PUBLIC SERVICE VACANCY CIRCULAR
PUBLICATION NO 30 OF 2019
DATE ISSUED: 23 AUGUST 2019

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

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

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

AMENDMENTS

DEPARTMENT OF TRADE AND INDUSTRY: Kindly note that the post of Deputy Director: Parliamentary and Cabinet Support advertised in Public Service Vacancy Circular 29 dated 16 August 2019 was advertised with incorrect job title, the correct job title is Deputy Director: Parliamentary and Cabinet Coordination. Candidates who have already applied need not to re-apply.

FREE STATE: DEPARTMENT OF HUMAN SETTLEMENTS: Kindly note that the post of Chief Director: Human Settlements Programme Implementation with Ref No: HS 1/2019 advertised in Public Vacancy Circular 26 dated 12 July 2019, the Duties and Requirements are amended as follows: Requirements: An appropriate Bachelor's degree or equivalent qualification and 6-10 years' extensive managerial experience in similar environment. Duties: Enhance service delivery by ensuring the achievement of the objectives, performance indicators and related targets as well as other programmes applicable to the Chief Directorate. Management of human settlements Programme Designing and Allocation in the province, Management human settlements Priority and Intervention Programmes in the province, Management of Affordable Housing Programmes Programmes in the province, Management of Rental housing Programmes in the province, Management FLISP (Finance Linked Individual Subsidy Programme in the province, Management of BNG (Breaking New Ground) housing Programmes in the province, Management of PHP (Peoples Housing Programmes in the
province, Management of Military Veterans Housing Programmes in the province, Management of Land Restitution Programmes in the province, Management of Rural Housing Programmes in the province, Management of Individual housing subsidy Programmes in the province, Timeous Submission of quarterly performance reports on targets set in the Annual Performance Plan, Effective and efficient Management and monitoring of National Housing Needs Register, Effective and efficient Management of human resources in the Chief Directorate as per Public Service Regulations, Manage the budget of the Chief Directorate effectively and efficiently in accordance with the PFMA and ensure compliance with all supply chain management principles and practices during the procurement of goods and services for the unit, Promote integrated governance in the Chief Directorate, the Department and in the Free State Provincial Government, Manage and monitor effective implementation of Audit Action Plan regarding matters raised by the Internal Audit and Auditor General on matters affecting the Unit to address audit findings. Enquiries: Adv. T.P. Tsuaeli, Tel No: 051 403 3655. Kindly note that the post of Communication Officer: Corporate Communication with Ref No: HS 39/2019 advertised in Public Vacancy Circular 26 dated 12 July 2019, the Duties and Requirements are amended as follows: Requirements: Degree in Communication Studies or Media Studies or Equivalent qualification, 1-3-year experience in the relevant field and must have a valid driver’s license. Duties: To handle various matters related to internal and external communication in the Department of Human Settlements, Conduct elementary research on matters related to communication. Collect information towards assisting with the drafting of speeches, media statements/ press releases, etc. for different events or occasions (For the MEC and the Head of department). Prepare and/ facilitate the printing of departmental publications to ensure effective communication to all stakeholders of the department (e.g. Annual reports, Departmental newsletters/ brochures. Annual calendars, Event programmes, Greeting cards, name plates for officials within the Department, Design and layout of publications for printing, Design draft for printing companies. Assist in development of and ensure the successful implementation of the department - communication policy and (in line with the Provincial Communication policy Strategy) to promote and enhance communication within and outside the Department. Update information on the Departmental website and liaise with the website Designer on matters related thereto. Handle various matters related to drafting of responses to media- and press releases, which includes assisting with the organization of press conferences. Rendering Photographer audio Services to the Department. Monitor media coverage and compile a synoptic report of issues that affect and/or impact on the Departments towards informing appropriate responses by the relevant authority (ies). Arrange and /Or assist with the arrangement and/or coordination of departmental events in order to promote the image of the department. Represent the unit in various meetings. Enquiries: Ms. S.L. Bogatsu, Tel No: 051 403 3392. Kindly note that the post of Driver/Messenger: Auxiliary Services with the Ref No: HS 46/2019 advertised in Public Vacancy Circular 26 dated 12 July 2019, the Duties and Requirements are amended as follows: Requirements: Driver’s license and public driving permit (PDP). Duties: Provide courier and delivery services within the department, Sorting of mail, files, documents and parcels to be delivered, Record documents and files in delivery book, Ensure that the recipients sign on the delivery book, Collect files, documents from different buildings, Ensure that items to be collected are sealed and addressed, Assist with the general work of the Auxiliary Services unit, Making copies, Ring binding documents, Faxing documents and shredding documents, Assist with filing and record management service, Opening and close files according to record classification system, Filing/storage, tracing (electronically/manually) and retrieval of documents and files, Complete index cards for all files, maintaining a log book for the vehicle and ensuring that trips are registered and initialed by the concerned Abiding by all transportation laws and maintaining safe driving record. Enquiries: Adv T.P. Tsuaeli, Tel No: 051 405 3655. Kindly note that the post Senior Supply Chain Practitioner Asset Management: Supply Chain and Asset Management with the Ref No: HS 21/2019 advertised in Public Vacancy Circular 26 dated 12 July 2019, the Duties and Requirements are amended as follows: Requirements: National Diploma, Asset Management Course and LOGIS training, 3-5 years’ work experience in Asset Management activities, of which 5 years must be at supervisory level, knowledge of asset management
principles, relevant government acts (PFMA, Treasury Regulations. Valid driver’s license. Duties: Supervision of staff within the Asset and Disposal Management Sub-division to ensure that Asset Management policies and procedures are correctly applied. Check the accuracy of the Logis related transactions before they are authorised on the Logis System. Training of subordinates regarding the Logis Asset Management System. Assessment of staff performance bi-annually to measure achievement of the objectives. Ensure that the Departmental Asset Register is continuously maintained: Ensures that newly procured assets are physically verified barcoded and are in their correct location before they are included in the asset register. To check the accuracy of room lists where amendments have been made before they are send to asset holders for acknowledgement and signature. Supervise the process of identifying assets that are due for disposal and ensure that these assets are adjusted from the Departmental Asset Register. Ensures that where assets have been moved around, movement forms are completed, checked and signed by designated officials then approve them. Ensures that performance of monthly assets count, quarterly sport checks are conducted in various Buildings and or Districts within the Department; ensures that all asset holders as well as new appointees are appointed in writing to take ownership of assets issued to them. Consolidate data in terms of monthly asset count process to identify and report non-compliance by asset holders. Compile the report of assets not found during monthly asset count and quarterly sport checks and submits it to his / her supervisor. To conduct the Annual asset Verification to ensure that all assets as reflected on the Departmental asset register are physically counted: Serve as a member of annual stock take team and monitor the process. Ensure that stock take preparation process with regard to room lists as input documents are thoroughly prepared prior to asset verification process. Monitor and conduct annual stock take by checking the condition of all assets in all district offices and Head Office. Consolidate stock take data and report progress to his / her supervisor. Consolidate a list of discrepancies identified during stock take and report assets not found. Monitor the disposal preparation process: After stock take has been completed, ensures that assets earmarked for disposal from various district offices are collected to Head Office Store Room. Ensure that conditions reports for all Computer Equipment due for disposal are compiled before Disposal Committee meet. Compile VA27 and RQ13 disposal reports in preparation for disposal process. Monitor the process of lining the assets on the disposal report before inspection by the Departmental Disposal Committee. After the HOD has approved the recommended disposal method, authorises assets on the disposal reports before the supplier / buyer collects items. Enquiries: Ms. N Hokoane, Tel No: 051 405 5716.
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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: 06 September 2019

NOTE: Applications are hereby invited from suitably qualified persons 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.

OTHER POST

POST 30/01: DEPUTY DIRECTOR: LANGUAGE POLICY IMPLEMENTATION REF NO: 19/DAC/2019
Branch: arts and culture promotion and development
Chief directorate: national language service

SALARY: R733 257 per annum (An all-inclusive remuneration salary package), consisting of a basic salary (70/75% of the total remuneration package), the 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 appropriate recognised Bachelor’s degree in Linguistics/Languages. Specialisation in Sociolinguistics will be an added advantage. In-depth knowledge of, and work experience in, Language Planning. Knowledge of the Use of Official Languages Act, 2012, and its regulations. Research and report writing skills. Good verbal and written communication skills. Ability to plan and implement projects. Ability to analyse information and generate management reports. Good interpersonal and negotiation skills. Computer literacy.

DUTIES: Key Performance Areas: Head of the Sub directorate: Language Policy Implementation. Responsible for language policy implementation in the Department. Plan, conceptualise and coordinate the implementation of language policy. Conduct research on recommended language projects aimed at social cohesion and the promotion of multilingualism. Implement language development and promotion through the Department’s Language Bursary Project. Write reports. Respond to parliamentary questions. Draft Cabinet memorandums. Liaise with internal and external role players on language-related matters. Work very closely with the Head of the Sub directorate.
Language Policy Development for strategy formulation and planning. Give language advice to government departments and other relevant stakeholders.

**ENQUIRIES**

Ms P Muludzi, Ms B Manqaba and Ms Siena Botha Tel No: (012) 441-3646/3716/3650

**NOTE**

Coloureds, Indians and persons with disabilities are encouraged to apply.
ANNEXURE B

DEPARTMENT OF BASIC EDUCATION

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

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

FOR ATTENTION: Ms N Sathege/Ms M Mahape

CLOSING DATE: 09 September 2019

NOTE:
Applications must be submitted on Form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of ID and qualifications. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence Will Only Be Entered Into With Short-Listed Applicants. Short-listed candidates will be required to undertake a writing test as part of the interview process. Applications received after the closing date, e-mailed or faxed applications will not be considered.

MANAGEMENT ECHELON

POST 30/02: DIRECTOR REF NO: DBE/DCIQI/01
Branch: Curriculum Policy, Support and Monitoring
Chief Directorate: Curriculum Implementation and Monitoring
Directorate: Curriculum, Implementation and Quality Improvement (GET)

SALARY:
R1 057 326 per annum (All-Inclusive remuneration package)

CENTRE:
Pretoria

REQUIREMENTS:
A Bachelor’s degree or equivalent qualification in Education; At least five (5) years’ experience at Middle/Senior Managerial level and experience in curriculum implementation and quality improvement in the Basic Education Sector; Knowledge of the key challenges in General Education and Training (GET) and how these can be mediated to improve learner performance in schools; In depth knowledge of the National Curriculum Statement and its implementation in the GET sector; Knowledge of the National Qualifications Framework and Curriculum Development and Management processes; Knowledge of and ability to work with critical stakeholders within the Sector to strengthen the implementation of GET including Grade R and Grade RR; Ability to ensure the development and implementation of Norms and Standards in line with section 3 and 8 of the National Education Policy Act; Ability to provide strategic leadership to the GET sector; Good general management skills; A thorough understanding of and experience in all processes involved in project management; Ability to coordinate and manage the finances of the directorate in line with the PFMA and procurement processes; Good and functional knowledge of Government prescripts, knowledge of Monitoring, Evaluation and Reporting systems and processes; Planning and organising skills; Strong leadership, advanced computer skills; Good interpersonal relations and the ability to handle pressure; A valid driver’s licence. Process competencies: Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client orientation and Customer focus; Communication skills; Core Competencies: Strategic capacity and leadership; People Management and Empowerment; Financial Management; Change management, and Conflict Management.

DUTIES:
Undertaking a process of making Grade R compulsory in the Basic Education Sector; Ensuring the Universalisation of Grade R and its full integration into DBE; Managing and providing Administration of the Directorate; Ensuring the implementation of the National Strategy for Learner Attainment (NSLA); Providing Special Interventions and Supporting Programmes to provinces, districts and schools; Ensuring the implementation of Curriculum, Monitoring
and Supporting GET (including Grade R); Developing, implementing and monitoring the GET Improvement Strategy; Coordinating and managing the Reading Sector Plan and related Interventions; Strengthening intra-and inter-sectorial collaboration; Plan for assessment support in schools; Receive and quality assure learning and support material; Providing professional support to provinces/district/schools in curriculum implementation and developing and maintaining policy concerning curriculum qualifications and assessment.

ENQUIRIES: Ms M Mahape Tel No: (012) 357 3291 / Ms N Sathege Tel No: (012) 357 3290
NOTE: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

POST 30/03: DIRECTOR REF NO: DBE/DECD/02
Branch: Curriculum Policy, Support and Monitoring
Chief Directorate: Curriculum Implementation and Monitoring
Directorate: Early Childhood Development (ECD): Birth – 4 Years Old

SALARY: R1 057 326 per annum (All-Inclusive remuneration package)
CENTRE: Pretoria

REQUIREMENTS:
A Bachelor’s degree or equivalent qualification coupled with relevant experience preferably within the Early Childhood Education (ECD) Sector; At least five (5) years’ experience at Middle/Senior Managerial level with a strong research background; Knowledge of the key challenges in ECD and how these can be mediated to improve the quality of learning outcomes in schools and to contribute to success in later life; In depth knowledge of the National Curriculum Framework and its implementation in birth (0) to 4 year-old range; Knowledge of the National Qualifications Framework and Curriculum Development and Management processes; Knowledge of and ability to work with critical stakeholders within the Sector to strengthen the implementation of Early Child Development programmes; Ability to ensure the development and to monitor the implementation of Norms and Standards in line with section 3 and 8 of the National Education Policy Act; Ability to provide strategic leadership to the ECD sector including the ECD Function Shift from the Department of Social Development to the Department of Basic Education; Good general management skills; A thorough understanding of and experience in all processes involved in project management; Ability to coordinate and manage the finances of the directorate in line with the PFMA and procurement processes; Good and functional knowledge of Government prescripts, knowledge of Monitoring, Evaluation and Reporting systems and processes; Planning and organising skills; Strong leadership qualities; Advanced computer skills; Good interpersonal relations and the ability to handle pressure; A valid driver’s licence. Process competencies: Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client orientation and Customer focus; Communication skills; Core Competencies: Strategic capacity and leadership; People Management and Empowerment; Financial Management; Change management, and Conflict Management.

DUTIES: Coordinating and managing the ECD Function Shift from Department of Social Development to Department of Basic Education; Undertaking a process of ensuring that Grade RR is compulsory in the near future; Managing the administration of the Directorate; Implementing the National Strategy for Learner Attainment (NSLA); provide Special Interventions and Support Programmes to provinces, districts and ECD Centres, sites and programmes; Ensuring the implementation of Curriculum, Monitoring and Supporting birth (0) to 4 years; Developing, implementing and monitoring ECD Strategy for early access to education for children with Special Education Needs, including those with disabilities; Coordinating and managing the ECD Integrated Policy and Plan; Strengthening intra-and inter-sectorial collaboration; Managing and monitoring of Capacity Building and Empowerment Programmes for
practitioners and parents; and provide professional support to provinces/districts/ECD Centres in curriculum implementation.

ENQUIRIES:
Ms M Mahape Tel No: (012) 357 3291 / Ms N Sathege Tel No: (012) 357 3290

NOTE:
All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

OTHER POSTS

POST 30/04:
ASSISTANT DIRECTOR: BIDS AND CONTRACT ADMINISTRATION REF NO: DBE/44/2019
Branch: Finance and Administration
Chief Directorate: Financial Services Security Asset Management and Logistical Services
Directorate: Logistical Services

SALARY:
R470 040 per annum

CENTRE:
Pretoria

REQUIREMENTS:
Applicants must be in possession of a Bachelor’s Degree or National Diploma in Public Administration; Supply Chain Management, Procurement, Logistics and/or a finance-related qualification; 3 years’ experience related to Supply Chain (Bids and Acquisition) and 3 years’ experience at supervisory level; Knowledge of PFMA, PPPFA, BBBEE Act, Treasury Regulations, BAS, SCM prescripts and other applicable legislations; Knowledge of procurement policies and relevant legislation prior to awarding contracts. Skills and Competencies: Communication skills (verbal and written); Computer literacy (MS. Office, MS. Power Point, MS. Word, MS. Excel); Technical and project management skills; Functional ability and working as a team; Good interpersonal relations; Strategic and conceptual orientation; Attention to detail and thorough knowledge and have numeric skills; Good leadership, organisational and problem solving skills.

DUTIES:
Administer Contracts Compliance; facilitate the scrutiny of finalised contract/SLA in consultation with Legal Services; Notify stakeholders regularly on the expiry of their contracts; Update the commitment register of approved contracts when payments are processed; Co-ordinate and monitor long term contracts for the provision of cell phones, photo copiers, consulting, communication and technology contracts; Monitor supplier performance and make recommendations for improvement to circumvent unnecessary delays; Responsible for Contracts Review and Updates: Review modifications, extensions and contract close-out documents for further action; Prepare and distribute reports and statistical data to facilitate planning and maintenance of contract records; Attend Bids Evaluation Session and take minutes; Provide assistance to secretariat of the bid adjudication committee; Draft correspondence to bidders on the outcome of the bid adjudication; production of monthly reports.

