PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 24 OF 2019
DATE ISSUED: 05 JULY 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.
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### PROVINCIAL ADMINISTRATIONS

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DEPARTMENT OF ARTS AND CULTURE

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

ANNEXURE A

APPLICATIONS

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

CLOSING DATE

19 July 2019 at 16:00

NOTE

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

MANAGEMENT ECHelon

POST 24/01

DIRECTOR: LIBRARY POLICY AND COORDINATION REF NO: DAC13/2019
Chief Directorate: National archives and library services

SALARY

R1 005 063 per annum (An all-inclusive remuneration salary package), consisting of a basic salary (70% of the total remuneration package), State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.

CENTRE

Pretoria

REQUIREMENTS

An NQF Level 7 qualification as recognized by SAQA in Library and Information Science. 5 – 8 years relevant experience in policy development, governance and legislative matters relating to library and information services (LIS) at middle / senior managerial level. Knowledge of the Public Management Act, 1999, the Local Government Structures Act, 1998 and Promotion of Access to Information Act. Extensive knowledge of the Division of Revenue Act, (DORA) 2007 as it relates to the planning, monitoring and implementation of conditional grants. In-dept knowledge of national policy, including norms and standards, in respect of planning, coordination and consultation of library services. Extensive knowledge of
policy development, governance and legislative matters relating to library and information services (LIS) and institutions at the national and provincial level. Extensive knowledge relating to the information society. Ability to work under pressure and meet deadlines. Computer literate. Presentation skills Good communication and interpersonal relations. Conflict resolution and team building skills. Management skills.

**DUTIES**

The successful candidate will be responsible for executing the following: Lead the development, transformation and promotion of a legislative framework for libraries in the country. Ensure effective coordination and management of the Conditional Grant Funding to provinces for community libraries. Administer, promote and develop national legislation relating to National Council of Library and Information Services (NCLIS), National Library of South Africa (NLSA), South African Library for the Blind (BLINDLIB) as well as coordinate policy as it relates to rendering of library services. Liaising at high level with role players in the LIS sector, including the NCLIS, the Legal Deposit Committee, the NLSA, BLINDLIB, SABWO, the Provincial Library Services, the Provincial Library Services, the Library and Information Association of South Africa (LIASA) and IFLA. Managing the budgets, human resources and performance of the Directorate: Libraries, Policy and Coordination.

**ENQUIRIES**

Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Ms S Botha Tel No: 012-441 3646/3730/0823243637

**OTHER POST**

**POST 24/02**

**CHIEF LANGUAGE PRACTITIONER: FOREIGN LANGUAGES (TRANSLATOR: FRENCH AND PORTUGUESE/SPANISH INTO ENGLISH) REF NO: DAC14/2019**

Chief Directorate: National Language Service
Sub-Directorate: English, Afrikaans and Foreign Languages

**SALARY**

R376 596 per annum

**CENTRE**

Pretoria

**REQUIREMENTS**


**DUTIES**

Translate official documents from French and Portuguese/Spanish into English. Do quality control of in-house and outsourced documents translate from the relevant languages? Do administrative work for in-house and outsourced documents. Liaise with clients, freelance translators and departmental staff. Give advice to clients on language matters. Supervise and report on subordinates and Foreign Languages Section.

**ENQUIRIES**

Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Ms S Botha Tel No: 012-441 3646/3730/0823243637
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 24/03: ASSISTANT MANAGER PHARMACEUTICAL SERVICES: PHARMACIST (PHA-6) (USAGE 30) REF NO: SG 02/19/01

SALARY: R897 936 per annum (all inclusive package)
CENTRE: SAMHS HQ, Procurement Unit, MBHD
REQUIREMENTS: Purchasing Management Diploma/Certificate (NQF Level 5) preferable. Registration as a Pharmacist at the SA Pharmacy Council. Senior Certificate. Special Requirements (considering SAMHS Unique Logistics and procurement with government order administration will be a recommendation): Computer literate (MS Word, MS Power point, MS Excel, Mainframe Systems). Organise, interpersonal relationship, problem solving, communication, techniques, assertiveness, reasoning ability, physical abilities, mathematical and conflict handling skills. Knowledge of tender procedures and SAMHS Unique Logistical experience. Must be prepared to work under pressure. Must be able to obtain a confidential security clearance within a year.

DUTIES: Manage the administration of procurement of pharmaceutical supplies and services through property contracts and quotations within the parameters of Treasury regulations and the relevant JPD’s (FA requests for pharmaceuticals and sustainment of the computerized database, etc). Execute Delivery Monitoring Plan (Follow up on dues out items at all depots and overdue deliveries by contractors etc). Manage provisioning advice documents (Request providing advice documents
and determine stock levels in other depot, etc.). Manage information and statistics (interpret management information and statistics, etc.) Ensure effective personal management and training up to the level of Chief Pharmacist (Performance and merit assessments and scheduling of in-post training). Effective management of counter-intelligence (Ensure information security). Prevention of elimination of losses by implementation of loss control programs and corrective loss control measures. Promote high morale. Ensure security and protection of own personnel and material. Monitor security risks.

ENQUIRIES:
Col A.B.V. Calana Tel No: (012) 355 4006

APPLICATIONS:
Department of Defence, South African Military Health Service, Military Health Procurement Unit, Private Bag X102, Centurion, 0046, or maybe hand delivered to Procurement Unit, Cnr Balsamine and Patriot Street, Salvokop, Pretoria

CLOSING DATE:
02 August 2019 (Applications received after the closing date and faxed copies will not be considered)

POST 24/04:
CLINICAL TECHNOLOGIST GRADE 1 – 2 (USAGE 7387) (CARDIOLOGY) REF NO: SG 02/19/02

SALARY:
Grade 1: R317 976 per annum
Grade 2: R372 810 per annum
Entry level or according to number of year’s applicable experience as per Occupation Specific Dispensation (OSD).

CENTRE:
1 Military Hospital, Thaba Tshwane, Pretoria

REQUIREMENTS:
National Diploma in Clinical Technology (Cardiology) or B Tech Clinical Technology (Cardiology). Statutory Requirements: Registration with the Health Professions Council (Independent/Private Practice). Continuous Professional Development (CPD) complaint. Experience: Previous clinical technology post registration experience will be a recommendation. Special requirements: Must be able to obtain a confidential security clearance within a year. Computer literate, good communication (written & verbal) skills, organising, interpersonal relationship, problem solving, and research skills.

DUTIES:
Deliver a holistic and effective clinical technology service to all approved clients. Perform selected diagnostic, therapeutic and corrective procedures according to specialization area and scope of practice. Provide specialist advice and training to clinical technology students, nursing, medical and other healthcare personnel. Participate in clinical technology research and development. Do relevant record keeping and administration. Implement the Department of Defence and SAMHS policy, plans and directives. Formulate and update standard work procedures.

ENQUIRIES:
Col E.M. van der Westhuizen Tel No: (012) 367 9170

APPLICATIONS:
Department of Defence, South African Military Health Service, Private Bag X102, Centurion, 0046 or maybe hand delivered to South African Military Health Service, Directorate Ancillary Health, Kasteelpark (next to Kloof Hospital), Katzenellenbogen Building, c/o Nossob and Jochemus streets, Erasmuskloof, Pretoria

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

POST 24/05:
CLINICAL TECHNOLOGIST GRADE 1 – 2 (USAGE 7390) (NEUROPHYSIOLOGY) REF NO: SG 02/19/03

SALARY:
Grade 1: R317 976 per annum
Grade 2: R372 810 per annum
Entry level or according to number of year’s applicable experience as per Occupation Specific Dispensation (OSD).

CENTRE:
1 Military Hospital, Thaba Tshwane, Pretoria

REQUIREMENTS:
National Diploma in Clinical Technology (Neurophysiology) or B Tech Clinical Technology (Neurophysiology). Statutory Requirements: Registration with the Health Professions Council (Independent/Private Practice). Continuous Professional Development (CPD) complaint. Experience: Previous clinical
technology post registration experience will be a recommendation. Special requirements: Must be able to obtain a confidential security clearance within a year. Computer literate, good communication (written & verbal) skills, organising, interpersonal relationship, problem solving and research skills.

**DUTIES**
- Deliver a holistic and effective clinical technology service to all approved clients.
- Perform selected diagnostic, therapeutic and corrective procedures according to specialization area and scope of practice. Provide specialist advice and training to clinical technology students, nursing, medical and other healthcare personnel. Participate in clinical technology research and development. Do relevant record keeping and administration. Implement the Department of Defence and SAMHS policy, plans and directives. Formulate and update standard work procedures. Assist with drafting of the budget and finance activities in the section.

**ENQUIRIES**
Col E.M. van der Westhuizen Tel No: (012) 367 9170

**APPLICATIONS**
Department of Defence, South African Military Health Service, Private Bag X102, Centurion, 0046 or maybe hand delivered to South African Military Health Service, Directorate Ancillary Health, Kasteelpark (next to Kloof Hospital), Katzenellenbogen Building, c/o Nossob and Jochemus streets, Erasmuskloof, Pretoria

**CLOSING DATE**
02 August 2019 (Applications received after the closing date and faxed copies will not be considered).

**POST 24/06**
**MEDICAL TECHNOLOGIST GRADE 1 – 3 (MICROBIOLOGY) (USAGE 7729)**
**REF NO: SG 02/19/04**

**SALARY**
- Grade 1: R317 976 per annum
- Grade 2: R372 810 per annum
- Grade 3: R439 164 per annum

Entry level or according to number of year’s applicable experience as per Occupation Specific Dispensation (OSD).

**CENTRE**
1 Military Hospital, Thaba Tshwane, Pretoria

**REQUIREMENTS**
- Diploma in Medical Technology. Statutory Requirements: Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Technologist in the category independent practice (Microbiology). Experience: Medical Technologist post registration with HPCSA is required.

**DUTIES**
Key performance areas applicable to the execution of these services/functions are:

**ENQUIRIES**
Lieutenant Colonel M.M. Maboya Tel no: (012) 314 0161

**APPLICATIONS**
Department of Defence, South African Military Health Service, 1 Military Hospital, Private Bag X1026, Thaba Tshwane, 0143 or maybe hand delivered to 1 Military Hospital, 1026 Voortrekker Street, Thaba Tshwane, Pretoria

**CLOSING DATE**
02 August 2019 (Applications received after the closing date and faxed copies will not be considered).

**POST 24/07**
**ADMINISTRATION CLERK (PATIENT ADMINISTRATION: SUPERVISOR (USAGE 204) REF NO: SG 02/19/05**

**SALARY**
R257 508 per annum (Level 07)

**CENTRE**
AMHU FS, Bloemfontein

**REQUIREMENTS**
- NQF Level 2 - 4: Preferable. Applicants with prior learning either by means of experience or alternative courses may also apply. Special requirements (Skills needed): Computer literate, organizing, interpersonal relationships, problem solving and typing skills. Have detailed knowledge of the operation/utilization of
specific software packages. Must be able to obtain a confidential security clearance within a year.

**DUTIES**


**ENQUIRIES**

Maj L. Tshita Tel No: (051) 402 1935

**APPLICATIONS**

Department of Defence, South African Military Health Service, AMHU FS, Private bag X20503, Bloemfontein, 9300 or maybe hand deliver to AMHU FS, Cnr Dan Cilliers and Furstenburg Road, Tempe, Bloemfontein.

**CLOSING DATE**

02 August 2019 (Applications received after the closing date and faxed copies will not be considered).

**POST 24/08**

ADMINISTRATION CLERK (PATIENT ADMINISTRATION): SUPERVISOR (USAGE 472) REF NO: SG 02/19/06

**SALARY**

R257 508 per annum (Level 07)

**CENTRE**

Institute for Maritime Medicine, Simon’s Town

**REQUIREMENTS**

Gr 12. RSA citizen. SAPS clearance certificate. Special requirements (skills needed): Knowledge of the medical information system and sound Patient Administration background. Inter personal proficiency, communication skills (written / verbal) and computer literate (MS Office). Ability to supervise, proof of at least 5 years previous Patient Administration experience, training and facilitation skills.

**DUTIES**

Manage, administrate and capture all Concurrent Health Assessments, as well as any other Medical Health Assessments and examinations within the Patient Admin Department. Manage data capturing and data integrity within the sub section. Train and support subordinates on the Health Information System. Manage and control medical confidential patient files and assist with requests for medical reports. Handle all enquiries regarding medical authority for approved clientele. Assist in personnel assessments and evaluation reports. Maintain medical confidentiality and security measures within the department. Must be able to function independently.

**ENQUIRIES**

Capt. A. Du Toit Tel No: (021) 787 4026

**APPLICATIONS**

Department of Defence, South African Military Health Service, Institute for Maritime Medicine, Patient Administration, Private Bag X1, Simon’s Town, 7995 or maybe hand delivered to Institute for Maritime Medicine, Queens Road, Simon’s Town

**CLOSING DATE**

02 August 2019 (Applications received after the closing date and faxed copies will not be considered).

**POST 24/09**

ASSISTANT INTERNAL AUDITOR REF NO: IAD/25/2019 (X2 POSTS)

**SALARY**

R208 584 per annum (Level 06)

**CENTRE**

Eco Glades 1, 70 Ribbon Grass Road, Eco Park, Highveld, Centurion, Pretoria

**REQUIREMENTS**

Grade 12 with a recognised Degree/Diploma/NQF Level 5/6 qualification in Internal Auditing. A minimum of one to two years’ experience in Internal Auditing. Special Skills: Strong communication skills (verbal and written), computer literate, problem solving skills, analytical/research skills, decision making skills, planning and organising skills. Knowledge of management, Financial Administration and auditing skills. Must be able to obtain a confidential security clearance within a year.

**DUTIES**

Implementation of internal audit plans: Executing of internal audits in accordance with the Internal Audit Strategic Plan, compilation of internal audit working papers,
and give feedback of all audit activities. Rendering of internal audit services: Conduct audits, compile reports, test the effectiveness and efficiency of the internal control system in the Department. Discuss audit finding and reports with the line manager, communicate audit results in writing including objectives, scope, applicable conclusions, recommendations and action plans, and perform ad hoc assignments/investigations as and when required by management. Provide consulting and advisor services: Identity and report on control deficiencies relating to compliance with financial and operational policies and procedures, ensure independency and objectivity in providing internal audit services. Conduct audits in accordance with the internal standards. The review of adequacy and application of the accounting financial and operational controls: Compliance with established policies, procedures and applicable laws and regulations, test the accuracy of internal records, information systems, management procedures and internal controls, recommend necessary improvements in the internal control systems, perform quality reviews on all audit work carried out, ensure professionalism by applying the relevant internal audit standards, test the existence, adequacy and effectiveness of management controls.

ENQUIRIES
Mrs Adri Rocher at Tel No: (012) 649 1065 or Mrs J.S. Nkosi Tel No: (012) 649 1031

APPLICATIONS
Applications may either be submitted through the post to: Internal Audit Division, Private Bag X910, Pretoria, 0001 or hand delivered at Armscor Building, Corner Nossob and Boeing Street, Erasmuskloof, Pretoria

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

POST 24/10
SENIOR SECRETARY GRADE II (USAGE 004) REF NO: SG 02/19/07

SALARY
R173 703 per annum (Level 05)

CENTRE
AMHU R EC Headquarters, Forest Hill, Port Elizabeth

REQUIREMENTS
A minimum requirement of Grade 12. A recognised National Diploma will be an added advantage. Two (2) years’ experience as a Secretary. No criminal record. Special requirements (Skills needed): Good communication skills (verbal and written) in English. Must be able to plan, organise and coordinate. Good telephone etiquette. Must be computer literate (i.e. MS Word, MS PowerPoint and MS Excel). Must be excellent in the application of CSW. Short hand writing will be an added advantage. Ability to pay attention to detail. Must be creative and innovative. Must have a valid code B driver’s license.

DUTIES
General secretarial, administrative and support service to the Unit Commander. Handle telephone calls, manage the Unit Commander’s diary, make travel and accommodation arrangements. Type/Draft correspondence, report and memorandums. Take and distribute minutes of meetings. Manage correspondence flow and maintain a good filing system. Make logistical arrangements for the Unit Commander’s meetings.

ENQUIRIES
Maj N.C. Williams Tel No: (014) 505 1485

APPLICATIONS
Department of Defence, South African Military Health Service, AMHU EC, Private Bag X6032, Forest Hill, Port Elizabeth, 6001 or maybe hand delivered to AMHU EC, B-Block, Willow Drive, Forest Hill, Port Elizabeth

CLOSING DATE
02 August 2019 (Applications received after the closing date and faxed copies will not be considered).

POST 24/11
SENIOR SECRETARY GRADE II (USAGE 67) REF NO: SG 02/19/08

SALARY
R173 703 per annum (Level 05)

CENTRE
Tertiary Military Health Formation HQ, Lyttelton

REQUIREMENTS
Grade 12 preferable. 3 to 5 years relevant experience will be an advantage. Special requirements (Skills needed): Knowledge and experience in executing secretarial duties. Computer literate. Knowledge of Word, Excel and Power point. Language proficiency in English (written and verbal). Analytical and innovative thinking ability as well as problem solving skills and interpersonal skills. Organizing and typing skills. High level of reliability. Ability to act with tact and discretion. Ability to work
under office pressure. Knowledge of documentation management. Good office administration and interpersonal skills, good filing and organizational skills. Ability to do research and analyse documents and situations. A typing test will be required of all listed candidates interviewed.

**DUTIES**: Provide a secretarial/receptionist support services. Type routine notes, memos, letters and reports. Receive telephone calls and refer to the relevant role players. Finalise telephone queries. Operate office equipment and ensure that they are in a good working order. Record engagements of the GOC and assist in the management of the GOC’s diary. Register incoming and outgoing correspondence. Manage the safekeeping of documents. Draft routine documents as requested. Arrange travel and accommodation and processing subsequent travel claims and currency reconciliation. Handle procurement of stationary, refreshments etc. Set up meetings, including arrangements of meeting rooms, equipment and catering, notifying attendees and circulate material. Collect agenda items. Compile agendas and minutes.

**ENQUIRIES**: LT Col M.E. Gqqwana Tel no: (012) 671-5492

**APPLICATIONS**: Department of Defence, Tertiary Military Health Formation Headquarters, Private Bag X102, Centurion, 0046, or may be hand delivered to Denel Complex, Gate B, Selborne Avenue, Lyttelton.

**CLOSING DATE**: 02 August 2019 (Applications received after the closing date and faxed copies will not be considered).

**POST 24/12**: SENIOR SECRETARY GRADE II (USAGE 248) REF NO: SG 02/19/09

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

**CENTRE**: SAMHS HQ, Directorate Medicine, Erasmuskloof, Pretoria

**REQUIREMENTS**: Grade 12. (NQF Level 5 preferable.) Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in secretarial or related occupation may be a recommendation. Special requirements (Skills needed): Must be computer literate and have knowledge of the operational and utilisation of the specific computer software and database packages (Microsoft Word, Excel, and PowerPoint). Must have training on the patient administration database and health informatics system. Must obtain confidential security clearance within 12 months after appointment. Must have organising events management and good interpersonal skills as well as problem solving and analytic skills. Must be able to work independently. Telephone etiquette and people management abilities must be in place. High standards of professional conduct, tact, courtesy, neatness (including office tidiness) and loyalty at all times. Service keeping with the Public Service Act (PSA) and PSA employee Code of Conduct.


**ENQUIRIES**: Ms M. Smit Tel No: (012) 671 5097

**APPLICATIONS**: Department of Defence, South African Military Health Service, Private Bag X102, Centurion, 0046, or maybe hand delivered to LEW Building, cnr Selborne and Trichard Ave, Lyttelton.

**CLOSING DATE**: 02 August 2019 (Applications received after the closing date and faxed copies will not be considered).

**POST 24/13**: SENIOR SECRETARY GRADE II (USAGE 231) REF NO: SG 02/19/10

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

**CENTRE**: SAMHS HQ, Directorate Nursing, Erasmuskloof, Pretoria

DUTIES: Provide a secretarial support service. Record appointments and events and manage the Director’s diary. Receive telephone calls and refer to the correct role players. Provide secretarial functions in board meetings. Write/type documents, memorandums, letters and reports. Compile agendas and take minutes during meetings. Compile minutes correctly. Deal with classified files and documents. Arrange meetings and events for the Director. Process the travel and subsistence claims for the Director. Identify venues, invite role players, and organise refreshments and set up schedules for meetings and events. Collect all relevant documents for meetings. Liaise with travel agencies to make travel arrangements. Prepare briefing and notes for the Director as required. Keep a filing system. Operate office equipment. Order and purchase stationary. Keep updated with policy and procedures. Co-ordinate logistical arrangements for meetings when required, as well as for visitors.

ENQUIRIES: Ms M. Smit Tel No: (012) 671 5097
APPLICATIONS: Department of Defence, South African Military Health Service, Private Bag X102, Centurion, 0046, or maybe hand delivered to LEW Building, cnr Selborne and Trichard Ave, Lyttelton.
CLOSING DATE: 02 August 2019 (Applications received after the closing date and faxed copies will not be considered).

POST 24/14: ADMINISTRATION CLERK (PATIENT ADMINISTRATION: PRODUCTION (USAGE 421) REF NO: SG 02/19/11

SALARY: R173 703 per annum (Level 05)
CENTRE: Institute for Aviation Medicine (IAM)
REQUIREMENTS: Grade 12 / NQF level 2 – 4 preferable. Applicants with prior learning either by means of experience or alternative courses may also apply. Reception, secretarial, data capturing and mainframe experience is a requirement. Special requirement (skills needed): Managerial skills, computer literacy (Microsoft and mainframe), organizing, interpersonal relationship skills, knowledge of capturing and microfilming/scanning processes. Proven ability to communicate effectively (written & verbal) in English. Knowledge of policies and directives. Meeting deadlines and setting goals. Knowledge of Patient Administration processes. Must have empathy with sick, elderly and disabled patients. Must be able to work under pressure. Must be able to work under pressure. Must be able to obtain security clearance within a year.

DUTIES: Managing health records. The applicant will predominantly be involved in all aspects of the capturing processes. Other tasks will include the receiving of health records that have to be scanned, operate the Digital Scanning Equipment and ensure that all documents received are scanned and that the quality of the document that is scanned is excellent (QA1). Responding to telephone queries.

ENQUIRIES: Col M. Gumede Tel No: (012) 671 5046 or Lt Col N. Mnyaiza Tel No: (012) 671 5136
APPLICATIONS: Department of Defence, South African Military Health Service, Patient Administration, Private Bag X102, Centurion, 0046, or maybe hand delivered to LEW Building, cnr Selborne and Trichard Ave, Lyttelton.
CLOSING DATE: 02 August 2019 (Applications received after the closing date and faxed copies will not be considered).

POST 24/15: ADMINISTRATION CLERK (PATIENT ADMINISTRATION: PRODUCTION (USAGE 2141) REF NO: SG 02/19/12

SALARY: R173 703 per annum (Level 05)
CENTRE: 3 Military Hospital, Tempe, Bloemfontein
**REQUIREMENTS**: NQF Level 2 - 4 preferable. Must be an RSA citizen currently staying in Bloemfontein area. Applicants with prior learning, either by means of experience or alternative courses may also apply. Patient Administration and mainframe experience is a requirement. Special requirements (skill needed): Managerial skills. Computer literacy (Microsoft and mainframe), organizing, interpersonal relationship skills, knowledge of capturing and microfilming/scanning processes. Proven ability to communicate effectively (written & verbal) in English. Knowledge of policies and directives. Meeting deadlines and setting goals. Handle repetitive work. Team player. Knowledge of Patient Administrative processes. Must have empathy for sick, elderly and disabled. Must have previous administrative hospital, medical consulting room or financial management experience. Must be able to obtain security clearance within a year. Must be able to work under pressure.


**ENQUIRIES**: Maj M.M. September Tel No: (051) 402 2355

**APPLICATIONS**: Department of Defence, South African Military Health Service, HR Services Department, 3 Military Hospital, Private Bag X 40003, Brandhof, 9324 or maybe hand delivered to 3 Military Hospital, Furstenburg Road, Tempe, Bloemfontein.

**CLOSING DATE**: 02 August 2019 (Applications received after the closing date and faxed copies will not be considered).

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**POST 24/16**: DENTAL LAB ASSISTANT (USAGE 2675) REF NO: SG 02/19/13

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

**CENTRE**: 3 Military Hospital, Dental Laboratory, Bloemfontein

**REQUIREMENTS**: NQF Level 2 - 4 with prior experience or exposure. Must be an RSA citizen currently staying in Bloemfontein are. Special requirements (skills needed): Applicable experience working in production section of a dental laboratory of at least one year. Knowledge of and experience with all dental laboratory equipment, instruments and materials utilised in a dental laboratory production section and plaster room. Knowledge of safety regulations and handling of hazardous materials. Ability to conceptualise and initiate new and innovative approaches to optimise the laboratory assistant service provided to dental technicians and laboratory manager. Planning, organising and problem solving in a dental laboratory production section. Proven ability to persevere despite high work load and difficult circumstances. Able to work together with other dental laboratory assistants and work for dental technicians.

**DUTIES**: The principal duty is to undertake dental laboratory preparation work. These duties include but are not limited to all plaster work in connection with artificial denture or dental appliances, flasking and deflasking of dental prosthesis or appliances using either plaster or stone, the separating of dental flasks and the boiling out of wax contents, the polishing only of plastic and metal dentures, the packing of acrylic dentures and the manufacturing of record blocks and special trays. The main product of this function is to relieve the dental technician from the tasks of preparatory work, to enable the technician to concentrate on the production and finishing of prosthetic appliances. Additional duties include infection control management in the lab, lab practice administration, lab reception work, capturing data on a computer or in a register and mentorship of junior dental laboratory assistants.

**ENQUIRIES**: Lt Col D. Schoonwinkel Tel No: (012) 671-5049

**APPLICATIONS**: Department of Defence, Tertiary Military Health Formation HQ, Private Bag X102, Centurion, 0046 or maybe hand delivered to Tertiary Military Health Formation HQ, Selborne Avenue, Denel Complex, Gate B, Block C, Room 9, Lyttelton.

