory skills, Good interpersonal skills. Good sight of procedures and policies pertaining to nursing care, Ability to assist in formulation of patient care related policies.

**DUTIES**
Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined from a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of nursing legislation and related legal and ethical nursing practices within a primary health care environment. Work effectively and amicably at a supervisory level, with person of inverf intellectual, culture race or religious differences. Able to manage own work time and that of junior colleagues to ensure proper nursing service in a unit. Develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Supervision of patient and provision of basic patient needs eg oxygen, nutrition, elimination, fluids and electrolyte balance, safe and
therapeutically environment in the clinic using EDL guidelines. Ensure clinical intervention to client including administering of prescribed medication and ongoing observation of patient in the clinic. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of self care. Ensure proper utilisation and safe keeping of basic medical, surgical pharmaceutical and stock.

**ENQUIRIES** : Ms NA Magwaza (Deputy Manager Nursing) Tel No 031-538 0808
**APPLICATIONS** : Application to be forwarded to: The Human Resource Manager, Phoenix Community Health Centre, Private Bag x007, Mt Edgecombe 4300
**FOR ATTENTION** : Ms H.S Khuzwayo
**NOTE** : Direction to candidate: The following documents must be submitted, Application for employment form (Z83), which is obtainable as any Government Department or from website – www.kznhealth.gov.za. Original signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D copy. Updated Curriculum Vitae. Application must be submitted on or before closing date. The reference number must be indicated in the column provided on the form Z83 e.g. PCHC 02/2018. Failure to comply with the above instruction will disqualify applications. Please note that due to the number anticipated, applications will not acknowledge. Correspondence will be limited to short listed candidate only. NB: African Male are encouraged to apply

**CLOSING DATE** : 12 July 2019
**POST 23/241** : CLINICAL NURSE PRACTITIONER-(GRADE 1) X1 – (OUTREACH) REF NO: PCHC 06/2019
**SALARY** : R383 226.00 per annum Benefits: 13th Cheque, home owner allowance, and Medical aid optional (Employee must meet prescribed policy requirements)
**CENTRE** : Zn Health -Phoenix Community Health Centre
**REQUIREMENTS** : Senior certificate/Matric or equivalent plus Degree / Diploma in General Nursing, Midwifery plus one year post basic qualification in Primary Health Care. Proof of current registration with SANC as General nursing and Primary Health Care (2019 receipt). A valid Driver’s Licence (Code 08/Code10). Experience: Grade 1: A minimum of 4 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. Certificate of service from current / previous employers stamped by HR must be attached: Knowledge, Skills, Attributes and Abilities required: Knowledge of all applicable legislation such as Nursing Acts, Mental Act, OH&S Act, Knowledge of nursing care processes and procedure, Batho Pele Principles and Patients Right Charter, Labour Relations Act, Grievance Procedure etc, Display a concern for patient, promoting and advocating proper treatment, Sound understanding of legislation and related ethical nursing practices within a primary health care environment, Report witting skills, Time management skills, Good listening and communication skills, Co-ordination and planning skills, Team building and supervisory skills, Good interpersonal skills. Good sight of procedures and policies pertaining to nursing care, Ability to assist in formulation of patient care related policies.

**DUTIES** : Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined from a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of nursing legislation and related legal and ethical nursing practices within a primary health care environment. Work effectively and amicably at a supervisory level, with person of divert intellectual, culture race or religious differences. Plan and organise Health Promotion by addressing individual, family and health needs, raising the consciousness of health behaviour, enabling community mobilisation, participation and development for Health, by managing the Family Health Team members and ensuring an integrated team approach to disease prevention through the municipality (Sukuma Sakhe), environmental health, social development and education system, and locally active Not for Profit Organisations. Managing the Family Health Team members and ensuring an integrated team approach to disease prevention through the municipality (Sukuma Sakhe), environmental health, social development and education system, and locally active Not for Profit Organisations. Develop and plan to provide health care interventions and systems to address home based management of prevalent conditions in the municipal ward to provide care in an integrated and comprehensive manner such as palliative care through the enrolled nurses, families and Community Care Givers, follow up neonatal care through Community Care Givers and nursing home visits, provided treatment (injections) to avoid long term admission to hospitals, and follow up of disabled persons to prevent deterioration. These activities include clinical work at clinics. Facilitate and assess development of
capacity of the enrolled nurse and Community Care Givers to ensure compatibility with the National Health model for Ward based Outreach Teams, requiring care, food gardens, exercise for health groups. Lead the Family Health Team to develop and sustain support groups for Health activities such as breast feeding support groups, HIV positive persons support groups, supports groups for families with intellectually challenged members, support groups for persons with mental illness, weight control groups, and physical activity groups. Ensure accurate community profiling in terms of health and appropriate health actions plans. Verify data collected by team members and compile submission to the Operations Manager. Facilitate monitoring and evaluation activities through meetings and activities, direct supervision and performance appraisals, rapid community appraisals, analysis of clinic data, focus groups, and individual interviews or questionnaires.

ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE

Mr MA Ndlovu (Deputy Manager Nursing) Tel No 031-538 0808
Application to be forwarded to: The Human Resource Manager, Phoenix Community Health Centre, Private Bag x007, Mt Edgecombe 4300
Ms NA Magwaza
Direction to candidate: The following documents must be submitted, Application for employment form (Z83), which is obtainable as any Government Department or from website – www.kznhealth.gov.za. Original signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D copy, Updated Curriculum Vitae. Application must be submitted on or before closing date. The reference number must be indicated in the column provided on the form Z83 e.g. PCHC 03/2019. Failure to comply with the above instruction will disqualify applications. Please note that due to the number anticipated, applications will not acknowledge. Correspondence will be limited to short listed candidate only. NB: African Male are encouraged to apply.

CLOSING DATE:

POST 23/242

PROFESSIONAL NURSE SPECIALTY GRADE 1 & 2: REF NO: HRM 26/2019 (02 POSTS)

Directorate: Department Of ICU

African male and people with disability are encouraged to apply

Grade 1: R383 226.00 – R 444 276.00 per annum
Grade 2: R 471 333.00 – R 579 696.00 per annum.

King Edward VIII Hospital (KEH)

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 ICU or Nephrology specialty. 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 ICU or Nephrology specialty. 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 Critical Care/Nephrology plus 4 years appropriate / recognizable registration experience as a General Nurse. Proof of current registration with SANC. Certificate of service endorsed by HR as a proof of experience. 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. Coordination and liaison skills. Problem solving skills

Assist in planning/organizing and monitoring of objectives of the specialized unit.

PROFESSIONAL NURSE SPECIALTY GRADE 1 & 2: REF NO: HRM 26/2019 (02 POSTS)

Directorate: Department Of ICU

African male and people with disability are encouraged to apply

Grade 1: R383 226.00 – R 444 276.00 per annum
Grade 2: R 471 333.00 – R 579 696.00 per annum.

King Edward VIII Hospital (KEH)

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 ICU or Nephrology specialty. 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 ICU or Nephrology specialty. 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 Critical Care/Nephrology plus 4 years appropriate / recognizable registration experience as a General Nurse. Proof of current registration with SANC. Certificate of service endorsed by HR as a proof of experience. 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. Coordination and liaison skills. Problem solving skills

Assist in planning/organizing and monitoring of objectives of the specialized unit.

Provide a therapeutic environment for staff, patients and public. Provide comprehensive, quality nursing care. Provide direct and indirect supervision of all Nursing Staff/Housekeeping staff and to give them guidance and ensure continuity of patient care on all level. Demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital. Assist with allocation/change list, day and night duty rosters and inputs for leave. Assist in record keeping and provide statistical information on training and staffing. To assist in EPMDS evaluation of staff and implement EAP. Assist in orientation, induction and monitoring of all nursing staff. To complete patient related data and partake in research. Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty. To assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift. To partake in overall specialized unit functions, i.e. team building. Effective and efficient management of all resources. Liaise with professional Nurse in charge in surgical high care/renal unit . Allocation of Staff within the Directorate on rotational basis. To nurse a critically ill patient who is ventilated, on hemodialysis and on continuous venous hemodialysis. To nurse all types of patients regardless of diagnoses

DUTIES

African male and people with disability are encouraged to apply

Grade 1: R383 226.00 – R 444 276.00 per annum
Grade 2: R 471 333.00 – R 579 696.00 per annum.

King Edward VIII Hospital (KEH)

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 ICU or Nephrology specialty. 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 ICU or Nephrology specialty. 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 Critical Care/Nephrology plus 4 years appropriate / recognizable registration experience as a General Nurse. Proof of current registration with SANC. Certificate of service endorsed by HR as a proof of experience. 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. Coordination and liaison skills. Problem solving skills

Assist in planning/organizing and monitoring of objectives of the specialized unit.