ENQUIRIES:
Ms M Mahape Tel No: (012) 357 3291 / Ms N Sathege Tel No: (012) 357 3290

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

POST 30/05:
CHIEF PROVISIONING ADMINISTRATION CLERK REF NO: DBE/45/2019
Branch: Finance and Administration
Chief Directorate: Financial Services, Security Asset Management and Logistical Services
Directorate: Logistical Services

SALARY:
R257 508 per annum

CENTRE:
Pretoria

REQUIREMENTS:
Applicant must be in possession of a Senior Certificate or equivalent qualification; Applicant must have at least 2 years’ experience in the travel and
accommodation environment; Applicant must be competent in BAS (Basic Accounting System) and certificates must be provided to that effect; Ability to manage a travel and accommodation account for the Department; Knowledge of travel and accommodation; knowledge of guidelines and prescripts regarding travel and accommodation; Knowledge of PFMA, Supply Chain procedures and accounting will be an added advantage. Applicants must have excellent communication skills (both written and verbal); applicants must be computer literate and must be able to compile and present reports.

**DUTIES:**
- Managing and supervising staff;
- Managing a big travel and accommodation account;
- Determining daily reconciliations on the travel account and monitoring payments to the appointed travel agent;
- sorting out queries on the account; Handling all queries regarding travel and accommodation approvals and payments;
- Capturing payments, checking and verifying payments on BAS, Generating reports on BAS;
- Be responsible for the administration of no shows, accidents and damages pertaining to travel and accommodation in the Department and present that to the Department's Loss and Disposal Committee;
- Liaising with the Departments' appointed travel agent on issues regarding the financial account frequently.

**ENQUIRIES:**
- Ms M Mahape Tel No: (012) 357 3291/
- Ms N Sathege Tel No: (012) 357 3290

**NOTE:**
- All shortlisted candidates will be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance.
DEPARTMENT OF COOPERATIVE GOVERNANCE

The Department of Cooperative Governance is offering opportunities to unemployed South African Graduate who have completed their Degrees or National Diplomas from Higher Education Institutions and have not been exposed to work experience related to the field of study that they have completed.

CLOSING DATE : 13 September 2019
NOTE : Applications must be submitted on a Z83 form, obtainable from any Public Service Department website, stating the field of study the intern is applying for as well as a comprehensive Curriculum Vitae, certified copies of all certificates and Identity Document copy and academic transcript/ record. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Failure to submit the required documents will result in the application not being considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within six months of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department.

Applicants applying for more than one field of study must submit a separate Z83 form as well as the required documentation mentioned above to the relevant application email address provided per field of study. Graduates with disabilities are encouraged to apply. Applicants must meet the following requirements: have satisfied the academic requirements for the advertised field of study/discipline as detailed below, should not have previously served as an intern or contract worker in the Public Service/Private Sector and must not be older than 35 years.

INTERNSHIP PROGRAMME: 2020-2022 FINANCIAL YEARS (24 MONTHS)

OTHER POSTS

POST 30/06 : PUBLIC ADMINISTRATION REF NO: HRD/2020/1
STIPEND : R6 083.75 per month
CENTRE : Pretoria
REQUIREMENTS : National Diploma/Degree: Public Administration/ Management
ENQUIRIES : Mr M Buthane, Tel No: (012) 334 0629, Mr S Mweli, Tel No: (012) 336 5714
APPLICATIONS : Applications Enquiry: Tel No: (012) 811 1900

POST 30/07 : HUMAN RESOURCE MANAGEMENT REF NO: HRD/2020/2
STIPEND : R6 083.75 per month
CENTRE : Pretoria
ENQUIRIES : Mr M Buthane, Tel No: (012) 334 0629, Mr S Mweli, Tel No: (012) 336 5714
APPLICATIONS : Applications Enquiry: Tel No: (012) 811 1900

POST 30/08 : INFORMATION TECHNOLOGY (IT) REF NO: HRD/2020/3
STIPEND : R6 083.75 per month
CENTRE : Pretoria
REQUIREMENTS : National Diploma/Degree: Information Technology
ENQUIRIES : Mr M Buthane, Tel No: (012) 334 0629, Mr S Mweli, Tel No: (012) 336 5714
APPLICATIONS : Applications Enquiry: Tel No: (012) 811 1900
POST 30/09 : REGISTRY OR ARCHIVAL REF NO: HRD/2020/4
STIPEND : R6 083.75 per month
CENTRE : Pretoria
REQUIREMENTS : National Diploma/Degree: Records Management or Archival Studies
ENQUIRIES : Mr M Buthane, Tel No: (012) 334 0629, Mr S Mweli, Tel No: (012) 336 5714
Applications Enquiry: Tel No: (012) 811 1900
APPLICATIONS : May be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: HRD4@ursonline.co.za; or hand-delivered to Office C1, Ground Floor, Block C, Phase 5, Boardwalk Office Park, Boardwalk Boulevard, Faerie Glen, Pretoria.

POST 30/10 : LAW REF NO: HRD/2020/5
STIPEND : R6 083.75 per month
CENTRE : Pretoria
REQUIREMENTS : LLB or BCom: Law or BA: Law
ENQUIRIES : Mr M Buthane, Tel No: (012) 334 0629, Mr S Mweli, Tel No: (012) 336 5714
Applications Enquiry: Tel No: (012) 811 1900
APPLICATIONS : May be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: HRD5@ursonline.co.za; or hand-delivered to Office C1, Ground Floor, Block C, Phase 5, Boardwalk Office Park, Boardwalk Boulevard, Faerie Glen, Pretoria.

POST 30/11 : COMMUNICATIONS REF NO: HRD/2020/6
STIPEND : R6 083.75 per month
CENTRE : Pretoria
REQUIREMENTS : National Diploma/Degree: Journalism
ENQUIRIES : Mr M Buthane, Tel No: (012) 334 0629, Mr S Mweli, Tel No: (012) 336 5714
Applications Enquiry: Tel No: (012) 811 1900
APPLICATIONS : May be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: HRD6@ursonline.co.za; or hand-delivered to Office C1, Ground Floor, Block C, Phase 5, Boardwalk Office Park, Boardwalk Boulevard, Faerie Glen, Pretoria.

POST 30/12 : SUPPLY CHAIN MANAGEMENT REF NO: HRD/2020/7
STIPEND : R6 083.75 per month
CENTRE : Pretoria
REQUIREMENTS : National Diploma/Degree: Supply Chain Management or Logistics
ENQUIRIES : Mr M Buthane, Tel No: (012) 334 0629, Mr S Mweli, Tel No: (012) 336 5714
Applications Enquiry: Tel No: (012) 811 1900
APPLICATIONS : May be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: HRD7@ursonline.co.za; or hand-delivered to Office C1, Ground Floor, Block C, Phase 5, Boardwalk Office Park, Boardwalk Boulevard, Faerie Glen, Pretoria.

POST 30/13 : FINANCIAL/ MANAGEMENT ACCOUNTING REF NO: HRD/2020/8
STIPEND : R6 083.75 per month
CENTRE : Pretoria
REQUIREMENTS : National Diploma/Degree: Financial/ Management Accounting
ENQUIRIES : Mr M Buthane, Tel No: (012) 334 0629, Mr S Mweli, Tel No: (012) 336 5714
Applications Enquiry: Tel No: (012) 811 1900
APPLICATIONS : May be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: HRD8@ursonline.co.za; or hand-delivered to Office C1, Ground Floor, Block C, Phase 5, Boardwalk Office Park, Boardwalk Boulevard, Faerie Glen, Pretoria.

POST 30/14 : LOCAL GOVERNMENT MANAGEMENT REF NO: HRD/2020/9
STIPEND : R6 083.75 per month
CENTRE : Pretoria
REQUIREMENTS : Degree/Postgrad: Urban Planning/Built Environment
ENQUIRIES : Mr M Buthane, Tel No: (012) 334 0629, Mr S Mweli, Tel No: (012) 336 5714
APPLICATIONS : May be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: HRD9@ursonline.co.za; or hand-delivered to Office C1, Ground Floor, Block C, Phase 5, Boardwalk Office Park, Boardwalk Boulevard, Faerie Glen, Pretoria.

POST 30/15 : LOCAL GOVERNMENT MANAGEMENT REF NO: HRD/2020/10

STIPEND : R6 083.75 per month
CENTRE : Pretoria
REQUIREMENTS : Hons: Political Studies/ Municipal Administration
ENQUIRIES : Mr M Buthane, Tel No: (012) 334 0629, Mr S Mweli, Tel No: (012) 336 5714
APPLICATIONS : May be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: HRD10@ursonline.co.za; or hand-delivered to Office C1, Ground Floor, Block C, Phase 5, Boardwalk Office Park, Boardwalk Boulevard, Faerie Glen, Pretoria.

POST 30/16 : INTERNAL AUDIT/ RISK MANAGEMENT REF NO: HRD/2020/11

STIPEND : R6 083.75 per month
CENTRE : Pretoria
REQUIREMENTS : National Diploma/Degree: Internal Auditing/ Risk Management
ENQUIRIES : Mr M Buthane, Tel No: (012) 334 0629, Mr S Mweli, Tel No: (012) 336 5714
APPLICATIONS : May be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: HRD11@ursonline.co.za; or hand-delivered to Office C1, Ground Floor, Block C, Phase 5, Boardwalk Office Park, Boardwalk Boulevard, Faerie Glen, Pretoria.

POST 30/17 : DISASTER MANAGEMENT/ FIRE TECHNOLOGY REF NO: HRD/2020/12

STIPEND : R6 083.75 per month
CENTRE : Centurion
REQUIREMENTS : National Diploma/Degree: Disaster Management
ENQUIRIES : Mr M Buthane, Tel No: (012) 334 0629, Mr S Mweli, Tel No: (012) 336 5714
APPLICATIONS : May be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: HRD12@ursonline.co.za; or hand-delivered to Office C1, Ground Floor, Block C, Phase 5, Boardwalk Office Park, Boardwalk Boulevard, Faerie Glen, Pretoria.

POST 30/18 : OFFICE ADMINISTRATION REF NO: HRD/2020/13

STIPEND : R6 083.75 per month
CENTRE : Pretoria
REQUIREMENTS : National Diploma/Degree: Office Administration
ENQUIRIES : Mr M Buthane, Tel No: (012) 334 0629, Mr S Mweli, Tel No: (012) 336 5714
APPLICATIONS : May be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: HRD13@ursonline.co.za; or hand-delivered to Office C1, Ground Floor, Block C, Phase 5, Boardwalk Office Park, Boardwalk Boulevard, Faerie Glen, Pretoria.
DEPARTMENT OF DEFENCE

OTHER POSTS

POST 30/19 : SENIOR PERSONNEL PRACTITIONER: (DEVELOPMENT) REF NO: CDHRD/43/19
Chief Directorate HR Development
Directorate Education, Training and Development (ETD)

SALARY : R316 791 per annum (Level 08)
CENTRE : Pretoria

REQUIREMENTS : Qualifications: Applicants should be in possession of a three year Degree/National Diploma in Human Resource Development/ETD practices. Experience: A minimum of 2 - 3 years’ experience in HRD/HRM with special reference to ETD. Knowledge Required: Knowledge of Public Service Act Personnel (PSAP) legislation and ETD prescripts. Proficiency in the operational language of the DOD. Computer skills will be essential (MS Word, MS Power Point, and MS Excel). Communication skills (verbal, exchange notes, articles, bulletins, presentations and reports). Competencies Required: Interpersonal proficiency, organising-, research-, problem solving-, analysing-, innovation and creative-, decision making-, influencing-, presentation- and negotiating skills. Drivers’ license is essential and willing to obtain a military drivers’ license. Must be able to obtain a confidential security clearance within a year Service. Planning and Organisational skills, Basic Communication skills, Basic Computer skills, Problem solving skills, Record keeping skills and Report writing skills.

DUTIES : Partake in policy development and review that contributes to giving strategic direction on the development of Def Civ at salary levels 1 - 5 in the DOD. Cooperate in the administration of review outcome analysis for Def Civ at salary levels 1 – 5. Collaborate in the design, development and maintenance of a learning path for Def Civ at salary levels 1 – 5. Coordinate developmental programmes in the DOD, as directed by management, inclusive of Integrated Management Development Programmes (IMDP) for Def Civ at salary levels 1 – 5. As directed by management, participate in the design and development of developmental programmes for Def Civ at salary levels 1 - 5 in the DOD. Monitor, evaluate, report and participate in the review of Induction Programmes for Def Civ at salary levels 1 – 5 in the DOD. Maintain Def Civ ETD Intranet database with the focus on sharing information on the development of Def Civ at salary levels 1 – 5 in the DOD. Monitor, evaluate and report on the development of Def Civ at salary levels 1 – 5 in the DOD, with special reference to monthly, quarterly and annual reporting as part of the Performance against Plan (PAP).

ENQUIRIES : Ms V.M. Sebeho Tel No: (012) 355-5710/5880
APPLICATIONS : Department of Defence, Human Resource Division, CD HR Development, Private Bag X159, Pretoria, 0001 or hand delivery at Department of Defence, Armscor Building, Cnr Nossob & Boeing Str, Erasmuskloof, Pretoria.

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. People living with disabilities are encouraged to apply. 

CLOSING DATE : 06 September 2019 (Applications received after the closing date and faxed copies will not be considered).

POST 30/20 : ADMINISTRATION CLERK: PRODUCTION (USAGE 117) REF NO: SG 06/19/01

SALARY : R173 703 per annum (Level 05)

CENTRE : Military Health Training Formation HQ, Thaba Tshwane, Pretoria


ENQUIRIES : Maj D. Tshabalala Tel No: (012) 674 6125/6123 SSgt E.D. Shingiraba Tel No: (012) 674 6133/6132

APPLICATIONS : Department of Defence, South African Military Health Service, Military Health Training Formation HQ, Private Bag X1043, Thaba Tshwane, 0143 or maybe hand delivered to Military Health Training Formation HQ, 9 Voortrekker Road, Thaba Tshwane, Pretoria.

NOTE : 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). Must be a South African citizen. 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 application 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. Potential candidates, declared in excess must indicate their excess status on Z83, 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. The Department reserves the right not to make
appointment(s) to the advertised post(s). Local geo locations will receive preference. The certification date of your bar coded ID must not be older than 6 months and the copy must be of very good quality.

CLOSING DATE: 20 September 2019 (Applications received after the closing date and faxed copies will not be considered).

POST 30/21: SENIOR LINEN SUPERVISOR REF NO: SG 06/19/02 (X2 POSTS)

SALARY: R145 281 per annum (Level 04)
CENTRE: 1 Military Hospital, Thaba Tshwane, Pretoria
REQUIREMENTS: NQF Level 2 – 4. Special requirements: Must be an RSA citizen preferably with Linen store assistance experience in hospital or clinical environment must be able to work shifts. Must be able to communicate effectively with hospital personnel, visitors and patients. Must be physically healthy. Age group between 25 years and 45 years.
DUTIES: Perform the following tasks: Taking of soiled/clean linen from the wards and clinics by soiled/clean linen personnel, ensure that stock is counted from the wards and clinics on daily basis, Ensure roll call is done and monitored, assist in the store when need arises, Monitor work place on weekly basis, assist on stock taking annually.
ENQUIRIES: Warrant Officer Class 1 R.I. Seiso Tel No: (012) 314 0019
APPLICATIONS: Department of Defence, South African Military Health Service, HR Services Department, 1 Military Hospital, Private Bag X1026, Thaba Tshwane, 0143 or maybe hand delivered to 1 Military Hospital, Voorstrekker Road, Thaba Tshwane, Pretoria.
NOTE: 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). Must be a South African citizen. 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 application 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. Potential candidates, declared in excess must indicate their excess status on Z83, 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. The Department reserves the right not to make appointment(s) to the advertised post(s). Local geo locations will receive preference. The certification date of your bar coded ID must not be older than 6 months and the copy must be of very good quality.

CLOSING DATE: 20 September 2019 (Applications received after the closing date and faxed copies will not be considered).

POST 30/22: STOREKEEPER GRADE II (USAGE 2441) REF NO: 06/19/03

SALARY: R122 595 per annum (Level 03)
CENTRE: 3 Military Hospital, Tempe, Bloemfontein
REQUIREMENTS: NQF Level 1 - 4 with relevant experience. 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. Special requirements (skills needed): Computer literate. Detailed knowledge of the operation/utilization of specific software packages (MS Word, MS Excel, MS Power Point and Lotus Notes), Calmis, Good Communication skills (verbal & written). Good telephone
etiquette. Must be able to work under pressure and adhere to strict time frames. Good health. No criminal record. Management abilities such as, time management and personnel management.