**CLOSING DATE**: 02 August 2019 (Applications received after the closing date and faxed copies will not be considered).
POST 24/17: SENIOR AUXILIARY SERVICES OFFICER (USAGE 7063) REF NO: SG 02/19/14

SALARY: R145 281 per annum (Level 04)
CENTRE: 1 Military Hospital, Thaba Tshwane, Pretoria
REQUIREMENTS: Grade 12. Experience in handling patient samples will be an advantage.
ENQUIRIES: Lieutenant Colonel M.M. Maboya Tel No: (012) 314 0161
APPLICATIONS: Department of Defence, South African Military Health Service, 1 Military Hospital, Private Bag X1026, Thaba Tshwane, 0143 or maybe hand delivered to 1 Military Hospital, 1026 Voortrekker Street, Thaba Tshwane, Pretoria
CLOSING DATE: 02 August 2019 (Applications received after the closing date and faxed copies will not be considered).

POST 24/18: GROUNDSMAN (USAGE 418) REF NO: SG 02/19/15

SALARY: R102 534 per annum (Level 02)
CENTRE: AMHU EC, Health Centre PE, Port Elizabeth, Forest Hill
REQUIREMENTS: NQF Level 1 – 4 with relevant experience. Special Requirements: Experience in gardening and cleaning. Good physical health. Ability to communicate effectively (verbal and written) in English. No criminal record.
ENQUIRIES: Maj N.C. Williams Tel No: (014) 505 1485
APPLICATIONS: Department of Defence, South African Military Health Service, AMHU EC, Private Bag X6032, Forest Hill, Port Elizabeth, 6001 or maybe hand delivered to AMHU EC, B - Block, Willow Drive, Forest Hill, Port Elizabeth
CLOSING DATE: 02 August 2019 (Applications received after the closing date and faxed copies will not be considered).

POST 24/19: GROUNDSMAN (USAGE 415) REF NO: SG 02/19/16

SALARY: R102 534 per annum (Level 02)
CENTRE: AMHU EC, Military Medical Centre EL, East London
REQUIREMENTS: NQF Level 1 – 4 with relevant experience. Special Requirements: Experience in gardening and cleaning. Good physical health. Ability to communicate effectively (verbal and written) in English. Preference will be given to female applicants. No criminal record.
ENQUIRIES: Maj N.C. Williams Tel No: (014) 505 1485
APPLICATIONS: Department of Defence, South African Military Health Service, AMHU EC, Private Bag X6032, Forest Hill, Port Elizabeth, 6001 or maybe hand delivered to AMHU EC, B - Block, Willow Drive, Forest Hill, Port Elizabeth
CLOSING DATE: 02 August 2019 (Applications received after the closing date and faxed copies will not be considered).

POST 24/20: GROUNDSMAN (USAGE 416) REF NO: SG 02/19/17

SALARY: R102 534 per annum (Level 02)
CENTRE: AMHU EC, Health Centre Mthatha, 14 SAI BN, Mthatha
REQUIREMENTS: NQF Level 1 – 4 with relevant experience. Special Requirements: Experience in gardening and cleaning. Good physical health. Ability to communicate effectively (verbal and written) in English. No criminal record.
ENQUIRIES: Maj N.C. Williams Tel No: (014) 505 1485
APPLICATIONS: Department of Defence, South African Military Health Service, AMHU EC, Private Bag X6032, Forest Hill, Port Elizabeth, 6001 or maybe hand delivered to AMHU EC, B - Block, Willow Drive, Forest Hill, Port Elizabeth
CLOSING DATE: 02 August 2019 (Applications received after the closing date and faxed copies will not be considered).

POST 24/21: GROUNDSMAN (USAGE 428) REF NO: SG 02/19/18

SALARY: R102 534 per annum (Level 02)
CENTRE: AMHU EC, Queenstown Military Medical Centre, Queenstown
REQUIREMENTS: NQF Level 1 – 4 with relevant experience. Special Requirements: Experience in gardening and cleaning. Good physical health. Ability to communicate effectively (verbal and written) in English. No criminal record.
ENQUIRIES: Maj N.C. Williams Tel No: (014) 505 1485
APPLICATIONS: Department of Defence, South African Military Health Service, AMHU EC, Private Bag X6032, Forest Hill, Port Elizabeth, 6001 or maybe hand delivered to AMHU EC, B - Block, Willow Drive, Forest Hill, Port Elizabeth
CLOSING DATE: 02 August 2019 (Applications received after the closing date and faxed copies will not be considered).

POST 24/22: CLEANER (USAGE 707) REF NO: SG 02/19/19

SALARY: R102 534 per annum (Level 02)
CENTRE: MHU WC HQ, Wynberg
REQUIREMENTS: ABET (Level 1 - 4) with relevant experience. Special requirements (Skills needed): Ability to communicate effectively (verbal and written) in English. Must be physically healthy. Must be a RSA citizen with cleaning experience. Ability to work under minimum supervision and operate basic cleaning equipment. No criminal record.
DUTIES: To ensure a high standard of cleaning and hygiene service. Perform cleaning related duties in offices and other facilities as determine by Supervisor (i.e sweeping, vacuuming, window cleaning, dusting of furniture and or equipment, polishing of furniture and floors and mopping). Cleaning of ablation facilities. Regular cleaning and checking of the general condition of cleaning equipment and or machinery and reporting of any defects or potential risks. Fault and damage reporting within your working environment. Ordering of toilet paper, paper towels and cleaning materials, tools, equipment and solutions.
ENQUIRIES: WO2 N.P. Matanda Tel No: (021) 799 6893
APPLICATIONS : Department of Defence, South African Military Health Service, AMHU WC, Private bag X10, Wynberg, 7824 or maybe hand deliver to AMHU WC, Buren Road, Military Base, Wynberg. Attention: HR Department

CLOSING DATE : 02 August 2019 (Applications received after the closing date and faxed copies will not be considered).

POST 24/23 : CLEANER (USAGE 487) REF NO: SG 02/19/20

SALARY : R102 534 per annum (Level 02)
CENTRE : AMHU NC, Kimberley
REQUIREMENTS : ABET (Level 1 – 4) with relevant experience. Special Requirements: Communicate effectively. Must be physically healthy.
DUTIES : Clean the interior of buildings, dust and polish furniture, pick up rubbish, empty garbage containers and take content to waste arrears for removal, vacuum and clean carpets, curtains and floors, wash windows, wash ablution facilities, remove dust and dirt from ceilings, walls, overhead pipes and fixtures, sweep floors.
ENQUIRIES : Maj L. Masalisa Tel No: (053) 830 3225 or WO2 B. Nel Tel No: (053) 830 3166
APPLICATIONS : Department of Defence, South African Military Health Service, AMHU NC Kimberley, Private Bag X5056, Kimberley, 8301 or may be hand delivered to AMHU NC, Diskobolos Street, Diskobolos, Kimberley
CLOSING DATE : 02 August 2019 (Applications received after the closing date and faxed copies will not be considered).

POST 24/24 : CLEANER REF NO: 31/19/01(X18 POSTS)

SALARY : R102 534 per annum (Level 02)
CENTRE : JSB Wonderboom, Pretoria
DUTIES : Clean, shine, wipe, dust, scrub and polish floors of offices, entertainment areas, accommodation, kitchen and mess areas. Wash windows, walls and carpets. Vacuum carpets. Remove refuse on a daily basis. Clean ablution facilities. The loading and unloading of trucks.
ENQUIRIES : WO1 S. Thlageng Tel No: (012) 529 0397
APPLICATIONS : Department of Defence, JSB Wonderboom, Private Bag X 01, Doornpoort, 1700.
CLOSING DATE : 26 July 2019

POST 24/25 : GROUNDSMAN GR II REF NO: 31/19/02 (X30 POSTS)

SALARY : R102 534 per annum (Level 02)
CENTRE : JSB Wonderboom, Pretoria
REQUIREMENTS : A minimum of NQF Level 2 (ABET Level 2-4/ Grade 3 – 9 / Standard 1 - 7). Special requirements (skills needed): Previous gardening experience would be an advantage. Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Must have physical strength to move materials and equipment. Sound knowledge of plants and garden equipment Ability to work in a team.
ENQUIRIES : WO1 S. Thlageng Tel No: (012) 529 0397
APPLICATIONS : Department of Defence, JSB Wonderboom, Private Bag X 01, Doornpoort, 1700.
CLOSING DATE : 26 July 2019
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<thead>
<tr>
<th>POST 24/26</th>
<th>CLEANER REF NO: 31/19/03 (X13 POSTS)</th>
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<tr>
<td>SALARY</td>
<td>R102 534 per annum (Level 02)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>SA Army Intelligence Formation, (1 Tact Int Regiment) Potchefstroom</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>A minimum of NQF Level 2 (ABET Level 2-4/Grade 3 – 9/Standard 1 - 7). Special requirements (skills needed): Knowledge of cleaning equipment. Planning, interpersonal and organizing skills. Communicate effectively. Must be physically healthy.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Clean, shine, wipe, dust, scrub and polish floors of offices, entertainment areas, accommodation, kitchen and mess areas. Wash windows, walls and carpets. Vacuum carpets. Remove refuse on a daily basis. Clean ablution facilities. The loading and unloading of trucks.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>LT Col B. De Beer Tel No: (012) 339 2736 or Ms A.E. Van Riel Tel No: (012) 339 2731 Facsimile Tel No: (012) 339 2736</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>SA Army Koraalboom Intelligence Formation, Private Bag X172, Pretoria 0001 or may be hand-delivered at C/O Patriot &amp; Koraalboom Street Sebokeng Complex</td>
</tr>
<tr>
<td>CLOSING DATE</td>
<td>26 July 2019</td>
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<th>POST 24/27</th>
<th>GROUNDSMAN GR II REF NO: 31/19/04 (X4 POSTS)</th>
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<td>R102 534 per annum (Level 02)</td>
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<tr>
<td>CENTRE</td>
<td>SA Army Intelligence Formation, (1 Tact Int Regiment) Potchefstroom</td>
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<td>REQUIREMENTS</td>
<td>A minimum of NQF Level 2 (ABET Level 2-4/Grade 3 – 9/Standard 1 - 7). Special requirements (skills needed): Previous gardening experience would be an advantage. Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Must have physical strength to move materials and equipment. Sound knowledge of plants and garden equipment Ability to work in a team.</td>
</tr>
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<td>ENQUIRIES</td>
<td>LT Col B. De Beer Tel No: (012) 339 2736 or Ms A.E. Van Riel Tel No: (012) 339 2731 Facsimile Tel No: (012) 339 2736</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>SA Army Koraalboom Intelligence Formation, Private Bag X172, Pretoria 0001 or may be hand-delivered at C/O Patriot &amp; Koraalboom Street Sebokeng Complex</td>
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<td>CLOSING DATE</td>
<td>26 July 2019</td>
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<th>POST 24/28</th>
<th>CLEANER REF NO: 31/19/05 (X1 POST)</th>
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<tr>
<td>SALARY</td>
<td>R102 534 per annum (Level 02)</td>
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<tr>
<td>CENTRE</td>
<td>School of Tactical Intelligence, Potchefstroom</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>A minimum of NQF Level 2 (ABET Level 2-4/Grade 3 – 9/Standard 1 - 7). Special requirements: Good organising, planning and coordination skills. Must be able to work alone. Good Communication skills (written and verbal).</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Perform effective routine cleaning in and around the building, offices and other allocated areas by utilising the available resources. Provide a clean, safe and hygienic environment to prevent injuries and the spread of infection. Ensure that cleaning equipment, e.g. polishing and scrubbing machines, mops, brooms, buckets, etc. are clean after usage and securely stored.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Lt M.C. Gwangwa Tel No: (018) 289 1223 or Facsimile: (018) 289 1107</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>School of Tactical Intelligence, Private Bag X 2002, Noordbrug, Potchefstroom, 2522 or may be hand-delivered at School of Tactical Intelligence, Jan Smuts Avenue, Potchefstroom.</td>
</tr>
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<td>CLOSING DATE</td>
<td>26 July 2019</td>
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<tr>
<td>POST 24/29</td>
<td>GROUNDSMAN GR II REF NO: 31/19/06 (X3 POSTS)</td>
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<tr>
<td>SALARY</td>
<td>R102 534 per annum (Level 02)</td>
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<tr>
<td>CENTRE</td>
<td>2 SA Army Signal Formation, Eastern Cape Signal Unit, Port Elizabeth</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>A minimum of NQF Level 2 (ABET Level 2-4/ Grade 3 – 9 / Standard 1 - 7). Special requirements (skills needed): Previous gardening experience would be an advantage. Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Must have physical strength to move materials and equipment. Sound knowledge of plants and garden equipment Ability to work in a team.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms C.W. Turner Tel No: (041) 505 1186</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Department of Defence, SA Army Signal Formation, Eastern Cape Signal Unit, P.O. Box 438, Humewood, Port Elizabeth, 6013.</td>
</tr>
<tr>
<td>CLOSING DATE</td>
<td>26 July 2019</td>
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<tr>
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<th>FUEL PUMP OPERATOR REF NO: 31/19/07 (X2 POSTS)</th>
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<tr>
<td>SALARY</td>
<td>R102 534 per annum (Level 02)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>SA Army Signal Formation, JSB Wonderboom, Pretoria</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>A minimum of NQF Level 2 (ABET Level 2-4/Grade 3 – 9/Standard 1 - 7). Special requirements (skills needed): Mathematical skills. Communicate effectively. Literacy skills. Must be physically healthy.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>The successful candidate will be expected to perform the following duties: Ensure that only military vehicles receive fuel. Ensure that fuel will only be issued to drivers of military vehicles who identify themselves by showing military ID cards as well as valid trip authorities. Ensure that the prescribed documentation is completed pertaining to fueling of military vehicles. Ensure that dip readings are done and recorded as prescribed. Ensure that the delivery of fuel is accurate and sign for the correct quantity delivered. Ensure that delivery notes and invoices are submitted to the Fuel Warrant Officer. Safeguarding of pumps and equipment under control against fire, theft and damage. Key control and implementation measures be in place. Report any discrepancies found during spot checks.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>WO2 S. Thlengang Tel No: (012) 529-0397</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Department of Defence, JSB Wonderboom, Private Bag X01, Doornpoort, Pretoria, 0017.</td>
</tr>
<tr>
<td>CLOSING DATE</td>
<td>26 July 2019</td>
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<th>POST 24/31</th>
<th>CLEANER REF NO 31/19/08 (X1 POST)</th>
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<tr>
<td>SALARY</td>
<td>R102 534 per annum (Level 02)</td>
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<tr>
<td>CENTRE</td>
<td>SA Army Signal Formation, Northern Cape Signal Unit, Kimberley</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>A minimum of NQF Level 2 (ABET Level 2-4/Grade 3 – 9/Standard 1 - 7). Special requirements (skills needed): Knowledge of cleaning equipment. Planning, interpersonal and organizing skills. Communicate effectively. Must be physically healthy.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Clean, shine, wipe, dust, scrub and polish floors of offices, entertainment areas, accommodation, kitchen and mess areas. Wash windows, walls and carpets. Vacuum carpets. Remove refuse on a daily basis. Clean ablution facilities. The loading and unloading of trucks.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>WO2 O.J. Lecwidi Tel No: (053) 830 3131</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Department of Defence, SA Army Signal Formation, Northern Cape Signal Unit, Private Bag X 5056, Kimberley, 8300.</td>
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<td>CLOSING DATE</td>
<td>26 July 2019</td>
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POST 24/32 : CLEANER 31/19/09 (X2 POSTS)

SALARY : R102 534 per annum (Level 02)
CENTRE : SA Army Signal Formation, Lohatlha Signal Unit, Postmasburg
DUTIES : Clean, shine, wipe, dust, scrub and polish floors of offices, entertainment areas, accommodation, kitchen and mess areas. Wash windows, walls and carpets. Vacuum carpets. Remove refuse on a daily basis. Clean ablution facilities. The loading and unloading of trucks.
ENQUIRIES : Ms A.S. Myburgh Tel No: (053) 321 2223
APPLICATIONS : Department of Defence, SA Army Signal Formation, Lohatlha Signal Unit, Private Bag X 3001, Postmasburg, 8420.
CLOSING DATE : 26 July 2019

POST 24/33 : GROUNDSMAN GR II REF NO 31/19/10 (X3 POSTS)

SALARY : R102 534 per annum (Level 02)
CENTRE : SA Army Signal Formation, Lohatlha Signal Unit, Postmasburg
REQUIREMENTS : A minimum of NQF Level 2 (ABET Level 2-4/Grade 3 – 9/Standard 1 - 7). Special requirements (skills needed): Previous gardening experience would be an advantage. Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Must have physical strength to move materials and equipment. Sound knowledge of plants and garden equipment Ability to work in a team.
ENQUIRIES : Ms A.S. Myburgh Tel No: (053) 321 2223
APPLICATIONS : Department of Defence, SA Army Signal Formation, Lohatlha Signal Unit, Private Bag X 3001, Postmasburg, 8420.
CLOSING DATE : 26 July 2019

POST 24/34 : CLEANER REF NO: 31/19/11 (X1 POST)

SALARY : R102 534 per annum (Level 02)
CENTRE : SA Army Signal Formation, North West Signal Unit, Pochefstroom
DUTIES : Clean, shine, wipe, dust, scrub and polish floors of offices, entertainment areas, accommodation, kitchen and mess areas. Wash windows, walls and carpets. Vacuum carpets. Remove refuse on a daily basis. Clean ablution facilities. The loading and unloading of trucks.
ENQUIRIES : Enquiries/Attention: S Sgt H. Esterhuizen Tel No: (018) 289 3205
APPLICATIONS : Department of Defence, SA Army Signal Formation, North West Signal Unit, Private Bag X2012, Noordbrug, Potchefstroom, 2531.
CLOSING DATE : 26 July 2019

POST 24/35 : CLEANER REF NO: 31/19/12 (X1 POST)

SALARY : R102 534 per annum (Level 02)
CENTRE : SA Army Signal Formation, KZN Signal Unit, Bluff
# REQUIREMENTS

A minimum of NQF Level 2 (ABET Level 2-4/Grade 3 – 9/Standard 1 - 7). Special requirements (skills needed): Knowledge of cleaning equipment. Planning, interpersonal and organizing skills. Communicate effectively. Must be physically healthy.

# DUTIES

Clean, shine, wipe, dust, scrub and polish floors of offices, entertainment areas, accommodation, kitchen and mess areas. Wash windows, walls and carpets. Vacuum carpets. Remove refuse on a daily basis. Clean ablution facilities. The loading and unloading of trucks.

# ENQUIRIES

Ms N. Govender Tel No: (031) 451 1974

# APPLICATIONS

Department of Defence, KZN Signal Unit, Private Bag X 21096, Bluff, 4036

# CLOSING DATE

26 July 1019

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**POST 24/36**

**CLEANER REF NO: 31/19/13 (X12 POSTS)**

**SALARY**

R102 534 per annum (Level 02)

**CENTRE**

1 Construction Regiment (Dunnottar)

**REQUIREMENTS**

A minimum of NQF Level 2 (ABET Level 2-4/Grade 3 – 9/Standard 1 - 7). Special requirements (skills needed): Knowledge of cleaning equipment. Planning, interpersonal and organizing skills. Communicate effectively. Must be physically healthy.

**DUTIES**

Ensure that Offices are clean, wash, wipe, dust, and polish office floors if needed, entertainment areas, accommodation, kitchen and mess areas. Wash windows, walls. Polish furniture and office equipment, Vacuum carpets. Maintain of hygiene environment. Maintenance offices and polish all the furniture’s. Sweep passages and sidewalks, removal of refuse.

**ENQUIRIES**

Lt S. Jonas Tel No: (011) 730 3111

**APPLICATIONS**

Department of Defence: 1 Construction Regiment, P.O. Box 1049, Dunnottar, 1590

**CLOSING DATE**

26 July 2019

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**POST 24/37**

**GROUNDSMAN REF NO 31/19/14 (X1 POST)**

**SALARY**

R102 534 per annum (Level 02)

**CENTRE**

2 Field Engineer Regiment (Bethlehem)

**REQUIREMENTS**

A minimum of NQF Level 2 (ABET Level 2-4/Grade 3 – 9/Standard 1 - 7). Special requirements (skills needed): Knowledge of cleaning equipment. Planning, interpersonal and organizing skills. Communicate effectively. Must be physically healthy.

**DUTIES**

Render basic gardening services. Cultivate garden areas. Prepare soil for the planting of plants. Maintain flowers by fertilizing, irrigating, weeding and pruning. Keeping register of the amount worked for each Lawn Mower. Adhere to strict security when handling equipment’s. Load and unload various items and equipment needed on the grounds. Irrigate lawns. Remove refuse from the terrain. Load refuge on the truck for transportation to refuse dumps. Maintain neatness of the base.

**ENQUIRIES**

Capt S.A. Kondlo Tel No: 058 306 2570

**APPLICATIONS**

Department of Defence, 2 Field Engineer Regiment, Private Bag X 22, Bethlehem, 9700.

**CLOSING DATE**

26 July 2019
<table>
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<tr>
<th>POST 24/39</th>
<th>GROUNDSMAN REF 31/19/16 (X4 POSTS)</th>
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<tr>
<td><strong>SALARY</strong></td>
<td>R102 534 per annum (Level 02)</td>
</tr>
<tr>
<td><strong>CENTRE</strong></td>
<td>35 Engineer Support Regiment (Dunnottar)</td>
</tr>
<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>A minimum of NQF Level 2 (ABET Level 2-4/Grade 3 – 9/Standard 1 - 7).</td>
</tr>
<tr>
<td><strong>DUTIES</strong></td>
<td>Render basic gardening services. Cultivate garden areas. Prepare soil for the planting of plants. Maintain flowers by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various items and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transportation to refuge dumps. Maintain neatness of the base.</td>
</tr>
<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Capt H.H. Shabane Tel No: (011) 730 3246</td>
</tr>
<tr>
<td><strong>APPLICATIONS</strong></td>
<td>Department of Defence, 35 Engineer Support Regiment, P.O. Box 1188 Dunnottar, 1590</td>
</tr>
<tr>
<td><strong>CLOSING DATE</strong></td>
<td>26 July 2019</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>POST 24/40</th>
<th>GROUNDSMAN GR II REF: 31/19/17 (X1 POST)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SALARY</strong></td>
<td>R102 534 per annum (Level 02)</td>
</tr>
<tr>
<td><strong>CENTRE</strong></td>
<td>SA Armour Formation, Pretoria</td>
</tr>
<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>A minimum of NQF Level 2 (ABET Level 2-4/Grade 3 – 9 / Standard 1 - 7). Special requirements (skills needed): Previous gardening experience would be an advantage. Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Must have physical strength to move materials and equipment. Sound knowledge of plants and garden equipment Ability to work in a team.</td>
</tr>
<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Ms S.B. Bambo Tel No: (012) 355 2891</td>
</tr>
<tr>
<td><strong>APPLICATIONS</strong></td>
<td>Department of Defence, Armour Formation, P/bag X172, Pretoria, 0001</td>
</tr>
<tr>
<td><strong>CLOSING DATE</strong></td>
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<thead>
<tr>
<th>POST 24/41</th>
<th>CLEANER REF: 31/19/18 (X1 POST)</th>
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<tbody>
<tr>
<td><strong>SALARY</strong></td>
<td>R102 534 per annum (Level 02)</td>
</tr>
<tr>
<td><strong>CENTRE</strong></td>
<td>SA Armour Formation, Pretoria</td>
</tr>
<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>A minimum of NQF Level 2 (ABET Level 2-4/Grade 3 – 9/Standard 1 - 7). Special requirements (skills needed): Knowledge of cleaning equipment. Planning, interpersonal and organizing skills. Communicate effectively. Must be physically healthy.</td>
</tr>
<tr>
<td><strong>DUTIES</strong></td>
<td>Clean, shine, wipe, dust, scrub and polish floors of offices, entertainment areas, accommodation, kitchen and mess areas. Wash windows, walls and carpets. Vacuum carpets. Remove refuse on a daily basis. Clean ablution facilities. The loading and unloading of trucks.</td>
</tr>
<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Ms S.B. Bambo Tel No: (012) 355 2891</td>
</tr>
<tr>
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<td><strong>CLOSING DATE</strong></td>
<td>26 July 2019</td>
</tr>
</tbody>
</table>
GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

CLOSING DATE : 19 July 2019 before 12h00. No late applications will be considered.
NOTE : Requirement of applications: Applications must be submitted on form Z83, obtainable on the internet at http://www.gpaa.gov.za (Originally signed). The relevant reference number must be quoted on all applications. Application should consist of (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-employments checks and references will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. 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.

ERRATUM: Kindly note that on the post Manager: Physical Security REF (M/PS/2019/06-1P), advertised on Public Service Vacancy Circular 23 dated 28 June 2019, the EE is incorrect and should be replaced by “Employment Equity target for the post is Coloured, Indian, White Male and Coloured, Indian Female or persons with a disability. Candidates of the specified groups are encouraged to apply. Sorry for the inconvenience. Enquiries: Mapule Mahlangu on 012 399 2639

OTHER POST


Unclaimed Benefits and Re-Issues

SALARY : R733 257 per annum (Level 11) (all-inclusive package)
CENTRE : Pretoria Office
REQUIREMENTS:

A recognized three-year Bachelor’s Degree/National Diploma or equivalent three year qualification (360 credits) in the Financial Accounting field. Six (6) years appropriate proven experience in the field of finance of which three (3) years was in a managerial role. Computer literacy that includes a good working knowledge of Microsoft Office products Knowledge of Employee Benefits. Knowledge of Financial management. Knowledge of PFMA. Knowledge of GEPF service and products. Knowledge of relevant legal requirements, particularly BCEA and GPAA policies and procedures, including Public Service Act (PSA). Knowledge of project management. Knowledge of Training and Development. Knowledge of strategic planning. Analytical skills. Strong leadership and managerial skills. Planning and organising skills. Decision making and problem solving skills. Communication skills (verbal and written). Motivating skills. Ability to establish controls to monitor tasks. Persuasiveness and flexibility. Customer service orientation. Ability to take responsibility.