Provide a therapeutic environment for staff, patients and public. Provide comprehensive, quality nursing care. Provide direct and indirect supervision of all Nursing Staff/Housekeeping staff and to give them guidance and ensure continuity of patient care on all level. Demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital. Assist with allocation/change list, day and night duty rosters and inputs for leave. Assist in record keeping and provide statistical information on training and staffing. To assist in EPMDS evaluation of staff and implement EAP. Assist in orientation, induction and monitoring of all nursing staff. To complete patient related data and partake in research. Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty. To assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift. To partake in overall specialized unit functions, i.e. team building. Effective and efficient management of all resources. Liaise with professional Nurse in charge in surgical high care/renal unit . Allocation of Staff within the Directorate on rotational basis. To nurse a critically ill patient who is ventilated, on hemodialysis and on continuous venous hemodialysis. To nurse all types of patients regardless of diagnoses

DUTIES

African male and people with disability are encouraged to apply

Grade 1: R383 226.00 – R 444 276.00 per annum
Grade 2: R 471 333.00 – R 579 696.00 per annum.
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all of the above mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted.

CLOSING DATE : 12 July 2019

POST 23/244 : ASSISTANT DIRECTOR: SYSTEMS REF NO: CTK15/2019

Systems Management

SALARY : R 376 596.00 per annum plus Other Benefits: 13th Cheque (Level 9) Medical Aid and housing allowing (optional and provided the member meets the requirements)

CENTER : Christ the King Hospital


DUTIES : Manage the day-to-day functioning of the Systems Component in the institution to ensure that high quality services are being provided. Monitor the provisioning of all systems services facilitated by contractors in order to ensure contract adherence and highest level of quality, manage the following services to ensure optimal usage and cost effectiveness in the entire Institution. Cleaning Services Telecommunication Services, Registry and Reprographic Services, Maintenance Services, Information Systems and Technology Services, Gardening Services, Patient Administration Services, Mortuary Services, Housekeeping Services, Security Services, Laundry Services, Transport Services, Waste Management Services, Systems Contracts Management, Ensure that all institutional information systems are maintained to provide reliable, valid and timeous processing of information. Implement and monitor effective systems policies, protocols and practices within the day-to-day operational areas. Oversee risk management system at the institution to ensure that an effective, up-to-date, disaster and major incident management plans are maintained. Render expert advice to management on matters relating to systems administration to ensure compliance with all statutory regulations. Provide technical advice to the management team in respect of operations and ensure that standby and emergency facilities are properly maintained. Contribute as a member of a multi-disciplinary management team towards the effective and efficient management of the institution, and Ensure that staff has work plans and EPMDTS tallying with the goals of the component and manage human resources.

ENQUIRIES : Mrs. S.W Maseko Tel no: 039 - 834 7500 EXT 7505

APPLICATION : The Chief Executive Officer, Christ the King Hospital, Private bag X542, IXOPO, 3276 OR Hand delivered to: Christ the King Hospital, Human Resource Office, Peter Hauff Drive, IXOPO, 3276

NOTE : The following documents must be submitted: (a) Application for Employment Form (Z83), which is available from any Government Department OR the web site www.kznhealth.gov.za. (b) Certified copies of highest educational qualifications- not copies of certified copies. Curriculum vitae, certified copy of Identity Document Certified copies of Registration certificates. Reference number must be indicated in the column provided on the form Z83. This Department is an equal opportunity, affirmative action employer whose aim is to promote representativeness in all occupational categories in the department. Please note. That due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. People with disability must feel free to apply. The Employment Equity target preference is African Male. NB: Failure to comply with the above instructions will disqualify applicants. Due to financial constraints, No S&T claims will be compensated to shortlisted candidates. The appointment is subject to the positive outcome obtained from the State Security Agency to the following checks : (c) security checks, Credit records, qualification, citizenship and previous experience verifications.

CLOSING DATE : 12 July 2019
POST 23/245 : PROFESSIONAL NURSE SPECIALITY GRADE 1/2: REF NO: HRM 56/2018: (02 POSTS)
Directorate: Nephrology

SALARY: Grade 1: R 362 559.00 – R 420 318.00 per annum
Grade 2: R 445 917.00 – R 548 436.00 per annum Other Benefits: Medical Aid (Optional); Housing Allowance: Employee must meet prescribed requirements

CENTRE: King Edward VIII Hospital

REQUIREMENTS: 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 Trauma 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 speciality after obtaining the one year post basic qualification (Specialty) in Trauma 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 Trauma plus 4 years appropriate / recognizable registration experience as a General Nurse, proof of current registration with Sanc 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: Key Performance Areas: Assist in planning/organizing and monitoring of objectives of the specialized unit, provide a therapeutic environment for staff, patients and public, provide comprehensive, quality nursing care, provide direct and indirect supervision of all Nursing Staff/Housekeeping staff and to give them guidance and ensure continuity of patient care on all level, demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital, assist with allocation/change list, day and night duty rosters and inputs for leave, assist in record keeping and provide statistical information on training and staffing, to assist in EPMDS evaluation of staff and implement EAP, assist in orientation, induction and monitoring of all nursing staff, to complete patient related data and partake in research, promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty, to assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift, to partake in overall specialized unit functions, i.e. team building, effective and efficient management of all resources, liaise with professional Nurse in charge in Medical Emergency Unit allocation of Staff within the Directorate on rotational basis, to nurse a critically ill patient who is ventilated, on oxylog and on continuous monitoring, to nurse all types of patients regardless of diagnoses according to disease profile within the directorate, to nurse a paediatric ventilated/ medical patient for close monitoring, to lead in resuscitation of critical patients, to be well versed with labour relations procedures, to be well versed with disaster management procedures, to implement national core standards and formulate quality improvement plans and projects to improve quality of care, to be knowledgeable about management of risks in a trauma unit and forensic nursing

ENQUIRIES: Mr. B.B. Khoza – 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.

CLOSING DATE: 12 July 2019

POST 23/246 : ENROLLED NURSE X11 POSTS, EE
Target (African Male)

SALARY: (R 171 381.00) per annum. 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)

CENTRE: Amajuba Health District
Mndozo Clinic Ref No: MAD 19/ 2019
Osizweni Clinic 2 Ref No: MAD 20/ 2019
Rosary Clinic Posts Ref No: MAD 21/ 2019 (2 posts)
Stafford Clinic Ref No: MAD 22/2019
Newcastle Clinic Posts Ref No: MAD 24/2019 (2 posts)
Ladybank Clinic Ref No: MAD 24/2019
Sukumani Clinic Ref No: 25/2019
Emfundweni Clinic Ref No: 26/2019
Naasfarm Clinic Ref No: 27/2019
The KwaZulu-Natal Provincial Treasury is an equal opportunity, affirmative action employer. As such, it is our intention to promote and uphold representivity in the Department in terms of race, gender and disability.

**POST 23/247**

**FINANCIAL SYSTEMS SUPPORTER: BAS REF NO: KZNP 19/22 (2 POSTS)**

**SALARY**
R 316 791 per Annum (All Inclusive)

**CENTRE**
KZN Provincial Treasury, Pietermaritzburg

**REQUIREMENTS**
To provide functional financial systems (BAS) support to financial systems SYSCONS of the province in terms of legislative mandates. REQUIREMENTS: A 3 year NOF level 6/7 Degree/National Diploma in Financial Information Systems or any Financial/Accounting related fields. A minimum of 3 years’ experience in a government financial systems environment. A Valid Driver’s license, and in a case of

**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 from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualification 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 Persons with disabilities and African males are encouraged to apply, however, other race groups are also not restricted from applying

**CLOSING DATE**
19 July 2019
people with disabilities who are unable to personally drive, proof of the ability to meet work related commitments is required.

**DUTIES**

- Render transversal systems support on BAS.
- Facilitate enhancements on BAS between National Treasury and BAS SYSCONS of all departments of the KZNPA.
- Compile management reports pertaining to BAS.
- Ensure proper utilization and safe guard of assets within the division.

**COMPETENCIES, KNOWLEDGE AND SKILLS:**
- Knowledge of the Basic Accounting Systems (BAS), National Treasury circulars.
- Basic understanding of the PERSAL salary system.
- Basic knowledge of the integrated systems used by departments in the Province.
- Computer literacy.
- Good verbal and written communication.
- Project management.
- Good interpersonal relations.
- Problem solving skills.
- Analytical skill.
- Change management.
- Presentation skill.
- Self-disciplined and able to work under pressure with minimum supervision.

**ENQUIRIES**

Mr K Mqadi (033) 897 4585

**APPLICATIONS**

Applications, quoting the correct reference number must be forwarded to: The Head of Department, Provincial Treasury, Directorate: Human Resource Management and Development, P.O. Box 3613 Pietermaritzburg, 3201 or 145 Chief Albert Luthuli Road, Pietermaritzburg 3200

**FOR ATTENTION**

Ms S Ngema

**NOTE**

Applications must be submitted with a signed and dated Z83 Form, obtainable from any Public Service Department, and must be accompanied by a comprehensive CV, together with originally certified copies of qualifications including an academic record for all relevant qualifications and a Matric certificate. Kindly attach an originally certified copy of a Driver’s licence if required and your ID. Applicants must provide original Service records for all relevant experience, proof of management experience (where it is a requirement), job description for current positions and a letter from the respective Human Resources for occupying acting positions.