**DUTIES**


**ENQUIRIES**

W01 S.S. Twala Tel No: (051) 402 2326

**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

**NOTE**

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). Must be a South African citizen. 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 application 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. Potential candidates, declared in excess must indicate their excess status on Z83. 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. The Department reserves the right not to make appointment(s) to the advertised post(s). Local geo locations will receive preference. The certification date of your bar coded ID must not be older than 6 months and the copy must be of very good quality.

**CLOSING DATE**

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

**POST 30/23**

**GROUNDSMAN SERVICES FOREMAN (USAGE 468) REF NO: 06/19/04**

**SALARY**

R122 595 per annum (Level 03)

**CENTRE**

AMHU NW, Potchefstroom

**REQUIREMENTS**

NQF Level 2 – 4. Previous groundsman experience and supervision will be an advantage. Must be physically fit. Special Requirements: Ability to work as a team leader. Basic numeric and literacy skills. Basic interpersonal relationships skills. Ability to operate elementary equipment and machines. Organising skills.

**DUTIES**

Supervise job output of Groundsman II and I. Divide the work between teams and individuals. Serve as team leader of work teams. Divide equipment amongst work teams and individuals. Measure and apply poison and fertilizer correctly. Assist in the training of Groundsman Iro the usage of machines. Check the general condition of machines weekly and report faults where equipment is not up to standard. Assist with the completion of performance assessments forms and performance incentives of subordinates. Plant trees, flowers, shrubs, grass and other plants. Prepare soil for planting. Maintain flowerbeds by fertilizing, irrigating, weeding and pruning. Mow lawn and cut edges. Load and unload various articles and equipment needed on the ground. Remove refuse dumps from the terrain and load the refuse on truck
for transportation to refuge dumping sites or burn the refuge. Maintain the neatness of the unit area.

**ENQUIRIES** : Sgt R. Mokgatlhe Tel No: (018) 289 1132

**APPLICATIONS** : Department of Defence, South African Military Health Service, AMHU NW HR Offices, Private Bag X2011, Noordbrug, Potchefstroom, 2531 or maybe hand delivered to AMHU NW, General Koos De La Rey Driveway, Potchefstroom

**NOTE** : 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). Must be a South African citizen. 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 application 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. Potential candidates, declared in excess must indicate their excess status on Z83, 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. The Department reserves the right not to make appointment(s) to the advertised post(s). Local geo locations will receive preference. The certification date of your bar coded ID must not be older than 6 months and the copy must be of very good quality.

**CLOSING DATE** : 20 September 2019 (Applications received after the closing date and faxed copies will not be considered).

**POST 30/24** : LINEN STORE ASSISTANT II REF NO: SG 06/19/05 (X11 POSTS)

**SALARY** : R102 534 per annum (Level 02)

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

**REQUIREMENTS** : NQF Level 1 – 4. Special requirements: Must be an RSA citizen preferably with Linen store assistance experience in hospital or clinical environment. Must be able to work shifts. Must be able to communicate effectively with hospital personnel, visitors and patients. Must be physically healthy. Age group between 18 years and 35 years.

**DUTIES** : Perform the following tasks: Taking of soiled/clean linen from the wards and clinics by soiled/clean linen personnel, ensure that stock is counted from the wards and clinics on daily basis, monitor DD90, pack stock on the shelves in the linen store, assist with spot checks, assist on stock taking monthly, quarterly and annually

**ENQUIRIES** : Warrant Officer Class 1 R.I. Seiso Tel No: (012) 314 0019

**APPLICATIONS** : Department of Defence, South African Military Health Service, HR Services Department, 1 Military Hospital, Private Bag X1026, Thaba Tshwane, 0143 or maybe hand delivered to 1 Military Hospital, Voorstrekker Road, Thaba Tshwane, Pretoria.

**NOTE** : 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). Must be a South African citizen. 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
application 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. Potential candidates,
declared in excess must indicate their excess status on Z83. 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. The Department reserves the right not to make
appointment(s) to the advertised post(s). Local geo locations will receive
preference. The certification date of your bar coded ID must not be older than
6 months and the copy must be of very good quality.

CLOSING DATE : 20 September 2019 (Applications received after the closing date and faxed
copies will not be considered).

POST 30/25 : GENERAL STORES ASSISTANT REF NO: 06/19/06 (X3 POSTS)

SALARY : R102 534 per annum (Level 02)
CENTRE : 3 Military Hospital, Tempe, Bloemfontein
REQUIREMENTS : NQF Level 1 - 4 with relevant experience. 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. Special requirements (skills
needed): Computer literate. Detailed knowledge of the operation/utilization of
specific software packages (MS Word, MS Excell, MS Power Point and Lotus
Notes), Calmis. Good Communication skills (verbal & written). Good telephone
etiquette. Must be able to work under pressure and adhere to strict time
frames. Good health. No criminal record.

DUTIES : Manage general office administration. Assist with receiving stock and sorting
of stock. Assist clients with clothing enquires. Ensure the general cleanliness
of the work environment. Assist with the replenishing of Issue Stores. Ensure
clothing is tagged for theft prevention. Assist with stock taking. Have to Report
all losses and damages.

ENQUIRIES : WO1 S.S. Twala Tel No: (051) 4022326
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.

NOTE : 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). Must be a
South African citizen. 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
application 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. Potential candidates,
declared in excess must indicate their excess status on Z83. 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. The Department reserves the right not to make appointment(s) to the advertised post(s). Local geo locations will receive preference. The certification date of your bar coded ID must not be older than 6 months and the copy must be of very good quality.

CLOSING DATE : 20 September 2019 (Applications received after the closing date and faxed copies will not be considered).

POST 30/26 : GROUNDSMAN II REF NO: 06/19/07 (X12 POSTS)

SALARY : R102 534 per annum (Level 02)

CENTRE : Military Health Training Formation HQ, Thaba Tshwane, Pretoria

REQUIREMENTS : ABET/Gr 10 and 2 years’ experience in gardening service. Special requirements (skills needed): To develop maintenance of all areas outside buildings and management and leadership skills.


ENQUIRIES : Maj D. Tshabalala Tel No: (012) 674 6125/23 SSgt E.D. Shingira Tel No: (012) 674 6133/32

APPLICATIONS : Department of Defence, South African Military Health Service, Military Health Training Formation HQ, Private Bag X1043, Thaba Tshwane, 0143 or maybe hand delivered to Military Health Training Formation HQ, 9 Voortrekker Road, Thaba Tshwane, Pretoria.

NOTE : 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). Must be a South African citizen. 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 application 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. Potential candidates, declared in excess must indicate their excess status on Z83. 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. The Department reserves the right not to make appointment(s) to the advertised post(s). Local geo locations will receive preference. The certification date of your bar coded ID must not be older than 6 months and the copy must be of very good quality.

CLOSING DATE : 20 September 2019 (Applications received after the closing date and faxed copies will not be considered).
DEPARTMENT OF ENVIRONMENT, FORESTRY AND FISHERIES

The National Department of Environment, Forestry and Fisheries is an equal opportunity, affirmative action employer.

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

FOR ATTENTION: Human Resource Management

CLOSING DATE: 09 September 2019

NOTE: Applications must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document as well as a Driver’s License in order to be considered. The National Department of Environmental Affairs is an equal opportunity; affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the department through the filling of posts and candidates appointment/transfer will promote representivity will receive preference. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. Short-listed candidates will be subjected to the following: a technical exercise that intends to test relevant technical elements of the job, screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizen Status; Credit worthiness; Previous employment (reference checks); and Qualification verification. The person appointed to this position will be subjected to a security clearance. SMS candidates will be subjected to a competency assessment test and the signing of a performance agreement and an employment contract (once appointed). The Department reserves the right not to make an appointment.

OTHER POSTS

POST 30/27: PROJECT MANAGER: ILLEGAL WILDLIFE TRADE REF NO: BC08/2019

(3 Year Contract)

SALARY: R869 007 per annum (An all-inclusive remuneration package)

CENTRE: Pretoria

REQUIREMENTS: An appropriate Bachelor’s degree/ National Diploma in Environmental field/Project Management/Public Management. Minimum of seven years’ experience in administration/management of national/international projects. Proven experience in project management and administrative management. Proven ability to manage budgets. Willingness and ability to travel frequently within South Africa and to relevant countries. Ability to work with senior government officials, research institutes, non-governmental organizations (NGOs), and local communities, etc. Good Communication skills both written and verbal.

DUTIES: Provide Secretariat support to the Project Steering Committee to ensure proper management, monitoring and reporting. Monitor the financial and budgetary status of the national components of the project; Operational management of the project according to the project document and UNEP and GEF guidelines. Overall Project execution of the Strengthening institutions, information management and monitoring to reduce the rate of illegal wildlife trade in South Africa. Provide technical and administrative leadership to the project team and act as the national representative of the project at regional and international levels; Project communication and stakeholder outreach. Maintain close communication with the Project Coordinator, review monthly project dashboard updates, identify risks, and proactively mitigate potential issues;

ENQUIRIES: Ms W Mandivenyi Tel No: (012) 399 9619
<table>
<thead>
<tr>
<th>POST 30/28</th>
<th>ASSISTANT DIRECTOR: FRAUD &amp; ETHICS MANAGEMENT REF NO: COO11/2019</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R376 596 per annum (plus 37% lieu of benefits)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Pretoria</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>A relevant National Diploma/Degree in Finance, Risk Management, Internal Audit, Forensics or Public Administration plus 3-5 years’ experience in a relevant field. Knowledge of relevant policies and related legislation. Technical knowledge in the application of risk management concepts and principle. Knowledge and Understanding of the concepts of Control and Corporate Governance. Risk management standards and procedures. In-depth knowledge of the business of the institution and government operations. Demonstrated skills in the following areas: Investigative skills, computer literacy, excellent communication skills inclusive of report writing and verbal skills, excellent facilitation, presentation skills. Ability to negotiate in a spirit of co-operation and collaboration, Excellent problem solving skills and able to analyse, compare and interpret information and make appropriate recommendations.</td>
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<tr>
<td>DUTIES</td>
<td>The incumbent will be responsible to assist in: Conducting fraud risk assessments, development and review of the DEA ethics strategy, implementation of the DEA ethics management plan, conduct ethics risk assessment, Develop the DEA ethics risk profile, Monitor and report on the implementation of fraud risk mitigation plans, facilitate management reporting (Ethics Report and Gifts Report), General administration and filing.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr K Manda Tel No: (012) 399 – 9902</td>
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</tbody>
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<thead>
<tr>
<th>POST 30/29</th>
<th>ASSISTANT DIRECTOR: OPERATIONS MANAGEMENT FRAMEWORK REF NO: COO12/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R376 596 per annum (plus 37% lieu of benefits)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Pretoria</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>A relevant National Diploma/Degree in Organisational Development or Work Study plus 3-5 years’ experience in the areas of business process mapping, implementation of the Operations Management Framework (OMF), service delivery planning, policy development and project management. Knowledge of Business Process Model and Notation, BizAgI Software application, project management, Public Service Regulatory Framework, conflict management tools and methodologies and sound understanding of service delivery planning. Demonstrated skills in the following areas: Business Process Model and Notation, project management, communication (written and verbal), presentation (individual and groups), analytical thinking, research ability; interpersonal relationships, the ability to work under pressure, computer literacy (packages such as BizAgI, Microsoft, Excel, PowerPoint, Word, Outlook and Internet). This position is ideal for a person who is deadline driven, results oriented, assertive, a team player, an innovative and strategic person who can gather, analyse and collate information into meaningful service delivery reports/initiatives. Must be able to work independently and in a team. Must be in possession of a valid driver’s license (copy must be attached) with an ability to drive and a willingness to travel.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>The incumbent will be responsible to assist in: the development, implementation and maintenance of service delivery planning frameworks and toolkits (specifically with regard to service standards and service delivery aligned to Operations Management within Public Service Regulation); Manage and implement projects and consultants (Business Process Mapping and Standard Operating Procedures for core and admin processes); Promotion of compliance to service delivery planning policies, framework and toolkits; Communication, consultation and facilitation for and with stakeholders; and to Render support and advice to the department through service delivery planning.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms K Lephogole Tel No: (012) 399 - 9893</td>
</tr>
</tbody>
</table>
POST 30/30 : PROJECT COORDINATOR: ILLEGAL WILDLIFE TRADE REF NO: BC09/2019 (3 Year Contract)

SALARY : R316 791 per annum (plus 37% in lieu of benefits)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor’s degree/ National Diploma in an Environmental field/Project Management/Public Management. Experience in project coordination and administration. Experience in facilitating stakeholder meetings or discussions. Experience with working with regional and international partners. Ability to work with senior government officials, research institutes, non-governmental organizations (NGOs), and local communities. Good Communication skills written and verbal. Willingness and ability to travel frequently within South Africa and to relevant countries.

DUTIES : Oversee project management, monitoring and reporting. Review reports and other products of project Consultants. Coordinate and actively participate in meetings with stakeholders. Serve as a Secretariat to the Project Steering committee. Oversee project procurement and financial management systems. Facilitate communications and linkages at local and national levels as well as with the Project Manager. Participate in the public relations activities for the project in the country. Knowledge management for the Strengthening institutions, information management and monitoring to reduce the rate of illegal wildlife trade in South Africa.

ENQUIRIES : Ms W Mandivenyi Tel No: (012) 399 9619

POST 30/31 : SENIOR HUMAN RESOURCE PRACTITIONER: PERFORMANCE MANAGEMENT REF NO: COO07/2019

SALARY : R316 791 per annum
CENTRE : Pretoria
REQUIREMENTS : A recognised three year National Diploma/ Bachelor Degree in Human Resource Management/Public Management plus three (3) years’ experience or Grade 12 with five (5) years proven experience in the field of Performance Management. Knowledge of the Public Service Act, the Public Service Regulations, Employment Equity Act, Basic Conditions of Employment Act and broader public service human resource regulatory framework and policies. Good communication skills (presentation and report writing). Supervisory skills, ability to work under pressure and adhere to deadlines. Computer literacy and knowledge of PERSAL system.


ENQUIRIES : Mr. B Lekaowa Tel No: (012) 399 8674

POST 30/32 : SENIOR ADMINISTRATION CLERK GRADE III: RISK AND ETHICS MANAGEMENT – REF NO: COO13/2019 (Three Year Contract)

SALARY : R208 584 per annum (plus 37% lieu of benefits)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 plus one (1) to two (2) years relevant experience in Administration. Knowledge of HR practice & procedures and Administrative procedures. Understanding of Financial management; Knowledge of Logis. Knowledge of BAS payment system. Project management and Personnel management. Skills: Sound organising and planning skills; Good communication and Report writing skills, Computer literacy, Administrative and good interpersonal relations skills, ability to work under extreme and compile performance reports.

DUTIES : Provide general administrative support to Directorate Risk and Ethics Management. Provide logistical support to the directorate. Financial Management of the Directorate’s budget and procurement. Assist with the issuing Of-Road Vehicle permits. Provide interactive communication with suppliers/stakeholders.

ENQUIRIES : Mr KE Manda Tel No: (012) 399 9902
ANNEXURE F

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

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
Ms Ntsibakazi Mtshabe – Recruitment

CLOSING DATE
06 September 2019, 12H00 No late applications will be considered. No faxed / e-mailed / 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 a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details), 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.

OTHER POST

POST 30/33
ADMINISTRATOR: TAXATION (PROCESSES) REF NO: ADM/TAX/08-1P-RA
Finance

SALARY
R208 584 per annum (Level 06) (basic salary)

CENTRE
Pretoria Head Office

REQUIREMENTS
An appropriate three year tertiary qualification in Finance (at least 360 credits) with 18 months proven experience in Finance OR Grade 12 Certificate/Senior Certificate (Matric) with three years proven experience in Finance. Experience within Taxation will serve as an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products (Word, Excel), Knowledge of the Income Tax Act and the interpretation thereof. Knowledge

**DUTIES**

The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Effective administration of Garnishee orders from SARS. Implement garnishee orders from SARS (AA88's and IT88) (create); Compile IT88 and AA88 reports to SARS after every payment run; Ensure that proper collection of overpayments from SARS is done timeously. Process tax adjustment daily. Create/authorize tax refunds and recoveries; Create voluntary tax deductions as per pensioner instructions (TS01); Create journals on tax. To effectively administer the manual and electronic calculation of tax. Collation of individual information with regards to income tax; undertake the effective calculation of income tax electronically and manually; Capture data on electronic and manual tax calculation; Reconcile payment profile with tax master; Attend to audit queries and resolve them timeously. Provide the effective resolution of income tax related enquiries. Timeously attend to income tax related enquiries; Administrate continued adherence to relevant client care directives; Provide answers to call center, Walk-In Centre and regional offices on tax related issues. Request manual tax directives on ODS platform daily. Ensure that all ODS Tax requests are done daily; Ensure that once directive received Tax & payments are created in time and confirmed on the same day; Authorize tax deductions on Lump sum payments and update tax master correctly.