DUTIES:

The purpose of the post is to manage the Unclaimed Benefits and Re-issues Accounts. The incumbent of this position will be responsible for a wide variety of financial administrative tasks which includes the following, but not limited to:

Management of accounts receivables: Review the age analysis of accounts receivable to ensure that it is in terms of the definition per the GEPF policy on debt policy. Engage ICT development division on new systems applicable on tracing and management of accounts receivable. Manage the success of accounts receivable management progress in line with the operational plan targets at all times. Manage the accounts receivable in collaboration with the payment division. Reduce accounts receivables cases and balances as required by the operational plans. Ensure all legislations, regulations and policies are complied with. Manage the implementation of the Unclaimed Benefits and Accounts Receivables Management strategy: Monitor the implementation of the operational plan for the two sub-directorates to support the achievement of Finance and GPAA’s strategic objectives. Manage, monitor and review the section policies, procedures and processes, to ensure compliance is in accordance with best practice and legislation. Conduct benchmarks on new developments in practices to improve the effectiveness and efficiency of the section. Manage the provision of best practice regarding section functions to all stakeholders. Manage the implementation of a management effectiveness and leadership strategy. Engage in strategic relationships with relevant stakeholders to serve the interest of the organization. Analyse service delivery gaps, challenges and implement remedial action strategies. Manage quality of service provided to internal and external customers/clients/stakeholders. Manage the mitigation of identified risks. Ensure information flow to and alignment with all stakeholders to ensure effective engagement. Conduct trend analyses and forecasting. Management of Unclaimed Benefits: Review the population or data of unclaimed benefits to ensure that it is in terms of the definition per the GEPF policy on unclaimed benefits. Research with the pension fund industry on recent trends and tools used for tracing and managing unclaimed benefits. Engage ICT development division on new systems applicable on tracing and management of unclaimed benefits. Monitor the successes of these platforms and if no success, review and advise on better strategies. Management of Unclaimed Benefits: Review the population or data of unclaimed benefits to ensure that it is in terms of the definition per the GEPF policy on unclaimed benefits. Research with the pension fund industry on recent trends and tools used for tracing and managing unclaimed benefits. Engage ICT development division on new systems applicable on tracing and management of unclaimed benefits. Monitor the successes of these platforms and if no success, review and advise on better strategies. Manage the success of unclaimed benefits progress at all times and meet the operational plan targets. Manage the increase in unclaimed benefits in collaboration with the payment division. Set up processes and standard operating procedures that will result in paying the rightful beneficiary of the benefit and monitor the process. Reduce unclaimed benefits cases and amount as indicated on the APP targets. Financial controls and reporting: Develop templates for financial reporting and implement good systems of internal control for financial reporting. Monitor, review and improve these templates and controls for effectiveness. Review the monthly reports on unclaimed benefits and accounts receivables for correctness and fair presentation as required by stakeholders. Prepare presentations for different stakeholders as required on both unclaimed benefits and accounts receivable. Ensure the correctness of unclaimed benefits and accounts receivable notes on GEPF, AIPF and TEPF financial statements note. Ensure that all the audit findings and recommendations are implemented and resolved. Manage all resources of the
unit: Set, agree and monitor performance of direct reports, check that it is aligned with planned targets. Manage the budget of the unit and monitor expenditure patterns as per the prescripts. 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. Stakeholder Engagement: Ensure that GEPF, AIPF, TEPF, National Treasury Programme 1 and GPAA requirements are taken care of at all times. Ensure that all the ad-hoc requested financial reports and financial analysis are prepared and presented to the satisfaction of these stakeholders. Arrange monthly meetings with the stakeholders to support the senior management on monthly performance assessments or reviews. Ensure the approved policies are implemented, monitored and reviewed where necessary. Develop and maintain relationships with all government departments, communities, churches, government structures including local government which are relevant for tracing activities.

ENQUIRIES: Ismael Radebe Tel No: 012 319 2299
APPLICATIONS: Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, or Private Bag x63, Arcadia, Pretoria, 0001
FOR ATTENTION: Mr Ismael Radebe – Recruitment
NOTE: One position of Manager Unclaimed Benefits and Re-issues: Finance Section is available at the Government Pensions Administration Agency. This position will be filled as permanent position. Employment Equity target for the post is African, Coloured or Indian males or people with disability. Candidates of the designated groups are encouraged to apply.
GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

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

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

CLOSING DATE: 19 July 2019 at 12h00

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

OTHER POST

POST 24/43: PROJECT ADMINISTRATOR: STRATEGY MANAGEMENT AND COMMUNICATIONS (SMC) UNIT REF NO: G0013/2019

(Salary: R376 596 per annum (Level 09) Plus 37% in lieu of benefits

CENTRE: Pretoria

REQUIREMENTS: Relevant 3-year qualification diploma and/or Business Administration and/or Project Management. At least 3-4 years' experience as a Project / Business Administrator in a government institution and / or project management environment. Must be able to function well in a multidisciplinary team with varying priorities. Function well under pressure in a relatively unstructured environment. Good knowledge of MS Office, e.g. Word, Excel, MS Project and PowerPoint is important. Competencies required: Client Orientation: Client-service orientation implies helping or serving others, to meet their needs. It means focusing on discovering those needs, figuring out how to best meet them as well as putting into practice the Batho Pele spirit. The term "clients" refers to both internal and external clients. Effective Communication: Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering: verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Emotional Intelligence: Capacity for recognising their own feelings and those of others, for motivating themselves and others as a result of this awareness, and for managing emotions within themselves and in others. Problem Solving and Analysis: Understanding a situation, issue, problem, etc., by breaking it into smaller pieces, or tracing the implications of a situation in a step-by-step way. It includes organizing the parts of a problem, situation, etc., in a systematic way; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences and causal relationships. Create timely and well developed solutions by examining alternatives, risks and consequences. Project Management: Knowledge of the principles, methods, or tools for developing, scheduling, coordinating and managing projects and
resources, including monitoring and inspecting costs, work, and contractor performance.

**DUTIES**

Administration and Support: Setup new project plans, project action lists and information, including ensuring that contracts are signed and filed. Relevant project cost tracking to be maintained with timesheet information and invoice details to track performance for each project. Relevant project data sheets compiled and saved for future reference. Assistance with the compilation of invoices, including tracking of all disbursements for the relevant projects. Assist Project Managers with the preparation of presentations and any relevant documentation. Organise travel arrangements and related accommodation for management and project staff and any other project related arrangements that are required. Management of all Unit project’s administration and electronic records keeping and documents. Provision of project financial and other related statistics. Quality control of all documentation. Implement and maintain version control procedures on all reports and documentation. Drafting agendas, taking minutes, distributing and collecting of documents for the Units meetings. Dissemination of information. Performance Tracking and collation of performance reports. Ensure /co-ordinate fast and efficient handlest of all correspondence, meeting of deadlines for documents (determine priority and follow up). Client Liaison: includes query tracking, follow-up, preparation of responses and dissemination. Coordination: Provide Administrative support to Project/Business: In support of the Chief Director: Strategy Management Communication (CD: SMC) Unit travel arrangements, manage all logistics associated with workshops, conferences, setting up of meetings through the timely distribution and confirmation of invitations and documents, bookings of suitable venues and organizing of the necessary equipment & other event logistics. Provide assistance with regards to the compilation of programme documents, work plans, slide presentations, spreadsheets. Attend all relevant project meetings. Minute taking, preparation of action logs and distribution thereof using the templates of the CD: SMC. Provide a coordinating role for the Unit during key annual activities such as Flagship Projects, major events, annual budgeting process, development of annual work plans, input for strategy sessions and preparation of documentation. Quality Assurance of documents prior to submission and sign off. Obtain necessary signatures on documents. Contracts administration and process support: Facilitate receipt of contract and service providers’ time sheets and invoices and administer the checking, verification and submission thereof for payment. Assist with the preparation of statistics from time sheets and monthly reports for relevant forums and meetings. Assist with the resolution of resolutions contractual issues. Financial Administration: Collecting and verifying financial source documents received, Prepare request for invoices. Project Financial reconciliation and unit budget reporting, registration of work authorization, liaise with stakeholders/partners, tracking of review and approval process of project documents, maintenance of project master record, confirm project resources, confirm project infrastructure. Client Liaison: Interface with client and project stakeholders as first level support, ensure clients’ needs are addressed, document client information for tracking purposes. Project Information: Updating project plans, risks and issue logs, and project status reports.

**ENQUIRIES**

Kaizer Malakoane Tel No: (012) 315 5442
DEPARTMENT OF HEALTH

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

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

FOR ATTENTION: Ms L Malahlela

CLOSING DATE: 22 July 2019 at 12:00 Midday

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

OTHER POSTS:

POST 24/44: DEPUTY DIRECTOR: COMMUNITY OUTREACH SERVICES REF NO: NDOH 13/2019 (X2 POSTS) (Contract Posts Ending 31 March 2022)
Chief Directorate: District Health Services

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

CENTRE: Pretoria

REQUIREMENTS: A Bachelor’s Degree/National Diploma or equivalent NQF level 6 qualification in Health Sciences. At least three (3) years’ experience in Assistant Director/Team Leader or junior management position working with Community Health Workers in any community based programme. Knowledge and understanding of Community Outreach Services such as WBPHCOTs programme in particular. Knowledge of Primary Health Care services and programmes, Financial management e.g. PFMA, DORA, programme management, supervision, monitoring and evaluation. Good interpersonal, communication (written and verbal), computer (Microsoft office and Excel packages) and report writing skills. A valid driver’s licence.

DUTIES: Facilitate the implementation of the WBPHCOTs programme. Provide technical support and guidance on the implementation of the programme at provincial and district level. Provide technical and strategic oversight on WBPHCOT programme. Liaise with programme managers internally (NDoH) on WBPHCOTs activities in support of national health programmes and campaigns. Ensure proper monitoring and evaluation of the WBPHCOTs programme. Facilitate the development of data collection tools (paper and electronic) and ensure reporting on the DHIS and
DORA. Stakeholder engagement. Convene quarterly programme management meetings with programme managers on programme activities, performance and planning and keep of record/minutes of all meetings.

ENQUIRIES : Mr B Asia Tel No: (012) 395 8759

POST 24/45 : ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: NDOH 14/2019
(Contract Post Ending On 31 March 2022)
Chief Directorate: District Health Services

SALARY : R376 596 per annum (plus 37% in lieu of service benefits)
CENTRE : Pretoria
REQUIREMENTS : A Bachelor’s Degree/National Diploma or equivalent NQF 6 qualification in Health, Social Sciences or Statistics field. A minimum of three (3) years relevant experience in working with data and database system/software as well as Monitoring and Evaluation of health programmes. Experience and knowledge of DHIS, Microsoft Excel and statistical software package, e.g. STATA etc. Understanding of data collection, analyse presentation of findings as well as being able to work with Donor Agencies and Development Partners. Good interpersonal, report writing and communication (written and verbal) skills. A valid driver’s license.

DUTIES : Proper monitoring and evaluation of the WBPHCOTs programme. Manage the National CHW Registration System and ensure regular updates. Provide technical and strategic oversight on WBPHCOT programme and M&E. Facilitate feedback to provinces on performance against targets for set indicators and provide strategic guidance. Conduct data quality assessments on DORA and DHIS reports and prepare data improvements plans. Produce WBPHCOTs programme reports. Conduct data analysis and produce quarterly reports. Stake holder engagement. Attend the national WBPHCOTs M&E review meetings on programme activities, performance and planning and keep record/minutes of all meetings.

ENQUIRIES : Mr B Asia Tel No: (012) 395 8759

POST 24/46 : ASSISTANT DIRECTOR: ADMINISTRATION REF NO: NDOH 12/2019
Chief Directorate: HIV and AIDS

SALARY : R376 596 per annum (plus competitive benefits)
CENTRE : Pretoria
REQUIREMENTS : A three-year Bachelor’s Degree/ National Diploma or equivalent NQF 6 certificate in Office Administration/ Office Management or related qualification. At least two years’ experience in Office administration and financial management on the level of Senior Admin office. Knowledge and understanding of the application of Government and Departmental or financial policies as guided by Treasury Regulations. Strategic capability and leadership. Good communication (verbal and written), project management and computer skills (MS Office package). Ability to work independently and under pressure. Able to co-ordinate with other units of the department.

DUTIES : Provide administrative support to the Chief Directorate. Plan, organise and control administrative activities pertaining to the branch. Manage the flow of documents within the Chief Directorate and ensure all documents are logged on according to Electronic Document Management System. Administer the finances of the Chief Directorate. Monitor and control the budget to ensure compliance to financial practices in accordance with policies, guidelines, procedures and Public Financial Management Act (PFMA) and Treasury Regulations. Provide secretariat support to the Chief Directorate. Ensure distribution of minutes/agendas to relevant stakeholders. Ensure proper control of leave records, asset register, procurement of assets/ equipment etc. Management of human and physical resources.

ENQUIRIES : Dr Z.E Pinini at Tel No: (012) 395 9157
POST 24/47 : SENIOR ADMINISTRATIVE OFFICER REF NO: NDOH 15/2019
(Contract Post Ending 31 March 2022)
Chief Directorate: District Health Services

SALARY : R316 791 per annum (plus 37% in lieu of service benefits)
CENTRE : Pretoria
REQUIREMENTS : A three-year Bachelor’s Degree/ National Diploma or equivalent NQF 6 certificate in Public Administration or any relevant Administration qualification. At least two years’ experience in administration. Sound and in-depth knowledge of relevant prescripts and application of human resources as well as understanding of the legislative framework governing the Public Service. Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Good communication (verbal and written), problem solving, analytical, planning, organisation and computer skills (MS Office packages). Ability to work in a team.

DUTIES : Control of documentations within the Directorate. Manages the mail registers, receiving of document, registering the documents and disseminate documents to the relevant people. Administer human resources management functions. Maintain leave register, ensure that all leave taken are recorded, checked and submitted to Human Resources for capturing. Administer the Directorate’s budget. Compile expenditure reports. Ensure the maintenance of filing system. Ensure the arrangement of meetings, workshops, functions and accommodation and travel for official. Placing of orders and administer payments for workshops, catering, conferences and departmental entertainment. Provide logistical support to the Directorate.

ENQUIRIES : Mr B Asia at Tel No: (012) 395 8759

INTERNSHIP PROGRAMME 2019/2020
The National Department of Health invites graduates who seek practical work experience and unemployed graduates who are interested in a public service career to apply for internship (an occupationally-based work experience opportunity) in the occupations mentioned below for a minimum of twelve months. The applicants must not have been exposed to work experience in their area of study or have participated in an internship programme in a government department. The Department aims to enhance the employability of unemployed graduates as potential employees through this internship programme

OTHER POSTS

POST 24/48 : INTERNSHIP PROGRAMME: ADMINISTRATION REF NO: NDOH 16/2019

STIPEND : R6 083.70 per month
CENTRE : National Department of Health, Pretoria
REQUIREMENTS : Degree/Diploma in Administration/Public Administration/Management/ Office Administration & Management
ENQUIRIES : Aubrey Masilo Tel No: (012) 395 8669

POST 24/49 : INTERNSHIP PROGRAMME: FINANCIAL & SUPPLY CHAIN MANAGEMENT REF NO: NDOH 17/2019

STIPEND : R6 083.70 per month
CENTRE : National Department of Health, Pretoria
REQUIREMENTS : Degree/Diploma in Financial Management/ Accounting/ Supply Chain Management/Logistics Management/Purchasing Management
ENQUIRIES : Aubrey Masilo Tel No: (012) 395 8669

POST 24/50 : INTERNSHIP PROGRAMME: EMPLOYMENT RELATIONS REF NO: NDOH 18/2019

STIPEND : R6 083.70 per month
CENTRE : National Department of Health, Pretoria
REQUIREMENTS : Diploma/Degree in Labour Relations/Human Resources Management/Social Work/Clinical Psychology
ENQUIRIES: Aubrey Masilo Tel No: (012) 395 8669

POST 24/51: INTERNSHIP PROGRAMME: COMMUNICATION REF NO: NDOH 19/2019
STIPEND: R6 083.70 per month
CENTRE: National Department of Health. Pretoria
REQUIREMENTS: Degree/Diploma in Communication/ Marketing/ Public Relations
ENQUIRIES: Aubrey Masilo Tel No: (012) 395 8669

POST 24/52: INTERNET PROGRAMME: HEALTH INFORMATION RESEARCH MONITORING & EVALUATION REF NO: NDOH 20/2019
STIPEND: R6 083.70 per month
CENTRE: National Department of Health. Pretoria
REQUIREMENTS: Degree/ Diploma in Information Technology/Information Systems/Health Science/Statistics
ENQUIRIES: Aubrey Masilo Tel No: (012) 395 8669

POST 24/53: INTERNSHIP PROGRAMME: INTERNAL AUDIT REF NO: NDOH 21/2019
STIPEND: R6 083.70 per month
CENTRE: National Department of Health. Pretoria
REQUIREMENTS: Degree/Diploma in Internal Auditing/Commerce/ Risk Management
ENQUIRIES: Aubrey Masilo Tel No: (012) 395 8669

POST 24/54: INTERNSHIP PROGRAMME: INTERNATIONAL RELATIONS REF NO: NDOH 22/2019
STIPEND: R6 083.70 per month
CENTRE: National Department of Health. Pretoria
REQUIREMENTS: Degree/Diploma in International Relations
ENQUIRIES: Aubrey Masilo Tel No: (012) 395 8669

POST 24/55: INTERNSHIP PROGRAMME: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT REF NO: NDOH 23/2019
STIPEND: R6 083.70 per month
CENTRE: National Department of Health. Pretoria
REQUIREMENTS: Degree/Diploma in Human Resources Development/Training Management/Human Resources Management/Management Services/Organisational Development/Industrial Psychology/Operation/Production Management
ENQUIRIES: Aubrey Masilo Tel No: (012) 395 8669

POST 24/56: INTERNSHIP PROGRAMME: INFORMATION COMMUNICATION TECHNOLOGY REF NO: NDOH 24/2019
STIPEND: R6 083.70 per month
CENTRE: National Department of Health. Pretoria
REQUIREMENTS: Degree/Diploma in Information Technology
ENQUIRIES: Aubrey Masilo, Tel: (012) 395 8669

POST 24/57: INTERNSHIP PROGRAMME: LEGAL SERVICES REF NO: NDOH 25/2019
STIPEND: R6 083.70 per month
CENTRE: National Department of Health. Pretoria
REQUIREMENTS: B Juris/B Proc/LLB
ENQUIRIES: Aubrey Masilo Tel No: (012) 395 8669
The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration.

CLOSING DATE : 22 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 license where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. Reasonable accommodation shall be applied for People with Disabilities including where driver’s license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POSTS

POST 24/58 : ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 40/19/LMP

SALARY : R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement

CENTRE : Regional Office: Limpopo

REQUIREMENTS : An appropriate Bachelor’s Degree/National Diploma in Human Resource or equivalent qualifications NQF6; Three years’ experience in an HR environment; Thorough knowledge of the prescripts applicable to Human Resources Management; Brief knowledge of employee relations; A valid driver’s license. Skills and Competencies: Computer literacy MS Office; Good communication verbal and written; Good interpersonal relations; Research skills; Strong analytical skills and assertiveness; Ability to work under pressure and be self-motivated; Accuracy and attention to detail.

DUTIES : Key Performance Areas: Facilitate and co-ordinate HR administration and statistics of the Region; and render HR provisioning (recruitment and selection, appointments transfers, verification of qualifications, reference checks, grade progressions etc.; Facilitate and Co-ordinate establishments of various offices in the Region; Facilitate the creation of posts; Monitor Employment Equity Act and employer retention of Staff, Facilitation and co-ordination of PMDS in the Region. Provide effective people management.

ENQUIRIES : Mr Chauke MD Tel No: (015) 287 2081 or Ms Phalane MR Tel No: (015) 287 2036

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane 0700 Or Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.
<table>
<thead>
<tr>
<th>POST 24/59</th>
<th>CLUSTER MANAGER: COURT INTERPRETING REF NO: 29/19/LMP</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Tzaneen Cluster</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>NQF level 4/ Grade 12 and National Diploma in Legal Interpreting at NQF 5 or any other relevant tertiary qualification at NQF level 5; Proficiency in English and two or more indigenous languages; Six (6) years’ practical experience as a Court Interpreter with minimum three years supervisory experience; A valid driver’s license; Skills and Competencies: Communication skills; Listening skills; interpersonal skills; Time management; Computer literacy; Analytic thinking; Problem solving; Planning and organizing; Confidentiality; Ability to work under pressure.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Key Performance Areas: Manage the legal interpreting, language services and stakeholder relations in the Cluster; Develop the legal interpreting and language services business plan for the cluster; Manage both human and non-human resources of legal interpreting and language services in the cluster; Manage special projects of legal interpreting and language services; Manage training and development of court interpreters; Manage compliance of the code of conduct.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr. Maakamedi TP Tel No: (015) 287 2026 or Ms. Mongalo MP Tel No: (015) 287 2037</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice &amp; Constitutional Development, Private Bag x9526, Polokwane 0700 Or Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.</td>
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</tbody>
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<tr>
<th>POST 24/60</th>
<th>ADMINISTRATIVE OFFICER REF NO: 2019/60/GP</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Magistrate Pretoria</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Three year National Diploma in Public Administration / Public Management or equivalent.3-5 years’ experience in Clerical / Administrative work. Sound knowledge of Human Resource Management, Financial Management, Budget control, Asset and Facility Management, Supply Chain Management and Risk Management; Extensive knowledge of the PFMA, DFI, BAS and JYP; A valid driver’s license. Skills and Competencies: Computer literacy; Communication skills; Motivating solving skills; Planning and organizing; Good interpersonal relations;</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Provisioning of general supervision over clerical staff and work in the administration; Checking if diverse documents for completion and correctness; Assisting with control over duties related to the Domestic Violence, Maintenance, Provisioning Administration, Cash Hall, Criminal and Civil sections, and General Services; Rendering efficient and effective support to the courts; Investigating in formal disciplinary matters; Managing performance in the office and quarterly assessment of staff; Handling of correspondence; Drafting memorandum, submission and reports as well as compile statistics; Rendering advice / assistance on wide spectrum of matters; Facilitation of training and development of clerical staff.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr. RR Moabelo Tel No: (011) 332 9000</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POST 24/61</th>
<th>STATE ACCOUNTANT: PAYROLL REF NO: 19/93/CFO</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.</td>
</tr>
<tr>
<td>CENTRE</td>
<td>National Office: Pretoria</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>A Bachelor’s Degree/National Diploma in Finance or equivalent qualifications; Minimum of 3 years in financial administration; Basic knowledge of Public Service Finance Management Act and National Treasury Regulations; Experience in BAS</td>
</tr>
</tbody>
</table>
DUTIES

Key Performance Areas: Reconcile annual income tax and clear salary suspense and control accounts; Implement salaries allowances and deductions; Manage payments of all S&T claims, advances and recover staff debts; provide effective people management.

ENQUIRIES

Ms N. Joseph Tel No: 012 357-8646

APPLICATIONS

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

POST 24/62

COMMUNICATION OFFICER: COMMUNITY OUTREACH REF NO: 19/96/PEC

SALARY

R257 508 – R303 339 per annum. The successful candidates will be required to sign a performance agreement.

CENTRE

National Office: Pretoria

REQUIREMENTS

3 years Degree/National Diploma qualification in Communication Services or Social Science; At least 1 year experience in community outreach environment; A valid driver’s license. Skills and Competencies: Presentation public speaking and report writing skills; Ability to apply legislation; Research, analytical thinking and problem solving skills; Ability to work independently and under pressure; Mediation and conflict resolution skills; Computer literacy MS word and Power Point Presentation; Creative project design and organizational skills; Project Management skills; Willingness to travel and work over the weekends.

DUTIES

Key Performance Areas: Plan, convene and facilitate workshops/ information sessions/ outreach projects with communities, especially vulnerable groups and people at rural areas; Conduct research into the needs and perceptions of communities with regards to the services offered by the Department; Coordinate exhibitions and activations to popularize the services of the Department; Write outreach reports and distribute information material; Establish partnership with members of civil society who deal with DOJ & CD related matters.

ENQUIRIES

Ms M. Modibane Tel No: (012) 315 1668

APPLICATIONS

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

NOTE

People with disabilities are encouraged to apply.
ANNEXURE G

DEPARTMENT OF MINERAL RESOURCES

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

APPLICATIONS:

Please forward your application, quoting reference, addressed to: The Director-General, Department of Mineral Resources, Private Bag X59, Arcadia, 0007 or hand delivered to Trevenna Campus, corner Meintjies 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:

19 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), 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.

ERRATUM: Kindly note that the post of Mineral Economist with Ref No: MR/19/0059 advertised in Public Service Vacancy Circular 23 dated 05 July 2019, was advertised with incorrect post title, the correct post title should read: Mine Economist Ref No: (DMR/19/0059). Sorry for the inconvenience.

OTHER POST

POST 24/63:

ASSISTANT DIRECTOR: SOCIAL AND LABOUR PLAN REF NO: DMR/18/0062

SALARY: R470 040 per annum (Level 10)

CENTRE: Mpumalanga Region, Witbank

REQUIREMENTS:

An appropriate National Diploma / Degree in Social Science, Development Studies coupled with relevant experience plus a valid driver’s licence PLUS the following key competencies: Knowledge: Mineral and Petroleum Resources Development Act 2002 (Act 28 2002) and Mining Charter Employment Equity Act, 1998, Skills
Development Act, 1998, Labour Relations Act, 1995 Human Resource Development and Socio Economic Development; Knowledge of managing downscaling General administration within the public service; Skills: Negotiation and conflict resolution, Sound Interpersonal and management leadership, Computer literacy, Sound written and verbal communication, Ability to work as part of a team as well as independently, Ability to interpret and analyse legislation, Good organisational and Ability to work under pressure; Communication: Ability to interact with persons on various levels. Sound report writing skills and Presentation skills; Creativity: A creative, assertive and confident approach. Ability to analyse problems, Recommend innovatively corrective actions to exert vision and foresight in dynamics of Social and Labour Plan, Innovative, self-driven and independent person; Valid Driver's licence.