The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. Where an applicant has lost a certificate, ID or driver’s licence, proof of application for a replacement must be attached and an affidavit explaining the loss must be attached. The department will conduct reference checks with the HR section of current and/ or previous employers apart from the referees listed. Candidates will be subjected to the verification of qualifications, reference checks as well as a criminal record check and competency assessment. It is regretted that due to a large volume of applications, it is not possible for the department to acknowledge receipt of every application received and that only those that will participate in the final selection process (interviews) will be notified of the outcome. Should you not hear from the department within 3 months of the closing date, please consider your application as unsuccessful. Non-South African citizens who are permanent residency holders must submit a documentary proof together with their applications. Under no circumstances will faxed, e-mailed or late application be accepted. Therefore the onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Applications that do not comply with these instructions will not be considered.

**CLOSING DATE**

12 July 2019
PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE

CLOSING DATE : 15 July 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 23/248 : LECTURER: AGRONOMY (SMALL GRAINS), REF NO. AGR 2019-26
SALARY : R 316 791 per annum (Salary level 8)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 4-year B.Agric-degree or equivalent qualification in Agronomy or related agricultural field with specialisation in grain production; A minimum of 3 years appropriate experience. Recommendation: A valid (Code B) driving licence. Competencies: Knowledge of the following: Grain production practices; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape;Proven computer literacy (MS Office); Leadership, planning and organising skills; High level of assertiveness and professionalism; Formal training and presentation skills.
DUTIES : Prepare lesson plans and present practical, theoretical and/or short courses; Renewal and development of course material and study guides; Assessments of students; Student consultation and support; Non-curricular activities.
ENQUIRIES : Ms B Abrahams Tel no: (021) 808 5480
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

SALARY : R 257 508 per annum (Salary level 7)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 3-year post school qualification (National Diploma or higher qualification) in Communication/ Media Studies/ Journalism or related; A minimum of 3 years relevant experience in an agricultural environment; A valid code B driving licence. Recommendation: Excellent writing ability, especially scientific writing; Experience in various user interfaces and electronic information dissemination; Experience in the translation of scientific written material. Competencies: Communication (written and verbal) skills in at least two of the three official languages of the Western Cape;Proven computer literacy skills in MS Office, Internet, Intranet; Planning and organising; Ability to work independently and within a team; Ability to work under pressure and meet deadlines.
DUTIES : Scientific Information administration; Electronic information compilation; Determine and advise on different formats for distribution of information (e.g. CD, hard copy, website, articles in journals and newsletters, audio, presentations, or a combination depending on the target audience and their requirements.); General (e.g. Translation, Afrikaans to English and vice versa, as well as proofreading, Ad hoc functions, including gathering of information from events to publish, design of scientific posters and banners, attendance of specific information days, attendance of strategic sessions to set information standards for researchers and technicians, etc.)
ENQUIRIES : Dr. I Trautmann Tel no: (021) 808 5012
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

CLOSING DATE : 15 July 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 23/250

: ASSISTANT DIRECTOR: RECORDS MANAGEMENT; KNOWLEDGE AND INFORMATION MANAGEMENT; REF NO. DEDAT 2019-21

SALARY

: R 376 596 per annum (Salary level 9)

CENTRE

: Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS

: An appropriate tertiary qualification (3-year National Diploma or higher qualification); A minimum of 3 years proven experience in a Records Management environment; A valid code B driving licence. Recommendation: Records Management Course. Competencies: Specialist knowledge of Records Management as well as HR Records Management practices; Knowledge of the following: Government Environment Information Management; Records Management Systems; Electronic Content Management; Policy and prescripts related to records and knowledge management; Project Management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Problem solving; Excellent planning and organising skills; People Management skills; Leading and supervising skills; Applying expertise and technology; Delivering results and meeting customer expectations; Ability to cope with setbacks and pressure; Proven computer literacy in MS Office packages.

DUTIES

: Develop and maintain Departmental physical records systems; Provide a registry service; Develop and maintain Electronic Content Management Systems; People Management; Implementation of systematic disposal programmes to reduce storage cost after written disposal authority was obtained from Western Cape Archives and Record Services; Training of creators of records to allocate file reference numbers; Ensure that sound records management practices are followed and ensure safe-keeping of all departmental records; Manage the electronic data stored on ECM/MyContent or approved departmental system.

ENQUIRIES

: Ms C Julies Kayembe Wakayembe Tel no: (021) 483 9000

APPLICATIONS

: Only applications submitted online will be accepted. To apply submit your application online only: via www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 23/251

: STATE ACCOUNTANT: ASSURANCE SERVICES (INTERNAL CONTROL); REF NO. DEDAT 2019-23

SALARY

: R 316 791 per annum (Salary level 8)

CENTRE

: Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS

: An appropriate 3-year tertiary qualification (3-year National Diploma or higher qualification) in Internal Auditing; A minimum of 2 years' relevant experience in an internal audit environment. Recommendation: Working knowledge of National Treasury Regulations and Provincial Treasury instructions; Auditing and Accounting Standards. Competencies: Knowledge of the following: Financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual); Risk management systems; Interpersonal relations; Flexibility; Teamwork; Accuracy; Aptitude of figures; Computer operating skills; Planning and organisation; Basic Numeracy skills; Ability to perform routine tasks; Ability to operate office equipment; Communication (written, verbal and report writing) skills in at least two of the three official languages of the Western Cape.

DUTIES

: Provide inputs into policies, procedures and processes pertaining to the internal control unit; Compliance monitoring and testing; Evaluate the effectiveness of financial prescripts (inspections); Ensure implementation of corrective measures and preventative controls with regard to CGRO, Internal Audit and Auditor General; Conduct investigations into losses and non-compliance; Report on any control deficiencies or non-compliance within financial management; Render advice on policy development in terms of compliance and control; Provide support with the management of fraud prevention, detection and correction in the department.

ENQUIRIES

: Ms B Mott Tel no: (021) 483 9088

APPLICATIONS

: Only applications submitted online will be accepted. To apply submit your application online only: via www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

160

SALARY : R 257 508 per annum (Salary level 7) plus 37% in lieu of service benefits.
CENTRE : Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS : An appropriate 1 – 2 year post-school qualification with a minimum of 3 years’ experience in coordination and administration of projects. Recommendation: Experience in Monitoring and Evaluation Systems (performance information, evaluation, monitoring, data reviews, indicators and socio-economic goals); Experience in working with large data sets using MS Excel or similar data analysis tools. Competencies: Working knowledge and experience in the following: Setting up/maintaining records – keeping, records management (electronic/manual); Awareness of current affairs / social-economic issues in SA / importance of measuring government’s performance; Communication (written, verbal and presentation) skills in at least two of the three official languages of the Western Cape; Ability to use advanced computer skills to analyse quantitative data sets; Ability to be analytical and details-orientated; Analytical skills; Research skills; Report-writing skills; Ability to be systematic, structured, organised.

DUTIES : Render line administrative support services; Co-ordinate monitoring and evaluation activities and maintain the relevant systems; Provide Supply Chain Management support services; Render advice and liaise with regards to administrative matters.

ENQUIRIES APPLICATIONS : Ms L Colli Tel no: (021) 483 2624
CLOSING DATE : 15 July 2019
NOTE : Only applications submitted online will be accepted. To apply submit your application online only: via www.westerncape.gov.za/jobs or https://westerncape.gov.erecruit.co

DEPARTMENT OF LOCAL GOVERNMENT

OTHER POST


SALARY : R 376 596 per annum (Salary level 9)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate tertiary qualification (3-year National Diploma or higher qualification); A minimum of 3 years’ experience in managing administration functions and rendering an executive support service to senior management. Recommendation: A valid code B driving licence. Competencies: Knowledge of the following: Budget Management; Organisational and management practices, policies and operational functioning of a Chief Directorate; Relevant legislation/policies/prescripts and procedures; Relevant software; Advanced Computer literacy skills; Excellent communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Supervisory skills; Planning and organising skills; Ability to draft complex documentation; Ability work under pressure; Manage various office administration activities simultaneously; Research skills; Analysing skills; Writing and reporting skills; Delivering results and meeting customer expectations.