**ENQUIRIES**

Ntsibakazi Mtshabe Tel No: (012) 399 2758

**NOTE**

One position for an Administrator: Taxation is currently available at Finance Section in GPAA. The position will be filled as a permanent position. Employment Equity target for the post is Indian or Coloured males and people with disability. Candidates of the specified groups are encouraged to apply.
ANNEXURE G

GOVERNMENT PRINTING WORKS

The Government Printing Works is an equal opportunity, affirmative action employer. It is intended to promote representivity through the filling of these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference.

APPLICATIONS : All applications must be forwarded to: The Branch: Human Resources, Government Printing Works, 149 Bosman Street, Pretoria or Private Bag X85, Pretoria, 0001

FOR ATTENTION : Ms M Mbokane, Human Resources Tel No: (012) 748 6296

CLOSING DATE : 06 September 2019

NOTE : Applications must be submitted on form Z83 (obtainable from any Public Service Department) and must be completed in full and page 2 duly signed; Clear indication of the post and reference number that is being applied for must be indicated on your Z.83, A detailed covering letter, recent comprehensive CV specifying all qualifications and experience with respective dates. Certified copies of qualifications, ID and a valid driver’s license (where required), must be attached. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA), The Government Printing Works reserves the right to fill or not fill its advertised posts, General information: Shortlisted candidates must be available for interviews at a date and time determined by the Government Printing Works. Shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the jobs; the logistics of which will be communicated by the Government Printing Works, Following the interview and the technical exercise, the Selection panel will recommend candidates to attend a generic management 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, Personnel suitability checks will also be administered as a part of the selection process. Success candidates will be required to enter in an employment contract and performance agreement (as relevant), and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration, If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 30/34 : CHIEF EXECUTIVE OFFICER REF NO: GPW 19/35
(5 Year Contract Appointment)
Re-advertisement, candidates who previously applied and are still interested are required to apply)

SALARY : R1 978 533 per annum (Level 16) (An all-inclusive salary package) (subject to applicable rules), structured as follows: Basic salary - 70% of package; State contribution to the Government Employee Pension Fund - 13% of basic salary, non-pensionable Head of Department allowance - 10% of basic salary, The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE : Pretoria

REQUIREMENTS : An appropriate recognized undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) or equivalent qualification, recognized by SAQA; coupled with 8 to 10 years’ experience at a senior managerial level, of which at least three (3) years’ experience must be within any organ of State as defined in the Constitution, Act 108 of 1996, The candidate envisaged for appointment must have extensive knowledge of the PFMA and Treasury Regulations, A strong understanding of corporate governance and the entire legislative and regulatory framework applicable thereto, The incumbent will be a dynamic leader with excellent verbal and written communication skills, as well as a strong business acumen, Au fait in strategic capability and leadership, service delivery innovation, client orientation and customer care, problem solving and analysis and financial
management, A valid driver’s license and willingness to travel extensively and work extended hours is required.

**DUTIES**

The successful candidate will be responsible for leading the Government Printing Works in setting a clear and compelling service-vision, which translates into the effective achievement of its strategic mandate, Foster partnerships with relevant stakeholders (internally and externally), thereby optimizing the Department’s contribution to the achievement of the National Development Plan, Ensure compliance with national and appropriate internationally regulations, Ensure continuous improvement in the quality and value of services rendered by the Department, Establish and Maintain an organizational structure which supports the accomplishment of operational and strategic goals, Implement and ensure compliance with corporate governance and all the relevant legislative and regulatory frameworks based on the King IV principles, and ensure effective resource management.

**ENQUIRIES**

Mr JJ Rossouw Tel No: (012) 748-6265

**POST 30/35**

GENERAL MANAGER: OPERATIONS AND PRODUCTION REF NO: GPW19/36

Re-advertisement, candidates who previously applied and are still interested are required to apply

**SALARY**

R1 521 591 per annum (Level 15) (An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE**

Pretoria

**REQUIREMENTS**

An undergraduate qualification (NQF level 7) in Operations Management/Industrial Engineering/Business Management or equivalent qualification and a post graduate qualification (NQF level 8) or equivalent as recognised by SAQA, 6 to 10 years’ extensive experience in the management of operations and/or production functions, 8 to 10 years’ extensive experience at a senior management level, In-depth knowledge of printing / manufacturing / business operational processes and relevant legislation and policies Key Competencies: Strategic capability and leadership, including strategic planning and management, Performance optimisation innovation, Client orientation and customer focus, People management and empowerment, Programme and project management, Knowledge and information management, Problem solving and analysis, Policy analysis and development, Dealing with pressure and setbacks.

**DUTIES**

Provide strategic direction and ensure the strategic positioning of the branch responsible for the strategic management of Operations and Production functions (Research and Development, Management of Security and Non Security Printing, Production Planning Management and Equipment Maintenance), Ensure innovation and implementation on performance optimisation within the unit, Ensure proper stock management of manufacturing raw-products and finished goods, Ensure client order fulfilment through effective order tracking and customer feedback, Ensure compilation and achievement of operational budget with the corporate strategy, relevant policy and regulations, Ensure effective monitoring and reviewing production cost and efficiency levels within the different production lines, Establish and maintain appropriate systems and policies to ensure effective and efficient management of resources, Ensure effective people management including the development and implementation of a skills development standard compliance pertaining to printing policies, legislations and regulations.

**ENQUIRIES**

Mr JJ Rossouw Tel No: (012) 748-6265

**POST 30/36**

GENERAL MANAGER: FINANCIAL SERVICES REF NO: GPW 19/37

Branch: Financial Services

Job Purpose: Reporting to the Chief Executive Officer: GPW, the successful candidate will provide strategic leadership and direction to the financial and supply chain management services in line with the Public Finance Management Act (PFMA) and Treasury Regulations.

**SALARY**

R1 521 591 per annum (Level 15) (An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining
CENTRE : Pretoria

REQUIREMENTS : A post-graduate degree in Financial or Business Management or Accounting or an NQF Level 8 equivalent qualification with extensive relevant experience in financial management and supply chain management, 8-10 years’ experience in a senior management position, Proven experience of implementing internal systems, budgeting and controls for sound financial management, Broad knowledge and understanding of the PFMA and Treasury Regulations, In-depth knowledge of Commercial/Manufacturing Financial Systems, GAAP, IFRS, Understanding of Good Corporate Governance principles (King IV), Knowledge of Protection of Information Act and BBEE Act, Knowledge and understanding of Supply Chain Management. Key Competencies: Strategic capability and leadership, including strategic planning and management, Performance optimisation innovation, Client orientation and customer focus, People management and empowerment, Programme and project management, Knowledge and information management, Problem solving and analysis, Policy analysis and development, Dealing with pressure and setbacks.

DUTIES : Provide strategic direction and ensure the strategic positioning of the unit responsible for the strategic management of Financial functions (financial management, management accounting, cost accounting and budget management) and SCM (including assets management and logistical and facilities management), Ensure innovation and implementation on performance optimisation within the unit, Manage the financial and administrative functions of the GPW (Financial management, Management Accounting, Cost Accounting and Budget Management and Supply Chain Management) Effective management of movable and immovable assets of the GPW and maintenance of office and residential buildings at the disposal of the GPW, Ensure proper stock management of manufacturing raw-products and finished goods, Establish and maintain appropriate systems and policies to ensure effective and efficient management of resources, Ensure effective people management including the development and implementation of a skills development standard compliance pertaining to financial policies, legislations and regulations.

ENQUIRIES : Mr JJ Rossouw Tel No: (012) 748- 6265

POST 30/37 : CHIEF DIRECTOR: FINANCIAL ACCOUNTING REF NO: GPW19 /38

SALARY : R1 251 183 per annum (Level 14) (An all-inclusive salary package). The package includes a basic salary (70% of package), the State’s contribution to the Government Employees Pension Fund - 13% of basic salary and a flexible portion that may be structured in terms of specific guidelines.

CENTRE : Pretoria

REQUIREMENTS : An undergraduate qualification (NQF level 7) in Accounting Business/Commerce or equivalent qualification, 6 -10 years proven relevant experience in a business or commerce field, 5 years’ experience at a senior managerial level, A sound knowledge of the Public Finance Management Act, Treasury Regulations, Basic Accounting System, and relevant prescripts, Knowledge of GRAP/GAAP, Innovative problem-solving and analytical skills, Strategic thinking, Organizing and interpersonal skills, Computer proficiency, Ability to work and make decisions under rapidly changing and pressurized circumstances, Good written and verbal communication skills.

DUTIES : Manage financial systems and accounts control, Compile, maintain and present various financial management reports on a monthly, quarterly, mid-year and annual basis, Render financial reporting and audit facilitation, Ensure the efficient, effective and transparent use of the financial resources of the department, Ensure adequate internal financial controls and systems, Establish an effective credit control system and ensure prompt payments to goods rendered, Monitoring the collection of debt, Manage cash flow, Assist and support the Chief Financial Officer in executing sound financial management practices in the department, Perform other related tasks and projects as directed by the Chief Financial Officer.

ENQUIRIES : Mr JJ Rossouw Tel No: (012) 748- 6265
**POST 30/38**

**DEPUTY DIRECTOR: STRATEGIC SOURCING REF NO: (GPW19/28)**

Re-advertisement, candidates who previously applied and are still interested are required to apply

**SALARY**

R733 257 per annum (Level 11)

**CENTRE**

Pretoria

**REQUIREMENTS**

An appropriate Bachelor’s degree/diploma or equivalent NQF Level 6 qualification, 6-8 years’ relevant experience in Supply Chain Management of which at least 2-3 years must have been at supervisory level, 3-5 years’ experience at strategic sourcing (direct and indirect) in an industrial/production environment, Knowledge of the Supply Chain Management Framework, Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA) and other relevant prescripts, A good understanding of good Corporate Governance principles (King III), Computer literacy (MS Word, Excel, PowerPoint, etc.), Performance optimisation and innovation, Client orientation and focus, Strong analytical skills, Policy analysis and development, Project management, People skills, Planning skills, Good verbal and written communication, Financial skill, The ability to negotiate.

**DUTIES**

Develop and direct the consolidated purchasing function to ensure that high-quality goods, services and strategic materials are obtained in the most cost-effective manner and delivered at the scheduled time, Formulate and execute strategies for BBBEE development, utilising preferential procurement interventions, Support and drive systems and process development and improvements, Manage the responsibility of procurement of staff to ensure strategy implementation and that goals and objectives are accomplished, Provide for the smooth functioning of operational activities by way of a sufficient and uninterrupted flow of goods and services to the manufacturing leg of the GPW, Implement and manage an efficient, cost-effective and integrated procurement system throughout the organisation, Support the departmental objectives and expenditure budgets by ensuring alignment to the overall procurement approach and practices, Quality management in the sourcing division.

**ENQUIRIES**

Mr. S Rizvi Tel No: (012) 748 6380

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**POST 30/39**

**ASSISTANT DIRECTOR: GENERAL LEDGER REF NO: (GPW 19/29)**

Re-advertisement, candidates who previously applied and are still interested are required to apply

**SALARY**

R376 596 per annum (Level 09)

**CENTRE**

Pretoria

**REQUIREMENTS**

Appropriate 3-year degree/diploma or equivalent qualification (NQF Level 6) in Financial Management, 3 - 5 years’ experience in Financial accounting, 1 - 2 years’ supervisory experience, Broad and deep financial knowledge, Knowledge of financial legislatures and policies (PFMA, Treasury Regulations, IFRS), Strong administrative skills, Ability to plan, co-ordinate and manage multiple tasks, Hands-on individual that is capable and dedicated to getting the job done, Report writing skills, Good communication skills, Computer Proficiency Excel (Advanced), Experience within an ERP environment will be an added advantage.

**DUTIES**

Oversee and review the clearing of exceptions and reconciling items, Overseer monthly and year-end closing of books, Verify journal entries, Approve / Perform daily, weekly and monthly processing of transactions on ERP, Review bank reconciliations, Overseer and perform monthly general ledger accounts reconciliations, Assist with monthly and other reporting requirement, Maintain financial records in compliance with policies and procedures, Maintain integrity of general ledger in line with IFRS, statutory and other requirements, Comply with finance procedures and policies (system of internal control) as required by GPW, Assist with audit queries, Resolve complaints from outside institutions, Resolve administrative queries, Overseer training, development and application of performance management within area of responsibility.

**ENQUIRIES**

Ms. H Curlewis Tel No: (012) – 748-6244
ANNEXURE H

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

09 September 2019, 12:00 mid-day

NOTE

Applications should be submitted on form Z83 obtainable from any Public Service Department, should be accompanied by a CV (previous experience must be comprehensively detailed), and certified copies of qualification certificates, service certificates, including ID and driver's licence. 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 post. 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 30/40

ASSISTANT DIRECTOR: PHARMACOVIGILANCE REF NO: 36/2019) (X3 POSTS)

Chief Directorate: Global fund Pharmacovigilance
Directorate: Pharmacovigilance

SALARY

R376 596 per annum (plus 37% in lieu of service benefits)

CENTRE

Pretoria

REQUIREMENTS

A Bachelor’s Degree in Health Sciences (Nursing will be an added advantage). At least 2 years supervisory working experience in the area of Pharmacovigilance locally and/or internationally. Knowledge and experience in the application of the Medicines and Related Substances Act, 1965 (Act 101 of 1965) and quality, safety and efficacy of medicines and Pharmacovigilance. Demonstrate an understanding of health care legislation and related legal and ethical nursing or related practises. Ability to plan and organise own work and that of support personnel to ensure proper pharmacovigilance output. Demonstrate effective communication with patient’s supervisor and other clinicians, including report writing. Work as part of the multi-disciplinary team to ensure good pharmacovigilance practice. Good leadership qualities, innovative thinking, communication (written and verbal), planning, organisation, interpersonal and computer (MS Excel, MS Word, MS PowerPoint) skills. Ability to work in a team. Must be willing to travel and work irregular hours. A valid driver’s licence.

DUTIES

Provide support in the facilitation and coordination of Pharmacovigilance in the province. Liaise with facilities regarding Adverse Drug Reaction (ADR) reports. Ensure that hospitals/clinics have adequate supply of ADR forms. Ensure the collection of ADR reports from all the facilities. Perform pharmacovigilance activities on targeted data collection. Provide support in the conduct of mentorship and supports visits. Conduct retrospective data collection. Verify and capture ADR reports at NPC. Conduct face vetting of forms for completion. Capture data from health care professional register. Contribute to PV bulletin. Collate safety data. Conduct descriptive data analysis.

ENQUIRIES

Mr M Dheda Tel No (012) 395 8176
POST 30/41

ASSISTANT DIRECTOR: MONITORING AND EVALUATION
REF NO: NDOH 37/2019

(Contract Ending September 2022)
Chief Directorate: Technical Policy and planning: Global Fund

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 Social Sciences or Health Sciences or related field. A minimum of three (3) years relevant experience working in government or Non-Government Organisation (NGO) sector in donor funded projects or programmes at a junior management or equivalent level. Experience must include Monitoring and Evaluation (and related principles), knowledge in application of Public Service procedures and policies as well as understanding of NGOs’ management operations. Working experience or knowledge of Health Management Information Systems such as the integrated webDHIS, Tier.Net and EDRWeb. Knowledge of HIV and AIDS policies and procedures, Global Fund to Fight TB, AIDS and Malaria (GFTAM) polices and guidelines as well as monitoring and evaluation system of HIV and AIDS programmes within Global Fund Lead Implementers (Lis) and Sub-Recipients (SRs). Good project management, planning, organization, leadership, data collection, analysis and management of physical and electronic information records and communication (written and verbal) as well as report writing skills. Ability to work well in highly pressured environment. A valid driver’s license.