**DUTIES**

: Adjudicate the Social and Labour Plans. To ensure the implementation, co – ordination and monitoring of the local economic development programmes as captured in the accepted Social and Labour Plans. To ensure the implementation and monitoring of skills development in the Mining industry. To ensure effective management of downscaling and retrenchments. To provide information services regarding Social and Labour Plan issues to the Department and interested and affected parties. To co–ordinate and review annual reports submitted by mines. To conduct annual inspections in the mines. Liaise with organisation of state, interested and affected parties.

**ENQUIRIES**

: Ms N Khanyile Tel No: 013 6530500

**NOTE**

: A post graduate Degree will be an added advantage. Woman, Coloureds, Indians as well as people living with disabilities are encouraged to apply.
ANNEXURE H

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

CLOSING DATE : 19 July 2019 at 12:00 pm
NOTE : Applications should be accompanied by a comprehensive CV, fully completed Z83 (non-negotiable) and certified copies of qualifications and ID. Please forward your application, quoting the relevant reference number and the full name of the position on the subject line of the email under each advert. Kindly note: applications that are not compliant with the above requests will not be consider (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 fill the below-mentioned posts.

MANAGEMENT ECHELON

POST 24/64 : CHIEF DIRECTOR: CAPACITY BUILDING REF NO: S072/2019
Division: Office of the Accountant-General (OAG)
Purpose: Co-ordinate and monitor the facilitate process on the implementation of finance related capacity building initiatives within the National Treasury and other spheres of Government.

SALARY : R1 189 338 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A minimum Degree in Finance / Public Financial Management / Accounting as recognised by SAQA, A Degree in Human Resources Management will be an added advantage, A minimum 5 years’ experience at a senior managerial level (Director) obtained in capacity building or related projects, Knowledge and experience of the broader public finance frameworks, Knowledge and experience of training processes on the public finance management, Experience in the management of donor funded programmes, Experience of research on the development of capacity building strategies, Experience pertaining to information analysis, dissemination and report writing.

DUTIES : Financial Management Capacity Building: Develop and maintain a comprehensive Capacity Building Strategy and Implementation Plan, Develop and implement a learning matrix for financial management, internal audit and risk management, Develop and maintain a comprehensive competency framework for financial management, internal audit and risk management, Liaise with DPSA, National School of Government (NSG), SETA’s, higher education institutions, private sector training providers and relevant professional bodies pertaining to financial management, internal audit and risk management education and training, interventions, Co-ordinate professional development for within the National Treasury and other spheres of Government, Initiate research on best practices with regard to Capacity Building Financial Management Improvement Programme: Oversee the management of a comprehension donor funded programme for the improvement of financial management, Facilitate the development of relevant policies, standards and procedures in technical and capacity building areas to enhance financial management performance, Consult with relevant institutions to address gaps and provide solutions on financial management improvement, Facilitate the planning and implementation of identified financial management
improvement and capacity building initiatives, Monitor and evaluate progress pertaining to implementation of identified financial management and capacity building programmes, Liaise with stakeholders on the sustainability of financial management and capacity building improvement programmes Chartered Accountants Academy (CAA): Monitor progress on the implementation of the Chartered Accountants Academy (CAA) policy, Measure the effectiveness of the Chartered Accountants Academy and engage stakeholders for enhancement of the programme, Develop and implement a strategy to integrate the Chartered Accountants Academy in other spheres of government, Initiate the retention and optimisation of the Chartered Accountants programme within the public sector, Engage the South African Institute of Chartered Accountants (SAICA) and other stakeholders on developments impacting the programme Donor Fund Engagement Management: Engage donor fund stakeholders on the short- and long-term objectives of the programme, Influence strategic donor partners to buy-in on the implementation of the financial improvement programme, Update donor partners on the progress of the financial management improvement programmes, Provide strategic partners with breakdown of spending and projections of future commitments.

ENQUIRIES: Ms Charity Makhaza on Tel No: 012 315 5488
APPLICATIONS: e-mail to Recruit.OAG@treasury.gov.za

POST 24/65: DIRECTOR: ACCOUNTING SUPPORT AND REPORTING (SOCIAL SERVICES CLUSTER) REF NO: S074/2019
Division: office of the Accountant-General (OAG)
Purpose: Facilitate the provision of support pertaining to financial management, and the implementation of accounting frameworks, standards and guidelines in compliance with regulatory frameworks, promoting effective financial management within the Social Services Cluster.

SALARY: R1 005 063 per annum (all-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: A minimum Degree in Commerce/ Accounting/ Economics as recognised by SAQA, A minimum 5 years’ experience at a middle management (Deputy Director) level obtained in an Accounting environment, Knowledge of accounting standards, i.e. IAS, IFRS, IPSAS, GRAP, Knowledge and experience of the PFMA, MFMA, TR and other relevant government prescripts.

DUTIES: Financial Management and Reporting: Scrutinise clients audit findings and advice on the most appropriate remedy for implementation, Resolve queries relating to accounting frameworks, standards and guidelines, Implement and monitor mechanisms to track progress on the resolution of audit findings through engagement with clients and their audit reports, Report on the financial management capability and progress on the resolutions of audit outcomes, Identify transversal policy limitations and gaps for implementation of suitable interventions, Provide advice on the preparation of annual financial statements, interpretation of management accounts for National Departments Implement Accounting Frameworks, Standards and Guidelines: Initiate the development of accounting frameworks, standards, guidelines and related transversal accounting policies, Facilitate workshops and training on frameworks, standards, guidelines and accounting policies, Initiate awareness programmes on the accounting frameworks, standards, policies and guidelines as part of the support to clients, Assist clients in assessments on financial maturities, Facilitate knowledge sharing within the portfolio and participate on governance structures at various institutions, co-ordinating CFO and PAG forums, Develop and implement plans in support of new financial reporting requirements, Monitor and support on the implementation of the asset management guidelines Consolidate National Government Portfolio: Consolidate support of national departments and listed public entities within the cluster, Design a consolidation model in support of the provincial treasury in line with the consolidation of provincial departments and their public entities, Identify unlisted entities for inclusion in the consolidation of PFMA list of public entities Interim Financial Statements: Collect Interim Financial Statements (IFS) from
National Departments for reviewing, Provide feedback and guide on the quality and appropriateness of completed Interim Financial Statements (IFS).

**ENQUIRIES** : Ms Charity Makhaza on Tel No: 012 315 5488

**APPLICATIONS** : e-mail to Recruit.OAG@treasury.gov.za
OFFICE OF THE PUBLIC SERVICE COMMISSION

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

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

FOR ATTENTION: Mr M Mabuza

NOTE: Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified copies of qualifications, Identity Document and driver’s license (with exception of disabled applicants). Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to Competency Assessment to determine their suitability for the post. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted.

OTHER POSTS

POST 24/66: DEPUTY DIRECTOR: LABOUR RELATIONS IMPROVEMENT REF NO: DD/LRI/06/19

SALARY: R869 007 per annum (All-inclusive remuneration package). The package includes a basic salary (70% of package), State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE: Provincial Office: Western Cape

REQUIREMENTS: A recognized three year Bachelor’s degree/ Diploma (NQF Level 6/7) in Labour Relations/ Law/ Public Administration/ Management or equivalent qualification. 3 to 5 years’ supervisory experience at Junior Management level. Experience in Labour Relations experience in grievance investigation and public administration investigations. Legal Interpretation and Investigative Research. Knowledge of handling Public Management, Administration and Human Resource Practices and Financial Management. Essential knowledge of the Public Service Act, Public Service Commission Act, Senior Management Service Handbook, Performance Management and Develop System and other related Public Service prescripts; experience in project management, research and monitoring and evaluation; experience in case management. An understanding of the Constitutional Values and Principles (CVPs) in Section 195 and how these CVPs contribute towards effective public service delivery. An understanding of how this post supports the role of the Public Service Commission (PSC) regarding the CVPs. Computer skills in Microsoft Office Suite (Word, Excel, PowerPoint and Outlook). Excellent report writing, verbal communication, as well as presentation skills. Commitment to working under sustained pressure and be self-motivated, results oriented and show initiative. Ability to work independently and in matrix teams Knowledge of people management. Possess a valid driver’s license (with exception to people with 

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disabilities) and be willing to travel extensively and ability to relate well with all levels of stakeholders.

**DUTIES**
Investigate grievances submitted to the PSC. Draft submissions with reasoning, findings and recommendations. Compile bi-annual grievance statistics on department grievance resolution in the Province. Maintain a database of grievances received, status of completion of grievances received and status of completion of grievances inappropriately lodged. Conduct research projects in assigned areas Conduct Labour Relations research projects in the Western Cape Province. Conduct Labour Relations promotional events or the Commission’s work in general in the Province. Attend to the administration of Grievance Panel sessions. Manage and conduct Public Administration Investigations. Maintain a database in respect of the National Anti-Corruption Hotline Cases. Co-ordinate and report on all National Anti-Corruption Hotline Cases. Professional Ethics and Research assigned by the Provincial Director. Take responsibility for Asset Management and the management of Government Fleet.

**ENQUIRIES**
MR Paul Rockman Tel No: (021) 421 3980

**CLOSING DATE**
26 July 2019, 15H45

**POST 24/67**
AUDIT COMMITTEE MEMBER REF NO: ACM/07/19 (TWO POSTS: 1 LEGAL AND 1 ACCOUNTING/AUDIT) (X2 POSTS)

**SALARY**
In accordance with Treasury Regulations

**CENTRE**
Public Service Commission House, Pretoria

**REQUIREMENTS**
A relevant postgraduate qualification in Accounting/Law (New NQF Level 8). Relevant experience in corporate governance and/or financial management and/or legal environment. Expertise in legal environment. Exposure to the public sector and familiarity with risk management practices. Knowledge and understanding of internal controls, major accounting and public sector reporting issues, knowledge of and exposure to legislation and policies (PFMA, GRAP, GAAP, Treasury Regulations and National Treasury practice notes relevant to the OPSC). Knowledge and understanding of the roles of the internal and external audit. Experience in Performance Planning and Management. Knowledge and understanding of HR Management and Planning. Knowledge and experience in IT and IT Governance will be an added advantage. Excellent communication skills (verbal and written) (NB: Preference will be given to applicants who have experience in serving on Audit Committees in Government Departments).

**DUTIES**
As an advisory Committee, the Audit Committee will. Assist the OPSC in fulfilling its oversight responsibilities with regard to financial internal controls, risk management and governance. Ensure compliance with applicable legislations. Assist the Accounting Officer in the effective execution of his/her responsibilities. Regulate and discharge responsibilities as contained in the Audit Committee Charter, outlining appropriate formal terms of reference.

**ENQUIRIES**
MR Zweli Momeka Tel No: (012) 352 1194/5

**CLOSING DATE**
19 July 2019, 15H45
Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), attention HR Administration and Recruitment by mail to Private Bag X944, Pretoria, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria. Website: www.dpme.gov.za

Closing Date: 19 July 2019 at 12:00 pm

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

Post 24/68: Senior Administration Officer REF No: 014/2019

Outcome: Rural Economy

Salary: R316 791 per annum (Level 08) plus benefits

Centre: Pretoria

Requirements: An appropriate 3 year tertiary qualification (NQF 06) in Public Administration, Office Management, Secretarial or equivalent with at least 4 years’ experience of which 2 years must be in an administrative environment and 2 years at supervisory level. An NQF 7 will serve as an added advantage. The following skills will serve as a recommendation: Report writing skills or/and desktop research skills or/and analytical skills or/and statistics skills and experience. Should possess the following
Skills: Ability to apply technical/professional skills. Ability to accept responsibility, work independently, and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication. Must have good Interpersonal relations, Planning and Execution skills and good leadership skills. Ability to Manage/Control financial resources and supervise staff. Must have the ability to delegate and empower subordinates. Must have knowledge of the Public Finance Management Act and Treasury Regulations Service Act and Regulations; Interpersonal skills required to work with other sector departments team outside DPME, be prepared to work extended hours outside office, provide support to the DG and Ministers administrative team for the DG’s Technical Task Team and Inter-Ministerial Committee administered by the Unit.

Duties: The successful candidate will be responsible for providing administrative support to the unit. This entails rendering of effective financial support: monitoring expenditure of the unit. Rendering of effective human resources support: ensuring timely submission of performance agreements, reviews and assessments of staff members of the Unit; coordinating and consolidating training according to PDP’s and ensuring that leave registers are completed in the unit. Supervising and rendering of effective procurement support: supervising the compilation and coordination of procurement plans for the Unit which is aligned to the budget and monitoring expenditure and implementation of procurement plans. Supervising and rendering of general administrative support within the Unit: Collecting, analysing and collating of information as requested by the Head of the Unit; drafting of correspondence (submissions, letters and reports) as instructed by the Head of the Unit; sending and receiving of faxes, e-mails, etc. and following up on outstanding issues/submissions/reports, and compiling progress/monthly and related reports. Updating/recommending of the updating of enabling Prescripts, Policies and Procedures: studying of the relevant Public Service and departmental prescripts/policies and processes and procedures applicable in the Head of the Unit’s office and the updating thereof. Ability to respond to meeting requests and liaise with other managers and external clients of changes in the diary; Ensuring effective office management for meetings scheduled by the unit by Providing secretariat and co-ordination service i.e Sending out invitations for meetings & facilitating attendance confirmation timeously; Preparing meeting document packs and ensuring distribution meetings; Drafting action plans for immediate circulation to participants after meetings; Drafting meetings minutes for circulation to participants for input; and Coordinate follow-up actions emanating from decisions of the meeting. Assist with making bookings for the unit (traveling and accommodation).

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

Post 24/69: Senior State Accountant: Payments Ref No: 015/2019
Unit: Payables and Receivables

Salary: R316 791 per annum (Level 08) plus benefits
Centre: Pretoria

Requirements: An appropriate 3-year tertiary qualification (NQF 06) in Financial Management, Accounting or equivalent with at least 4 years appropriate experience of which 2 years must be in Financial Management. Should have extensive knowledge and experience of BAS, LOGiS and PERSAL and a high level of computer literacy. Should possess the following skills: Ability to apply technical/professional skills. Ability to accept responsibility, work independently, and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication. Must have good Interpersonal relations, planning and execution skills and good leadership skills. Ability to manage/control financial resources and supervise staff. Must have the ability to delegate and empower subordinates. Must have the ability to interpret relevant policies such as PFMA, Treasury Regulations and other relevant legislation.

Duties: The successful candidate will be responsible for providing financial administrative and operational services within the Department. This entails bookkeeping to ensure correctness of financial accounting transactions in the areas of responsibility in line
with applicable policies and procedures; Authorisation of BAS and LOGIS payments and manage the clearing of suspense accounts in line with PFMA and Treasury Regulations. Reporting on the suspense accounts; Accounting for donor funding expenditure and receipts and Compilation of VAT returns. Authorisation of Journals; Debt creation, clearing and reporting process and assist other finance sections as and when needed.

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

POST 24/70
APPLICATION DEVELOPER REF NO: 016/2019
Directorate: Business Applications and Knowledge Management

SALARY
R316 791 per annum (Level 08) plus benefits

CENTRE
Pretoria

REQUIREMENTS
An appropriate 3 year tertiary qualification (NQF 6) in Computer Science, Information Technology or Informatics with 4 years appropriate experience of which 2 years’ experience must be in Database design and development; Document Management Systems; and Web application development. The ideal candidate must have knowledge of MS SQL Server 2008r2 or higher version; web application development technologies (VB/C#, ASP/ASP.NET, HTML; JavaScript) and Graphics Design. Must have technical skills and knowledge of coding; sound knowledge of the Microsoft Office suite and SharePoint is essential. Sound knowledge of document management systems, and document classification methodologies. Demonstrate end-to-end understanding of Systems Development Life Cycle (SDLC) methodology. Must be a creative thinker and have Problem solving skills. Must be flexible and reliable.

DUTIES
The successful candidate will be responsible for maintenance and support of legacy systems, including portals and websites. This entails performing systems analysis, designing and developing applications based on user requirements; performing database and web development; Implement and maintain Information Management strategy and interacting with key external information/data institutions and branches in the Department. Assist with the acquisition and manipulation of information on databases; Provide support to users with regards to electronic document management system and implement security measures to safeguard information and documents against unauthorized access. Updating of departmental portals, website and intranet; Participate in ICT research and innovation in order to ensure concurrency of systems.

ENQUIRIES
Ms J Mchunu Tel No: (012) 312-0462
DEPARTMENT OF SCIENCE AND TECHNOLOGY

The Department of Science and Technology is an affirmative action employer, and people with disabilities are encouraged to apply for these positions.

APPLICATIONS: The Chief Director: Human Resources, Private Bag X894, Pretoria, 0001, or hand-deliver them to the Department at Building 53, CSIR Campus, Meiring Naudé Road, Brummeria. (Applicants must bring their ID/driver's licence/passport to get access to the department.)

CLOSING DATE: 19 July 2019

NOTE: Applications must be accompanied by a signed Z83 application for employment form and up-to-date curriculum vitae (including three contactable referees) as well as recently certified copies of all qualifications and the applicant's identity document. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualifications Authority (SAQA). Evaluation by SAQA should accompany all foreign qualifications. The department reserves the right not to make an appointment and correspondence will be limited to shortlisted candidates, who will be interviewed on a date and at a time specified by the department. Suitable candidates will be subjected to personnel suitability checks while confirmation of permanent appointment will be subject to the applicant receiving a positive security clearance.

OTHER POST

POST 24/71: ASSISTANT DIRECTOR: AFRICA MULTILATERAL COOPERATION (One-Year Contract)

SALARY: R515 936.52 per annum (including 37% in-lieu-of-service benefits)

CENTRE: Pretoria

REQUIREMENTS: diploma/degree in international relations qualification (minimum NQF 6). Two years' experience in an international relations environment. Sound knowledge and understanding of the Public Finance Management Act, Treasury Regulations including all governance legislation. Knowledge and understanding of South African international relations and Africa’s position in the international political economy, the national system of innovation. Knowledge and understanding of the importance of scientific research and international science and technology institutions, actors and systems. Must have administrative and organizational, project management skills, good research, written and verbal skills. Ability to work under pressure, to function independently and as part of a team. Demonstrate analytical and interpersonal skills. Have excellent negotiation and conflict resolution skills, time management skills.

DUTIES: Administer funding instruments and projects of New Partnership for Africa's Development (NEPAD) STI flagship and Africa/ European Union programmes. Provide content administrative support to access international knowledge, capacities and resources. Provide support to foster international cooperation in science, technology and innovation to support South Africa’s foreign policy objectives. Assist in content and administrative support to strengthen cooperation in STI in Africa.

ENQUIRIES: Ms Tshiamo Letswalo Tel No: 012 843 6675
ANNEXURE L

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 19 July 2019

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 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). “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.

ERRATUM: kindly note that the following posts: Senior Artisan Foreman (Boiler shop and Welding section), Senior Artisan Foreman (Fitting and Turning), Senior Artisan Foreman (Earthmoving equipment, engines, gearboxes and compressors) and Principal Safety Coordinator) advertised in Public Service Vacancy Circular 23 dated 28 June 2019 were advertised incorrectly as all inclusive packages and N2 as a requirement. Please note salary is not all inclusive packages and N2 is not a requirement.

OTHER POSTS

POST 24/72 : CHIEF DEVELOPMENT EXPERT REF NO: 190719/01
Branch: Chief Operations Office - Mpumalanga
Directorate: Water Sector Support
Sub-Directorate: Capacity Building
(Re-advert applicants who have previously applied need not to re-apply)

SALARY : R470 040 per annum (Level 10)

CENTRE : Mbombela

REQUIREMENTS : A National Diploma or Degree in Social Sciences or similar. Three (3) to five (5) years’ experience in partnerships, corporate social investment and / or stakeholder relations. Knowledge and experience in stakeholder relations, partnerships and / or corporate social investment. Fundraising experience is an added advantage. Working experience in inter-governmental relations. Knowledge of relationship management. Framework for managing performance information. Problem solving and analysis skills, people and diversity management. Client orientation and customer focus. Good communication skills both verbal and written. An understanding of and commitment to government objectives, policies and programmes. Ability to work under pressure and meet deadlines.

DUTIES : Advocacy and communication of activities and programmes of the department to sector partners. Develop integrated Water Sector M & E system and maintenance thereof. Develop policies and water sector frame work that will guide implementation of WSDP. Attend to personnel matters and their PMDS. Monitor and evaluate the implementation of WSP nationally and in the regions. Develop and conceptualise community engagement programme and inter-governmental
relations. Conduct research on spatial and non-spatial data from clients. Develop meaningful partnerships with private sector, NGO and community based organisations. Participate in the development of IDP for various municipalities. Support partnership strategy of the department. Conduct research where a need arises on re-evaluation of policies. Facilitate workshops on the implementation of the DWS agenda with partners. Handle project management and conduct research in support of partnership strategy. Identify projects to be executed according to WSDP and IDP’s. Liaise with municipalities on the implementation of projects. Support DWS Provincial Offices on the implementation of partnerships projects. Management of finance and human resources. Assist in budget compilation for the Directorate. Compile monthly projects and do PMDS projects for staff.

ENQUIRIES
APPLICATIONS
Mr Ntabeni P.H Tel No: 013 759 7306
Mpumalanga (Mbombela): Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X 11259, Mbombela 1200, or hand deliver to the Department of Water and Sanitation at the reception ground floor, Prorom Building, 35 Brown Street - Corner Brown & Paul Kruger Streets, Mbombela.

FOR ATTENTION
Mr MJ Nzima

POST 24/73
SENIOR HUMAN RESOURCE PRACTITIONER REF NO: 190719/02
Branch: Chief Operations Office - Mpumalanga
Div: Recruitment & Selection

ENQUIRIES
APPLICATIONS
Mr Nkuna D.P Tel No: 013-759 7430
Mpumalanga (Mbombela): Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X 11259, Mbombela 1200, or hand deliver to the Department of Water and Sanitation at the reception ground floor, Prorom Building, 35 Brown Street - Corner Brown & Paul Kruger Streets, Mbombela.

FOR ATTENTION
Mr MJ Nzima

SALARY
R316 791 per annum (Level 08)

CENTRE
Mbombela

REQUIREMENTS

DUTIES
Draft adverts for placement. Ensure that posts are advertised as per the specifications matched with the job/role profiles. Response handling of applications. Ensure that processing of detailed schedules of applications are implemented and kept on a database. Keep records of the established detailed database of applications received. Supply statistics regarding employment equity. Facilitate the shortlisting processes. Arrange, schedule and facilitate the Interview processes. Draft appointment submissions and route it for approval. Contact relevant business who deals with competency test and refer selected candidates for competency assessment test. Render human resource management.
<table>
<thead>
<tr>
<th>POST 24/74</th>
<th>STATE ACCOUNTANT REF NO: 190719/03</th>
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<tbody>
<tr>
<td>Branch: Chief Operations Office - Mpumalanga</td>
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<tr>
<td>Sub-Directorate: Financial Management (WTE)</td>
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<tr>
<td>SALARY</td>
<td>R257 508 per annum (Level 07)</td>
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<tr>
<td>CENTRE</td>
<td>Mbombela</td>
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<tr>
<td>REQUIREMENTS</td>
<td>A Bachelor Degree/ National Diploma in Financial Accounting or equivalent. Three (3) years’ experience in the finance environment. Knowledge of the PFMA, Treasury Regulations. Knowledge and understanding of Systems Applications and Products (SAP), PERSAL, Data Capturing and Analysis, Computer literacy (MSWord, MS Excel, MS PowerPoint). The suitable candidate must be willing to work under pressure, handle conflict and be a team leader. A driver’s license will be an added advantage.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Manage the Water Trading Entity Financial Accounting Unit. Processing of Vendor forms and Payments, Clearing of all related Suspense Accounts on the Trading Accounts. Authorise transactions on PERSAL and SAP. Writing Reports for the Division and do presentations at meetings. Ensure proper filing of all financial documentation. Attend to all Vendor queries/ matters, Management of staff and attend to their PMDS Issues. Attend to Audit Queries relating to the Unit. Do monthly reports.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms Mogane R.J Tel No: 013-759 7638</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Mpumalanga (Mbombela): Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X 11259, Mbombela 1200, or hand deliver to the Department of Water and Sanitation at the reception ground floor, Prorom Building, 35 Brown Street - Corner Brown &amp; Paul Kruger Streets, Mbombela.</td>
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<tr>
<th>POST 24/75</th>
<th>SENIOR WATER CONTROL OFFICER REF NO: 190719/04 (X2 POSTS)</th>
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<tbody>
<tr>
<td>Branch: Chief Operations Officer: Eastern Operations</td>
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<tr>
<td>SALARY</td>
<td>R208 584 per annum (Level 06)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Wagendrift Dam</td>
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<tr>
<td>Ntshingwayo Dam</td>
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<tr>
<td>DUTIES</td>
<td>Monitor, analyse and record all relevant readings. Compile working schedule and be able to work shifts. Report faults. Apply safety and health regulations to the schemes. Evaluate work performance of subordinates. Provide the on job training.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr. S Shange Tel No: (033) 239 1900</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Midmar (Howick): Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X24, Howick 3290, or hand deliver to the Department of Water and Sanitation at the reception ground floor, R103 Prospect Road, Midmar Dam – Howick 3290.</td>
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<tr>
<th>POST 24/76</th>
<th>ACCOUNTING CLERK PRODUCTION REF NO: 190719/5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Branch: Chief Operations Office: Eastern Operations</td>
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<tr>
<td>SALARY</td>
<td>R173 703 per annum (Level 05)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Midmar Dam (Howick)</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>National Senior Certificate (Grade 12) with one (1) – two (2) years financial administration experience. Knowledge of financial management related legislation i.e. PFMA and its regulations and SCM regulations Working knowledge of SAP</td>
</tr>
</tbody>
</table>
system, Knowledge of GAAP Standards. Confidentiality, integrity, honesty, time management and good interpersonal skills. Basic knowledge of financial management.