DUTIES : Manage engagements: Ensure that the management support staff compile programmes; Liaise with and/or sensitise the top manager regarding programmes/activities; Render line administrative support services: Develop and maintain systems in the office of the top manager; Oversee and provide effective guidance and advice on the flow of information and documents to and from the office of the top manager; Execute research, analyse information and compile documents; Conduct research and compile comprehensive documents with regard to issues forthcoming from meetings; Compile EXCO memoranda and memoranda with regard to sensitive issues that is not linked to a specific line function; Provide support to the top manager with regard to meetings: Screen documents to determine actions/information/documents required to the meeting; Manage resources of the office of the top manager; Determine and collate information with regard to the budget needs; Keep record of expenditure commitments, monitor expenditure and alert the top manager with regard to possible over-and under spending.
ENQUIRIES : Ms E Barnard Tel no: (021) 483 6126
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

PROVINCIAL TREASURY
CLOSING DATE : 15 July 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 23/254 : LOCAL GOVERNMENT PUBLIC FINANCIAL MANAGEMENT COORDINATOR, REF NO. PT 2019-28 - (2 POSTS AVAILABLE)
Chief Directorate: Local Government Finance

SALARY : All-inclusive salary package of R 733 257 per annum (Salary level 11).
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : A 3-year National Diploma/B-Degree (or higher qualification) in Accounting/Public Finance/Business Management or Economics (or related); Proven financial management experience of 5 years of which 3 years must be at management level; Experience in municipal budgeting, In-Year Monitoring analysis, reviews and co-ordination; A valid Code B driving licence. Recommendation: Strong financial background specifically in Local Government. Competencies: Knowledge of applicable financial legislation, procedures and processes on a managerial level; Deal effectively with pressure, remains optimistic and meet deadlines; Attention to detail and good interpretation of numbers, graphs and financial reporting; Proven computer literacy; Excellent Communication (written and verbal) and reporting skills in at least two of the three official languages of the Western Cape; Ability to write submissions, Presentation skills; People Management and conflict resolution skills.

DUTIES : Assess municipal budgets in respect to revenue and expenditure management; Review monthly, quarterly and bi-annual in-year monitoring and assessments; Assess MFMA implementation against framework; Provide technical assistance and research to Municipalities and subordinates; Facilitate training and other support to municipalities and subordinates; Human Resource Management.

ENQUIRIES : Mr B Damons Tel no: (021) 483 6127
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 23/255 : ASSISTANT DIRECTOR: CLIENT INTERFACE, REF NO. PT 2019-29

SALARY : R 376 596 per annum (Salary level 9)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma or higher qualification in Economics/Public Policy/Business Administration/Finance or related field; A minimum of 3 years’ relevant experience in assisting with the co-ordination of budgetary processes; A valid driver's licence. Recommendation: Strong financial background; Working knowledge of budget processes and procedures; Working knowledge of financial norms and standards as well as Acts such as MFMA and PFMA and related prescripts. Competencies: Ability to work under pressure; Good communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer skills, especially MS Word and Excel; Information management skills; High level negotiating skills; Project Management skills; Planning and organising skills.

DUTIES : Monitor and coordinate the Provincial and Local Government medium term expenditure committee (MTEC) Processes; Coordinate the process of assessment of performance (Provincial and Municipal); The Management of budgetary information; Assist with the process of data information management.

ENQUIRIES : Mrs T Bosser Tel no: (021) 483 6422
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
DEPARTMENT OF SOCIAL DEVELOPMENT

CLOSING DATE : 15 July 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 23/256 : PROFESSIONAL NURSE: PROFESSIONAL SERVICES (VREDELUS), REF NO. DSD 2019-61

SALARY : Grade 1: R 256 905 - R 297,825 per annum; Grade 2: R 315 963 - R 362 865 per annum; Grade 3: R 383 226 - R 485 475 per annum (OSD as prescribed).

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : Grade 1: Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; No experience required. Grade 2: Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; A minimum of 10 years appropriate/ recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; A minimum of 20 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Recommendation: A valid code B driving licence; previous experience in youth facility based nursing. Competencies: Knowledge of the following: Nursing care processes and procedures; Nursing statutes and any other relevant legal frameworks such as: Nursing Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality care to residents); Implement standards, practices, criteria and indicators for quality nursing (quality of practice); Practice nursing and health care in accordance with the prescripts and regulations relevant to nursing and health care; Maintain a constructive working relationship with multi-disciplinary team members and other stakeholders; Utilise human, financial and physical resources efficiently and effectively.

ENQUIRIES : Mr M Bently Tel no: (021) 931 0236
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co


SALARY : R 257 508 per annum (Salary level 7)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma or higher qualification); a minimum of 1 year relevant administrative experience. Competencies: Knowledge of the following: Occupational Health and Safety Act; Provincial and national strategies to address Sector Development; Micro Economic Development Strategy; Relevant software packages and sound application of relevant computer programmes; Relevant legislation/policies/prescripts and procedures; Basic financial administration; Draft documentation like submissions and letters; Properly record minutes and decisions at meetings; Run and maintain a Records Management System; Procure goods and services; Do basic research; Sound organising, planning and time management skills; Ability to work under pressure; Project Management skills; Knowledge Management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Render line administrative support services for the following operational areas: Employee Health and Wellness, Injury on duty and Occupational Health and Safety; Co-ordinate Monitoring and evaluation activities and maintain the relevant systems;
Update and maintain the Monitoring and Evaluation Systems related to Occupational Health and Safety and Employee Health and Wellness; Provide support to the component for supply chain management; Coordinate evidence/supporting documents for the unit; Render advice and liaise with regard to Occupational Health and Safety, Injury on duty and Employee Health and Wellness matters; Study the relevant Public Services and Departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES
Ms T Mtheku
Tel no (021) 483 5763

APPLICATIONS
Only applications submitted online will be accepted. To apply submit your application online only: via www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 23/258
CHILD AND YOUTH CARE SUPERVISOR: PROFESSIONAL SERVICES (BONNYTOUN), REF NO. DSD 2019-60

SALARY
R 199 188 per annum, Grade 1 (OSD as prescribed).

CENTRE
Department of Social Development, Western Cape Government

REQUIREMENTS
Senior Certificate (Grade 12 or equivalent qualification) with a minimum of 10 years’ appropriate experience in Child and Youth Care Work after obtaining the required qualification; A valid Code B driving licence. Competencies: Knowledge of the following: Child Care Act; Relevant policies; Related Legislation, Batho Pele Principles and administrative procedures; New developments and methodologies in Child and Youth Care Work; Proven computer literacy in MS Office; Basic research and analytical skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES
Facilitate and supervise the caring for and life space interventions of incidents; Build a positive relationship with residents; Create a caring and stimulating environment for residents; Monitor the implementation of the daily structured programmes; Form part of a multi-disciplinary team; Ensure that the recommended developmental and recreational programmes are implemented by providing continuous support, guidance and advice to subordinates; Monitor and participate in the evaluation of the recommended developmental and recreational programmes; Ensure reporting on progress with developmental and recreational programmes; Participate in the identification of incidents; Monitor the implementation of the daily structured programmes; Supervise and perform clerical/administration functions.

APPLICATIONS
Only applications submitted online will be accepted. To apply submit your application online only: via www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

CLOSING DATE
15 July 2019, unless indicated otherwise.

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

OTHER POSTS

POST 23/259
DEPUTY DIRECTOR: RECORDS MANAGEMENT, REF NO. TPW 2019-86

SALARY
All-inclusive salary package of R 733 257 per annum (Salary Level 11)

CENTRE
Department of Transport and Public Works, Western Cape Government

REQUIREMENTS
An appropriate 3-year tertiary qualification (National Diploma or higher qualification); a minimum of 3 years management experience in a records management or similar environment. Recommendation: A post-graduate qualification; completed the following courses: Registry clerk’s course, Records Management Course, Records Audit Course and Electronic Records Management Course, Competencies: Specialist knowledge of the following: Records Management practice; Applicable legislative and regulatory requirements, policies and standards; Applicable Information Management Systems; Excellent communication (written, verbal, presentation) and report writing skills in at least two of the three official languages of the Western Cape; Planning and organising skills.

DUTIES
To ensure that records management is an objective in the department’s strategy and strategic plan; To determine what the current records keeping and records management situation is and to ensure that relevant information is available regarding the records keeping and records management practises of the department;
Ensure that information contained in records is managed effectively throughout the department by drafting and implementing a records management policy; Ensure that records management staff understands their responsibilities and acquire the necessary skills to manage records effectively; To ensure that information can be identified and retrieved when required by providing well-structured records management classification systems and record keeping systems; Ensure that all records are kept in safe custody; Ensure that there is a systematic disposal programme in place; Ensure that all record types and medium e.g. electronic records micrographic, audio visual projects are managed according to the requirements of the National Archives and Records Services, good governance and standards; Ensure that there are evaluation criteria in place to monitor compliance with sound records management practices.