DUTIES: Ensuring compliance with the Global Fund policies and Public Finance Management Act (PFMA) by LIs and SRs of the Global Fund grant. Monitoring of M&E compliance of LIs and SRs. Improve M&E activities of the Global Fund projects. Conduct monthly and quarterly data verifications for LIs and SRs. Compile reports, advice the Principal Recipient on training needs of the LIs and SRs. Strengthen, and maintain partnerships with relevant stakeholders, particularly Global Fund, Local Fund Agency (LFA), Lead Implementers, Sub-Recipients and Country Co-ordination Mechanism (CCM). Strengthen risk management and audit. Ensure that all sub recipients have documented indicator definitions with all relevant levels of the reporting systems. Conduct regular data analysis and data use for decision-making. Analyse programmatic data from LIs and SRs and create trends analysis. Produce action driven reports to inform programmatic decision-making processes.

ENQUIRIES: Mr NE Ramarumo on Tel No: (012) 395 – 8070

POST 30/42

ASSISTANT DIRECTOR: INFORMATION SYSTEMS (SERVICE CENTRE)
REF NO: NDOH 32/2019

(Contract Posts Ending 31 March 2022)
Chief Directorate: Policy and Planning, Global Fund-PMU

SALARY: R376 596 per annum (plus 37% in lieu of benefits)
CENTRE: Pretoria
REQUIREMENTS: A three-year Bachelor’s Degree/ National Diploma or equivalent NQF 6 certificate in Information Technology. At least five years’ experience in Information Technology environment of which three years should be at a supervisory level. Experience in management of Tier 1, 2, 3 or similar systems. A certificate in Novel Administration/Windows Administrator (Desktop and/or Server 2008R2) or Linux/Unix Administrator will be an advantage. Technical certification course e.g A+, PC engineering, server maintenance will be an added advantage. In-depth knowledge of ITIL. Knowledge of transversal systems (PERSAL, BAS, SAP, LOGIS), public health systems and management of integrated system. Good communication (verbal and written), supervisory, interpersonal, problem solving, analytical, organisation, decision making and time management skills. Ability to work with a variety of stakeholders in public and private sector at all levels. Must be prepared to travel occasionally and working long hours. A valid driver’s licence.

DUTIES: Manage and administer the Health Registration System-Information System (HPRS-IS) Service Centre. Ensure the availability of up to date protocols and processes for the effective and efficient of the Service Centre. Ensure and manage technical support to the HPRS End-Users. Provide advanced end-user technical support about hardware, software (HPRS, Team Viewer, OS Ticket), network connectivity (LTE Routers). Ensure the operations of the
**POST 30/43** : PRACTITIONER INFORMATION SYSTEMS (SERVICE CENTRE) REF NO: NDOH 33/2019 (X3 POSTS)
(Contract Posts Ending 31 March 2022)
Chief Directorate: Policy Coordination and Integrated Planning, Global Fund-PMU.

**SALARY** : R257 508 per annum (plus 37% in lieu of benefits)

**CENTRE** : Pretoria

**REQUIREMENTS** : A three-year Bachelor’s Degree/ National Diploma or equivalent NQF 6 certificate in Information Technology. At least two years appropriate experience within Information Technology environment. Experience in the management of Tier 1, 2, 3 or similar systems. A certificate in Novel Administration/Windows Administrator (Desktop and/or Server 2008R2) or Linux/Unix Administrator will be an advantage. Technical certification course e.g.A+, PC engineering, server maintenance will be an added advantage. In-depth knowledge of ITIL. Knowledge of public health systems, management of integrated system and transversal systems (PERSAL, BAS, SAP, LOGIS). Good communication (verbal and written), supervisory, interpersonal, presentation, problem solving, analytical, organisation, decision-making, time management and computer skills (MS Office packages). Ability to work with a variety of stakeholders in public and private sector at all levels. Must be prepared to travel occasionally and working long hours. A valid driver’s licence.

**DUTIES** : Provide technical support to the end-users. Respond to incoming call and tickets logged on the call management system. Provide technical support on HPRS to the field and district technician. Perform HPRS installation, upgrade support and resolve sync issues. Provide NHI-IS service centre technical support. Ensure that all relevant software are installed and up to date in the service centre. Attend weekly and monthly service centre management meetings. Management of risk and audit queries.

**ENQUIRIES** : Ms M Wolmarans at Tel No: (012) 395 8138/8410

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**POST 30/44** : SENIOR PRACTITIONER: INFORMATION SYSTEMS (SERVICE CENTRE) REF NO: 35/2019 (X2 POSTS)
(Contract Posts Ending 31 March 2022)
Office: Chief Directorate: Policy and Planning
Directorate: NHI Information System

**SALARY** : R316 791 per annum (plus 37% in lieu of service benefits)

**CENTRE** : Pretoria

**REQUIREMENTS** : A Bachelor’s Degree/National Diploma or equivalent NQF level 6 qualification in Information Technology. A Systems Administration or system related certification course such as Novel Admin, Windows Administrator, Linux/Unix administrator would be an added advantage. At least 3 years’ appropriate experience in IT, with 2 years in a supervisory level. Knowledge of ITIL, Transversal systems (PERSAL, BAS, SAP, LOGIS). Knowledge of project management, monitoring and evaluation, networking, ICT Hosting management, public health systems as well as experience in management of Tier 1, 2 and 3 similar systems. Good supervisory, interpersonal, problem solving, organisational, time management, remote desktop support, innovation, facilitation, computer (Microsoft package) and communication (written and verbal) skills. Must be willing to travel and ability to work independently as well as in a team. A valid driver’s licence.

**DUTIES** : Provide administrative support for the effective functioning of the HPRS service centre. Acting as team leader to serve centre staff according to agreed targets and processes. Compile training material and conduct training. Provide technical support to the HPRS end-users. Provide advanced technical support on HPRS queries. Implement relevant IT policies, norms and standards. Provide technical support in the field. Perform installations and configurations as assigned. Management of risk and audit queries. Identify possible risk and bring to the attention of the manager.
ENQUIRIES : Ms M Wolmarans at Tel No (012) 395 8138/8410

POST 30/45 : JUNIOR PRACTITIONER INFORMATION SYSTEMS (SERVICE CENTRE)
REF NO: NDOH 34/2019 (X4 POSTS)
(Contract Posts Ending 31 March 2022)
Chief Directorate: Policy Coordination and Integrated Planning, Global Fund-PMU

SALARY : R208 584 per annum (plus 37% in lieu of benefits)
CENTRE : Pretoria

REQUIREMENTS : A three-year Bachelor’s Degree/ National Diploma or equivalent NQF 6 certificate in Information Technology. At least one year appropriate experience within Information Technology environment. Experience in providing Tier 1, 2 and 3 information system service support. A certificate in Novel Administration/Windows Administrator (Desktop and/or Server 2008R2) or Linux/Unix Administrator will be an advantage. Technical certification course e.g A+, PC engineering, server maintenance will be an added advantage. In-depth knowledge of ITIL. Knowledge of public health systems and management of integrated system. Good communication (verbal and written), interpersonal, presentation, problem solving, analytical, organisation, decision-making, time management and computer skills (MS Office packages). Ability to work with a variety of stakeholders at all levels. Ability to work as a team. A valid driver’s licence.

DUTIES : Contribute to the effective and efficient running of the service centre. Design and amend templates for system implementation support. Attend to LTE Router connectivity related issues with identified service provider. Provide technical support to the Health Patient registration System (HPRS) users in the facilities. Assist with the creation of end user accounts. Implement HPRS issues escalation protocols. Follow up on open and escalated queries on the call management system. Attend weekly and monthly service centre management meetings. Management of risk and audit queries.

ENQUIRIES : Ms M Wolmarans at Tel No: (012) 395 8138/8410
DEPARTMENT OF HIGHER EDUCATION AND TRAINING

MANAGEMENT ECHELON

POST 30/46: PRINCIPAL
Branch: Technical and Vocational Education and Training

SALARY CENTRE:
- R1 057 326 per annum (Level 13) (All-Inclusive Remuneration Package)
- Coastal TVET College Ref No: DHET 01/08/2019
- College Of Cape Town Ref No: DHET 02/08/2019
- Ehlanzeni TVET College Ref No: DHET 03/08/2019
- Northlink TVET College Ref No: DHET 04/03/2019
- King Sabata Dalidyebo TVET College Ref No: DHET 05/08/2019

REQUIREMENTS:

DUTIES:
- To drive the efficient and effective implementation of college governance frameworks and systems; and functioning of governance structures, including the college council and the academic board. To build and foster an effective management team that plans and executes the college mandate in an integrated, compliant and performance-focused manner. To fulfil the role of accounting officer of the college by establishing and monitoring college financial and supply chain management systems towards the achievement of strategic goals and in compliance with all relevant legislation and regulations. To establish and monitor effective human resource management and stakeholder engagement systems incorporating both marketing and communication. To create a platform for effective management decision-making through the establishment of an accurate and accessible information management platform. To lead the development and delivery of responsive vocational and occupational curricula and programmes and monitor the associated quality assurance programme and impact on student performance and placement. To operationalize business partnerships and linkages that translate into student placements, workplace-based learning and articulation. To establish and manage a student management framework and system that facilitates student support and governance and provides all enrolled students with holistic academic and social support. To establish and lead college infrastructure and estate management system that assures the acquisition, maintenance, management and disposal of physical resources that facilitates the achievement of strategic and operational objectives. Facilitate programme articulation and upward progression.

ENQUIRIES:
- Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165, Ms X Rikhotso Tel No: (012) 312 5513

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APPLICATIONS: please forward your application, quoting the reference number to: the director-general, department of higher education and training, private bag x 174, Pretoria, 0001 or hand deliver to: 123 Francis Baard street (former Schoeman Str.) Pretoria.

NOTE: must be submitted on z83 form obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a recently updated comprehensive cv (with three contactable references and certified copies of all qualifications, identity document (id) not older than three months, including drivers licence (where it is required). It is the applicant’s responsibility to have foreign qualifications evaluated by the south African qualification authority (SAQA) and the evaluation certificate from SAQA must be attached. failure to sign z83 and submit the requested documents will result in your application not being considered. candidates whose appointments will promote representatively in terms of race, gender and disability will receive preference as of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. correspondence will only be entered into with short-listed applicants. if you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification), successful candidates will also be subjected to security clearance processes. Applications received after the closing date or faxed and emailed applications will not be considered. These posts are based in TVET Colleges NB All short-listed candidates will be required to undertake writing/presentation exercises. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.

CLOSING DATE: 06 September 2019

OTHER POSTS

POST 30/47: DEPUTY PRINCIPAL: FINANCE (DEPUTY DIRECTOR LEVEL)
Branch: technical and vocational education and training

SALARY: R869 007 per annum (Level 12) (All-inclusive Remuneration Package)
CENTRE: Tshwane North TVET College Ref No: DHET 06/08/2019
South West Gauteng TVET College Ref No: DHET 07/08/2019
Ekurhuleni West TVET College Ref No: DHET 08/08/2019

REQUIREMENTS: A recognised B.Com Accounting degree (NQF level 7). The qualification should be coupled with at least 5 years’ relevant work experience (of which 3 years are required to be management experience) in the public/ or private sector. Excellent project management and communication skills, including analytical capability and report writing; the ability to lead a team; the ability to develop, support and monitor the implementation of policies; the ability to work in a team environment; good computer skills; a valid driver’s license. This is a management position that requires a dynamic individual with deep knowledge of the South African post-school education and training landscape, particularly its legislative frameworks, policies and regulations. The candidate must have proven strategic management and leadership capabilities, and be a strong communicator with the ability to interact with the TVET College management and Council, problem-solving and report-writing and communication skills. The incumbent should be able to perform in a team environment. Added Advantages: An appropriate post graduate degree in B.Com Accounting or Financial management (NQF level 8). At least 3 years’ senior management experience, which should include leadership and experience in an overall financial management and reporting role, as well as 3 years’ in the Post-School Education and Training (PSET) sector A Chartered Accountant or Associate General Accountant registered with SAICA. Good knowledge and understanding of the Continuing Education and Training (CET) Act, Public Finance Management Act (PFMA), National Treasury regulations; PSET legislative frameworks, policies and regulations.

DUTIES: Assisting the Principal / Accounting Officer or Council in discharging the duties prescribed in financial management policies of the College; Establishing and maintaining financial management structures; Establishing, implementing and monitoring financial management and internal control systems. Contributing to
the development of strategic, corporate, annual performance and operational plans, whichever applicable, including coordinating, analysing and advising; Overseeing the budget preparation process, providing advice and support to stakeholders and reviewing budget proposals prior to submission to the relevant approval authority; Overseeing and managing the budget monitoring process, including the production of monthly and quarterly financial and performance reports and providing recommendations and advice to the relevant functionaries on how to address significant variances; Regularly monitoring the institution’s controls over financial and logistical systems and their procedures in order to protect the integrity of financial information; Overseeing and optimising the utilisation of electronic financial, logistical and management information systems; Managing the finalisation of interim and annual financial statements and reviewing thereof; and Managing engagements with assurance providers.

ENQUIRIES
Mr P Mthiali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165, Ms X Rikhotso Tel No: (012) 312 5513

APPLICATIONS
please forward your application, quoting the reference number to: the director-general, department of higher education and training, private bag x 174, Pretoria, 0001 or hand deliver to: 123 Francis Baard street (former Schoeman Str.) Pretoria.

NOTE
must be submitted on z83 form obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a recently updated comprehensive cv (with three contactable references and certified copies of all qualifications, identity document (id) not older than three months, including driver’s license (where it is required). It is the applicant’s responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA) and the evaluation certificate from SAQA must be attached. failure to sign z83 and submit the requested documents will result in your application not being considered. candidates whose appointments will promote representativity in terms of race, gender and disability will receive preference, as of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy, correspondence will only be entered into with short-listed applicants, if you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). successful candidates will also be subjected to security clearance processes. Applications received after the closing date or faxed and emailed applications will not be considered. These posts are based in TVET Colleges

CLOSING DATE
06 September 2019

POST 30/48
DEPUTY PRINCIPAL: ACADEMIC SERVICES (DEPUTY DIRECTOR LEVEL)
Branch: Technical and Vocational Education and Training Colleges

SALARY
R869 007 per annum (Level 12) (All-inclusive Remuneration Package)

CENTRE
King Sabata Dalilebo TVET College Ref No: DHET 09/08/2019
Lovedale TVET College Ref No: DHET 10/08/2019

REQUIREMENTS
An appropriate Bachelor’s Degree/Advanced National Diploma (NQF level 7), in Education and Training. Experience as Head of Department or Senior Lecturer in the Education and Training environment. A relevant post-graduate degree/qualification (NQF level 8) in Education and Training will be an added advantage. Five (5) years’ work experience in education and training environment. At least 5 years management experience. Experience in working at a TVET College in the teaching and learning disciplines will also be treated as an added advantage. A sound and thorough knowledge of all the transformational issues, capacity building processes and the National Qualification Framework (NQF) in education and training especially relating to Curriculum management and delivery. Strategic management, conflict management, budgeting and financial management skills. Verbal and written communication and presentation skills. Willingness to work irregular hours and travel extensively Computer skills (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook). An understanding of DHET’s strategic vision and priorities. A thorough knowledge of all policies and legislation governing TVET Colleges in South Africa. Thorough knowledge of the student/information
management system in respect to vocational education and training. A valid driver’s licence and willingness to travel.

**DUTIES:**
Provide strategic leadership regarding the proficient delivery of Curriculum Services and programme offerings. Responsible for the management of the registration processes at the College. Manage and Coordinate the compilation and implementation of all student administration policies and procedures at the College. Verify the validity and reliability of registration documentation and all EMIS data and reports. Coordinate the preparation of examination for all programmes involving assessment. Ensure current examination regulations and conventions are adhered to. Liaising with all staff e.g.: Heads of Departments regarding entries. Handle college operations including academic programmes, administration and lectures for imparting quality delivery to students. Ensure quality programme delivery. Responsible for curriculum development. Formulate strategies and policies related to performance and ensure its implementation and target achievement as per the Monitoring and Evaluation tool. Building a strong network of contacts with other institutions and industries. Ensuring that day-to-day operations of the college campuses are effectively and efficiently coordinated. Create and implement staff training sessions in conjunction with other managers. The achievement of the requisite pass rate through the monitoring of assessments, attendance, retention of students and certification are key deliverables. Meaningful participation and support of the College Academic Board.

**ENQUIRIES:**
Mr P Mthalli Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165 Ms X Rikhotso Tel No: (012) 312 5513

**APPLICATIONS:**
please forward your application, quoting the reference number to: the director-general, department of higher education and training, private bag x 174, Pretoria, 0001 or hand deliver to: 123 Francis Baard street (former Schoeman Str.) Pretoria.