**DUTIES**
Receive invoices from vendors and keep accurate invoice register. Liaise with different sections within the department regarding source documents. Compile source documents and capture invoices to pay vendors including processing of journals on Sap system. Check and capture of payroll allowances and deductions, overtime, standby on Persal system including attending to related queries. Ensure that all related filing is systematically completed. Request all SAP related reports when needed. Order and distribute all stationery. Perform cashier duties including handling petty cash, receiving and banking of state money and issuing of receipts.

**ENQUIRIES**
Mr S. Ngobese Tel No: (033) 239 1900

**APPLICATIONS**
Midmar (Howick): Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X24, Howick 3290, or hand deliver to the Department of Water and Sanitation at the reception ground floor, R103 Prospect Road, Midmar Dam – Howick 3290.

**FOR ATTENTION**
Ms T Sindane
ANNEXURE M

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

APPLICATIONS: To apply for the above position, please apply online at http://professionaljobcentre.gpg.gov.za/ or Hand Deliver: Ground floor 56 Eloff Street, Umnotho House and NB: For assistance with online applications visit the following centres: 78 Fox Street, Marshalltown or Maponya Mall.

FOR ATTENTION: Ms Molebatsi Chuene Tel No: (011) 240 3084 – Recruitment

CLOSING DATE: 19 July 2019 at 16h00. No late applications will be considered.

NOTE: Applications must be submitted on a Z83, obtainable from any public service department or from website which must be completed in full. Candidates must attach their recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post. It is the Department intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant’s responsibility to attach certificate of evaluation of foreign qualifications by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. People with disabilities are encouraged to apply. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.

OTHER POSTS

POST 24/77: CHIEF STATE VETERINARIAN: EPIDEMIOLOGY REF NO: REFS/004228

SALARY: R733 257 per annum (All-inclusive Salary Package which can be structured according to an individual needs)

CENTRE: Pretoria

REQUIREMENTS: Grade 12 plus a Degree in BVSc or BVMCh (NQF level 7) as recognized by SAQA. 3 - 5 years’ working experience within the Animal Health (Regulatory Disease Control/Primary Animal Health/Veterinary Public Health or Veterinary Epidemiology) At least 3 years State Veterinary Services at a Supervisory level. Must have a current registration as a Veterinarian with the South African Veterinary Council. A valid Code EB driver’s license. A veterinary Epidemiology or veterinary public health post graduate degree will be an added advantage. Competencies: The understanding of the application of epidemiology principles in disease investigations, prevention and control, quality management, Customer and other Batho Pele principles used in the public service. To demonstrate knowledge of the imperatives of One Health approach as well as experience on the management of zoonotic diseases. Knowledge of the South African disease control legislation and relevant regulations and policies. Knowledge of information (database) and records management as well as Occupational Health, Risk and Safety Management. Scientific research, presentation and report writing skills. Ability to lead and be lead cooperatively in pursuit of team deliverables. Communication skills, both written and verbal. Proficiency in the use of computers, Microsoft Office packages.

DUTIES: Assist with the management of the sub-program Epidemiology as a State Veterinarian. Knowledge of Veterinary Epidemiology and animal health risk assessment. Provision of veterinary epidemiology services to Gauteng veterinary services. This will include disease surveillance, coordination within GDARD as well as with other Provinces and National government; disease outbreak preparedness and contingency planning and emergency disease control; disease risk analysis and mitigation; providing a Geographic Information System for management decisions and disease notification; oversight and reporting on the livestock census and more. A good working knowledge of GIS related data-base, risk analysis and
social network analysis. To work as part of the Gauteng One Health team on all matters related to veterinary public health. Public participation methods and must have both team orientation and networking skills to be able to interact with colleagues, other stakeholders of government, the private livestock sector as well as the farming community and community leaders. Contribute to the improvement of customer service including resolution of customer complaints. Ensure conceptualization, planning, scheduling and evaluation of activities and projects. Support the annual and term planning process (strategy, business planning budgeting and monitoring). Contribute to the continuous improvement of the services of Gauteng Veterinary Service in particular, State Veterinary Service and livestock farmer development in general.

ENQUIRIES : Mr. Rassy Rasemetse Tel No: 011 240-3083

POST 24/78 : PRINCIPAL SCIENTIST: ENVIRONMENTAL EMPOWERMENT SERVICES REF NO: REFS/004227

SALARY : R376 596 per annum (Plus Benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric/ Grade 12 and a National Diploma (NQF level 6)/ Bachelor’s degree (NQF level 7) in Agricultural Sciences /Environmental Sciences/Natural Sciences. 2 – 3 years’ experience in Natural Resource Management and the Expanded Public Works Programme (EPWP) At least 1 year or above Supervisory knowledge and experience. A valid driver’s licence. Competencies: Excellent writing, communication, negotiation, conflict management and supervisory skills. Computer literacy (MS Word, Excel, Outlook, PowerPoint). Strong knowledge of Environmental Policies and Legislation such as NEMBA, CARA, NEMWA, Public Finance Management Act and DORA.

DUTIES : To develop specialised areas of expertise, to be able to provide advanced technical and practical information, advice and training (formal and informal) to field staff and participants of the Expanded Public Works Programme (EPWP) under working for wetland and working on waste projects, in order to maximise their ability to do best practice natural resource management. To develop project interventions for protection or rehabilitation of natural water resources. To form partnerships with relevant stakeholders for Wetlands rehabilitation and river clean-ups for protection of ecological infrastructure, integrity and wild life. Ensure productivity through conservation measures and the removal of solid waste form natural water resources. To conduct monthly site inspections for all projects. Manage natural resources projects in accordance with EPWP principles, and such projects include but not limited to the burning of firebreaks, alien plant removal and an exit strategy on EPWP projects Monitor and evaluate EPWP projects. Supervise service providers and implementing agents, contracts, contract workers and field staff. Facilitate training and development of project participants. Knowledge of contracts management, tender processes and managing external projects.

ENQUIRIES : Mr. Rassy Rasemetse Tel No: 011 240-3083

DEPARTMENT OF HEALTH

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

OTHER POSTS

POST 24/79 : MEDICAL SPECIALIST REF NO: HRM 61/2019
Directorate: Neurosurgery

SALARY : R1 106 040 per annum (plus benefits)
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : HPCSA registration as a Neurosurgeon. Relevant experience in academic medicine. Proven record in teaching and research with relevant publications. Managerial competencies. Rendering of clinical services.
DUTIES: Patient care, research and academic programs in the department. Teaching of registrars, post and undergraduate students and provide academic and administrative leadership. Form part of the Neurosurgery departmental team in the hospital complex. Clinical management patients and surgical operative lists, conducting ward rounds, competency in operating theatre. Willingness to develop sub-specialist expertise in the areas of neurocritical care, skullbase surgery and neurovascular surgery would be beneficial.

ENQUIRIES: Prof. L. Padayachy Tel No: (012) 354 1029
APPLICATIONS: Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
NOTE: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE: 19 July 2019

POST 24/80: MEDICAL REGISTRAR REF NO: HRM 62/2019
Directorate: Neurosurgery

SALARY: R821 205 per annum plus benefits
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: MBChB, HPCSA registration as a Medical practitioner. Neurosurgery Primary Exam, Colleges of Medicine of SA (or equivalent). Suitable experience and surgical proficiency. Registrars will inter alia be responsible for rendering of clinical services. Assessment and treatment of patients, related administrative duties, participating in all activities of the department in relation to teaching and research, participate in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Registrars will be rotated through related departments at various hospitals, comprising of Steve Biko Academic Hospital and Kalafong Hospital. Will be required to register for the MMed degree at the University of Pretoria, and complete suitable research project. Overtime duties are included and are necessary.

ENQUIRIES: Prof. L Padayachy Tel No: (012) 354 1029
APPLICATIONS: Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
NOTE: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE: 19 July 2019

POST 24/81: MIDDLE MANAGER: ADMINISTRATION (DEMAND AND ACQUISITION MANAGEMENT) REF NO: CHBAH 190 (X1 POST)
Directorate: Supply Chain Management

SALARY: R733 257 – R863 748 per annum (Level 11) (All-inclusive package)
CENTRE: Chris Hani Baragwanath Academic Hospital
REQUIREMENTS: Degree or National Diploma in Supply Chain Management/Financial Management/Cost Accounting Management/Purchasing Management/ Public Management. 10 Years’ experience in the Supply Chain Management field with financial management background of which 5 years must be experience as an Assistant Director level. A copy of a valid driver’s licence. Knowledge and experience in Ms Office, BAS, SAP and SRM. Competencies/Knowledge/Skills: Knowledge of the Public Financial Management Act, Treasury Regulations and PPPFA. Knowledge of the public systems. Knowledge of the national and provincial mandates. In-depth knowledge of the supply chain management framework and other legislative prescripts that governs supply chain management. Knowledge of grievance and disciplinary procedures. Must be a driven and customer focused individual with excellent leadership, planning, organizing, communication (verbal
and written), interpersonal relations and conflict management skills. Must have report writing, research, numerical and analytical, project management, presentation, decision making and management skills. Ability to work under pressure, meet deadlines, ability to analyze and interpret financial information. Must have the ability to interpret and present policies and other prescriptions. Excellent ability to facilitate and co-ordinate workshops. Ability to interact at strategic level and implement turn-around strategies. Service delivery orientated.

**DUTIES**

Ensure effective and efficient systems related to the acquisition processes in the institution. Compilation, verification and consolidation of demand and procurement plans of goods and services for the institution. Ensure needs and market analysis of goods and services is conducted. Provide advisory support to end-users when drafting specifications (TOR). Provide administration support to management. Monitor the acquisition process and distribute reports. Develop and present analysis reports on a weekly, monthly and quarterly basis. Provide technical support to the Director’s office with regards to the Bid Adjudication Committee submissions and reports. Provide ongoing support to both internal and external clients. Facilitates effective, efficient and transparent procurement of goods and services according to legislative prescripts. Deal with queries relating to processing of requisitions and orders within the SCM process. Implementation of National Core Standards. Attend meetings and training as approved by manager. Management of personnel performance (contracting and performance management reviews).

**ENQUIRIES**

Ms TTT Ravele Tel No: (011) 933 9748

**APPLICATIONS**

should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

**NOTE**

Applications must be submitted on form Z83 duly completed, 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 that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, driver’s license and certified copies of qualification/s including. Certifying stamp on documents shouldn’t be more than three (3) months. Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks: Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate will be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

**CLOSING DATE**

19 July 2019

**POST 24/82**

ASSISTANT MANAGER SPECIALTY NURSING REF NO: ASSM/OBS/024/CMJA/2019

Directorate: Nursing Division: Obstetrics & Gynaecology

**SALARY**

R641 991 per annum (plus benefits)

**CENTRE**

Charlotte Maxeke Johannesburg Academic Hospital

**REQUIREMENTS**

Basic R425 qualification (diploma/ degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic nursing qualification of the duration of 1 year, accredited with SANC in Post Basic Midwifery and Neonatal Nursing
Science. Have a minimum of 10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year Post Basic Midwifery and Neonatal Nursing Science. At least 3 years of the period must be appropriate experience at management level. Computer literacy will be added advantage.

**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 practice by the nursing team (unit) in accordance with the scope of practice 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 the 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. 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 the 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. Relieve the Nursing Services Manager in her absence.

**ENQUIRIES**

Ms. M.O Khumalo Tel No: 0114883113

**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 (for smart ID; copies of both side of ID), 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**

19 July 2019

**POST 24/83**

ASSISTANT MANAGER SPECIALTY NURSING REF NO: ASMS/NEPH/001/CMJAH/2019

Directorate: Nursing Division: Nephrology

**SALARY**

R641 991 per annum (plus benefits)

**CENTRE**

Charlotte Maxeke Johannesburg Academic Hospital

**REQUIREMENTS**

Basic R425 qualification (diploma/ degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic nursing qualification of the duration of 1 year, accredited by SANC in Post Basic Nephrology Nursing Science. Have a minimum of 10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year Post Basic Nephrology Nursing Science. At least 3 years of the period must be appropriate experience at management level. Computer literacy will be added advantage.

**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 practice by the nursing team (unit) in accordance with the scope of practice 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 the 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. 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 the 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. Relieve the Nursing Services Manager in her absence.

ENQUIRIES: Ms. M.N. Morare Tel No: 0114883155

APPLICATIONS: Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 8, No. 17 Jubilee Road, Parktown 2193.

NOTE: The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of current SANC registration I.D (for smart ID; copies of both side of ID), 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: 19 July 2019

POST 24/84: HEAD OF DEPARTMENT IN STUDENT AFFAIRS DEPARTMENT REF NO: CHBNC/2019/S-AFFAIRS01
Directorate: Nursing Education and Training

SALARY: R579 696 per annum (plus benefits)

CENTRE: Chris Hani Baragwanath Nursing College

REQUIREMENTS: A Grade 12/National Senior Certificate. A Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/ Accoucheur. A Post-basic qualification in Nursing Education and Administration registered with SANC. Proof of current registration with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing/Midwife. A minimum of 5 years, of the period referred to above must be appropriate/recognizable experience in Nursing Education and Administration after obtaining the post–basic qualification in Nursing Education. Knowledge: Knowledge of relevant Acts and legislations, Code of ethics and Professional Practice of South African Nursing Council. Knowledge in Human Resource and Finance management. Knowledge of procedures and processes related to examinations and management of data/records. Problem solving and analytical thinking skills. Sound communication and leadership skills. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy. Valid driver’s license.

DUTIES: Coordinate planning of the master education and student replacement plan of the College. Management of procedures and processes to ensure safety and security of examinations. Administration of student academic information system. Development and ensure implementation of quality assurance programmes. Initiate and/or participate in nursing research. Participate in continuing professional development in Nursing Education and in own filed of practice. Serve as a
chairperson/member on applicable academic/management committees, prepare and deliver reports as required. Exercise control and supervision of staff. Participate in daily Management of the college. Facilitate budget needs for the Student Affairs. Manage various submissions including facilitation of correspondence in Student Affairs. Manage all functions pertaining to the following: student selection process, appointments, terminations, registration of students with South African Nursing Council and student records. Collaborate with stakeholders and building of strong relationship with other departments.

ENQUIRIES: Ms. N.E Ntsele Tel No: (011) 983 3009/3069
APPLICATIONS: Applications should be submitted at the Chris Hani Baragwanath Nursing College (inside the Hospital premises), Chris Hani Road, Diepkloof, Soweto or posted to Private Bag X05, Bertram, 2013.

NOTE: Applications must be submitted on a Z83 form with your C.V, certified copies of your I.D, current SANC receipt, valid driver’s license and attached Qualifications. Certified copy of service records in Nursing Education. State all your competencies including computer literacy in your C.V. Certification stamp must not be over six months on the day of submitting the application. Smart card must be copied both sides (Driver’s license and ID). Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHN). Incomplete applications or applications received after closing date will not be considered.

CLOSING DATE: 26 July 2019 12h00 am

POST 24/85: ASSISTANT MANAGER (AREA) GENERAL NURSING REF NO: ASMG/14/CMJAH/2019
Directorate: Nursing Division: Surgery department

SALARY: R562 800 per annum (plus benefits)
CENTRE: Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS: Basic qualification accredited with the SANC in terms of Government Notice 45 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 8 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred above must be appropriate/recognisable experience at management level. Computer literacy will be an added advantage.

DUTIES: To supervise comprehensive, quality nursing care programmes as a member of the multi-disciplinary team according to the identified needs of the patient based on scientific principles. Manage effectively the utilization and supervision of resources and assist in recruitment and conducting of interviews. Develop nursing policies and procedures to enhance quality nursing care and management. Ensure effective implementation of the HR and SCM policies in line with the strategic and operational plans of the institution. Active involvement in hospital committees and teams e.g. quality assurance. Take extra-mural assignments as may be delegated by the Senior Nursing Service Manager or CEO. Assist in career planning and development of nursing staff. Conduct clinical audits at the wards and implement quality systems to correct identified service challenges. Relieve the Nursing Manager in her absence. To ensure compliance to professional and ethical practice. Do hospital coordination after hours, on weekends and public holidays on rotational basis.

ENQUIRIES: Ms. D.A Ramoshu Tel No: 011 488 3360
APPLICATIONS: Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 8, No. 17 Jubilee Road, Parktown 2193.
NOTE: The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of 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: 19 July 2019

POST 24/86: ASSISTANT DIRECTOR RADIOGRAPHY REF NO: ASD/RADIO/22/CMJAH/2019

Directorate: Ultra Sound Department

SALARY: R517 326 per annum (plus benefits)

CENTRE: Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS: Appropriate qualification that allows registration with the HPCSA. A minimum of 3 years appropriate experience after registration with HPCSA in the Ultra Sound Department of which 5 years must be experience in management. Diploma/Degree/equivalent qualification /ultra sound qualification will be added advantage.

DUTIES: Plan and organize the radiography department/ultrasound section. Sound knowledge of legislative framework in the health department. Basic condition of employment Act, Code of Conduct, PFMA, Hazardous substance Act, Public Service regulations, Employment Equity Act, Labour Relation Act, Radiation Control guideline, HPCSA policy / guideline. Patients Right Acts, Batho Pele. Knowledge and implementation of procurement procedures, ordering, assets management, repairs, condemning etc. Do needs analysis, compile budget and submit the needs for the department ahead of time. Provision and supervise of the effective and efficient quality radiographic / ultrasound services. Liaise with supplier of x-ray equipment and consumables. Ensure availability of human and material resource. Ensure staff are remunerated. Motivate for resources required to function proactively. Ensure radiographers are registered with HPSA and practice within the scope as required. Plan staff leave and monitor utilization of overtime and RWOPS. Ensure performance management of staff is done, developments, and assessments implemented on time. Ensure radiation protection for patients, staff and the public. Good team spirit. Compile department Operational Plan in keeping with Strategic Plan of the institutional and the department at large. Commitment to developing and training of staff, students and community service. Ensure participation in the institutional events. Ensure staff is motivated, encourage, trained, developed and kept abreast with the institutional developments. Participate in recruitment processes. Delegate supervisors where necessary. Ensure roster allocation is done, staff are competently trained on modalities, rotated through different sections. Communicate well with all stakeholders. Attend institutional meetings and other relevant meetings.

ENQUIRIES: Dr. I.O Ubogu Tel No: 011 488 3225

APPLICATIONS: Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown 2193.

NOTE: The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of Current HPCSA 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: 19 July 2019
POST 24/87  :  CHIEF RADIOGRAPHER REF NO: FERH/RADIO/01
Directorate: X-Ray

SALARY  :  Grade 1: R466 119 - R517 326 per annum
          Grade 2: R532 959 - R591 510 per annum

CENTRE  :  Far East Rand Hospital

REQUIREMENTS  :  Three (3) years degree/diploma in diagnostic radiography (B. Rad/Nat Rad diploma). Proof of registration as independent practitioner and current registration as diagnostic radiographer. A minimum of Three (3) years appropriate experience in diagnostic radiography after registering with HPCSA as independent practitioner. Proof of previous and current work experience (service record) endorsed and stamped by HR. Must have Two (2) managerial experience and public service experience will be an added advantage. Excellent computer skills.

DUTIES  :  Provide and participate in a 24 hrs. High quality radiographic service and ultra sound services. Supervise subordinates and other support personnel in the department. Compliance with radiation control legislation. Ensure implementation of quality assurance and improvement programs. A working knowledge of departmental equipment and fault reporting. Compliance with national patients' rights charter and professional ethics. Promote Batho Pele in execution of all tasks for effective service delivery. Participate in continuous professional development as required by the HPCSA. Knowledge of public service acts, regulations, policies, requirements and Six Quality Priorities. Sound knowledge of Radiology complex/diverse environment. Good communication skills (verbal & written).

ENQUIRIES  :  Mr K.L Manqele Tel No: 011 812 8372

APPLICATIONS  :  Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs or apply online at: www.gautengonline.gov.za

NOTE  :  Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Shortlisted candidates will be subjected to a physical interview and practical skills assessment. No telephonic interview will be allowed.

CLOSING DATE  :  19 July 2019

POST 24/88  :  OPERATIONAL MANAGER GENERAL NURSING REF NO: OPMND/015/CMJAH/2019
Directorate: Nursing Division: Night Duty

SALARY  :  Grade 1: (PN-A5) R444 276 per annum (plus benefits)

CENTRE  :  Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS  :  Basic R425 qualification (diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with SANC as a Professional Nurse and proof of current registration. Have a minimum of 7 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Computer literacy. Supervisory experience and computer literacy will be added advantages.

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 practice by the nursing team (unit) in accordance with the scope of practice 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 the 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. 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 the 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.

ENQUIRIES
Ms. A Tshitereke Tel No: 011 488 3787

APPLICATIONS
Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 8, No. 17 Jubilee Road, Parktown 2193.

NOTE
The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of SANC, I.D (for smart ID: copies of both side of ID), 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
19 July 2019

POST 24/89
PROFESSIONAL NURSE- SPECIALTY (THEATRE) REF NO: FERH/NURSE/08
Directorate: Nursing

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

CENTRE
Far East Rand Hospital

REQUIREMENTS
Basic nursing diploma/degree as accredited by South African Nursing Council (SANC) plus a One (1) year post basic nursing in the above mentioned specialty, registered with SANC and Senior certificate (Matric/Grade 12). A minimum of Four (4) years appropriate/recognisable nursing experience after registration as Professional nurse registered with SANC and One (1) year experience after obtaining the post basic qualification in Operating Theatre nursing.

DUTIES
Provision of optimal holistic specialized nursing care within the set standards professional and legal framework. Promotion of a scientific, high quality nursing care that is cost effective and efficient in the area of allocation. Will be a shift leader that is responsible for the planning, organising, co-ordinating and supervising whilst ensuring that all quality patient care standards are implemented. Promotion of professionalism and leading by example at all times.

ENQUIRIES
Mrs M.K Nkuna Tel No: 011 812 8317

APPLICATIONS
Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs or apply online at: www.gautengonline.gov.za.

NOTE
Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993.

CLOSING DATE
19 July 2019
POST 24/90 MIDDLE MANAGER: HUMAN RESOURCE- LABOUR RELATIONS REF NO: CHBAH 191 (X1 POST)
Directorate: Human Resource Labour Relations

SALARY: R376 596 per annum (Level 09)
CENTRE: Chris Hani Baragwanath Academic Hospital
REQUIREMENTS: Grade 12 or equivalent qualification and National Diploma/Degree in Labour Relations or equivalent qualification with five (5) years' experience in labour relations on a supervisory level. Computer literacy (Microsoft Office Suite, Ms Word, Ms Excel and Ms PowerPoint). A copy of a valid driver’s licence. Must have excellent presentation skills, experience in dealing with the public, ability to communicate well with people at different levels and from diversified backgrounds. The prospective appointee should have sound verbal and written communication skills, sound organizational and planning skills. High level of reliability and ability to handle confidentiality. Must have sound analytical thinking and research skills. High level of conflict management skills and ability to be part of negotiations. Ability to act with tact and discretion and handle conflict. Good telephone etiquette and interpersonal skills. Basic skills on report writing. Ability to work under pressure and to take initiative. Ability to work independently and in a team. Sound knowledge of the public service regulations, public service act and a myriad of other relevant human resource legislative imperatives. Experience in labour relations is an essential requirements for the post. Knowledge and application of project management principles is essential.

DUTIES: Administer and investigate grievances. Investigate, initiate and/or preside over misconduct cases. Manage and monitor the functions of labour relations officers. Represent the department at conciliation and arbitrations and facilitate the implementation of settlement agreements and arbitration awards. Ensure compliance with legislative framework relating to grievances and disputes. Keep or maintain statistical records in respect of all grievances, disciplinary and disputes handled within the department or hospital. Compile reports/submissions in respect of grievances, disputes, advice and industrial action matters. Promote sound labour peace within the hospital. Produce monthly report and analyse the report to establish trends and develop interventions where necessary. Contribute to the departments planning and monitoring and evaluation processes. Manage the implementation of policies, resolutions, plans and strategies relating to labour relations. Ensure compliance with legislative framework and monitor and evaluate implementation thereof; further suggest improvements where necessary. Develop internal control measures, guidelines and standard operating procedures on labour relations in line with National and Departmental human resource practices, guidelines and policies. Conduct in-service training and induction of staff in the hospital on labour related matters as approved and delegated by the head of the head of the sub-directorate. Attend to audit and National Core Standard queries including the implementation of the recommendations thereof. Advice management, employees and the department on labour relations practices, procedures, guidelines and policies, etc. Support the Deputy Director in achieving the strategic objectives of the Department of Health on labour relations management in the Hospital and do other reasonable adhoc exercises and tasks as and when required to enhance service delivery in the Hospital. Adhere to timelines on projects. Be willing to undergo continuous training and development. Attend and run meetings. Management of personnel performance and review thereof in the sub-division.

ENQUIRIES: Mr V Adoons Tel No: (011) 933 8885
APPLICATIONS: should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE: Applications must be submitted on form Z83 duly completed, 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 that specifies the following: All experience indicating the position, institution and
respective dates (DD/MM/YY). Documents to be attached is certified ID document, driver’s license and certified copies of qualification/s including. Certifying stamp on documents shouldn’t be more than three (3) months. Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate will be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE : 19 July 2019

POST 24/91 : INFORMATION OFFICER REF NO: PWH/IO/05/19
Directorate: Health Information Management Department

SALARY : R257 508 - R303 339 per annum (Level 07) (plus benefits)
CENTRE : Pretoria West Hospital
REQUIREMENTS : An appropriate recognized three-year National Diploma/ Degree or relevant qualification. Minimum 2-5 years’ experience, Driver’s license. Knowledge in Tier.Net will be added advantage. Must be computer literate. Must have extensive experience in web based DHIS (DHIS 2), Health service and health information, monitoring and evaluation. Extensive knowledge and implementation of the DHIMS policy and facility SOP.


ENQUIRIES : Dr. HM Mosoane Tel: No: (012) 380 1205/1203
APPLICATIONS : Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117.