ENQUIRIES
APPLICATIONS
: Mr L Barbier Tel no: (021) 483 4117
: Only applications submitted online will be accepted. To apply submit your application online only: via www.westerncape.gov.za/jobs or https://westerncape.gov.erecruit.co

POST 23/260
: DEPUTY DIRECTOR: EMPOWERMENT IMPACT ASSESSMENT, REF NO. TPW 2019-110

SALARY
CENTRE
REQUIREMENTS
: All-inclusive salary package of R 733 257 per annum (Salary Level 11)
: Department of Transport and Public Works, Western Cape Government
: An appropriate 3- year tertiary qualification (National Diploma or higher qualification); A minimum of 3 years relevant middle-management experience; A valid Code B driving licence. Recommendation: Labour Intensive Construction Qualification (NQF 5 and/or 7); Working experience in the built environment. Competencies: Knowledge of the following: National, provincial and departmental policies, prescripts and practices regarding EPWP; Programme or Project Management research and planning procedures; Supply Chain and Financial Management; Public service reporting procedures; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Analysing; Leading and supervising skills; Persuading and influencing skills; Planning and organising skills; Deciding and initiating action; Working with people; Delivering Results and meeting customer expectations; Relating and networking skills.

DUTIES
: Compliance with Supply Chain Management prescripts and participate on EPWP SCM committees; Compliance with PFMA to ensure effective financial management and accurate cash flow projections; Conduct formal weekly staff meetings; Co-ordinate the completion and submission of performance agreements and reviews; Manage and support staff on all employee related matters; Manage the undertaking of Empowerment Impact Assessments (Empia) on capital infrastructure projects; Participate in stakeholder engagements with regard to the Departmental Community Participation Policy; Ensure incorporation of Empia targets into departmental capital infrastructure tender documents; Monitoring and evaluation of the Empowerment Impact Assessment Reports (Etir); Ensure the monitoring of progress of implementation of empowerment/CPG targets on projects where Empia's have been conducted; Ensure the completion of empowerment implementation plans on monitored projects and close-out reports; Participate in national, provincial and local structures and/or engagements; Strategic and operational support to the directorate and chief directorate; Reporting in-line with provincial requirements; Community engagements to explain CPG targets and EPWP.

ENQUIRIES
APPLICATIONS
: Ms P Jenniker Tel no: (021) 483 8551
: Only applications submitted online will be accepted. To apply submit your application online only: via www.westerncape.gov.za/jobs or https://westerncape.gov.erecruit.co

POST 23/261
: PERSONAL ASSISTANT: LAND TRANSPORT CONTRACTS, REF NO. TPW 2019-85

SALARY
CENTRE
REQUIREMENTS
: R 257 508 per annum (Salary level 7)
: Department of Transport and Public Works, Western Cape Government
: Grade 12 or equivalent qualification plus an accredited Secretarial Certificate/ Diploma NQF 5 (6 months to 1 year of study) with a minimum of 3 years’ relevant experience in office administration and rendering support services to Senior Management. Recommendation: A valid Code B (or higher) driving licence. Competencies: Knowledge of the following: Financial administration; Relevant legislation/policies/prescripts and procedures; Proven computer literacy in MS Office; Communication (written and verbal) skills in at least two of the official languages of the Western Cape; Excellent telephone etiquette, planning, organising and report writing skills; High levels of reliability and trustworthiness; Ability to analyse documents and situations.
DUTIES: Render a secretarial/receptionist support service to the Senior Manager; Render an administrative support service which includes asset and inventory management, filing and upkeep of various registers; Provide support to the manager regarding meetings and travel arrangements; Support the manager with the administration of the budget; Analyse the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES: Mr R Collins Tel no: (021) 483 8940

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co


SALARY: R 257 508 per annum (Salary level 7)

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

REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma or higher qualification) with a minimum of 1 year experience in rendering administrative support. Recommendation: Previous experience in a research, policy and strategy environment. Competencies: Knowledge of the following: National, Provincial and Departmental policies, prescripts and practices regarding multi-sector infrastructure; Research and planning methodology; Relevant software packages and sound application of relevant computer programmes; Basic analysis and report writing; Human capital administration; Financial administration; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Draft documentation like submissions, reports, letters etc; Plan administrative activities for diary management, travel itineraries, document flow in the office; Properly record minutes and decisions at meetings; Run and maintain a Record Management System.

DUTIES: Provide administrative and secretarial support, and assist with the logistical planning and organising of meetings, workshops, etc., pertaining to the line function responsibilities of the sub-directorate; Management of procurement of goods and services for the sub-directorate by means of prescribed procurement procedure; Conduct basic research pertaining to infrastructure planning and delivery; Compile reports, analyse and make notes and/or recommendations on infrastructure related policies, strategies and plans; Assist with advising relevant stakeholders on National, Provincial, Local and Departmental policies and strategies.

ENQUIRIES: Ms G Gorrah Tel no: (021) 483 0993

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 23/263: CHIEF ACCOUNTING CLERK: EXPENDITURE MANAGEMENT (GMT), REF NO. TPW 2019-111

SALARY: R 257 508 per annum (Salary level 7)

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

REQUIREMENTS: Senior Certificate (Grade 12 or equivalent qualification) with Accounting as a fully passed subject; A minimum of 3 years’ relevant experience in expenditure management or related field; A valid code B driving licence. Recommendation: Microsoft office working experience. Competencies: Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Planning and organisation skills; Proven computer literacy in Ms Word and Ms Excel; Numerical skills; Financial reporting skills; Problem solving skills; Analytical thinking; Ability to work under pressure and meet tight deadlines.

DUTIES: Human Resource Management for expenditure management section; Handle all payment and expenditure management related activities; Deal with subsistence, travel and cellular phone accounts; Responsible for the collective/re-imbursements of all petty cash related expenditure; Handle the financial aspects regarding the maintaining of the vehicle fleet account; Ensure effective document control function is maintained.

ENQUIRIES: Mrs K Proctor-Fourie Tel no: (021) 467 4792

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 23/264: PROJECT SUPPORT CLERK/CALL CENTRE OPERATOR: EDUCATION INFRASTRUCTURE REF NO. TPW 2019-88 (2 POSTS AVAILABLE),

SALARY: R173 703 per annum (Salary Level 5)

CENTRE: Department of Transport and Public Works, Western Cape Government
### POST 23/265

**ADMINISTRATION CLERK: TECHNICAL ADMINISTRATION (EDUCATION), REF NO. TPW 2019-89**

**SALARY**
R173 703 per annum (Salary Level 5)

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

**APPLICATIONS**
only online: via [www.westerncape.gov.za/jobs](https://www.westerncape.gov.za/jobs)

**ENQUIRIES**
Ms M Bowie Tel no: (021) 483 4087

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### POST 23/266

**ACCOUNTING CLERK: FRAUD AND LOSSES CONTROL, REF NO. TPW 2019-93**

**SALARY**
R173 703 per annum (Salary Level 5)

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

**APPLICATIONS**
only online: via [www.westerncape.gov.za/jobs](https://www.westerncape.gov.za/jobs)

**ENQUIRIES**
Ms M Bowie Tel no: (021) 483 4087

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### REQUIREMENTS

**Accounting Clerk:** Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant experience. Competencies: A good understanding of the following: Application of relevant legislation; Relevant systems (e.g. Source Link, LOGIS); Proven computer literacy (MS Office); Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Record keeping, problem solving, organising and negotiation skills.

**DUTIES**

- Provide a reception service; Diary management; Facilitate appointments; Enquiries and complaints from clients; Referral of clients; Provide office administration; Provision of effective record keeping; Distribution and tracking of documents; Binding and laminating of documents; Coordination of training and liaison with service providers; Provide logistical support; Arrange GG transport; Arrange travelling, accommodation, special functions, invitations, venue bookings and refreshments; Arrange meetings (agenda and minutes); Handle the expenditure, petty cash and telephone accounts; Responsible for the up-keeping and purchases of the stock and stationery; Preparation of DITCOM applications; Provide support to the Project Support Administrator; Timeous and accurate registration and tracking of all project information (including financial) on the Project Management Information System (EPM/RPM); Establish and maintain project documentation library, this includes providing document management support, the identification, change control and administration on all project-related documents.

**APPLICATIONS**

Only applications submitted online will be accepted. To apply submit your application online only: via [www.westerncape.gov.za/jobs](https://www.westerncape.gov.za/jobs) or [https://westerncapegov.erecruit.co](https://westerncapegov.erecruit.co)

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### REQUIREMENTS

**Duties Accountant:** Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant experience. Competencies: A good understanding of the following: Application of relevant legislation; Relevant systems (e.g. Source Link, LOGIS); Proven computer literacy (MS Office); Record keeping, problem solving, organising and negotiation skills.

**DUTIES**

- Provide a reception service; Diary management; Facilitate appointments; Enquiries and complaints from clients; Referral of clients; Provide office administration; Provision of effective record keeping; Distribution and tracking of documents; Binding and laminating of documents; Coordination of training and liaison with service providers; Provide logistical support; Arrange GG transport; Arrange travelling, accommodation, special functions, invitations, venue bookings and refreshments; Arrange meetings (agenda and minutes); Handle the expenditure, petty cash and telephone accounts; Responsible for the up-keeping and purchases of the stock and stationery; Preparation of DITCOM applications; Provide support to the Project Support Administrator; Timeous and accurate registration and tracking of all project information (including financial) on the Project Management Information System (EPM/RPM); Establish and maintain project documentation library, this includes providing document management support, the identification, change control and administration on all project-related documents.