**NOTE:**
Applications received after the closing date or faxed and emailed applications will not be considered. These applicants if you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). successful candidates will also be subjected to security clearance processes. Applications received after the closing date or faxed and emailed applications will not be considered. These posts are based in TVET Colleges

**CLOSING DATE:**
06 September 2019

**POST 30/49**
DEPUTY PRINCIPAL: CORPORATE SERVICES (DEPUTY DIRECTOR LEVEL) REF NO: DHET 11/08/2019

**SALARY**
R869 007 per annum (Level 12) (All-inclusive Remuneration Package)

**CENTRE**
West Coast TVET College

**REQUIREMENTS**
An appropriate Bachelor’s Degree/Advanced National Diploma (NQF level 7) in Public Management, Human Resources Management or Social Sciences. A relevant post-graduate degree/qualification (NQF level 8) will be an added advantage. A minimum 5 to 10 years’ relevant work experience in corporate services with at least 5 years’ experience on a junior management level. An understanding of the Department of Higher Education and Training’s strategic vision and priorities. Knowledge of Public Service Act, Employment of Educators Act, Labour Relations Act and Public Financial Management Act. Knowledge of policies and legislation governing education and training as well as the Public Service and Employment Services in South Africa. Experience in managing people and projects with the ability to plan strategically. An ability
to develop, support and monitor the implementation of policies and the ability
to work in a team environment; Good project Management and computer skills.
Willingness to work irregular hours and travel extensively. Computer literacy
(MS Word, MS PowerPoint, MS Excel, MS Excess and MS Outlook). A valid
driver’s license and willingness to travel.

**DUTIES**

Provide Strategic Leadership in the areas of Human Resources, Facilities
Management, Records Management and Governance. Also accountable for
the effective delivery of services in each of these areas. Coordinates and
drives the preparation for the annual reviews of the College’s Strategic Plan.
Encourages and builds an organizational climate conducive to optimal
performance through implementing change management. Manages the entire
human resource management function. Development and implementation of
best practice policies, procedures and internal control systems to ensure
effective corporate governance. Oversee the proper and effective
management of the College’s assets and facilities. Ensure the provision of
appropriate and cost effective services. Responsible for IT and information
management solutions to meet the specific needs of the College. Responsible
for communication and marketing for the College.

**ENQUIRIES**

Mr P Mthahali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr
D Moyane Tel No: (012) 312 5165 Ms X Rikhotso Tel No: (012) 312 5513

**APPLICATIONS**

please forward your application, quoting the reference number to: the director-
general, department of higher education and training, private bag x 174,
Pretoria, 0001 or hand deliver to: 123 Francis Baard street (former Schoeman
Str.) Pretoria.

**NOTE**

must be submitted on z83 form obtainable from any public service department
or on the internet at www.gov.za/documents and must be accompanied by a
recently updated comprehensive cv (with three contactable references and
certified copies of all qualifications, identity document (id) not older than three
months, including drivers license (where it is required). It is the applicant’s
responsibility to have foreign qualifications evaluated by the south African
qualification authority (SAQA) and the evaluation certificate from SAQA must
be attached. failure to sign z83 and submit the requested documents will result
in your application not being considered. candidates whose appointments will
promote representativity in terms of race, gender and disability will receive
preference.as of 1st July 2006, all new appointments in the public service have
to be part of the government employee medical scheme (gems) in order to
qualify for a government medical subsidy. correspondence will only be entered
into with short-listed applicants. if you have not been contacted within three
(3) months of the closing date of this advertisement, please accept that your
application was unsuccessful. suitable candidates will be subjected to
personnel suitability checks (criminal record check, citizenship verification,
qualification/study verification and previous employment verification).
successful candidates will also be subjected to security clearance processes.
Applications received after the closing date or faxed and emailed applications
will not be considered. These posts are based in TVET Colleges

**CLOSING DATE**

06 September 2019

**POST 30/50**

ASSISTANT DIRECTOR – CURRICULUM SERVICES REF NO:
ADCS/01/2019

**SALARY**

R470 040 per annum (Level 10) plus benefits as applicable in the Public
Service

**CENTRE**

Central office (Majuba TVET College)

**REQUIREMENTS**

Matric certificate together with a recognized 3 year Bachelor’s
Degree/National Diploma (NQF Level 6) in Education or equivalent
qualification plus at least 5 years of teaching experience in the TVET Sector,
a valid driver’s license and computer literacy. Recommendations: Supervisory/
managerial experience will be an added advantage. Knowledge of PSET and
CET Act, Knowledge of Teaching and Learning, Knowledge of Skills
Development Act, Public Service Regulations and Public Service Act, Labour
Relations Act, Knowledge of the Public TVET sector and its regulatory and
legislative framework, Knowledge and understanding of the Higher Education
sector, Knowledge of Education Act. Skills: Administrative, planning and
organizing skills, financial management skills, report writing skills
communication and interpersonal skills, problem solving skills. Computer
literacy, analytical, client oriented, project management skills, team leadership
and people management.
**DUTIES**

- Manage a proactive national curriculum framework in line with the college strategy. Provision of in-house lecturer development and support. Implement and maintain programme quality systems and processes (incl. assessment: ICASS & ISAT, moderation and performance records). Identify remedial academic interventions and ensure implementation (in collaboration with AD: Student support services and campus management). Provide curriculum support services in terms of lecturers, assessment, Instruments, e-Learning technologies and learner materials. Formulate curriculum policies and procedures and contribute to the curriculum strategy of the college. Participate in Regional and National TVET and other curriculum initiatives. Establish and maintain sound relationships with quality assurances bodies to ensure quality programme delivery and compliance. Ensure coordinated curriculum delivery at the college delivery sites. Identify simulation needs and other resources for each programme to ensure quality programme delivery. Establish appropriate structures to support effective teaching and learning.

**ENQUIRIES**

- Mr MN Ntshangase Tel No: (034) 326-4888

**APPLICATIONS**

- Must be forwarded to: The Principal – Majuba TVET College, Private Bag X6602, Newcastle, 2940 or hand deliver to the ‘CV’ Box at Majuba TVET College Central Office (83 Allen Street, Newcastle), between 07h35 to 15h15 (please quote the post reference number on the outside of the envelope).

**NOTE**

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

**CLOSING DATE**

- 10 September 2019 at 12:00

**POST 30/51**

- **ASSISTANT DIRECTOR – STUDENT SUPPORT SERVICES**
  - REF NO: ADSSS/02/2019
  - Campus: Central Office
  - **SALARY**: R470 040 per annum (Level 10) plus benefits as applicable in the Public Service
  - **CENTRE**: Central office (Majuba TVET College)
  - **REQUIREMENTS**: Matric Certificate together with an appropriate Bachelor’s Degree/National Diploma (NQF Level 6) or qualification specifically in Education / Social/Behavioural Sciences; Qualification in Psychology or Social work will be an added advantage; 5 years of relevant working experience, computer literacy (MS Office: Excel, Word and PowerPoint) and a valid driver’s licence. Recommendations: Supervisory/managerial experience will be an added advantage. Knowledge of PSET and CET Act, Knowledge of Teaching and Learning, Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act, Knowledge of the National Student Financial Aid Scheme and related legislation, Knowledge of the Public TVET Sector and its regulatory and legislative framework, Knowledge and understanding of the Higher Education sector, Knowledge of Education Act, Administrative, Planning and organizing, Financial management, Report writing, Communication and interpersonal, Problem solving, Computer
literacy, Analytical, Client orientated, Project management, Team leadership, People management.

**DUTIES**

Oversee administration of the student support services unit. Develop the Annual Student Support Services (SSS) Operational plan, assigning relevant tasks to the staff and ensuring progress against the approved annual targets. Develop and review relevant SSS policies, processes, procedures, and job profiles. Ensure that learner’s information are captured on Information Technology System (ITS). Provide student with career guidance, counselling and academic support. Develop and monitor implementation of relevant career guidance plans for prospective students and enrolled students towards academic achievement. Liaise with the Work Integrated Unit Manager and relevant stakeholders in ensuring a well-developed system in providing the adequate workplace student experience. Monitor, control and direct career guidance at the central office and campus level. Ensure implementation of counselling, guidance policy, procedure and best practice. Coordinate and monitor the provision of counselling services across the college. Design life skills programme as a proactive measure for counselling. Manage counselling services conducted by SSS to ensure that services are conducted at the required standard and comply with code of ethics. Ensure that individual counselling services take place including intervention programmes on psychosocial issues that affect students. Ensuring that counselling database system is designed and frequently updated for referral purposes. Track the behaviour and academic performance of students participating in internal and external counselling programmes. Oversee and maintain the sport, recreation, arts and culture activities for students. Ensure that there is Sport, Arts and Culture annual activity plan and budget. Facilitate student governance and student leadership development. Coordinate and monitor annual SRC election processes. Coordinate training and mentoring on SRC roles, duties, protocols and practices. Facilitate regular reviews and update student Code of Conduct guidelines and SRC constitution. Monitor the implementation of the student orientation and induction programmes. Support the College Student Financial Aid Officer with advocacy on the NSFAS Bursary Management System. Management of all Human, Financial and other resources of the unit performing of any other duties as delegated by the supervisor.

**ENQUIRIES**

Mr MN Ntshangase Tel No: 0343264888

**APPLICATIONS**

Must be forwarded to: The Principal – Majuba TVET College, Private Bag X6602, Newcastle, 2940 or hand deliver to the ‘CV’ Box at Majuba TVET College Central Office (83 Allen Street, Newcastle), between 07h35 to 15h15 (please quote the post reference number on the outside of the envelope).

**NOTE**

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

**CLOSING DATE**

10 September 2019 at 12:00
POST 30/52

ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION REF NO: MTVET 26/2019
(Permanent Post)
Mnambithi TVET College

SALARY
: R470 040 per annum (Level 10) (plus benefits) PERSAL appointment
CENTRE
: Central Office
REQUIREMENTS
DUTIES
: Implement the HR Plan. Facilitate Labour Relations Function. Develop policies, guideline, and standard operating procedures. Ensure that HR Policies/Collective agreements are implemented. Provide advice and guidance to relevant stakeholders. Supervise the staff within the Departments and resolve conflict. Ensure that the College’s Staff Establishment is maintained and updated. Provision of reports and statistics including information management. Manage implementation and monitoring of service benefits such as allowances, pensions, resettlement and medical assistance. Manage leave and the service termination process. Manage staff payroll for VIP and PERSAL paid staff. Maintain workflow by assign work to staff. Oversee the Human resources development, employment equity, staff performance management, and employee assistance and wellness functions. Render demand and acquisition clerical support: Control turnaround time of requisition and orders. Monitor.
ENQUIRIES
: HR Section Tel No: (036)6310360
APPLICATIONS
: Mnambithi TVET College, Private Bag X9903, Ladysmith, 3370. Applications can be hand delivered to Central Office number, 77 Murchison Street, Ladysmith. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET.
FOR ATTENTION
: HR Unit
NOTE
: To apply, please forward certified copies of qualifications, ID copy, driver’s licence (added advantage), your CV and fully completed Z83 forms (obtainable from all Government Departments), clearly indicating the post being applied for, quoting the relevant reference number on the Z83 and on the envelope and address it for the Correspondence will be limited to shortlisted candidates. Should the candidates not be notified of the outcome of their application within 3 month after the closing date, they should regard their application as unsuccessful. The College reserves the right not to fill post. Mnambithi MTVET College is an equal opportunity affirmative action employer. Disabled applicants are encouraged to apply for the positions.
CLOSING DATE
: 06 September 2019

POST 30/53

SENIOR ICT TECHNICIAN REF NO: MTVET 25/2019
(Permanent Post)
Mnambithi TVET College

SALARY
: R316 791 per annum (Level 08) plus benefits applicable in the Public Service.
CENTRE
: Central Office
REQUIREMENTS
: Diploma in ICT/IT or relevant qualification, Microsoft certified system engineer (MCSE) status. Cisco Certified Network Associate (CCNA) and Cisco Certified Network Professional (CCNP). International Comptia A+ Certificate. Driver License. Must have at least two (2) years of relevant experience or working in similar position.
DUTIES: Service and network administration. General user support in both admin and computer labs across campuses. Creating and managing user accounts. Creating and managing user Email accounts Microsoft Exchange server. Managing Antivirus servers and Antivirus Endpoints. Maintaining patch management across the network. Daily server, Desktop and Thin clients check-up. Planning of upgrades to both hardware and software. Manage all system back-up. LAN/WAN support. [Different sites]. Document network problems and resolution for future reference. Build and assemble servers and SAN [IBM server and IBM SAN]. Set up VIP payroll server. Create Virtual Machines in the Cluster/Hyper V. Set up and configure WSUS. Installing and configuring of managed switches VLANs. Ensuring that all planned and assigned duties are executed timely and accordingly. Assigning relevant technicians to appropriate duties and site visits. Attend ICT meetings and seminars to keep to date with latest ICT developments.

ENQUIRIES: HR Section Tel No: (036)6310360
APPLICATIONS: Mnambithi TVET College, Private Bag X9903, Ladysmith, 3370. Applications can be hand delivered to Central Office number, 77 Murchison Street, Ladysmith. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET.

FOR ATTENTION: HR Unit
NOTE: To apply, please forward certified copies of qualifications, ID copy, driver’s licence (added advantage), your CV and fully completed Z83 forms (obtainable from all Government Departments), clearly indicating the post being applied for, quoting the relevant reference number on the Z83 and on the envelope and address it for the Correspondence will be limited to shortlisted candidates. Should the candidates not be notified of the outcome of their application within 3 month after the closing date, they should regard their application as unsuccessful. The College reserves the right not to fill post. Mnambithi MTVET College is an equal opportunity affirmative action employer. Disabled applicants are encouraged to apply for the positions.

CLOSING DATE: 06 September 2019

POST 30/54: SENIOR ADMINISTRATIVE OFFICER (ADMINISTRATIVE HEAD) REF NO: MAJSAOITB292019
Majuba TVET College

SALARY: R316 791 per annum (Level 08)
CENTRE: IT and Business campus
REQUIREMENTS: A recognized three year diploma or degree in a finance/ administration field or equivalent qualification and at least 3 years’ relevant experience of which 1 year should be at a supervisory level. A valid driver's license, computer literacy and sound financial skills are required.

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

ENQUIRIES: Mr MN Ntshangase Tel No: (034) 326-4888
APPLICATIONS: Must be forwarded to: The Principal – Majuba TVET College, Private Bag X6602, Newcastle, 2940 or hand deliver to the ‘CV’ Box at Majuba TVET College Central Office (83 Allen Street, Newcastle), between 07h35 to 15h15 (please quote the post reference number on the outside of the envelope).

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

CLOSING DATE: 10 September 2019 at 12:00

POST 30/55: SENIOR ADMINISTRATIVE OFFICER: RISK REF NO: MAJSAO RISK322019

Majuba TVET College

SALARY: R316 791 per annum (Level 08)

CENTRE: Central office

REQUIREMENTS: A recognized, relevant three year diploma or degree with Accounting and Auditing as majors or equivalent qualification, completed Articles (SAICA) and a valid driver’s license. Recommendations: A risk management qualification will be an added advantage. If not currently studying towards a risk management qualification, the successful candidate will be required to complete a risk management qualification within two years of being appointed. Experience in enterprise risk management and/or fraud and corruption prevention will be an added advantage. Registration with IRMSA or any other recognised professional body (risk related) will also be an added advantage. Competencies: Communication, presentation and report writing skills; computer skills (inclusive of MS Office); planning and organisation skills; problem – solving and analytical skills; interpersonal communication; time management. Attributes: Integrity; reliability; accurate; attention to detail; confidentiality; service-oriented; able to work independently; team player; able to work under stress.

DUTIES: Support implementation of the Risk Management Policy and related requirements. Maintain and update the risk register, in compliance with requirements and good practice. Identify risks, through a variety of means and raise such risks appropriately. Analyse risks raised by stakeholders, recommend risk controls, and advise on risk financing. Engage with stakeholders to assess risks and finalise risk action plans, providing appropriate support. Coordinate fraud and corruption prevention campaigns. Manage whistleblowing appropriately. Conduct advocacy and training, as part of efforts to build and maintain a sound risk management culture within the College. Monitor the implementation of risk action plan, and compile requisite risk reports. Serve on the required committees and participate in required meetings, providing appropriate support. Perform administrative and other tasks, as required by the Chief Risk Officer/ AD: Quality. Comply with all policies, and perform all work maintaining good ethics and upholding the values of the College.