NOTE : Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications and ID. If any discrepancies found, services will be terminated with immediate effect.

CLOSING DATE : 19 July 2019

POST 24/92 : ASSET MANAGER REF NO: WOHC/ASSET 01/07
Directorate: Asset Management

SALARY : R257 508 per annum excluding benefits
CENTRE : Wits Oral Health Centre
REQUIREMENTS : Grade 12 with 5- 6 years’ experience in Asset management and Supply Chain or National diploma/ Bachelor’s degree in Supply Chain Management/Logistics/Public Administration /Financial Management with 2 to 3 years’ experience in Asset
management and supply chain. Knowledge of PFMA, Treasury Regulations and Asset Management Framework, Supply Chain Management. Knowledge of BAS and SAP.

**DUTIES:**

The incumbent will be responsible to manage the Asset department, maintain the institutional asset register, ensure the Bar-coding / Engraving of the newly procured assets, capture assets on the asset register, update the asset register and Inventory list on a regular basis. Prepare statutory monthly asset reports such as Asset reconciliation and Maintenance report. Conduct physical asset verification and coordinate quarterly asset management reports from Branches. Arrange and complete physical transfer/disposal of obsolete items. Perform disposal transactions to remove assets from Asset Register and Premises. Assist with handling storage areas of inventory sections and resolves minor inventory discrepancies Management and Monitoring of the utilization of the G-Car. Issue manual/electronic Trip requests. Ensure Vehicle odometer readings of each trip is recorded and captured. Ensure G Car is Clean, maintained in terms of services and including license disc and Petrol card are up to date. Capturing fuel claims. Prepare statutory reports of the transport management.

**ENQUIRIES:**

Ms J M Tema Tel No: (011) 481 2099

**APPLICATIONS:**

Applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) apply online at www.gautengonline.gov.za. No faxed /E-mailed applications will be accepted.

**NOTE:**

Applicants to attach certified copies of all the necessary documents to the application including a valid identity document, CV with references and relevant certificates and qualifications. Applications without proof of the necessary documents will be disqualified.

**CLOSING DATE:**

19 July 2019

**POST 24/93:**

SECURITY OFFICER

Directorate: Health

**SALARY:**

R257 508 per annum

**CENTRE:**

Jubilee District Hospital

**REQUIREMENTS:**

Grade 12 with 6 years relevant experience of which 3 years must be administrative duties and security services. Registration with PSIRA GRADE B. valid driver’s license .knowledge of criminal procedure act and trespass act. Minimum information security standard. Must be vetted by the department of community safety. Designing security solutions. Report writing. Problem solving. Basic investigative skills. Knowledge and expertise of security management .communication skills.

**DUTIES:**

eisure that physical security measures are functioning Properly (CCTV).Reporting security breaches. Control and supervise staff. Administer basic human resource matters e.g. discipline, leave etc. conduct investigations and provide report to the unit manager. Ensure that inspection of the building, premises, and perimeter fencing is performed. Ensure all departmental security policies and procedures are implemented. Conduct and co-ordinate monthly meeting with stuff and in-service for security personnel. Conduct risk analysis in the hospital and report incident and irregularities. Searching of missing patients in various locations and provision of report. Compilation of statements and testify in court. Assist with the management of riots and strikes .manage gardening services. Control and supervise property care taking personnel

**ENQUIRIES:**

MR TT Makhudu Tel No: (012)717 9385

**APPLICATIONS:**

Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.

**NOTE:**

Applications must be completed fully on a signed 283 form. Certified copies of all required documents must be attached (Certification must not be older than 3 months). No copy of a copy.

**CLOSING DATE:**

19 July 2019
POST 24/94  :  ADMIN CLERK  REF NO: PWH/AD/06/19
Directorate: Admission Department

SALARY  :  R173 703 - R204 612 per annum (Level 05) plus benefits
CENTRE  :  Pretoria West Hospital
REQUIREMENTS  :  Minimum of Grade 12. Computer Literacy (Capturing, processing e-mail, Internet. Must be willing to work shifts and work under pressure. Knowledge of PAAB, Records Management, PFMA, Basic Conditions of Employment Act will be added advantage.
DUTIES  :  Admission and registration of patients on PAAB and manual, filing and Retrieval of files from records. Capturing data on TPH31A and TPH31. Completion of GPR01 during downtime and updating electronic downtime Information. Billing and collecting money from patients and issuing receipts. Balancing in-paying register at the end of every shift. Completion of GPF3, 4 and 5 forms. Classification of patients according to the UPFS. Assisting in Other units within Patients Affairs when they need arises and ensuring that Working material and equipment's are always available. Reporting of lost, damaged and not working equipment's.
ENQUIRIES  :  MR. J Mamaila Tel No: (012) 380 1475
APPLICATIONS  :  can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117.
NOTE  :  Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications and ID. If any discrepancies found, services will be terminated with immediate effect.
CLOSING DATE  :  19 July 2019

POST 24/95  :  ADMIN CLERK
Directorate: Health

SALARY  :  R173 703 per annum
CENTRE  :  Jubilee District Hospital
REQUIREMENTS  :  Minimum of grade 12, computer literacy (capturing, processing emails, internet), 12 months of admin services (patient admin experience will be an added advantage) must be willing to work shifts and work under pressure, knowledge of PAAB, records management and using metro file system. PFMA, Basic conditions of employment act will be an added advantage.
DUTIES  :  Admission and registration of patients on PAAB and manual, retrieval of files using metro file from record. Capturing data on TPH31A and TPH31, completion of GPR01 during downtime and updating electronic downtime information. Billing and collecting money from patients issuing receipts, balancing in-paying register at the end of every shift, completion of GPF3, 4 and 5 forms. Classification of patient according to the UPFS. Assisting in other units within patient affairs when need arise and ensuring that working material and equipment’s are always available reporting of lost, damage and not working equipment’s. Perform any duties as delegated by the supervisor. Comply with the performance management and development system (contracting, quarterly reviews and financial assessments).
ENQUIRIES  :  MR Makhudu TT Tel No: (012) 717 9385
APPLICATIONS  :  Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag X449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital
NOTE  :  Applications must be completed fully on a signed Z83 form. Certified copies of all required documents must be attached (Certification must not be older than 3 months). No copy of a copy.
CLOSING DATE  :  19 July 2019

POST 24/96  :  ENROLLED NURSING ASSISANT (X1 POST)
Directorate: Nursing

SALARY  :  R132 525 per annum
CENTRE: Jubilee District Hospital

REQUIREMENTS: Qualifications that allow registration with the SANC as a nursing assistant. Certified copy of the current SANC receipt. Certified grade 12 certificate. Elementary communications skills, writing skills, ability to function as part of a team, interpersonal skills, knowledge of nursing care processes and procedures, nursing statures and relevant legal frameworks such as nursing act, health act, OHS act, patient rights charter, Batho Pele principles, public service regulations, labour relations act, disciplinary code and procedure, grievance procedure, etc.

DUTIES: Assist patients with activities of daily living (physical care). Maintain hygiene of patients, provide nutrition, assist with mobility, assist with elimination process, provide elementary clinical nursing care, measure, interpret and record vital signs, operate all relevant apparatus and equipment, assist prof nurses with clinical procedures, preparations of patients for diagnostic and surgical procedures, maintain professional clinical care, maintain code of conduct as required in the public service and by the professional body, seek learning opportunities i.e. in-service training courses.

ENQUIRIES: MR Makhudu TT Tel No: (012) 717 9385

APPLICATIONS: Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449. Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital

NOTE: The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially race, gender and disability. Appointment is subject to the signing of performance agreement contract. The successful candidates will be required to submit security clearance check. Application must be submitted on Z83 form obtainable from any Public Service Department or from the website, and must be completed in full. Recently certified copies of qualifications, ID copy and a CV must be attached. It is the responsibility of applicant to have any qualifications verified by the South African Qualifications Authority and SAQA evaluation report must accompany such qualifications. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed.

CLOSING DATE: 19 July 2019

POST 24/97: CLEANER REF NO: PWH/CD/07/19

Directorate: Cleaning Department

SALARY: R102 534 - R120 780 per annum (Level 02) plus benefits

CENTRE: Pretoria West Hospital

REQUIREMENTS: Abet or Grade 10. Basic literacy and numeracy skills, Ability to perform Routine or structured tasks, ability to operate equipment or machines. No Experience needed, good communication and interpersonal skills. Must be willing to work shifts and overtime. Must be willing to assist in other Departments.

DUTIES: Render a cleaning service in the institution. Cleaning of office, wards, Corridors, elevators, bathrooms and toilets. Polishing, dusting and waxing of furniture, floors and doors, sweeping, scrubbing, vacuuming and shampooing of floors, cleaning of walls and windows. Emptying and Cleaning of waste bins. Refiling of hand wash liquid soap, replacing toilet Paper, hand towels and refreshers in bath and rest rooms, Report broken Cleaning machines and equipment after use, Request cleaning materials Damp dusting in the wards/casualty department/out patients of e.g. Hospital beds, lockers, chairs, cardiac trolleys, suction apparatus, curtains, Rails, windows seals. Cleaning file holders, hand wash basins, toilets, Bathrooms, sluice room, stoop, dust bins and line them, labelling soiled Linen room. Collect water jugs from patient, wash them, refill with clean Water and take back to patients. Prepare food trays for patients at each Meal time. Collect food trolleys from the kitchen. Assist nurses with serving of meals in the wards. Make and serve tea in food trolley. Wash cups and sources after tea time, cleaning of spills, washing removing empty Boxes from wards. Monitor and record cleanliness of bathrooms and basins regularly on provided checklist. Messenger duties when there is a need in the ward.

ENQUIRIES: Mr. J Mamaila Tel No: (012) 380 1475
APPLICATIONS: can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117.

NOTE: Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications and ID. If any discrepancies found, services will be terminated with immediate effect.

CLOSING DATE: 19 July 2019

OFFICE OF THE PREMIER

It is the department’s intention to promote equity by achieving all numeric targets as contained in the Department’s Employment Equity Plan by targeting the required race/gender for appointment. To promote equity, males of all races are encouraged to apply.

APPLICATIONS: Can be forwarded to the attention of the Director: Internal HR Management through on the following options: Post to: The Director: Internal Human Resource Management, Department of Office of the Premier, The Director: Internal Human Resource Management, 65 Ntemi Piliso Street, Newtown, Johannesburg, 2001 or online on www.gautengonline.gov.za (Please do not send applications to 30 Simmonds street)

CLOSING DATE: 19 July 2019

NOTE: Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 3 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers. A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking (It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority-SAQA). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Gauteng Office of the Premier within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Gauteng Office of the Premier reserve the right to utilise practical exercise / test for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). Gauteng Office of the Premier reserves the right to cancel the filling / not fill a vacancy that was advertise during any stage of the recruitment process. We thank all applicants for their interest.

OTHER POST

POST 24/98: SENIOR TRAINING OFFICER REF NO: 004178

SALARY: R316 791 – R373 167 per annum (plus benefits)

CENTRE: Johannesburg


DUTIES: To provide administrative and co-ordination support of the training and development function within the department. Implement the training and development directives. Process Training and Development, including bursaries. Co-ordination, administration & implementation of HRD related programmes eg internship. Database administration. Sourcing of training service providers and arrange logistical functions. Coordinate and schedule training courses and workshops. Plans, organises and monitors course conducted for staff in the Office

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of the Premier. Advise managers regarding training opportunities including ABET Programme. Evaluates and co-ordinate the purchase and delivery of training programmes. Oversees training records and draw up training schedule. Compiles reports on the implementation of training plan. Assists in conducting need analysis and implementation of workplace Skills Plan (WSP). Co-ordinates the implementation of PMDS Policy. Communicates training to all relevant parties using different mediums. Follow up on decisions made in relation to training and development. Liaises with relevant stakeholders both in the Public and Private sector. Participate in the training and development committee. Attends seminars/conferences in relation to HRD.

ENQUIRIES : Ms Confidence Nhleko Tel No: (011) 355 6045

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 : 19 July 2019

NOTE : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all required qualification/s as per the advertisement and ID document ( no copies of certified copies allowed, certification should not be more than three (3) months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non-SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Please use Circular post number as a reference number.

MANAGEMENT ECHELON

POST 24/99 : DIRECTOR: ASSET MANAGEMENT
(5 Year Fixed Term Contract)
Directorate: Financial Governance
Re-advert

SALARY CENTRE : R1 005 063 per annum (All-inclusive package)
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

DEPARTMENT OF SOCIAL DEVELOPMENT

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.

CLOSING DATE

19 July 2019

NOTE

Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Ms B. Khutsoane. All applicants is also encouraged to number the pages of their CV and the attached certified documents. 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. NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

OTHER POSTS

POST 24/100

SOCIAL WORK MANAGER REF NO: SD/2019/07/01

SALARY

R794 889 - R1 100 325 per annum (within the OSD Framework) (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum)

CENTRE

Tshwane Region

REQUIREMENTS

Bachelor Degree in Social Work with 10 years’ appropriate/recognizable experience in Social Work after registration as a Social Work with the SACCSSP. Submission of valid proof of registration with the council. A valid drivers’ License. Knowledge and understanding of Social dynamics, human behaviour, social system, legislation, policies, ethical practices governing field and intake programmes and social empowerment interventions. Skills and Competencies: Have the ability to intervene and resolve conflict of complex nature, problem solving, project management, research, interpersonal, reporting, planning and organizing skills.
DUTIES: Interpreting, applying and implementing Social Work legislation, policies and guidelines relating to field and intake. Developing and implementing operational plan of social work intervention for field and intake. Developing problem solving interventions and preventative measures for alleviating distress to individuals, groups, families and communities. Conducting social work research programmes. Developing and creating stakeholders support mechanisms and networks. Managing the preparation of quarterly performance information and consolidation of performance data in the field and intake programmes. Management of staff training, development, performance, leave plans and projects allocated to sub-directorates. Implement prevention programmes liked to celebration of national days.

ENQUIRIES: Atlholang Kotsedi Tel No: (012) 359-3314

APPLICATIONS: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, South Tower, Fedsure Building, 268 Cnr Lillian Ngoyi & Pretorius Street, Pretoria or Private Bag X266 Pretoria 0001.

POST 24/101: DEPUTY DIRECTOR: INFORMATION SYSTEMS REF NO: SD/2019/07/02

SALARY: R733 257 per annum (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum)

CENTRE: Head Office

REQUIREMENTS: A three year National Diploma in Information Technology. A minimum of 3-5 years experience in Middle Management level. Demonstrated experience in Information Technology field. Middle management and leadership experience. A valid Code B drivers’ license. Knowledge and understanding of PFMA. Knowledge of the Department’s Constitutional mandate. Knowledge of SAP Customer Relationship Management (SAP CRM). Skills and Competencies: Business Insight, team working, supervision, good interpersonal relations, staff development, information system, policies, procedures and legislations, analytical, project management, report writing, problem solving, planning and organizing skills.


ENQUIRIES: Cynthia Mabaso Tel No: (011) 355-7971

APPLICATIONS: The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to: The Gauteng Department of Social Development. Head Office 69 Commissioner Street, Private Bag x1 Johannesburg, 2000.

POST 24/102: ASSISTANT DIRECTOR: INFORMATION AND KNOWLEDGE MANAGEMENT SYSTEMS REF NO: SD/2019/07/03

SALARY: R376 596 per annum

CENTRE: Head Office

REQUIREMENTS: A three-year National Diploma in Information Technology with 3-5 years’ experience in ICT environment. ArcGIS, CCNAP, MCSE, MSITP, ITIL and CDC will be an added advantage. A valid drivers’ licence. Skills and Competencies: Knowledge and understanding of legislative framework governing the Public Service in ICT related. Knowledge and understanding of Geographic Information System (GIS). Skills and Competencies: Technically orientated, Analytical, Attention to details, Strategic planning, supervision, staff development, information systems, budgeting processes and financial and management and procedures skills.
**DUTIES**
Assist in the collation of data sets from business units including all relevant role players within the Social Sector. Providing quality assurance of packaged data. Monitoring the Departmental Information repositories. Assisting in maintaining Departmental databases. Supervising the mapping and geocoding process. Assisting in the creation of maps as per downloaded points. Assist in the analysis of spatial reports for business units. Assist in the development and implementation of Information and Knowledge Management strategy, policies and standards. Coordinating information and knowledge in line with best practices. Coordinating awareness sessions on information and knowledge management. Management of staff performance, development and training.

**ENQUIRIES**
Cynthia Mabaso Tel No: (011) 355-7971

**APPLICATIONS**
The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to: The Gauteng Department of Social Development. Head Office 69 Commissioner Street, Private Bag x1 Johannesburg, 2000.

**POST 24/103**
ADMINISTRATION OFFICER: ESS AND DATA MANAGEMENT INFORMATION SYSTEMS REF NO: SD/2019/07/04

**SALARY**
R257 508 per annum

**CENTRE**
Head Office

**REQUIREMENTS**

**DUTIES**
Creating an ESS reporting line template for users. Consolidating reporting line report with all users. Implementing reporting line request on backend. Investigating the error experienced by the user on ESS. Providing feedback to entities on roles created for users. Obtaining request from HR super-user. Resetting password for users and providing feedback. Rendering support to ESS users. Drawing ESS reports on monthly basis. Analysing ESS report for error and omission. Forwarding the ESS report on leave status via the line manager to senior management. Drawing Business Warehouse (BW) statistical reports and use as a data base to do an audit on the maintenance of data in respect of individuals, Non Profit Organizations or facilities. Making recommendation to user to update non-mandatory fields. Investigating on daily basis data captured by end users. Communicating with end users to update all relevant data fields or make the necessary corrections. Arching of duplicate Business Partners. Testing data-backup on dates identified by GDF. Visiting users at regional offices and institutions and share the importance of authentic data-backup on dates identified by GDF.

**ENQUIRIES**
Cynthia Mabaso Tel No: (011) 355-7971

**APPLICATIONS**
The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to: The Gauteng Department of Social Development. Head Office 69 Commissioner Street, Private Bag x1 Johannesburg, 2000.
ANNEXURE N

PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF HEALTH

This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of occupational categories in the Department.”

ERRATUM: Kindly note that the post of Enrolled Nurses (For Madadeni Hospital) with Ref No: MAD 19,20,21,22,23,24,25,26,and 27 advertised in Public Service Vacancy Circular 23 dated 28 June 2019 has been withdrawn.

OTHER POSTS

POST 24/104 : HEAD CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: GS 46/19
Component: Orthopaedics

SALARY : R1 728 807 per annum (All-inclusive package), excluding commuted overtime (employee must meet the prescribed requirements)

CENTRE : Greys Hospital, PMB Metropolitan Hospital Complex

REQUIREMENTS : FCS Ortho (SA) or MMed in Orthopaedics. Registration with the Health Professions Council of South Africa as a Specialist: PLUS 3 years post-registration experience as a “Specialist”.

DUTIES : Service Provision: Participate in outpatient assessment and treatment, ward rounds and operative treatment of orthopaedic patients and orthopaedic trauma and orthopaedic emergencies (incl. acute infections) in particular. Coordinate the provision of orthopaedic emergency and trauma services within the relevant referral area. Continuously monitor service delivery, both at Grey’s hospital and referring hospitals, and to institute quality improvement measures to correct deficiencies. Management: Assist in administrative duties related to the optimal functioning and service delivery in orthopaedics at Grey’s Hospital and the relevant referral hospitals. Engagement with relevant stakeholders concerning improvement of clinical service delivery in the field of orthopaedic trauma in the relevant drainage area. Development of protocols and clinical pathways for safe and efficient management of emergent and traumatic orthopaedic conditions. Ensure that data is collected and analysed on the state of orthopaedic trauma in the relevant referral area, in order to enable policy/strategy development/clinical governance and quality improvement programme. Co-ordination, integration and implementation of orthopaedic trauma service delivery within the relevant referral area. Outreach: To participate in an effective outreach programme aimed at improvement of patient access to the relevant clinical services. Teaching and Learning: Develop a teaching/learning programme relating to orthopaedic trauma aimed at all relevant service providers, including a comprehensive post-graduate training programme. Academic / Research: To pursue research in the field of trauma orthopaedics.

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 : Mr KB Goba
NOTE : 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 46/19. Please note due to large numbers of applications we envisage to receive, applications will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from checks (security clearance, credit records,
qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males are encouraged to apply.

**CLOSING DATE**: 26 July 2019

**POST 24/105**: ASSISTANT DIRECTOR: PHARMACEUTICAL SERVICES

**SALARY**: R897 936 per annum (all-inclusive package)

**CENTRE**: ST Apollinaris Hospital

**REQUIREMENTS**

Senior certificate/Grade 12 or equivalent qualification PLUS Degree in Pharmacy PLUS Current registration with South African Pharmaceutical Council as a Pharmacist PLUS three (3) years' experience after registration with SAPC as a Pharmacist.

**DUTIES**

Provide high quality pharmaceutical services to patients and health professionals with all applicable legislations, manage the control and distribution of medication to clinics, in patients and out patients, engage in effective communication to ensure that quality of service is rendered, exercise control over expenditure by ensuring non-wastage of pharmaceutical and other, implement National Core Standards, oversee the Pharmacy bulk stores, supervise and provide continuous training to Community Service Pharmacist, Interns and Pharmacy Assistants, implement procedures to the benefit of the Pharmacy services, ensure that the Hospital and clinics do not run out of essential items, ensure that Pharmacy is complying with the rules and regulations as laid down by SAPC.

**ENQUIRIES**: Dr NE Manci Tel No: 039 833 8000

**APPLICATIONS**: All applicants should be forwarded to The Chief Executive Officer, St Apollinaris Hospital, Private Bag X206, Creighton, 3263 OR Applications must be placed in the application box situated at Security office at the entrance of the hospital.

**FOR ATTENTION**: Human Resource Section

**NOTE**: Application for Employment form (Z83) which is obtainable at any Government Department or from website www.kznhealth.gov.za, certified copies of highest educational qualifications – not copies of certified copies, certified copies of registration certificates, current registration with SAPC, curriculum Vitae, Certificate of service endorsed by HR department, certified copy of Identity Document. Certified copies should not be older than three months, faxed or e-mailed applications will not be considered. The reference number must be indicated in the column provided in the Z83, e.g. SAP 06/2018. Failure to comply with the above instructions will disqualify applicants. This department is an equal opportunity, affirmative action employer whose aim is to promote representatively in all occupational categories in the department. People with disability are encouraged to apply. Target group for advertised post is an African Male. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Every shortlisted applicant will be advised of the outcome of their application in due course. The appointments are subject to the positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal, clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of foreign qualifications must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non RSA Citizens/Permanent Residence/Work Permit holders must submit documentary proof together with their applications. Please note due to financial constraints shortlisted candidates will not be compensated for S & T claim.

**CLOSING DATE**: 31 July 2019

**POST 24/106**: PSYCHOLOGIST REF NO: MAD 35/ 2019

**SALARY**

Grade 1: R713 361 – R784 278 per annum
Grade 2: R832 398 – R923 847 per annum
Grade 3: R966 039 – R1 137 936 per annum
Plus 12% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)

**CENTRE:** Madadeni Provincial Hospital

**REQUIREMENTS:**

Master’s degree in Clinical Psychology, Registration with the HPCSA as a Clinical Psychologist (Independent Practice), Proof of current registration with the HPCSA.

**Grade 1**

No experience after registration with HPCSA in respect of RSA qualified employees who performed community service as required in South Africa. One (1) year relevant experience after registration with the Health Professional Council of South Africa in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa.

**Grade 2**

A minimum of eight (8) years relevant experience after registration with HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service, as required in South Africa. A minimum of nine (9) years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.

Certificate of service from previous and current employer endorsed and stamped by HR must be attached.

**Grade 3**

A minimum of Sixteen (16) years relevant experience after registration with HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service, as required in South Africa. A minimum of Seventeen (17) years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Certificate of service from previous and current employer endorsed and stamped by HR must be attached.

Knowledge, Skills, Training and Competencies required:

- Comprehensive knowledge of psych-diagnostic and therapeutic interventions suitable for a hospital setting.
- Sound knowledge of policies, protocols and procedures applicable to the profession (including ethical and legal matters).
- Ability to function as part of a multi-disciplinary team.
- Good verbal and written communication skills.
- Good interpersonal, decision making and problem solving skills.
- Self-motivation, diligence and dedication to the service delivery.
- Computer skills.

**DUTIES:**

- Ensure effective and efficient management of all MHCU referred for psychological services.
- Perform psychological assessment (including psychometric testing).
- Manage MCHU within the multidisciplinary team framework.
- Ensure compliance with policies and procedures.
- Ensure maintenance of adequate and efficient record keeping and reporting.
- Liaise with the general public for the purposes of mental health promotion.
- Liaise with stake holders e.g. other governmental departments, NGO etc.
- Perform medico-legal duties.

**ENQUIRIES:**

Ms. C.Z Mchunu Tel No: 034 328 8051

**APPLICATIONS:**

All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940.

**FOR ATTENTION**

The Recruitment Officer

**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 Qualifications and Identity document – not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign
qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.

CLOSING DATE: 26 July 2019

POST 24/107: OPERATIONAL NURSING MANAGER (X3 POSTS)

SALARY: Grade 1: R562 800 - R633 432 per annum plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)

CENTRE: Madadeni Provincial Hospital;
Madadeni Clinic 7 Ref No: MAD 31/2019
Osizweni Clinic 3 Ref No: MAD 32/2019
Nelliesfarm Clinic Ref No: MAD 33/2019

REQUIREMENTS: Basic R425 Degree/Diploma in Nursing and Midwifery. A post basic diploma in Clinical assessment, treatment and care. A minimum of 9 years appropriate or recognizable experience after registration as Professional Nurse with the SANC in General Nursing. Proof of current registration with SANC (2019 Receipt). At least 5 years of the period referred to above must be appropriate/recognizable experience in PHC after obtaining the 1 year post basic qualification in PHC. Certificate of Service from previous and current employer endorsed and stamped by HR must be attached. Knowledge, Skills, Training and Competencies required:
- Leadership, organizational, decision making and problem solving abilities within the limit of public sector and institutional policy framework. Knowledge on nursing care processes and procedures, nursing statuses and the relevant legal framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining nursing care, computer skills in basic programmes.