**APPLICATIONS**

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### REQUIREMENTS

**Duties Accountant:** Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant experience. Competencies: A good understanding of the following: Application of relevant legislation; Relevant systems (e.g. Source Link, LOGIS); Proven computer literacy (MS Office); Record keeping, problem solving, organising and negotiation skills.

**DUTIES**

- Provide a reception service; Diary management; Facilitate appointments; Enquiries and complaints from clients; Referral of clients; Provide office administration; Provision of effective record keeping; Distribution and tracking of documents; Binding and laminating of documents; Coordination of training and liaison with service providers; Provide logistical support; Arrange GG transport; Arrange travelling, accommodation, special functions, invitations, venue bookings and refreshments; Arrange meetings (agenda and minutes); Handle the expenditure, petty cash and telephone accounts; Responsible for the up-keeping and purchases of the stock and stationery; Preparation of DITCOM applications; Provide support to the Project Support Administrator; Timeous and accurate registration and tracking of all project information (including financial) on the Project Management Information System (EPM/RPM); Establish and maintain project documentation library, this includes providing document management support, the identification, change control and administration on all project-related documents.

**APPLICATIONS**

Only applications submitted online will be accepted. To apply submit your application online only: via [www.westerncape.gov.za/jobs](https://www.westerncape.gov.za/jobs) or [https://westerncapegov.erecruit.co](https://westerncapegov.erecruit.co)
submissions and journals for the appropriate ledger accounts; Timeously finalise cases without delay.

ENQUIRIES : Ms LD Atkins Tel no: (021) 483 3743
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 23/267 : ACCOUNTING CLERK: FINANCIAL ACCOUNTING (oudtshoorn), REF NO. TPW 2019-106

SALARY : R173 703 per annum (Salary Level 5)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification) with Accounting or Mathematics as a passed subject; A valid code B driving licence. Recommendation: Relevant experience within the Finance sphere; A Further qualification or courses in Financial Management. Competencies: A good understanding of the following: BAS Financial System or similar systems; Public Finance Management Act, National/ Provincial; Treasury Instructions and prescripts; Strong computer skills (proficiency in Word/ Excel/ Outlook); Excellent verbal and written communication in skills in at least two of the three official languages of the Western Cape to ensure effective report writing; Ability to work under pressure and meet deadlines; Able to work independently and apply own initiative at times.

DUTIES : Processing and capturing of all payment transactions on Basic; Accounting System (BAS); Reconciliation between BAS and LOGIS of all payments; Process transactions where clearance and follow-up of asset and liability accounts and income and expenditure objectives with faulty balances are involved; Act as relieving cashier and assist in the absence of Costing Clerk as need be; Request all BAS reports monthly and per request; Administer the financial administrative functions for the Section: Expense management with respect to processing of payments, clarifying of Ledger and Suspense Accounts; Pre – audit of transactions in addition to aspects concerning the Public Finance Management Act (PFMA); Other functions in support of the Finance Component as or when needed.

ENQUIRIES : Ms. M Barnard Tel no: (044) 272 6071
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co


SALARY : R 145 281 per annum (Salary level 4)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 10 (or equivalent qualification); A minimum of 3 years’ relevant experience; A valid unendorsed code EC1/ EC driver’s license with a professional drivers permit (PDP) is required. Recommendation: Experience in the operating of the minor construction machines. Competencies: A good understanding of the following: Building, maintenance and reparation of roads; Communication skills in at least two of the three official languages of the Western Cape; Ability to work under pressure and meet deadlines; Conflict and diversity management; Self-motivated; Able to work in a team.

DUTIES : Supervise train and inspect work of a team of road workers; Carry out routine road maintenance on permanently surfaced proclaimed roads and road reserves; Repair of the bitumen road surface; Repair/erection of road signs; Perform general duties to support road specialists with respect to maintenance, reparation and building, and cleaning of roads as well as related activities.

ENQUIRIES : Mr M Erasmus Tel no: (023) 814 2646
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: adresponsect@affirm.co.za. You may use only one application platform as only one application will be accepted. Applications not submitted on or before the closing date as well as faxed will not be considered

NOTE : To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. Applicants from relevant local communities will receive preference.
POST 23/269 : TRADE WORKER: WORKSHOP OPERATIONS (BELLVILLE), REF NO. TPW 2019-100

SALARY : R 122 595 per annum (Salary level 3)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 10 or equivalent qualification; A minimum of 3 years’ relevant experience in a similar environment. Recommendation: External spray painting course.

DUTIES : Spray paint boards and frames; Prepare the boards before spray painting; Mixing paints; Responsible for the maintenance of the spray room; Writing the daily logs; Writing requisition and collecting stock from the stores; Assist the artisan when required; Cutting and bending of signs and other tasks; Putting material and letters on signs when required; Assembling of signs when required.

APPLICATIONS : Ms S van der Merwe at (021) 959 7700
ENQUIRIES : To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. Applicants from relevant local communities will receive preference.

POST 23/270 : ROAD WORKER: ROAD MAINTENANCE (OUTSHOORN), REF NO. TPW 2019-99 (4 POSTS AVAILABLE)

SALARY : R 102 534 per annum (Salary Level 2)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 10 or similar qualification; Functional literacy; A minimum of 3 years’ relevant experience in a similar environment. Recommendation: ABET (Basic literacy). Recommendation: External spray painting course.

DUTIES : Support road specialists in the maintenance and building of roads; Perform manual labor; Undertake general duties to support road specialists with respect to maintenance, repair, building and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well as related activities.

APPLICATIONS : Mr D Plaatjies at (044) 272 3699
ENQUIRIES : 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.


SALARY : R 102 534 per annum (Salary Level 2)
CENTRE : Department of Transport and Public Works, Western Cape Government

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.
REQUIREMENTS: ABET – Ability to read and write (Basic literacy). Recommendation: Appropriate working experience in the following: Building, maintenance and repair of roads; Operating of minor construction machines and hand tools; civil construction activities. Competencies: Working knowledge of roads construction methods, materials and equipment; Communication skills in at least two of the three official languages of the Western Cape; Ability to work under pressure and meet deadlines; Reliable; Able to work in a team; Ability to carry out written instructions; Operate equipment in all kinds of weather, climb ladders and push heavy weights.

DUTIES: Support road specialists in the maintenance and building of roads; Perform manual labor; Undertake general duties to support road specialists with respect to maintenance, repair, building and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well as related activities.

ENQUIRIES: Mr D Plaatjies at (044) 272 3699 or alternatively A Matthews at (044) 272 6071
APPLICATIONS: You may use 1 of the 3 options available to submit your application: (1) Hand Deliveries (Between 08:00 am to 17:00 pm): Affirmative Portfolios, Unit 14, 1st floor, 3 Canal Edge, Tyger Waterfront, Carl Cronje Drive, Bellville, 7530. (2) Postal: You may post it to the following postal address: PO 5496, Tyger Valley Centre Parking Area, Bellville, 7536. (3) E-mail address: adresponsecpt@affirm.co.za. You may use only one application platform as only one application will be accepted. Applications not submitted on or before the closing date as well as faxed will not be considered

NOTE: To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. Applicants from relevant local communities will receive preference.

POST 23/272: CAMP MAINTENANCE WORKER: SPECIAL TASK TEAM (OUTDSTHOORN), REF NO. TPW 2019-102

SALARY: R 102 534 per annum (Salary Level 2)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: ABET – Ability to read and write (Basic literacy). Competencies: Working knowledge of the following: Bricklaying, carpentry, plumbing and paint works; Road Camp erection, repairing and the replacement of any required part; Building, maintenance and repair of roads; Operating equipment and construction machinery; Safety standards and road safety; Communication skills; Ability to work under pressure and meet deadlines; Ability to work independently without constant supervision; Self-motivated; Able to work in a team and relate well with others.

DUTIES: Assist with the erection, maintenance and repairs to buildings in all DRE Oudtshoorn Road Camps; Assist with the erection, repair and maintenance of road traffic signs; Assist Road Specialists on an ad-hoc basis in maintaining and improving road surfaces; Assist the Camp Maintenance Supervisor to ensure that the Oudtshoorn Road Camp is kept neat and tidy; Be aware and make necessary changes to hazards found on camp grounds.