ENQUIRIES: Mr MN Ntshangase Tel No: (034) 326 - 4888

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

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

CLOSING DATE : 10 September 2019 at 12:00

POST 30/56 : SENIOR ADMINISTRATIVE OFFICER: HR ADMINISTRATION REF NO: MAJSAOHR332019
Majuba TVET College

SALARY : R316 791 per annum (Level 08)
CENTRE : Central Office
REQUIREMENTS : A recognized, relevant three year diploma or degree in Human Resources Management or an equivalent qualification with at least 3 years of relevant work experience, computer literacy (MS Office) and a valid driver’s license. Recommendations: Experience in working with VIP and/or PERSAL system will be an added advantage. Excellent written and verbal skills. Good interpersonal skills. The ability to document and operationalize sub – policies and procedures. Experience in a human resources environment will be an added advantage. Proficiency in MS Word and Excel.

DUTIES : Human resources maintenance, comprising the determination of conditions of service(including employee benefits), remuneration structures, payroll, record keeping, personnel turn-over, settlement of disputes, advisory services, employer-employee relations, social responsibility and human resources statistics.

ENQUIRIES : Mr MN Ntshangase Tel No: (034) 326 - 4888
APPLICATIONS : Must be forwarded to: The Principal – Majuba TVET College, Private Bag X6802, Newcastle, 2940 or hand deliver to the ‘CV’ Box at Majuba TVET College Central Office (83 Allen Street, Newcastle), between 07h35 to 15h15 (please quote the post reference number on the outside of the envelope).

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

CLOSING DATE : 10 September 2019 at 12:00

POST 30/57 : INFORMATION TECHNOLOGY TECHNICIAN REF NO: MTVET 24/2019
(Minimum Post)
Mnambithi TVET College

SALARY : R257 508 per annum (Level 07) plus benefits applicable in the Public Service.
CENTRE : Central Office
REQUIREMENTS : Grade 12 or Equivalent, IT Diploma or A+; N+, A valid Code 08 driver’s license-unendorsed, 1-2 years’ experience in an IT environment, Proven knowledge
and competence regarding computer hardware and software, The ability to solve computer-related problems, Proven experience in providing all levels of user and application support, Computer proficiency in SMS Office Suites, Good communication Skills (both Verbal and Written), MCSA/MCSE an advantage.

**DUTIES**: LAN Administration, Desktop support and Maintenance-Hardware and Software support, Systems Backups, Server Support, Assist with implementation and expansion of ITC, Carry out regular security, virus and audit control of usage of college’s system, Evaluation and keeping abreast of new developments in ICT, Manage and maintain third party software, Attend regular IT meetings (internal & Provincial), Provide accurate reports to IT Manager.

**ENQUIRIES**: HR Section Tel No: (036)6310360

**APPLICATIONS**: Mnambithi TVET College, Private Bag X9903, Ladysmith, 3370. Applications can be hand delivered to Central Office number, 77 Murchison Street, Ladysmith. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET.

**FOR ATTENTION**: HR Unit

**NOTE**: To apply, please forward certified copies of qualifications, ID copy, driver’s licence (added advantage), your CV and fully completed Z83 forms (obtainable from all Government Departments), clearly indicating the post being applied for, quoting the relevant reference number on the Z83 and on the envelope and address it for the Correspondence will be limited to shortlisted candidates. Should the candidates not be notified of the outcome of their application within 3 month after the closing date, they should regard their application as unsuccessful. The College reserves the right not to fill post. Mnambithi MTVET College is an equal opportunity affirmative action employer. Disabled applicants are encouraged to apply for the positions.

**CLOSING DATE**: 06 September 2019

**POST 30/58**: SCM PRACTITIONER REF NO: MTVET 10/2019

(Permanent Post)

Mnambithi TVET College

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

**CENTRE**: Central Office

**REQUIREMENTS**: A recognized bachelor's degree or equivalent qualification at NQF level 6 in Supply Chain Management; Accounting, Public Management or related fields; A minimum of three (3) years’ experience in Supply Chain Management, Sound knowledge of Supply Chain Management legislations such as PFMA, Treasury Regulations, PPPFA, B-BBEE, Practice notes, Circulars and SCM delegations, Be computer literate in Office packages (Ms Word, Excel, Outlook and PowerPoint), excellent numeric skills, verbal and written communication skills. Be able to meet tight deadlines and be team oriented. A valid driver’s license is essential.

**DUTIES**: Render Contract Management services within the college, Implement and maintain sound SCM practices with regard to demand and acquisition processes, Promote effective SCM by ensuring that procurement policies, guidelines and procedures are adhered to, Ensure consistent and effective application of supply chain management practices, Perform expenditure analysis with respect to goods and services procured, Consolidate the end users procurement plans into the overall procurement plan for the college, Provide bid administration services, Provide secretarial support and adviser to Bid Evaluation Committee, Supervise, train and monitor staff performance within the SCM Unit.

**ENQUIRIES**: HR Section Tel No: (036)6310360

**APPLICATIONS**: Mnambithi TVET College, Private Bag X9903, Ladysmith, 3370. Applications can be hand delivered to Central Office number, 77 Murchison Street, Ladysmith. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET.

**FOR ATTENTION**: HR Unit

**NOTE**: To apply, please forward certified copies of qualifications, ID copy, driver’s licence (added advantage), your CV and fully completed Z83 forms (obtainable from all Government Departments), clearly indicating the post
being applied for, quoting the relevant reference number on the Z83 and on
the envelope and address it for the Correspondence will be limited to
shortlisted candidates. Should the candidates not be notified of the outcome
of their application within 3 month after the closing date, they should regard
their application as unsuccessful. The College reserves the right not to fill post.
Mnambithi MTVET College is an equal opportunity affirmative action
employer. Disabled applicants are encouraged to apply for the positions.

CLOSING DATE : 06 September 2019

POST 30/59 : WORK PLACEMENT OFFICER REF NO: 2019/010
Ingwe TVET College

SALARY : R257 508 per annum (Level 07)
CENTRE : Administration Office: Student Support Services
REQUIREMENTS : Matric, National Diploma/ Degree in Public Management. Proven interpersonal
skills and good verbal and written communication in English. Two years’
Experience on working with SETA’s. Proven office administration skills relating
to client relations and liaison, function organisation, equipment management,
logistical scheduling, telephone etiquette, filing and recordkeeping. Proven
computer literacy in MS Word, MS Excel and MS Power Point. Driver’s license.

DUTIES : Office Administration: Type reports/plans/letters/ presentations and other
related correspondence. Schedule meetings and arrange venues, invitations,
refreshments. Take minutes at meetings, when requested. Answer
interpersonal communication and queries. Organise work placements and to
support students in the work placement process. Organise and attend
placement visits to monitor the progress of students and deal effectively with
any issues concerns that arise. Carry out health and safety assessment of
work placement settings and to be aware of the issues surrounding health and
safety: safeguarding within the workplace environment. Assist with briefing
meetings on a group or individual basis with students and course leaders so
that they understand the workplace process, the level of support suitable and
are fully equipped to undertake a successful work placement. Assist in
development and maintenance of a database of appropriate employer and
commercial/ industrial lines. Help monitor the progress of work placement
throughout the college in liaison with the work placement co-coordinator.

ENQUIRIES : Miss NA Damoyi Tel No: (039) 9402142
APPLICATIONS : Ingwe TVET College, HRM&D Unit, PO Box 92491, Mount Frere, 5090 or
alternatively, applications can be hand-delivered to the Central Office,
Badibanise A/A, Mount Frere 5090

NOTE : Applications must be submitted on form Z83 obtained from schools, colleges
and government departments) and must be completed in full and page 2 duly
signed. Clear indication of the post and reference number that is being applied
for must be indicated on your Z83. A recent, comprehensive Curriculum Vitae.
Certified copies of all original qualifications (Matric Certificate must also be
attached) and academic records, your ID Document and valid driver’s license
(certification must be within the last 3 months). Non-RSA Citizens/Permanent
Resident Permit Holders must attach a copy of their Permanent Residence
Permits to their application. Should you be in possession of a foreign
qualification, it must be accompanied by an evaluation certificate from the
South African Qualifications Authority (SAQA). A separate application must be
submitted for each post that you are applying for. Late (received after closing
date and time), incomplete, emailed and faxed applications will not be
considered. The employer is an equal opportunity affirmative, action employer.
The employment decision shall be informed by the Employment Equity Plan
of the Department. It is the Department’s intention to promote equity (race,
gender and disability) in the Department through the filling of this post(s) with
a candidate whose appointment will promote representatively in line with the
numerical targets as contained in our Employment Equity Plan. The Employer
reserves the right not to make an appointment. Where applicable, candidates
will be subjected to a skills test. Correspondence will be limited to short-listed
candidates. All short-listed candidates will be subjected to a qualifications and
citizen verification; criminal record and financial/asset record checks.
Applicants who have not been invited for an interview within 90 days of the
closing date should consider their application unsuccessful.

CLOSING DATE : 06 September 2019 at 14:00
POST 30/60:  PUBLIC RELATIONS & COMMUNICATIONS OFFICER  REF NO: WCTVETC 43/19
(Permanent)
West Coast College TVET

SALARY: R257 508 per annum (Level 07) plus benefits as applicable in the Public Service

CENTRE: Central Office (Malmesbury)

REQUIREMENTS: An appropriate M +3 National Diploma/Bachelor’s Degree in Public Relations/ Journalism/ Communication Science/ Marketing; A minimum of 3 years working experience in field of communication; a valid driver’s licence. Applicant must possess the following skills: report writing; verbal and written communication; client orientation and customer focus; networking and relationship building; ethical behaviour; honesty and integrity; ability to work effectively under pressure; ability to maintain high level of confidentiality of information and respect copyrights/aversion to plagiarism. Must be prepared to work, if the need arise, at any of the college campuses; Must be prepared to take and implement instructions delegated by supervisors/managers. Must be willing to travel.

DUTIES: Arrange and provide support to outreach internal programmes of the College; Write articles for the internal newsletter and website; Market the College services and maintain positive relations of the College with its stakeholders including the media; Manage all the marketing and promotional material of the College; Package and disseminate information for the exhibition and road shows; Promote a positive image of the College; develop effective information, education and communication material; Support communication activities and events of internal and external project partners; Ensure the dissemination of electronic and hard copy materials to relevant stakeholders; Ensure document management support and storage of communication materials and equipment.

ENQUIRIES: Ms A. Arosi / Ms A Fortuin Tel No: (022) 482 11 43

APPLICATIONS: Direct your applications quoting the relevant reference number to: The HR Officer, West Coast College TVET, P.O. Box 935, Malmesbury, 7300 or hand delivers at 2 Loedolf Street, Malmesbury, Central Office, 7300

NOTE: Applications must be submitted on Z83 form (Fully completed) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents and must be accompanied by a recently updated comprehensive CV (with three contactable references and certified copies of all qualifications, Identity (ID) document not older than three months, including drivers licence (where it is required). Preference will be given to applicants with a South African ID document. It is the applicant’s responsibility to have any foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to submit the Evaluation Certificate from SAQA with the application. Failure to sign Z83 and submit the requested documents will result in your application not being considered. Candidates whose appointments will promote representatively in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Successful candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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. The successful candidate will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. Applications received after the closing date or faxed and emailed applications will not be considered.

CLOSING DATE: 06 September 2019, 14h00
POST 30/61

IT TECHNICIAN REF NO: WCTVETC 44/19
(Permanent)
West Coast College TVET

SALARY
R257 508 per annum (Level 07) plus benefits as applicable in the Public Service

CENTRE
Vredendal Campus

REQUIREMENTS
Standard 10/ Grade 12, An appropriate three year diploma OR an equivalent three year qualifications, or recognized equivalent (National or International), A+ or recognized equivalent National or International), N+ or recognized equivalent (National or International), MCDST or recognized equivalent (National or International), MCSA or recognized equivalent (National or International), MCSE or recognized equivalent National or International), A minimum of three years in information security, information technology or relevant field. Working knowledge of and experience in the policy and regulatory environment of information security, especially in the TVET or Higher Education Sector.

DUTIES
Installing and configuring computer hardware operating systems and applications. Monitoring and maintaining computer systems and network. Taking staff or clients through a series actions, either face to face or over the telephone to help set up systems or resolve issues. Troubleshooting system and network problems and diagnosing and solving hardware or software faults. Replacing parts as required. Providing support, including procedural documentation and relevant reports. Following diagrams and written instructions to repair a fault or set up to a system. Supporting the roll-out of new applications. Setting up new user’s accounts and profiles and agreed time limits to call-outs. Working continuously on a task until completion (or referral to third parties, if appropriate). Prioritizing and managing many open cases at one time. Rapidly establishing a good working relationship with customers and other professionals, e.g. software developers. Testing and evaluating new technology. Conducting electrical safety checks on computer equipment.

ENQUIRES
Ms A. Arosi / Ms A Fortuin Tel No: (022) 482 11 43

APPLICATIONS
Direct your applications quoting the relevant reference number to: The HR Officer, West Coast College TVET, P.O. Box 935, Malmesbury, 7300 or hand delivers at 2 Loedolf Street, Malmesbury, Central Office, 7300

NOTE
Applications must be submitted on Z83 form (Fully completed) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents and must be accompanied by a recently updated comprehensive CV (with three contactable references and certified copies of all qualifications, Identity (ID) document not older than three months, including drivers licence (where it is required). Preference will be given to applicants with a South African ID document. It is the applicant’s responsibility to have any foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to submit the Evaluation Certificate from SAQA with the application. Failure to sign Z83 and submit the requested documents will result in your application not being considered. Candidates whose appointments will promote representatively in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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. The successful candidate will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. Applications received after the closing date or faxed and emailed applications will not be considered.

CLOSING DATE
06 September 2019, 14h00
PROCUREMENT CLERK REF NO. WCTVETC 49/19
(Permanent)
West Coast College TVET

SALARY: R173 703 per annum (Level 05) plus benefits as applicable in the Public Service

CENTRE: Central Office (Malmesbury)

REQUIREMENTS: Grade 12 with accounting as a subject or NCV level 4 / N6 Certificate, plus a 3 year diploma in relevant Field; Valid code 8 driver’s license; 3 Years procurement experience; 2/3 years administration experience; Experience in computerized procurement systems; Experience in dealing with high volumes of work and fast moving commodities.

DUTIES: Review requests received for service/goods on the College’s system; Contact suppliers for quotations as per guidelines set out in the College SCM policy; Add quotations to electronic request on the College’s system; Present completed request and relevant paperwork to the Procurement Officer and or Finance Manager for approval; Process request to an "Order Status" and place order with supplier; Follow up on delivery of these items with supplier and with staff; Match orders with invoices from suppliers; Identify and resolve any discrepancies and forward to creditors department for payment; Compile bi-monthly progress report and assist with resolving of commitment report.

ENQUIRES: Ms A. Arosi / Ms A Fortuin Tel No: (022) 482 11 43

APPLICATIONS: Direct your applications quoting the relevant reference number to: The HR Officer, West Coast College TVET, P.O. Box 935, Malmesbury, 7300 or hand delivers at 2 Loedolf Street, Malmesbury, Central Office, 7300

NOTE: Applications must be submitted on Z83 form (Fully completed) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents and must be accompanied by a recently updated comprehensive CV (with three contactable references and certified copies of all qualifications, Identity (ID) document not older than three months, including drivers licence (where it is required). Preference will be given to applicants with a South African ID document. It is the applicant’s responsibility to have any foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to submit the Evaluation Certificate from SAQA with the application. Failure to sign Z83 and submit the requested documents will result in your application not being considered. Candidates whose appointments will promote representatively in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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. The successful candidate will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. Applications received after the closing date or faxed and emailed applications will not be considered.

CLOSING DATE: 06 September 2019 at 14h00
literacy in MSWord, MS Excel and MS Power Point. Advantageous: Driver's license, personal certificate.

**DUTIES**: Leave Administration, service benefits allowances; transfers, overtime payments correspond, Ensure proper record keeping of leave, appointments, transfers, terminations of service records. Attend to queries presented to HR carry out lawful instructions and daily tasks allocated by supervisor.

**ENQUIRIES**: Miss NA Damoyi Tel No: (039) 9402142

**APPLICATIONS**: Ingwe TVET College, HRM&D Unit, PO Box 92491, Mount Frere, 5090 or alternatively, applications can be hand-delivered to the Central Office, Badibanise A/A, Mount Frere 5090

**NOTE**: Applications must be submitted on form Z83 obtained from schools, colleges and government departments) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83. A recent, comprehensive Curriculum Vitae. Certified copies of all original qualifications (Matric Certificate must also be attached) and academic records, your ID Document and valid driver's license (certification must be within the last 3 months). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each position that you are applying for. Late (received after closing date and time), incomplete, emailed and faxed applications will not be considered. The employer is an equal opportunity affirmative, action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 90 days of the closing date should consider their application unsuccessful.