DUTIES: Ensure that implementation of all priority programmes in the clinics are implemented and monitored. Manage and monitor proper utilization of human, financial, physical and material resources. Deal with the disciplinary and grievance matters including monitoring and managing absenteeism. Provision of administrative service by planning, organizing and ensure the availability of medication and essential equipment in all clinics. Monitor and evaluate HR performances EPMDs for all relevant staff. Ensure data management in all clinics implemented and monitored. Implement and provide support to operational sukama sakhe (flagship programmes). Monitor infection prevention and control in the clinic. Ensure that clinic committees are functional. Maintain good relations with community stakeholders. Ensure compliance to National core standards and Ideal clinic realization.

ENQUIRIES: Ms. Z.E Gumede Tel No: 034 328 8137
APPLICATIONS: All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940.

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 Qualifications and Identity document – not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD
01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non –RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. EE Targets (African Male).

CLOSING DATE : 26 July 2019

POST 24/108 : OPERATIONAL MANAGER NURSING (PHC SUPERVISOR) REF NO: DANCHC 05/2019 (X1 POST)

Cluster: Nursing

SALARY : R562 800 – R633 432 per annum. Other benefits: 13th Cheque Medical Aid (Optional) Housing Allowance: Prescribed requirements to be met In hospitable Area Allowance: 8%.

CENTRE : Dannhauser Community Health Centre

REQUIREMENTS : For The Above Post: Standard 10 or Grade 12 Basic R425 qualification (i.e. Degree/Diploma in General Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse Post basic qualification with duration of at least 1 year in curative skills in Primary Health Care accredited with SANC Proof of current registration with SANC (2019) A minimum of 9 years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post-basic qualification in the relevant specialty. All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Knowledge, Skills, Training And Competencies Required: - Knowledge of nursing care process and procedures and other legal framework Basic knowledge of Public Service Regulations Disciplinary code, Human Resource Policies; hospital generic and specific policies. Leadership, supervisory and good communication skills Good report writing and facilitation skills. Team building and cross cultural awareness Conflict management and negotiation skills. Provide leadership to ensure a PHC approach of the system delivering services in the defined area to address health needs, including social determinants of health. Facilitate and monitor the essential PHC components of community participation and inter-sectoral collaboration. Ensure appropriate capacity development and supervision for the PHC facilities, units and teams operating in a service area. Facilitate and ensure an integrated approach in planning and implementing services at all facilities and teams to provide a comprehensive PHC service from household level to the PHC service including the referral system and ensuring full community participation. Analyse the operational imperatives set in the National PHC package of service, National Health Norms and standards, Provincial Strategic and Annual Plans, policies and guidelines to ensure translation into interventions and services to reach clearly defined targets and objectives in the service area. Monitor PHC outputs and services on a monthly basis to review performance provide feedback to the PHC Units and facilities and their managers, as well as Sub-District, Hospital/CHC and District Management. As part of Clinical Governance monitor and audit compliance with norms and standards, clinical protocols and good practice elements to identify risks to communities, individuals and the Department. Ensure adverse event reporting as per protocol. Ensure effective, efficient and economical use of allocated resources. Assist in the implementation of the National Core Standards and IDEAL Clinic. Advocate for the Nursing Profession by promoting professionalism and Nursing Ethics.
ENQUIRIES : Mrs M. Ntseki Tel No: (034) 621 6119
APPLICATIONS : All applications should be forwarded to: The Assistant Director: HRM: KZN: Department of Health; Private Bag X1008; Dannhauser; 3080; OR Hand delivered to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser; 3080
FOR ATTENTION : Mrs DBP Buthelesi
NOTE : Applications must be submitted on the prescribed application for Employment Form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Certificates, Identity Document and Driver’s License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of Educational qualifications by SAQA, verification of previous experience from employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. Employment Equity Target Is African Male.
CLOSING DATE : 19 July 2019
POST 24/109 : CLINICAL PROGRAMME CO-ORDINATOR- HAST GR1 REF NO: ILE 01/2019
(X1 POST)
(Three Year Contract)
Component: HIV, Aid, STI, ARV& VCT
SALARY : R444 276 per annum. Benefits 13th Cheque, home owner’s allowance, and Medical aid optional (Employee must meet prescribed conditions) OR 37% pm
CENTRE : ILembe Health District Office
REQUIREMENTS : Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate), B. Degree or National Diploma in General nurse & midwifery, Current registration with SANC, a minimum of 7 years appropriate / recognizable nursing experience after registration as Professional Nurse. Valid Driver’s License [code 08]. Report writing abilities, financial management skills, empathy and counseling skills, strong interpersonal, communication and presentation skills, project management skills, ability to make independent decisions, an understanding of the challenges facing the public health sector. Ability to translate transformation objectives into practical plans, ability to prioritize issues and other work related matters and to comply with time frames, proven initiative, decisiveness and the ability to acquire new knowledge swiftly, computer literacy with a proficiency in MS Office Software applications. NB: Proof of previous and current work experience endorsed and stamped by HR Office must be attached. Recommendations: Previous work experience or training in Male Medical Circumcision. N.B All successful candidates /applicants will be subject to driving competency assessment prior to appointment.
DUTIES : Ensure implementation of HIV prevention programmes in the District (High Transmission Areas / Sexually Transmitted Infections/ CONDOM distribution/ MMC) in line with the District Health Plan Monitor indicators which measure HIV prevention practices in the District, provide support and report on findings to district health management, Network with other provincial department and NGO’S to maintain a referral service for community members inclusive of community based services thereby supporting the broader health care provision in the District. Analyze emerging health practices and trends and introduce remedial action in conjunction with health care specialists. Plan, organize and conduct community rallies and events that convey health messages and practices which support health
programme strategies. Facilitate the contracting and functionality of traditional MMC coordinators and contracted condom distributors. Participate in activities aimed at fully integrating HIV and AIDS prevention programmes to the main stream of health care services within the district.

ENQUIRIES : Ms. TM Banda: Deputy Manager Integrated Health service and development Tel No: 032-4373524

APPLICATIONS : Please Forward Applications To: The Acting District Director, I Lembe Health District Office, Private Bag X10620, Kwa Dukuza 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. ILE/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 : 19 July 2019

POST 24/110 : CLINICAL PROGRAMME CO-ORDINATOR-CCG COORDINATOR (GRADE 1) REF NO: UMZIN 06/2019

SALARY : R444 276 per annum Other Benefits 13th cheque Medical aid: Optional Homeowner’s allowance: Employee must meet prescribed requirements rural allowance on claim basis

CENTRE : Umzinyathi Health District Office

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

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

ENQUIRIES:
Mrs S Sibiya Tel No: 034 2999 114

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

FOR ATTENTION:
Ms. M Ngwenya

CLOSING DATE:
26 July 2019

POST 24/111:
RADIATION ONCOLOGY RADIOGRAPHER (Gr 1, 2, 3) REF NO: GS 47/19 (X1 POST)
Component – Radiation Oncology Department

SALARY:
Grade 1: R395 703 per annum
Grade 2: R466 119 per annum
Grade 3: R549 066 per annum
Other Benefits: 13th Cheque, Medical Aid (Optional), Home Owner Allowance, Employee Must Meet Prescribed Requirements

CENTRE:
Greys Hospital, Pietermaritzburg

REQUIREMENTS:
Minimum Requirements: Senior certificate / Grade 12 National Diploma / Degree in Radiotherapy Current registration with Health Professions Council of South Africa as a Radiation Oncology Radiographer. Knowledge, Skills and Experience: 1Year Community Service in radiotherapy. Knowledge of Radiation equipment, protection and quality assurance programs. Sound Knowledge of treatment delivery principles and procedures. Ability to plan and organize resources. Ability to perform Radiotherapy planning including 3D, IMRT, VMAT and Brachytherapy would be an added advantage. Good communication and patient care skills. Knowledge of radiation control and safety measures. Knowledge of Oncology procedures, equipment and protocols. Supervisory and training Skills. Grade 1: 4 years appropriate experience after registration with HPCSA. Grade 2: 14 years appropriate experience after registration with HPCSA of which 10 years must be after registration in Radiation Oncology Radiography. Grade 3: 24 years appropriate experience after registration with HPCSA of which 20 years must be after registration in Radiation Oncology Radiography. Applicants with a (4) years Radiography Specialty Qualification (not in possession of Diagnostic Radiographer Qualification and without the 4 years appropriate experience in Therapy, may also apply but will be appointed titled as Diagnostic Radiographer, work in the Radiation Oncology component to attain or complete their 4 years appropriate experience and then be translated to Speciality).

DUTIES:
Supervise and undertake all areas of basic and advanced radiation treatment planning. Supervise and accurately interpret planning directives and deliver radiation to the patient. Operate and care for all major equipment and accessories in the department. Maintain patient care, quality and standards for the division. Undertake administrative duties related to the management of the division. Provide holistic physical and psychological support for patient; psychological support for family. Ensure accurate record keeping of radiation treatment planning and delivery function within a quality management system. Training of Radiotherapists and students.

ENQUIRIES:
MR Alfred Mbuthuma Tel No: (033) 897- 3222/ 3401

APPLICATIONS:
Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.

FOR ATTENTION:
Mrs M Chandulal

NOTE:
Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR
website, Certified copies of highest educational qualifications and professional registration certificate - not copies of certified copies. Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g. GS 47/19. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).

CLOSING DATE : 26 July 2019

POST 24/112 : CLINICAL NURSE PRACTITIONER (X3 POSTS)

SALARY :
Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 696 per annum
Plus 8% In hospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)

CENTRE :
Madadeni Provincial Hospital:
Naasfarm Clinic Ref No: MAD 28/2019
Rosary Clinic Ref No: MAD 29/2019
Madadeni Clinic 7 Ref No: MAD 30/2019

REQUIREMENTS :
Clinical Nurse Practitioner Grade 1: Basic R425 Degree/Diploma in Nursing and Midwifery or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. A post basic qualification with duration of at least 1 year in Clinical assessment, treatment and care. Registration with the SANC as a Professional Nurse. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Proof of current registration with SANC (2019 Receipt). Clinical Nurse (Speciality) Grade 2: Basic R425 Degree/Diploma in Nursing and Midwifery or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. A post basic qualification with a duration of at least 1 year in Clinical assessment, treatment and care. A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing of which 10 years must be appropriate/recognizable experience after obtaining the one (1) year post basic qualification in clinical assessment, treatment and care. Certificate of Service from previous and current employer endorsed and stamped by HR must be attached. Knowledge, skills, training and competencies required: Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing principles. Good interpersonal relationship skills and good listening skills. Good communication and problem solving skills. Co-ordination and planning skills. Ability to relieve in the service areas. Team building and supervisory skills. Ability to formulate patient care related policies. Sound knowledge of the health programmes run at the PHC level. Sound knowledge of the National core Standards and data management.

DUTIES :
Demonstrate effective communication with patients, supervisory and other clinicians, including report writing and statistics. Assist the unit manager/Operational Manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multidisciplinary team to ensure good Nursing Care in the clinic. Implement and advocate for preventive and promotive health initiatives for clients and the community served by the clinic. Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Supervision of patients and provision of basic patient needs e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and the therapeutically environment in the clinic using EDL guidelines. Ensure clinical intervention to clients including administration of prescribed medication and ongoing observation of patients in the clinic. Implement health programmes within the PHC package in accordance with set guidelines, monitor performance and
outcomes against the set targets and act on deviations. Ensure that programme specific data collected is timeous and accurate. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of care. Refer patients promptly according to the set guidelines, protocols, policies. Ensure proper utilization and safe keeping of basic medical, surgical and pharmaceutical stock.

ENQUIRIES
Ms ZE Gumede Tel No: 034 328 8137

APPLICATIONS
All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940.

FOR ATTENTION
The Recruitment Officer

NOTE
This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and Identity document – not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non –RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. EE Target (African Male).

CLOSING DATE
26 July 2019

POST 24/113
CLINICAL NURSE PRACTITIONER: PHC REF NO: CBH09/2019 (X1 POST)

SALARY
Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 - R579 696 per annum
Other Benefits: 8% rural allowance, 13th cheque, Medical aid (optional) and home owners’ allowance (employee must meet a prescribed requirements)

CENTRE
Ensingweni Clinic

REQUIREMENTS
Standard10, Senior certificate or Grade12.Diploma in General Nursing and midwifery basic R425 qualifications. Current registration with SANC 2019 to practice. Certificate/s of service endorsed and stamped by HR Department from current / former employer. Plus a minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Professional Nurse with 1 year Post basic certificate. A minimum of 14 years of appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific speciality after obtaining 1 year post basic qualification in the relevant speciality. Knowledge of nursing care processes and procedures. Legal prescript, SANC regulation, Health and Safety Act and other related acts. Leadership, organizational, decision making and problem solving skills. Good communication, interpersonal relations. Financial management skills. Patients’ rights charter and Batho Pele Principles, professionalism etc. Ideal clinic realization and NCS. Team building and supervisory skills.
DUTIES: To provide comprehensive community health care. To provide administrative services. To provide educational services i.e. teaching of patients, public and staff and continuous self-study. To provide clinical services, through: Evaluation and follow up of patients during clinic visits, Consultation and treatment initiation, Coordination between hospital and community, Attending and participating in Doctors' visits, Functioning as a member of the therapeutic team, Effective crisis management. To control equipment and other resources. To engage in research functions. Manage all resources in the absence of an Operational Manager. Manage PHC & priority programs and services including school health, WBOT, CCG. Participate in monitoring and evaluation of care.

ENQUIRIES: Mrs. P.Z Mbonambi Tel No: (035) 474 8407/8/9, Dr NZ Khumalo Tel No: (035) 474 8407/8/9

APPLICATIONS: All applications should be forwarded to: Catherine Booth Hospital: Private Bag X105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area, UMlalazi Municipality Ward15, Amatikulu, 3801

NOTE: Preference will be given to African Male The following documents must be submitted: Application for employment form (Z83), obtainable at any Public Service Department or from the website www.kznhealth.gov.za, Matric certificate, identity document, copy/copies of highest qualification(s), Proof of registration, Proof of citizenship if not RSA citizen (all certified copies must be not more than three months old), A comprehensive CV indicating three reference persons: Names and contact numbers. Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with 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: 26 July 2019

POST 24/114: PROFESSIONAL NURSE-SPECIALTY STREAM-THEATRE REF NO: MURCH 11/2019

Re-advertisement

SALARY: Grade 1: R383 226 per annum
         Grade 2: R471 333 per annum
         Other Benefits 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance

CENTRE: Murchison Hospital

REQUIREMENTS: Grade 1: Experience: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional with SANC in general nursing and Operating Theatre Technique Grade 2: Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing and Operating Theatre Technique, of which at least 10 years must be appropriate/recognizable experience, after obtaining the one year post basic qualification in the relevant specialty. Senior Certificate, Degree / Diploma in General nursing and Midwifery plus 1 year post basic qualification in Operating Theatre Technique Current Registration with SANC as General Nurse and Operating Theatre. Current SANC receipt, previous work experience / Certificate of service endorsed by your Human Resource Department (to be attached to application) Knowledge, Skills And Competencies Knowledge Of Nursing Care And Processes and procedures Knowledge of Public service regulations Disciplinary code, human resource policies, hospital generic and specific policies Leadership, supervisory and good communication skills Team building and cross cultural awareness Knowledge of SANC rules and regulations Knowledge of Batho Pele Principles and patients' rights charter.

DUTIES: Must be able to handle operating and emergencies and high risk conditions To execute duties and functions with proficiency within prescript of applicable legislation Provision of quality patient care through setting of standards, policies and procedures To participate in quality improvement programmes and clinical audits Uphold Batho Pele and patients' rights principles Provide a safe, therapeutic
environment as laid down by the Nursing act Maintain accurate and complete patient records according to legal requirements Exercise control over discipline, grievance and labour relations issues Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols Assist with performance reviews i.e. EPMDS as well as student progress reports Maintain a plan to improve the quality of Nursing and health care in operating theatre Formulation of theatre policies to ensure good practice Ensuring the availability of the necessary basic equipment.

ENQUIRIES

APPLICATIONS

NOTE

ENQUIRIES: Mrs CN Mkhwanazi Tel No: 039 687 7311 ext 127
APPLICATIONS: All Applications Should Be Forwarded To: Chief Executive Officer, P/Bag X701 Portshepstone 4240 or Hand Delivered To: Human Resources Department Murchison Hospital

The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months Curriculum Vitae and Identity document Faxed applications will not be accepted

The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/10/2018 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.

CLOSING DATE: 19 July 2019

POST 24/115: PROFESSIONAL NURSE (SPECIALTY) (ICU) REF NO: MAD 34/ 2019

SALARY: Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 696 per annum
Plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance employee must meet prescribed requirements.

CENTRE: Madadeni Provincial Hospital

REQUIREMENTS: Professional Nurse (Specialty) Grade 1: Basic R425 Degree/Diploma in Nursing and Midwifery or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. One (1) year post basic qualification in Critical Care Nursing Science. Registration with the SANC as a Professional Nurse. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Proof of current registration with SANC (2019 Receipt). Professional Nurse (Specialty) Grade 2: Basic R425 Degree/Diploma in Nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. A 1year post basic qualification in Critical Care Nursing Science. A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate/recognizable experience after obtaining post basic qualification in Critical Care Nursing Science. Certificate of Service from previous and current employer endorsed and stamped by HR must be attached. Skills, Training and Competencies required: Strong
interpersonal, communication and presentation skills. Ability to make independent
decisions. An understanding of the challenges facing the public health sector.
Ability to prioritize issues and other work related matters and to comply with time
frames. High level of accuracy. Depth knowledge of Acts, Policies, Procedures,
Prescripts and Legislations.

**DUTIES**

Render an optimal holistic specialized nursing care to patients as member of the
Multidisciplinary team. Train and supervise junior staff and student nurses.
Maintain accreditation standards by ensuring compliance with National Core
Standards. Co-ordinate clinical activities of the unit. Participate in the formulation,
analysis, implementation and monitoring of unit objectives, policies, and
procedures. Participate in nursing audits and maintain accurate records. Display a
concern for patients, promoting advocating, and facilitating proper treatment and
care. Ensure the unit complies with Infection Prevention and Control as well as
Occupational Health and Safety policies. Strengthen ethics and professionalism.
Provide safe and therapeutic environment for patients, staff and public. Participate
in staff development using EPMDS System and other work related programmes
and training.

**ENQUIRIES**

Ms ZE Gumede Tel No: 034 328 8137

**APPLICATIONS**

All applications should be posted to: The Recruitment Officer, Madadeni Hospital,
Private Bag X6642, Newcastle, 2940

**FOR ATTENTION**

The Recruitment Officer

**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 Qualifications and Identity document
– not copies of certified copies. The reference number must be indicated in the
column provided on the form Z83 and on the back of the envelope, e.g. MAD
01/2016. NB: Failure to comply with the above instructions will be disqualification
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. EE Target (African Male).

**CLOSING DATE**

26 July 2019

**POST 24/116**

**PROFESSIONAL NURSE-SPECIALTY (ADM) GR 1 & 2 REF NO: EKU 02/2019**

**(X1 POST)**

Component: PHC Nursing

Re-Advertisement

**SALARY**

Grade 1: R383 226 per annum
Grade 2: R471 333 per annum

Other Benefits: 13th Cheque, 8% Rural Allowance, Medical Aid (optional), Housing
Allowance (employee must meet prescribed requirements).

**CENTRE**

Ekuvukeni Clinic

**REQUIREMENTS**

Senior certificate/Grade 12 or equivalent qualification. Diploma/Degree in General
Nursing plus Midwifery. One (1) year Post basic qualification in Advanced Midwifery
with the South African Nursing Council as the General Nurse and Midwifery.
Certificate of service endorsed by Human Resource Department. **Grade 1**: A minimum of 4 years appropriate/recognition experience in nursing after Registration as a professional nurse with SANC in General Nursing. At least one year Post Basic Nursing qualification in Advanced Midwifery and Neonatal Nursing Science. **Grade 2**: A minimum of 14 years actual service and/or appropriate/recognition experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of this period must be appropriate/recognition experience in PHC after obtaining the relevant 1 year post basic qualification required for the relevant speciality. Recommendation: Computer literacy. Knowledge, Skills and Experience: Required Knowledge of nursing care process and procedures, and other legal framework. Good verbal and written communication and report writing skills. Decision making and problem solving skills. Conflict management and negotiation skills.

**DUTIES**: Execute duties and functions with proficiency within prescripts of applicable legislation. Provision of quality patient’s care through setting of standards, policies and procedures. To provide nursing care that leads to improved service delivery by upholding Batho Pele principles and Patients’ Rights. Maintain clinical competency by ensuring that scientific principles of nursing are implemented. Ensure and advocate for the provision and supervision of patient’s needs. Improve perinatal mortality and morbidity through implementation of priority programmes eg. EMTCT, CARMMA MBFI, ESMOE. Provide and manage all resources within the unit cost effectively and ensure optimum service delivery. Participate in the analysis, formulation and monitoring of objectives, policies and procedures including quality improvements programmes. Provide quality nursing care for patients with obstetric emergencies. Ensure the provision of a safe and therapeutic environment for patients, staff and the public through implementation of infection Control and Prevention and control standards, Occupational Health and Safety and prevention of medico/legal risks. Create and maintain complete and accurate patient records and registers. Ensure the provision of accurate statistical information for data management. Assist in the implementation of National Core Standards. Provide adequate health education, awareness and be involved in campaigns. Promote women’s mother and child health. Advocate for the Nursing Profession by promoting professionalism and nursing ethics.

**ENQUIRIES**: Mrs C I Ndlovu Tel No: 036 6379600

**APPLICATIONS**: All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag 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), registration with council. The reference number must be indicated in the column provided on the form Z83 (Part A).Persons with disabilities should feel free to apply for the post. NB: Failure to comply with the above instructions will disqualify applications. Please note that due to a large of applications received, applications will not be acknowledged. However, every successful applicant will be advised of the outcome of the application in due course. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance/vetting),credit records, citizenship) qualifications of Educational Qualification by SAQA, verification of previous experience from Employers and Verification form Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate form the South African Qualification Authority (SAQA) to their application. Non-RSA Citizens/ Permanent Residents/ Work Permit holders must submit documentary proof together with their applications All employees in the Public Service that are presently on the same
salary level but on a notch/package above that of the advertised are free to apply. Please note that no S&T payments will be considered for payment to candidates that are invited for interview. Hours of Duty 40 hours per week Shift work (day and night duty) Shift work may include straight shift and flexi hours and may include re-adjustments as required to provide adequate nursing coverage.

CLOSING DATE : 26 July 2019

POST 24/117 : PROFESSIONAL NURSE-SPECIALTY (ADM) GR 1 & 2 REF NO: EZA 03/2019 (X1 POST)
Component: PHC Nursing

SALARY : Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Other Benefits: 13th Cheque, 8% Rural Allowance, Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements).

CENTRE : Ezakheni Nr 2 Clinic

REQUIREMENTS : Senior certificate/Grade 12 or equivalent qualification. Diploma/Degree in General Nursing plus Midwifery. One (1) year Post basic qualification in Advanced Midwifery and Neonatal Nursing Science. Proof of current SANC receipt 2019. Registration with the South African Nursing Council as the General Nurse and Midwifery. Certificate of service endorsed by Human Resource Department. Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after Registration as a professional nurse with SANC in General Nursing. At least one year Post Basic Nursing qualification in Advanced Midwifery and Neonatal Nursing Science. Grade 2: A minimum of 14 years actual service and/or appropriate/recognizable experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of this period must be appropriate/recognizable experience in PHC after obtaining the relevant 1 year post basic qualification required for the relevant speciality. Recommendation: Computer literacy Knowledge, Skills and Experience Required Knowledge of nursing care process and procedures and other legal framework. Good verbal and written communication and report writing skills. Decision making and problem solving skills. Conflict management and negotiation skills.

DUTIES : Execute duties and functions with proficiency within prescripts of applicable legislation. Provision of quality patient’s care through setting of standards, policies and procedures. To provide nursing care that leads to improved service delivery by upholding Batho Pele principles and Patients’ Rights. Maintain clinical competency by ensuring that scientific principles of nursing are implemented. Ensure and advocate for the provision and supervision of patient’s needs. Improve perinatal mortality and morbidity through implementation of priority programmes eg. EMTCT, CARMMA, MBFI, ESMOE. Provide and manage all resources within the unit cost effectively and ensure optimum service delivery. Participate in the analysis, formulation and monitoring of objectives, policies and procedures and other legal framework. Provide quality nursing care for patients with obstetric emergencies. Ensure the provision of a safe and therapeutic environment for patients, staff and the public through implementation of infection Control and Prevention and control standards, Occupational Health and Safety and prevention of medico/legal risks. Create and maintain complete and accurate patient records and registers. Ensure the provision of accurate statistical information for data management. Assist in the implementation of National Core Standards. Provide adequate health education, awareness and be involved in campaigns. Promote women’s, mother and child health. Advocate for the Nursing Profession by promoting professionalism and nursing ethics. Hours of Duty 40 hours per week Shift work (day and night duty) Shift work may include straight shift and flexi hours and may include re-adjustments as required to provide adequate nursing coverage.

ENQUIRIES : Mrs C.I.Ndlovu Tel No: 036 6379600
APPLICATIONS : All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag 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 Department or from website www.kznhealth.gov.za which must be signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copy of ID document, certified copies of highest educational qualifications (not copies of previously certified copies), registration with council. The reference number must be indicated in the column provided on the form Z83 (Part A). Persons with disabilities should feel free to apply for the post. NB: Failure to comply with the above instructions will disqualify applications. Please note that due to a large of applications received, applications will not be acknowledged. However, every successful applicant will be advised of the outcome of the application in due course. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance, credit records, citizenship) qualifications of Educational Qualification by SAQA, verification of previous experience from Employers and Verification from Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate form the South African Qualification Authority (SAQA) to their application. Non-RSA Citizens/ Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above that of the advertised are free to apply. Please note that no S&T payments will be considered for payment to candidates that are invited for interview.