ENQUIRIES: Mr D Plaatjies at (044) 272 3699 or alternatively A Matthews at (044) 272 6071
APPLICATIONS: You may use 1 of the 3 options available to submit your application: (1) Hand Deliveries (Between 08:00 am to 17:00 pm): Affirmative Portfolios, Unit 14, 1st floor, 3 Canal Edge, Tyger Waterfront, Carl Cronje Drive, Bellville, 7530. (2) Postal: You may post it to the following postal address: PO 5496, Tyger Valley Centre Parking Area, Bellville, 7536. (3) E-mail address: adresponsecpt@affirm.co.za. You may use only one application platform as only one application will be accepted. Applications not submitted on or before the closing date as well as faxed will not be considered

NOTE: To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. Applicants from relevant local communities will receive preference.

POST 23/273: TRADE WORKER AID: WORKSHOP (OUTDSTHOORN), REF NO. TPW 2019-103

SALARY: R 102 534 per annum (Salary Level 2)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: ABET – Ability to read and write (Basic literacy). Recommendations: Grade 10; previous experience in a similar environment. Competencies: Knowledge of the following: Vehicles; Construction machines and small plant; Control over stock; Communication skills; Ability and be a team player.
**DUTIES**: A good bill of health and ability to perform physical labour; General tasks in support of Artisans in the Mechanical workshop; Perform basic mechanical tasks; Responsible for the cleaning of the mechanical workshop, parts and tools.

**ENQUIRIES**: Mr D Plaatjies at (044) 272 3699 or alternatively A Matthews at (044) 272 6071

**APPLICATIONS**: You may use 1 of the 3 options available to submit your application: (1) Hand Deliveries (Between 08:00 am to 17:00 pm) : Affirmative Portfolios, Unit 14, 1st floor, 3 Canal Edge, Tyger Waterfront, Carl Cronje Drive, Bellville, 7530, (2) Postal: You may post it to the following postal address: PO 5496, Tyger Valley Centre Parking Area, Bellville, 7536. (3) E-mail address: adresponsecpt@affirm.co.za. You may use only one application platform as only one application will be accepted. Applications not submitted on or before the closing date as well as faxed will not be considered

**NOTE**: To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. Applicants from relevant local communities will receive preference.

**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 23/274**

**PHARMACY SUPERVISOR GRADE 1**

Chief Directorate: Metro Health Services

**SALARY**: R 821 205 per annum (A portion of the package can be structured according to the individual’s personal needs).

**CENTRE**: Khayelitsha Community Health Centre

**REQUIREMENTS**: Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration as a Pharmacist with the SAPC. Experience: A minimum of 3 years appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirements of the job: Willingness to register as a Responsible Pharmacist. Willingness to register as tutor. Valid (Code B/EB) driver’s licence. Willingness to do after hours work and be on call. Ability and willingness to supervise, tutor and train staff. Competencies (knowledge/skills): Knowledge of National and Provincial Health Policies and Pharmaceutical Acts and Laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Good communication and interpersonal skills. Computer literacy.

**DUTIES**: (key result areas/outputs): Overall responsibility for pharmaceutical service delivery at Khayelitsha Community Health Centre in line with statutory requirements, Western Cape Government regulations and circulars. Overall responsibility for the provision of quality pharmaceutical care to patients by monitoring work procedures, ensuring compliance to provincial code list, managing clinical service delivery by the pharmacy department and providing information to prescribers and other healthcare workers at the facility. Effective management of human resource functions for the pharmacy. Provide strategy and support to ensure effective and efficient functioning of pharmacy services. Overall responsibility for pharmaceutical supplies management at Khayelitsha Community Health Centre by ensuring safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Responsible for pharmaceutical expenditure which includes monitoring, evaluation and analysis of expenditure trends and implement strategies to control expenditure within financial prescripts. Overall responsibility for the submission of pharmaceutical data for the hospital and ensure representation of pharmacy services at all relevant meetings.

**ENQUIRIES**: Mr D Binza, tel. no. (021) 360-5207

**APPLICATIONS**: The Director, Khayelitsha/Eastern Sub-structure, Khayelitsha/ Sub-structure Office Building, Corner of Steve Biko and Walter Sisulu Drive, Khayelitsha 7784.

**FOR ATTENTION**: Ms Z Willie

**NOTE**: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to competency assessment.

**CLOSING DATE**: 12 July 2019

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POST 23/275 : ASSISTANT MANAGER NURSING
Chief Directorate: Metro Health Services

SALARY : R 562 800 per annum
CENTRE : Western Cape 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 a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 8 years appropriate/recognisable 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/recognisable experience at management level. Inherent requirements of the job: Valid driver’s licence. Competencies (knowledge/skills): Skilled nurse clinician able to lead and manage the nursing service within the scope of practice and accepted nursing standards. Excellent communication skills (written and verbal) in at least two of the three official languages of the Western Cape. In-depth knowledge and understanding of legal and ethical legislations and policies related to nursing practices, Health Care and the Public Service. Basic computer literacy (MS Word, Excel and PowerPoint).

DUTIES : Key result areas/outputs: Provide leadership, guidance, technical and management support to ensure the provision of optimal, holistic, specialised nursing care within set standards and a professional and legal framework. Ensure that prescribed policies and procedures are adhered to. Coordinate the provision of effective training and research to maintain professional growth, ethical standards and self-development. Continuously monitor and evaluate nursing service practices and clinical outcomes to ensure the delivery of cost effective quality health care. Effective resource (human, financial and physical) planning and management in accordance with relevant directives and legislation. Effective utilisation of information technology and information systems to ensure accurate statistical data collection and capturing. Provide effective support to management and establish and maintain constructive working relationships with all other stakeholders. Participate in the analysis formulation and implementation of nursing guidelines, practises, standards and procedures.

ENQUIRIES : Ms L Saville, tel. no. (021) 370-2314
APPLICATIONS : www.westerncape.gov.za/health-jobs (click "online applications"),
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 12 July 2019

POST 23/276 : OPERATIONAL MANAGER NURSING (General)
West Coast District

SALARY : R 444 276 per annum
CENTRE : West Coast TB Centre (ID Hospital)
REQUIREMENTS : Minimum educational qualification: A Basic R425 qualification (i.e. diploma/degree in nursing) or an equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as Professional Nurse and midwife and proof of current registration (i.e. annual licensing receipt of 2019). Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and Midwifery. Inherent requirement of the job: Willingness to work shifts, overtime, weekends and public holidays on day and night duty depending on operational requirements. Valid (code B/EB) driver’s licence. Competencies (knowledge/skills): Ability to promote quality patient care through the setting, implementation and monitoring of standards. Knowledge and insight of relevant legislation and policies related to nursing within the public sector. E.g. Labour relations, disciplinary codes etc. Good organisational, interpersonal, leadership, decision-making, and conflict resolution skills. Basic computer literacy MS Word, MS Excel, Outlook (proof must be attached). Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Key results areas/outputs: Supervise and delegate effective and efficient quality patient care through quality nursing care within set standards and legal framework by monitoring the implementation of nursing care plans and evaluation thereof. Participate in training, research and information management. Support and implement quality assurance programmes, initiatives, nursing guidelines, standards and procedures, adhere to National and Provincial policies and Core Standards (NCS, OHS, IPC, M&amp;M), Efficient and effective Management and monitoring of financial, human and physical resources. Render support to the Nursing Manager and colleagues. Ensure sound Labour Relations.
ENQUIRIES : Ms M Sedeman tel. no: 022-487 3294
APPLICATIONS : www.westerncape.gov.za/health-jobs (click “online applications”).
NOTE : Candidates may be subjected to a practical test. No payment of any kind is required when applying for this post.
CLOSING DATE : 12 July 2019

POST 23/277 : BED MANAGER
Chief Directorate: Metro Health Services

SALARY : R 376 596 per annum
CENTRE : Khayelitsha District Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or Degree registrable with an appropriate Health Professionals Council. Experience: Appropriate experience in a hospital environment. Competencies (knowledge/skills): Computer literacy (MS Office and GroupWise). Ability to communicate in at least two of the three official languages of the Western Cape. Ability to function independently. Proven knowledge of and exposure of applicable policies, legislation, guidelines, standards, procedures and applicable practices. Leadership, organisational, decision making and problem solving skills.

DUTIES : (key result areas/outputs): Develop, manage and implement Bed Manager Policies, protocols and procedures within the hospital. Manage patient’s information and statistics in relation to bed management. Plan, coordinate and manage patient referrals to other health facilities. Reduction in Length of stay of patients in a hospital bed in conjunction with the relevant medical teams. Coordinate the activities of medical, nursing, allied workers and administrative disciplines regarding the planning, processing and utilisation of hospital resources to ensure effective and efficient flow of patients within the institution in participation with other provincial institutions and districts. Manage the transit discharge lounge (coordinate discharge plan for ambulatory patients; ensure discharge medication, OPD bookings and transport) ensuring reduced congestion within Emergency units which include the monitoring of disposition times.