CLOSING DATE: 26 July 2019

POST 24/118: ARTISAN PRODUCTION GRADE A (ELECTRICIAN) REF NO: ETH DO 05/2019

SALARY: Grade 1: R190 653 per annum (All inclusive package)

CENTRE: Inanda CHC

REQUIREMENTS: Grade 10 certificate plus appropriate Trade Test certificate under Manpower Training Act of 1981 as amended plus unendorsed valid Code B driver's licence (code 08). Knowledge, Skills, Training and Competence required: Have technical analysis knowledge; Have technical skills.

DUTIES: Ensure all electrical work is done according to SABS and safety standards to ensure a safe work environment for all staff in the CHC buildings. Inspect all electrical installations and apparatus at all CHC buildings. Keep accurate records of work and material for auditing purposes. Keep all areas of the CHC buildings in a well-maintained condition. Continue to develop and improve all relevant skills.

ENQUIRIES: Mrs TBT Sakyi - Director Ethekwini District Office Tel No: 031 2405308

APPLICATIONS: Direct your application quoting the relevant reference number to: The Assistant Director: HRMS, Mr MC Cele, Inanda CHC, C135 Inanda Newtown or be posted to: The Deputy Director, Ethekwini District Office, Private Bag X 54138, Durban, 4000.

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 the 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 License – not copies of certified copies. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. 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). 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. NB! The target group for this post are artisans who are unemployed in terms of the President Stimulus Package.

**CLOSING DATE**: 26 July 2019

**APPLICATIONS**

must be posted to: The Director-General, KwaZulu-Natal Office of the Premier, Private Bag X9037, Pietermaritzburg, 3200 or hand delivered to: The Director: Human Resource Support, Office of the Premier, 1st Floor, Invesco Centre, 16 Chatterton Road, Pietermaritzburg, 3201 or emailed to: nokuthula.mbatha2@kznpremier.gov.za

**FOR ATTENTION**: Ms P.N.F Mbatha

**CLOSING DATE**: 19 July 2019

**NOTE**: Directions to applicants: Applications must be submitted on a prescribed Z83 application form, obtainable from any Public Service department. Applications must be accompanied by a recently updated comprehensive CV, originally certified copies of all qualifications, RSA ID document and valid unendorsed driver’s licence, proof of registration (if applicable). Failure to attach the requested documentation will result in the application not being considered. Applicants are discouraged from sending applications through registered mail because the Department will not be responsible for non-collection of these applications. No late applications will be accepted. Applications submitted electronically will be taken as a final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. The Provincial Government reserves the right not to make these appointments. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to comply with the above instructions will result in the disqualification of your application. The KwaZulu-Natal Provincial Government is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of representivity (race, gender and disability). Suitably qualified female candidates and candidates with disabilities will therefore be given preference.

**MANAGEMENT ECHELON**

**POST 24/119**: HEAD OF DEPARTMENT REF NO: KZNDOH/HOD/01/2019

Re-advertisement, applicants who previously applied are encouraged to re-apply.

**SALARY**: R1 880 736 per annum (Inclusive remuneration package) plus a 10% non-pensionable Head of Department allowance. The inclusive remuneration package includes a 30% portion which may be structured according to the individual's choice.

**CENTRE**: Head Office, Pietermaritzburg (Health)

**REQUIREMENTS**: A relevant undergraduate qualification equivalent to NQF Level 7 and a relevant postgraduate qualification (NQF Level 8) in any of the Health related fields and/or Management as recognised by SAQA. 8 -10 years senior management experience in the health sector or health related field, 3 years of which must have been with an organ of state as defined by the Constitution. A valid, unendorsed driver’s license. Computer literacy. Applicants must have the following knowledge, skills, training, experience and competencies: Significant managerial capability and experience in providing strategic leadership and direction in the sector. Ability to provide technical advice on health service delivery to the executive level of government. Knowledge and understanding of the following: International, National and Provincial health service delivery imperatives and trends. The role of health services within the Province and South Africa. Developmental agenda of the Provincial Government. Development of relevant policies and strategies. Administration of policy. Health legislation and the mandate of the Department/Province. PFMA and Treasury
Regulations. Strong leadership ability in strengthening inter-sectoral collaboration to support the realisation of provincial priorities and ensure the determinants of health are adequately addressed. Excellent communication and presentation skills. Ability to work well under pressure. Skilled in the art of facilitation and able to cultivate good stakeholder relationships. Advanced financial management capabilities. A dynamic leader who understands the operational environment of the public service, its service delivery imperatives and the divergent needs of the various constituents. Experience in providing strategic leadership. Ability and experience to successfully manage special projects as identified by the Administration and the Executive Authority. Ensure integrated risk management and the implementation of Minimum Information Security Standards.

**DUTIES:**

To support the MEC for Health on all matters pertaining to health in the Province. Provide strategic leadership to the Department. Improve health outcomes in line with goals, strategies and objectives. Strengthen management of strategic health programmes. Establish and manage strategic partnerships with relevant stakeholders. Improve access to health care through an effective and efficient Emergency Medical Service. Improve the quality of health services through access to regional, specialised, tertiary and central health care services. Ensure appropriate physical infrastructure for the provision of quality health service delivery. Provide advice to the MEC for Health on the Department's performance, operations and the realisation of the strategic plan for the Department as contained in the performance agreement. Provide effective and efficient administrative systems. Provide advice and support services to the MEC in line with the relevant legislation. Promote regional integration and the principles of holistic integrated development planning, cooperative governance, economics and efficiency in both rural and urban communities in the Province and with other national and international partners within the Health Sector. Facilitate effective community participation in governance, lifestyle, preventative, rehabilitative and curative care programmes in the Province. Ensure appropriate processes, structures and policies in relation to the mandate of the Department. Ensure sound financial management of the expenditure of the Department and manage the budget as the Accounting Officer. Establish and maintain well-functioning corporate communication, management and health information systems to adequately support research, planning, monitoring and evaluation processes at various levels. Represent the Department on Provincial, National and International platforms. Ensure the establishment of relevant boards, structures and policies to facilitate the management of health services in line with the vision and mission of the Department. NB: All short listed candidates will be subjected to a technical exercise that intends to test the 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 as prescribed by the DPSA. This appointment is subject to the signing of an employment contract with the Premier not exceeding five (5) years and an annual performance agreement with the respective MECs within three months of the date of appointment. The successful candidate will be required to undergo security clearance and to disclose financial interests in accordance with the prescribed regulations.

**ENQUIRIES:**

DR Nonhlanhla O. Mkhize: Director-General Tel No: (033) 341 3383

**POST 24/120:**

HEAD OF DEPARTMENT REF NO: KZNDEDTEA/HOD/01/2019

**SALARY:**

R1 880 736 per annum (Inclusive remuneration package) plus a 10% non-pensionable Head of Department allowance. The inclusive remuneration package includes a 30% portion which may be structured according to the individual’s choice.

**CENTRE:**

Head Office, Pietermaritzburg (Economic Development, Tourism and Environmental Affairs)

**REQUIREMENTS:**

A relevant undergraduate qualification equivalent to NQF level 7 and a postgraduate qualification (NQF level 8) in Economics or Public/Business Administration/Management as recognised by SAQA. 8-10 years senior
management experience, 3 years of which must have been with an organ of state as defined by the Constitution. A valid unendorsed driver’s licence. Computer Literacy Applicants must have the following knowledge, skills, training, experience and competencies: Significant managerial capability and experience in providing strategic leadership and direction in the economic, tourism and environmental sector. Knowledge and understanding of the following: Economic Profile of South Africa and KwaZulu-Natal. Developmental agenda of the provincial government. Development of Economic Policies and Strategies. Understanding of corporate governance and oversight role of public entities. Administration of policy across a wide range to develop trade and investments in KZN. Economic development needs, legislation and the mandate of the Department / Province. Knowledge and understanding of the following: Section 24 of the Constitution. National Environmental Management Act and all specific Environmental Management Acts. PFMA and Treasury Regulations. Strong project management skills. Excellent communication and presentation skills. Ability to work well under pressure. Facilitation expertise and stakeholder relationships. Advanced financial management capabilities. A dynamic leader who understands the operational environment of the public service, its service delivery imperatives and the divergent needs of the various constituents. The ability to initiate on a substantial basis rural and urban community economic development in KZN to support the poverty alleviation directives of the provincial administration. Ability, knowledge and experience to develop effective and efficient leadership direction on SMME support programmes to stimulate economic growth in KZN. To improve global competitiveness of the economic sectors, facilitate new investments and encourage empowerment. Ability and experience to successfully manage special projects as identified by the administration and the Executive Authority. Provide support in the development of local economic development programmes in municipalities.

**DUTIES**: Facilitate the formulation and implementation of sustainable economic empowerment strategies and initiatives at the local and provincial level within the framework of mutual intergovernmental relations to meet the needs of KZN. Provide advice to the MEC for Economic Development, Tourism and Environmental Affairs on the Department’s performance, operations and the realization of the strategic plan for the Department as contained in the performance agreement. Provide effective and efficient administrative systems. Provide advice and support services to the MEC, CEOs of Public Entities in line with the relevant legislation. Ensure sound financial management of the revenue and expenditure of the Department to manage the budget as the Accounting Officer. Represent the Department at Provincial, National and International platforms particularly on matters of investment, trade and tourism promotion from an intergovernmental perspective. Provide oversight and ensure strategic alignment of the public entities of the Department. NB: All short listed candidates will be subjected to a technical exercise that intends to test the 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 as prescribed by the DPSA. This appointment is subject to the signing of an employment contract with the Premier not exceeding five (5) years and an annual performance agreement with the respective MECs within three months of the date of appointment. The successful candidate will be required to undergo security clearance and to disclose financial interests in accordance with the prescribed regulations.

**ENQUIRIES**: Dr Nonhlanhla O. Mkhize: Director-General, Tel No: (033) 341 3383

**POST 24/121**: HEAD OF DEPARTMENT REF NO: KZNDARD/HOD/01/2019

Re-advertisement, applicants who previously applied are encouraged to re-apply.

**SALARY**: R1 880 736 per annum (Inclusive remuneration package) plus a 10% non-pensionable Head of Department allowance. The inclusive remuneration package includes a 30% portion which may be structured according to the individual’s choice.
CENTRE : Head Office, CEDARA (Agriculture & Rural Development)

REQUIREMENTS : A relevant undergraduate qualification equivalent to NQF Level 7 in Administration/Management/Agriculture/Engineering and a relevant postgraduate qualification (NQF Level 8) as recognised by SAQA. 8-10 years senior management experience, 3 years of which must have been with an organ of state as defined by the Constitution. A valid, unendorsed driver’s licence. Computer literacy. Experience working in a public entity will serve as an added advantage. Applicants must have the following knowledge, skills, training, experience and competencies: Significant managerial capability and experience in providing strategic leadership and direction in the sector. Knowledge and understanding of the following: the role of Agriculture and Rural Development within the Province and South Africa Developmental agenda of the provincial government. Development of relevant policies and strategies. Administration of policy. Agriculture and rural development needs, legislation and the mandate of the Department/Province. PFMA and Treasury Regulations. Strong project management skills. Excellent communication and presentation skills. Ability to work well under pressure. Skilled in the art of facilitation and able to cultivate good stakeholder relationships. Advanced financial management capabilities. A multi-skilled dynamic leader who understands the operational environment of the public service, its service delivery imperatives and the divergent needs of the various constituents. Self-motivated professional with experience in providing strategic leadership. Ability and experience to successfully manage special projects as identified by the Administration and the Executive Authority. Computer literacy skills.

DUTIES : To support the MEC for Agriculture & Rural Development on all matters pertaining to Agriculture and Rural Development in the Province. Provide strategic leadership and management to the Department in the provision of integrated agricultural development services. To establish and manage strategic partnerships with relevant stakeholders. Facilitate the formulation and implementation of sustainable development and empowerment strategies and initiatives at the local and provincial level to meet the needs of KZN. Provide advice to the MEC for Agriculture & Rural Development on the Department’s performance, operations and the realisation of the strategic plan for the Department as contained in the performance agreement. Provide effective and efficient administrative systems. Provide advice and support services to the MEC in line with the relevant legislation. Promote the principles of holistic integrated development planning, cooperative governance, economics and efficiency in both in agriculture and rural development in the Province. Ensure appropriate processes, structures and policies in relation to the growth of the Agriculture and Rural Development mandate. Provide strategic management of veterinary services. Ensure sound financial management of the expenditure of the Department and manage the budget as the Accounting Officer. Represent the Department on Provincial, National and International platforms. Ensure the establishment of relevant boards, structures and policies to facilitate the management of Agriculture and Rural Development in line with the vision and mission of the Department. NB: All short listed candidates will be subjected to a technical exercise that intends to test the 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 as prescribed by the DPSA. This appointment is subject to the signing of an employment contract with the Premier not exceeding five (5) years and an annual performance agreement with the respective MECs within three months of the date of appointment. The successful candidate will be required to undergo security clearance and to disclose financial interests in accordance with the prescribed regulations.

ENQUIRIES : Dr Nonhlanhla O. Mkhize: Director-General Tel No: (033) 341 3383

POST 24/122 : HEAD OF DEPARTMENT REF NO: KZNDHS/HOD/01/2019
Re-advertisement, applicants who previously applied are encouraged to re-apply.

SALARY : R1 446 378 per annum (Inclusive remuneration package) plus a 10% non-pensionable Head of Department allowance. The inclusive remuneration package
includes a 30% portion which may be structured according to the individual’s choice.

**CENTRE**

Head Office, Pietermaritzburg (Human Settlement)

**REQUIREMENTS**

A relevant undergraduate qualification equivalent to NQF Level 7 and a relevant postgraduate qualification (NQF Level 8) as recognised by SAQA, 8-10 years senior management experience, 3 years of which must have been with an organ of state as defined by the Constitution. A valid, unendorsed driver’s licence, Computer literacy. Applicants must have the following knowledge, skills, training, experience and competencies: Significant managerial capability and experience in providing strategic leadership and direction in the sector. Knowledge and understanding of the following: the role of Human Settlements within the Provinces and South Africa. Developmental agenda of the provincial government. Development of relevant policies and strategies. Administration of policy. Human Settlement needs, legislation and the mandate of the Department/Province. PFMA and Treasury Regulations. Strong project management skills. Excellent communication and presentation skills. Ability to work well under pressure. Skilled in the art of facilitation and able to cultivate good stakeholder relationships. Advanced financial management capabilities. A dynamic leader who understands the operational environment of the public service, its service delivery imperatives and the divergent needs of the various constituents. Experience in providing strategic leadership. Ability and experience to successfully manage special projects as identified by the Administration and the Executive Authority.

**DUTIES**

To support the MEC for Human Settlements & Public Works on all matters pertaining to human settlements in the Province. Provide strategic leadership to the Department. To establish and manage strategic partnerships with relevant stakeholders. Facilitate sustainable human settlements and an improved quality of life. Facilitate the release of publicly owned land for human settlement. Development of sustainable human settlements and empowerment strategies and initiatives at the local and provincial level to meet the needs of KZN. Accelerate the delivery of housing opportunities. Manage human settlements research, planning and policy development. Manage human settlements delivery and the administration of human settlements subsidy instruments. Manage housing asset management and property management. Provide advisory services to various stakeholders. Provide advice to the MEC for Human Settlements & Public Works on the Department’s performance, operations and the realisation of the strategic plan for the Department as contained in the performance agreement. Provide effective and efficient administrative systems. Provide advice and support services to the MEC in line with the relevant legislation. Promote the principles of holistic integrated development planning, cooperative governance, economics and efficiency in both rural and urban community development of Human Settlements in the Province. Ensure appropriate processes, structures and policies in relation to the Human Settlements mandate. Ensure sound financial management of the expenditure of the Department and manage the budget as the Accounting Officer. Represent the Department on Provincial, National and International platforms. Ensure the establishment of relevant boards, structures and policies to facilitate the management of Human Settlements in line with the vision and mission of the Department. NB: All short listed candidates will be subjected to a technical exercise that intends to test the 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 as prescribed by the DPSA. This appointment is subject to the signing of an employment contract with the Premier not exceeding five (5) years and an annual performance agreement with the respective MECs within three months of the date of appointment. The successful candidate will be required to undergo security clearance and to disclose financial interests in accordance with the prescribed regulations.

**ENQUIRIES**

Dr Nonhlanhla O. Mkhize: Director-General Tel No: (033) 341 3383
POST 24/123 : HEAD OF DEPARTMENT REF NO: KZNSDR/HOD/01/2019

Re-advertisement, applicants who previously applied are encouraged to re-apply.

SALARY: R1 446 378 per annum (Inclusive remuneration package) plus a 10% non-pensionable Head of Department allowance. The inclusive remuneration package includes a 30% portion which may be structured according to the individual’s choice.

CENTRE: Head Office- Pietermaritzburg (Sport and Recreation)

REQUIREMENTS:
A relevant undergraduate qualification equivalent to NQF Level 7 and a relevant postgraduate qualification (NQF Level 8) as recognised by SAQA, 8-10 years senior management experience, 3 years of which must have been with an organ of state as defined by the Constitution, A valid, unendorsed driver’s licence, Computer literacy. Applicants must have the following knowledge, skills, training, experience and competencies: Significant managerial capability and experience in providing strategic leadership and direction in the sector. Knowledge and understanding of the following: the role of Sport and Recreation within the Provinces and South Africa. Developmental agenda of the provincial government. Development of relevant policies and strategies. Administration of policy. Sports development needs, legislation and the mandate of the Department/Province. PFMA and Treasury Regulations. Strong project management skills. Excellent communication and presentation skills. Ability to work well under pressure. Skilled in the art of facilitation and able to cultivate good stakeholder relationships. Advanced financial management capabilities. A dynamic leader who understands the operational environment of the public service, its service delivery imperatives and the divergent needs of the various constituents. Experience in providing strategic leadership. Ability and experience to successfully manage special projects as identified by the Administration and the Executive Authority.

DUTIES:
To support the MEC for Arts, Culture, Sport & Recreation on all matters pertaining to sport and recreation in the Province. Provide strategic leadership to the Department. To establish and manage strategic partnerships with relevant stakeholders. Promote mass participation and the development of sport and recreation. Facilitate the formulation and implementation of sustainable sports development and empowerment strategies and initiatives at the local and provincial level to meet the needs of KZN. Coordinate the provision and development of sporting facilities. Provide advisory services to sports federations. Provide advice to the MEC for Arts, Culture, Sport and Recreation on the Department’s performance, operations and the realisation of the strategic plan for the Department as contained in the performance agreement. Provide effective and efficient administrative systems. Provide advice and support services to the MEC in line with the relevant legislation. Promote the principles of holistic integrated development planning, cooperative governance, economics and efficiency in both rural and urban community development of Sport and Recreation in the Province. Ensure appropriate processes, structures and policies in relation to the growth of the Sport and Recreation mandate. Ensure sound financial management of the expenditure of the Department and manage the budget as the Accounting Officer. Represent the Department on Provincial, National and International platforms. Ensure the establishment of relevant boards, structures and policies to facilitate the management of Sport and Recreation in line with the vision and mission of the Department. NB: All short listed candidates will be subjected to a technical exercise that intends to test the 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 as prescribed by the DPSA. This appointment is subject to the signing of an employment contract with the Premier not exceeding five (5) years and an annual performance agreement with the respective MECs within three months of the date of appointment. The successful candidate will be required to undergo security clearance and to disclose financial interests in accordance with the prescribed regulations.

ENQUIRIES: DR Nonhlanhla O. Mkhize: Director-General Tel No: (033) 341 3383
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

CLOSING DATE: 22 July 2019

NOTE: Only applications submitted online will be accepted. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

MANAGEMENT ECHELON


SALARY: R1 189 338 per annum (Level 14) (All-inclusive salary package). The remuneration package consists of a basic salary (70%) and the employer’s contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

CENTRE: Department of Agriculture, Western Cape Government

REQUIREMENTS: An appropriate 3-year B-degree qualification (NQF 7) as recognised by SAQA; A valid driver's licence, or alternative mode of transport for people with disabilities; A minimum of 6 years Senior Management experience in a government or NGO Sector; Proficiency in two of the official languages of the Western Cape Province. Recommendation: Extensive working knowledge of Agricultural industry and relevant practices and policies; Knowledge of relevant legislation, frameworks and prescripts regulating the agricultural sector; Extensive knowledge of the needs and factors impacting rural development; Knowledge of Human Resource Management, labour relations and human capital development; Knowledge of financial management, prescripts and legislation, inclusive of PFMA and Treasury guidelines. Competencies: Strategic capability and leadership; Programme and Project Management; Change Management; Financial Management; People Management and empowerment; and Analytical ability, motivational ability, negotiation and persuasion ability; Ability to function on a conceptual level.

DUTIES: Oversee the initiation, planning and monitoring of development within the identified CRDP nodes; Enable fully effective community structures within CRDP nodes; Promote integrated governance and strengthening of strategic partnership and industry initiatives (local, national and international); Enhance the image of socio-economic conditions of Agri-Workers and their family members through developmental interventions; and Provision of strategic leadership and management.

ENQUIRIES: Mr D Jacobs Tel No: (021) 808 5013

POST 24/125: DIRECTOR: FARM WORKER DEVELOPMENT REF NO: AGR 2019-34

SALARY: R1 005 063 per annum (Level 13) (All-inclusive salary package). The remuneration package consists of a basic salary (70%) and the employer’s contribution to the
Pension Fund. The remainder of the package may be structured according to your personal needs.

**CENTRE:** Department of Agriculture, Western Cape Government

**REQUIREMENTS:**
- Appropriate 3-year tertiary qualification (B Degree in Human Social Sciences and/or Development Studies) (NQF 7); Minimum of 6 years Middle/Senior Management experience within the rural and/or agricultural environment; A valid driver’s license, or alternative mode of transport for people with disabilities; and must be able to engage a wide spectrum of clientele ranging from grassroots to senior management level. Recommendation: Extensive knowledge of Agricultural industry and relevant practices and policies; Knowledge of relevant legislation, frameworks and prescripts regulating the agricultural sector; Extensive knowledge of the needs and factors impacting agricultural workers and rural development; Knowledge of human resource management, labour relations and human capital development; Knowledge of financial management, prescripts and legislation, inclusive of PFMA and Treasury guidelines; Proven experience in strategic management; and Extensive experience in client liaison with a range of stakeholders on strategic and operational level. Competencies: Strategic capability and leadership; Programme and Project Management; Change Management; Financial Management; People Management and empowerment; and Analytical ability, motivational ability, negotiation and persuasion ability, ability to function on a conceptual level.

**DUTIES:**
- Identify and address farm-worker development needs; Liaison on strategic and operational agricultural worker matters with relevant stakeholders towards a stable harmonious agricultural sector; Promote integrated governance and strengthening of strategic partnership and industry initiatives (local, national and international) in relation to agricultural workers; Enhance the image and socio-economic conditions of Agri-Workers and their family members through developmental interventions; and Provision of strategic leadership and management.

**ENQUIRIES:**
- Mr D Jacobs Tel No: (021) 808 5013

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

**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

**CLOSING DATE:**
- 22 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 POST

**POST 24/126:** SUPPLY CHAIN MANAGEMENT CLERK: DEMAND AND ACQUISITION MANAGEMENT REF NO: CAS 2019-31

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

**CENTRE:** Department of Cultural Affairs and Sport, Western Cape Government

**REQUIREMENTS:**
- Grade 12 (Senior Certificate or equivalent qualification). Recommendation: A valid code EB driving licence; Experience in sourcing quotations for an electronic procurement system. Competencies: A good understanding of the following: Supply Chain Management legislation, policies, regulations, frameworks, standards and guidelines, as well as departmental policies and procedures; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Minute taking skills; Ability to draft documents in Word or Excel; Proven computer literacy.
DUTIES: Analyse procurement requests for quotations and source suppliers for quotations; Request and receive quotations manually; Request quotations in accordance with Supply Chain Management prescripts and recommend preferred suppliers; Issue and receive bid documents; Provide secretariat or logistical support during the bid consideration and contracts conclusion process; Compile draft documents as required; Source suppliers from the Western Cape Supplier Database for quotations and ensure that they are also registered on the Central Supplier Database; Evaluate quotations in accordance with all applicable SCM prescripts, rules and regulations.

ENQUIRIES: Ms S Esterhuyse at (021) 483 9559

PROVINCIAL TREASURY

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

CLOSING DATE: 22 July 2019

NOTE: Only applications submitted online will be accepted. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

MANAGEMENT ECHELON

POST 24/127: DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE GROUP 1
REF NO: PT 2019-17

SALARY: R1 005 063 per annum (Level 13) (All-inclusive salary package). The remuneration package consists of a basic salary (70%) and the employer’s contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

CENTRE: Provincial Treasury, Western Cape Government

REQUIREMENTS: Bachelor's degree in Public Finance/ Accounting/ Economics or Public Policy; A minimum of 5 years proven Financial Management experience at middle/senior management level; Valid driver's license or alternative mode of transport for people with disabilities; Proven knowledge of government expenditure and government financial systems: Knowledge of the Human Resource Management functions; Knowledge of the Financial Management processes; and Knowledge of Financial norms and standards (Public Finance Management Act and Municipal Finance Management Act. Recommendation: Extensive knowledge on matters relating to Municipal Financial Management; and Extensive knowledge on the operations of municipalities. Competencies: Excellent communication skills; excellent planning and organising skills; Strategic capability and leadership skills; Sound budgeting skills; and People Management skills.

DUTIES: Implementation and coordination of Provincial Treasury's responsibilities contained in the Municipal Finance Management Act; Monitor the municipal adjustments budget process; Monitor and report on the outcome of municipal revenue and expenditure budgets; Assess and provide recommendations on conditional grant frameworks of local government; Establish efficiency indicators in local government spending and revenue collection; Analyse and assess debtor management...
strategies in municipalities and implement budget reforms; and Responsible for human resource management within the directorate.

ENQUIRIES:

Mr B Damons Tel No: (021) 483 6127