ENQUIRIES : Dr K Moodley, tel. no. (021) 360-4777
APPLICATIONS : The Chief Executive Officer: Khayelitsha District Hospital, Metro District Health Services, Private Bag X6, Khayelitsha, 7783.
FOR ATTENTION : Dr K Moodley
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
CLOSING DATE : 12 July 2019

POST 23/278 : ASSISTANT DIRECTOR: STATUTORY BODIES (CONTRACT LINKED TO THE TERMS OF THE MEC: HEALTH)
Directorate: Office of the Head of Department (rendering a service to the Office of the MEC)

SALARY : R 376 596 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Appropriate three-year Bachelor’s Degree or equivalent (NQF 6) and appropriate experience. Inherent requirement of the job: Valid (Code B/EB) Driver’s licence. Willingness to work abnormal working hours. Security clearance. Competencies (knowledge/skills): Excellent Time management skills. Knowledge of Cabinet and parliamentary processes in South Africa. Excellent Inter-personal, Negotiation, Networking and Decision making skills. Ability to interpret, implement and review policies. Excellent verbal and written Communication skills in at least two of the three official languages within the Western Cape. Computer Proficiency in Ms Word, Excel, Power Point and Outlook. Ability to work under pressure.

DUTIES : (key result areas/outputs): Facilitating the appointments to the various statutory bodies (Provincial Health Council, District health Councils, Facility Boards, and Clinic Committees) in accordance to the relevant legislation. Monitor the effective functioning of statutory bodies. Set up and manage meetings with the Minister and the relevant statutory bodies as needed and directed by the Minister. Correspondence and recordkeeping. Liaise with heads of components in the Department, external and internal clients, service providers, other governments, and other Departments to co-ordinate the functioning of statutory bodies.

ENQUIRIES : Dr D Newman-Valentine tel.no. (021) 483 -3236
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
NOTE : No payment of any kind is required when applying for this post.
POST 23/279: COMMUNICATION OFFICER
Directorate: Communication Services

DUTIES:
(key result areas/outputs): Perform a compliance and improvement service for the WCG: Health to ensure Clinical Coding WHO Rules, Conventions and SA Coding Standards compliance. Support the Assistant Manager as a provincial advisory resource with regards to clinical coding. Support the Assistant Manager to develop Compliance and Improvement Assessment tools in respect of Clinical Coding prescripts. Establish the assessment of institutions and plan assessment sessions including making necessary arrangements for assessment. Conducting assessments and providing feedback for Training and Capacity Building and DRG unit to improve Clinical Coding accuracy and comprehensiveness and optimal revenue generation. Evaluate assessment, compile reports, update skills inventories in respect of the allocated institutions and provide feedback of assessment to management of the relevant institution. Professional communication both telephonically and in writing with all role players. Accurate record keeping and accurate and timeous distribution of compliance and improvement reports; General office and ad-hoc duties.

REQUIREMENTS:
Minimum educational qualification: A health related three-year National Diploma or Degree registrable with the Health Professions Council of South Africa (HPCSA) or the South African Nursing Council (SANC). Experience: Minimum of two years in Communication experience in related working environment/field. Inherent requirement of the job: Valid (Code E/EB) driver’s licence (applicants with a learners licence can also apply). Willingness to travel on a regular basis away from work place to visit Healthcare Facilities that fall under the Western Cape Department of Health. Competencies (knowledge/skills): Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Ability to interpret and apply financial policies, procedures and prescripts, ability to work independently and within a team and able to liaise at a high level. Excellent people, technical and conceptual skills and the ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental Institutions. Advanced computer literacy in Microsoft Office applications (MS Word, Excel, Access, PowerPoint, Outlook).

LETTER ENQUIRIES: Mr F Vorster, tel. no. (021) 938-4362, E-mail: frans.vorster@westerncape.gov.za
APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE: 12 July 2019
CLOSING DATE : 19 July 2018
POST 23/281 : SENIOR STATE ACCOUNTANT
Directorate: Management Accounting

SALARY : R 316 791 per annum
CENTRE : Head Office (Stationed at Bellville Health Park, Bellville)
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in a financial environment. Inherent requirements of the job: Valid (Code EB/B) driver's licence. Ability to work under pressure, overtime and to travel if required. Competencies (knowledge/skills): Advanced computer literacy (MS Excel and Word). Excellent interpersonal skills and the ability to interact with a broad range of users at all levels of authority but also to work independently and unsupervised. Problem-solving and lateral thinking skills. Sound understanding of accounting principles. Knowledge of In-Year monitoring (IYM). Knowledge of Annual Financial Statements (AFS) reporting. Knowledge of BAS, LOGIS and budgeting process. Knowledge of the PFMA, National and Provincial Treasury Regulations. Ability to analyse information and work with figures.

DUTIES : Key result areas/outputs: Compile monthly expenditure projections, in particular experience with the IYM tool. Detect and correct incorrect accounting entries. Experience in managing Standard Chart of Accounts (SCOA). Experience with Budget Management (e.g. Budget Management Instrument) analysis. Apply management accounting techniques to analyse, project and report on expenses. Apply accrual accounting principles to the extent required by accounting statements. Reporting on expenditure to applicable users/entities. Compiling, analyse and check loaded budget on accounting systems (e.g. BAS). Extensive experience in extracting information/reports from systems (e.g. BAS and Vulindlela) for analysis. Extensive experience in creating of Excel spreadsheets and pivot tables. Supervise and in-house training of subordinates and peers.

ENQUIRIES : Mr E Pennings, tel. no. (021) 815-8604
APPLICATIONS : www.westerncape.gov.za/health-jobs (click “online applications”).
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 19 July 2019

POST 23/282 : ADMINISTRATION CLERK: SUPPORT (2 POSTS)
Garden Route District

SALARY : R 173 703 per annum
CENTRE : Post A: Parkdene Community Clinic, Post B: Blanco Community Clinic

DUTIES : Key result areas/outputs: Perform effective administrative role as a member of the Health Management Team. Record-keeping, filing and retrieving of folders, tracing of old folders, compiling of new folders and destruction of folders. Maintain of effective Registry functions. Completion registration and updating of Patient information. Effective data management and administer quality monitoring. Effective data capturing, interprets and analyses data trends. Present data for monthly Facility meeting. Effective support to the Supervisor and other Stakeholders in line with the Departmental Leadership Behaviour Charter.

ENQUIRIES : Mr M Mdodeni, tel. no. (044) 814-1122
APPLICATIONS FOR ATTENTION : Ms S Plenaar
NOTE : Shortlisted candidates may be required to do a practical test. No payment of any kind is required when applying for this post.
CLOSING DATE : 19 July 2019

POST 23/283 : CLEANER
Chief Directorate: Metro Health Services

SALARY : R 102 534 per annum
CENTRE : Elsies River Community Health Centre
**REQUIREMENTS**

- Minimum requirements: Basic numeracy and literacy. Experience: Appropriate hospital cleaning experience. Inherent requirement of the job: Ability to do physical tasks and operate heavy duty cleaning and household equipment. Competencies (knowledge/skills): Good interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse/waste products and adherence to policy and cleaning practices. Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape.

**DUTIES**

- (key result areas/outputs): Responsible for cleaning duties (i.e. sweep, dust, mop, scrub, polish, refuse handling) and maintenance of general neatness and hygiene of the facility. Effective and efficient utilisation and storage of cleaning material and equipment. Adhere to safety precautions, infection control principles and ensure adherence to occupational health and safety policies. Maintain a high standard of neatness and hygiene in the facility. Optimal support to Supervisor, Housekeeper and colleagues.

**ENQUIRIES**

- Ms LT Beukes, tel. no. (021) 931-6023

**APPLICATIONS**

- The Northern/Tygerberg Substructure office, Bellville Health park, Private Bag X1, Bellville, 7535.

**FOR ATTENTION**

- Ms A Kader

**NOTE**

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

**CLOSING DATE**

- 19 July 2019

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**SALARY**

- R 102 534 per annum

**CENTRE**

- Tygerberg Hospital, Parow Valley

**REQUIREMENTS**

- Minimum requirements: Basic numeracy and literacy. Experience: Appropriate experience in maintaining grounds and gardens. Inherent requirement of the job: Valid (Code E/EB) Driving licence (include authorisation to drive tractor; motor vehicle which is a type of mobile agricultural or industrial equipment or machinery not designed principally for the conveyance of persons or goods, of which the tare does not exceed 3500kg). Ability to operate and drive a tractor. Competencies (knowledge/skills): Knowledge of gardening, including landscaping and irrigation systems. Gardening skills. Ability to communicate in at least two of the three official languages of the Western Cape. Good understanding and experience of general maintenance. Ability to operate and drive a tractor. Ability to operate machinery (lawnmowers and weed-eaters).

**DUTIES**

- (key result areas/outputs): Responsible for maintenance of facility. Ensure that grounds and gardens are maintained (horticultural aspects).

**ENQUIRIES**

- Ms CB Johnson, tel. no. (021) 938-5327

**APPLICATIONS**

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

**FOR ATTENTION**

- Ms V Meyer

**NOTE**

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

**CLOSING DATE**

- 19 July 2019