**CLOSING DATE**: 06 September 2019 at 14:00

**POST 30/64**: EXAMINATION CLERK REF NO: 2019/012
Ingwe TVET College

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

**CENTRE**: Ingwe TVET College: Ngqungqushe Campus

**REQUIREMENTS**: Matric/grade 12; NCV Level 4 Office Administration/Senior Certificate or equivalent qualification. N6 certificate or National Diploma in. Proven interpersonal skills and good verbal and written communication in English. Proven office administration skills relating to client relations and liaison, function organisation, equipment management, logistical scheduling, telephone etiquette, minute taking, filing and recordkeeping. Proven computer literacy in MSWord, MS Excel and MS Power Point.

**DUTIES**: Capturing of supplementary L2 and L3 examination marks, verification of captured supplementary marks, completing of supplementary mark sheets, verification of markers reports and moderators reports and submitting to admin centre. Calculating and computing trimester 1 class marks, issuing of term mark sheets to lecturers for completing and submitting back, verification of captured marks by lecturers. Issuing of exam permits to students, preparing of examination centre for trimester 1 examinations for the centre to be conducive enough, preparing diploma applications and creating list of applicants to be sent to DHET. Issuing of exam permits, preparing exam venues for them to conductive enough. Issuing of subject statements to students, issuing of certificates.

**ENQUIRIES**: Miss NA Damoyi Tel No: (039) 9402142

**APPLICATIONS**: Ingwe TVET College, HRM&D Unit, PO Box 92491, Mount Frere, 5090 or alternatively, applications can be hand-delivered to the Central Office, Badibanise A/A, Mount Frere 5090

**NOTE**: Applications must be submitted on form Z83 obtained from schools, colleges and government departments) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied
for must be indicated on your Z83. A recent, comprehensive Curriculum Vitae. Certified copies of all original qualifications (Matric Certificate must also be attached) and academic records, your ID Document and valid driver's license (certification must be within the last 3 months). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete, emailed and faxed applications will not be considered. The employer is an equal opportunity affirmative, action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filing of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 90 days of the closing date should consider their application unsuccessful.

CLOSING DATE : 06 September 2019 at 14:00

POST 30/65 : FACILITIES AND ASSETS ADMINISTRATOR REF NO: MTVET 09/2019
(Two Year Contract)
Mnambithi TVET College

SALARY : R173 073 per annum (Level 05)
CENTRE : Central Office
REQUIREMENTS : A grade 12/ NCV L4 or equivalent qualifications, Office Administration or equivalent, Drivers Licence, Computer Literacy.
DUTIES : Provide oversight of General Admin staff, Assist in managing facilities finances, purchasing order, and driving budget and performance goals, Oversees administration for the facility’s daily business operations, planning schedules and delegating activities, Ensure and/or conduct personnel training on standard operating procedures and quality assurance, Monitor facility safety, cleanliness, and maintenance, including inventory management and/or equipment repair, Assist in close cooperation with Finance, the acquisition and disposal of equipment, software and licenses to comply with internal policies and procedures, Support Finance and the Asset Administrator for performing the periodic physical inspection and verification of fixed assets, conditional assessment, reviewing the results, conducting necessary follow up and updating Fixed Asset Registers, Assist and support in impairment review assessment, Assist in the maintenance of the fixed assets master data in the applicable database in Excel.

ENQUIRIES : HR Section Tel No: (036)6310360
APPLICATIONS : Mnambithi TVET College, Private Bag X9903, Ladysmith, 3370.Applications can be hand delivered to Central Office number, 77 Murchison Street, Ladysmith. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET.

FOR ATTENTION : HR Unit
NOTE : To apply, please forward certified copies of qualifications, ID copy, driver’s licence (added advantage), your CV and fully completed Z83 forms (obtainable from all Government Departments), clearly indicating the post being applied for, quoting the relevant reference number on the Z83 and on the envelope and address it for the Correspondence will be limited to shortlisted candidates. Should the candidates not be notified of the outcome of their application within 3 month after the closing date, they should regard their application as unsuccessful. The College reserves the right not to fill post. Mnambithi MTVET College is an equal opportunity affirmative action employer. Disabled applicants are encouraged to apply for the positions.

CLOSING DATE : 06 September 2019
POST 30/66  : FINANCE ADMINISTRATION CLERK (BANK RECONCILIATION) REF NO: MTVET 15/2019
(Permanent Post)
Mnambithi TVET College

SALARY : R173 703 per annum (Level 05) plus benefits applicable in the Public Service.
CENTRE : Central Office
REQUIREMENTS : Grade 12/Senior Certificate/NCV) Level 4 or equivalent qualifications with
Accounting as a passed subject. A post Matric Qualification in the relevant
field will be an added advantage. At least one (1) year work experience
(Internship experience also considered) in the finance work environment,
Knowledge of COLTECH will be an added advantage. Understanding of PFMA
and Treasury; Computer skills, Good telephone etiquette, Good people skills,
Ability to act with tact and discretion, Self-management and motivation.; and
Ability to work independently; under pressure and with problem solving skills.

DUTIES : Render Financial Accounting transactions which include receiving invoices,
checking invoices for correctness, verification and approval (internal control),
progressing invoices (e.g. capture payments) on COLTECH, Capturing
receipts and payments on COLTECH, filling of all documents, Preparing and
capturing petty cash transactions on COLTECH, Reconciliation of general
ledger accounts , checking the bank statement on a daily basis, Performing
salary administration support services by receiving advances. Processing
advices (e.g. check advices for all correctness), Capturing salaries , bonuses,
salary adjustments and capturing all deductions act, and filling all documents;
and Rendering a budget support services.

ENQUIRIES : HR Section Tel No: (036) 6310360
APPLICATIONS : Mnambithi TVET College, Private Bag X9903, Ladysmith, 3370.Applications
can be hand delivered to Central Office number, 77 Murchison Street,
Ladysmith. It is the responsibility of the applicant to ensure that his/her foreign
qualifications have been verified by South African Qualifications Authority and
DHET.

FOR ATTENTION : HR Unit
NOTE : To apply, please forward certified copies of qualifications, ID copy, driver's
licence (added advantage), your CV and fully completed Z83 forms
(obtainable from all Government Departments), clearly indicating the post
being applied for, quoting the relevant reference number on the Z83 and on
the envelope and address it for the Correspondence will be limited to
shortlisted candidates. Should the candidates not be notified of the outcome
of their application within 3 month after the closing date, they should regard
their application as unsuccessful.  The College reserves the right not to fill
post. Mnambithi MTVET College is an equal opportunity affirmative action
employer. Disabled applicants are encouraged to apply for the positions.

CLOSING DATE : 06 September 2019

POST 30/67  : FINANCE ADMINISTRATION CLERK: PAYROLL REF NO: MTVET 27/2019
(Permanent Post)
Mnambithi TVET College

SALARY : R173 703 per annum (Level 05) plus benefits applicable in the Public Service
CENTRE : Central Office
REQUIREMENTS : Grade 12/Senior Certificate/NCV) Level 4 or equivalent qualifications with
Accounting as a passed subject. A post Matric Qualification in the relevant
field will be an added advantage. At least one (1) year work experience
(Internship experience also considered) in the finance work environment,
Knowledge of COLTECH will be an added advantage. Understanding of PFMA
and Treasury Regulations. Computer skills, good telephone etiquette, good
people skills, ability to act with tact and discretion and problem solving skills,
Ability to work independently and under pressure and with problem solving skills. Key Responsibilities: Process monthly payroll on VIP System. Ensure
that salary verifications are sent to various campuses before payroll
processing date. Capture and terminate staff on VIP Payroll system. Monthly
update of Medical Aid, Provident Fund, housing allowance and union
contributions for staff. Ensure submission of provisional and annual tax
reconciliations and prepare payments of all third parties. Capture and
reconcile salary accounts on monthly basis. Ensure that payroll reconciliation
is balancing monthly. Arrange travelling bookings for staff. Prepare and
capture monthly salary journals to respective general ledger accounts on
Coltech. Prepare corrective journals for capturing on Coltech. Handling finance related queries following finance policies and procedures. Perform any other finance related duties as and when necessary.

ENQUIRIES
HR Section Tel No: (036)6310360

APPLICATIONS
Mnambithi TVET College, Private Bag X9903, Ladysmith, 3370. Applications can be hand delivered to Central Office number, 77 Murchison Street, Ladysmith. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET.

FOR ATTENTION
HR Unit

NOTE
To apply, please forward certified copies of qualifications, ID copy, driver’s licence (added advantage), your CV and fully completed Z83 forms (obtainable from all Government Departments), clearly indicating the post being applied for, quoting the relevant reference number on the Z83 and on the envelope and address it for the Correspondence will be limited to shortlisted candidates. Should the candidates not be notified of the outcome of their application within 3 month after the closing date, they should regard their application as unsuccessful. The College reserves the right not to fill post. Mnambithi MTVET College is an equal opportunity affirmative action employer. Disabled applicants are encouraged to apply for the positions.

CLOSING DATE
06 September 2019

POST 30/68
RESIDENCE ASSISTANT SUPERVISOR REF NO. WCTVETC 50/19
(West Coast College TVET)

(Salary)
R145 281 per annum (Level 04) plus benefits as applicable in the Public Service

CENTRE
Citrusdal Campus

REQUIREMENTS
Grade 12 or NCV 2 Certificate or relevant supervisory qualifications; Supervisory experience; Drivers licence; Sober habits; Minimum of one year experience in a similar cleaning environment advantageous; Ability to work with students, lecturer’s and public competencies: Excellent interpersonal and communication skills; Ability to work effectively under pressure and without immediate supervision; Willingness to work after hours when required; Ability to work co-operatively with the public, students and staff; Must be prepared to take and implement instructions delegated by supervisors/managers.

DUTIES
Prepared to work shifts; Assist with room division and allocation; Assist with housekeeping and cleaning; Assist with food services including food purchasing, record keeping, planning, cooking and serving; Assist with safekeeping of college property and provide general maintenance in and around the residence.

ENQUIRIES
Ms A. Arosi / Ms A Fortuin Tel No: (022) 482 11 43

APPLICATIONS
Direct your applications quoting the relevant reference number to: The HR Officer, West Coast College TVET College, P.O. Box 935, Malmesbury, 7300 or hand delivers at 2 Loedolf Street, Malmesbury, Central Office, 7300

NOTE
Applications must be submitted on Z83 form (Fully completed) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents and must be accompanied by a recently updated comprehensive CV (with three contactable references and certified copies of all qualifications, Identity (ID) document not older than three months, including drivers licence (where it is required). Preference will be given to applicants with a South African ID document. It is the applicant’s responsibility to have any foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to submit the Evaluation Certificate from SAQA with the application. Failure to sign Z83 and submit the requested documents will result in your application not being considered. Candidates whose appointments will promote representatively in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes.
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. The successful candidate will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. Applications received after the closing date or faxed and emailed applications will not be considered.

CLOSING DATE : 06 September 2019 at 14h00

POST 30/69 : HANDYMAN (X3 POSTS)
(Permanent Post)

SALARY : R122 595 per annum (Level 03) plus benefits applicable in the Public Service.

CENTRE : Estcourt Campus Ref No: MTVET 16/2019
Ladysmith Campus Ref No: MTVET 17/2019
Ezakheni Campus Ref No: MTVET 18/2019

REQUIREMENTS : Completed Grade 8 or ABET Certificate; Previous work experience as an assistant plumber; electrician and/or carpenter is essential, Knowledge of basic health and safety; Willingness to assist the College to other Campuses when required; Conduct regular building inspections; Attend to minor electrical, plumbing and carpentry problems; Repair broken furniture and equipment; Repairs, Safekeeping of maintenance tools and supplies; Report broken machines and equipment; and Assist with other duties as and when required.

DUTIES : Conduct regular inspections; Attend to minor electrical, plumbing and carpentry problems, Repair broken furniture and equipment; Report defects, Safekeeping of maintenance tools and supplies, Repairs broken machines and equipment and Assist with other duties as and when required.

ENQUIRIES : HR Section Tel No: (036)6310360

APPLICATIONS : Mnambithi TVET College, Private Bag X9903, Ladysmith, 3370. Applications can be hand delivered to Central Office number, 77 Murchison Street, Ladysmith. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET.

FOR ATTENTION : HR Unit

NOTE : To apply, please forward certified copies of qualifications, ID copy, driver’s licence (added advantage), your CV and fully completed Z83 forms (obtainable from all Government Departments), clearly indicating the post being applied for, quoting the relevant reference number on the Z83 and on the envelope and address it for the Correspondence will be limited to shortlisted candidates. Should the candidates not be notified of the outcome of their application within 3 month after the closing date, they should regard their application as unsuccessful. The College reserves the right not to fill post. Mnambithi MTVET College is an equal opportunity affirmative action employer. Disabled applicants are encouraged to apply for the positions.

CLOSING DATE : 06 September 2019

POST 30/70 : CLEANER: CORPORATE SERVICES REF NO: 2019/013 (X2 POSTS)
One year fixed Contract
Ingwe TVET College

SALARY : R102 – R120 780 (Level 02)

CENTRE : Ingwe TVET College, Mount Frere Campus (Satellites)

REQUIREMENTS : ABET qualification or STD 6 as minimum requirement. Knowledge of cleaning procedures, maintenance procedures, and safety requirements attached to the duties of the posts. Ability to communicate in Xhosa and manage time effectively. Be flexible to changing demands of the post. Basic literacy and numeracy skills to read operating instructions and notices.

DUTIES : Ensure the cleaning of allocated premises. Ensure that a high level of cleanliness throughout the campus. Ensure cleaning of classrooms, offices and surroundings as allocated. Provide messenger duties including going to the post office. Assist visitors by showing them the direction as form of courtesy. Render maintenance work when needed.

ENQUIRIES : Miss NA Damoyi Tel No: (039) 940 2142

APPLICATIONS : Ingwe TVET College, HRM&D Unit, PO Box 92491, Mount Frere, 5090 or alternatively, applications can be hand-delivered to the Central Office, Badibanise A/A, Mount Frere 5090
NOTE: Applications must be submitted on form Z83 obtained from schools, colleges and government departments) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83. A recent, comprehensive Curriculum Vitae. Certified copies of all original qualifications (Matric Certificate must also be attached) and academic records, your ID Document and valid driver’s license (certification must be within the last 3 months). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete, emailed and faxed applications will not be considered. The employer is an equal opportunity affirmative, action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department’s intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 90 days of the closing date should consider their application unsuccessful.

CLOSING DATE: 06 September 2019 at 14:00

POST 30/71: CLEANER: CORPORATE SERVICES REF NO: 2019/014 (X1 POST)

Salaries: R102 534 – R120 780 (Level 02)

Centre: Ingwe TVET College, Maluti Campus

Requirements: ABET qualification or STD 6 as minimum requirement. Knowledge of cleaning procedures, maintenance procedures, and safety requirements attached to the duties of the posts. Ability to communicate in Xhosa and manage time effectively. Be flexible to changing demands of the post. Basic literacy and numeracy skills to read operating instructions and notices.

Duties: Ensure the cleaning of allocated premises. Ensure that a high level of cleanliness throughout the campus. Ensure cleaning of classrooms, offices and surroundings as allocated. Provide messenger duties including going to the post office. Assist visitors by showing them the direction as form of courtesy. Render maintenance work when needed.

Enquiries: Miss NA Damoyi Tel No: (039) 940 2142

Applications: Ingwe TVET College, HRM&D Unit, PO Box 92491, Mount Frere, 5090 or alternatively, applications can be hand-delivered to the Central Office, Badibanise A/A, Mount Frere 5090

Note: Applications must be submitted on form Z83 obtained from schools, colleges and government departments) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83. A recent, comprehensive Curriculum Vitae. Certified copies of all original qualifications (Matric Certificate must also be attached) and academic records, your ID Document and valid driver’s license (certification must be within the last 3 months). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete, emailed and faxed applications will not be considered. The employer is an equal opportunity affirmative, action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department’s intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed...
candidates. All short-listed candidates will be subjected to qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 90 days of the closing date should consider their application unsuccessful.

CLOSING DATE : 06 September 2019 at 14:00

POST 30/72 : GROUNDSMAN: CORPORATE SERVICES REF NO: 2019/015
Ingwe TVET College

SALARY : R102 534 – R120 780 (Level 02)
CENTRE : Ingwe TVET College, Maluti Campus
REQUIREMENTS : ABET qualification or STD 6 as minimum requirement. Knowledge of cleaning procedures, maintenance procedures, and safety requirements attached to the duties of the posts. Ability to operate electrical equipment e.g. Lawnmowers. Basic literacy and numeracy skills to read operating instructions and notices.
DUTIES : Ensure the cleaning of classrooms and surroundings, carry out numerous gardening duties and requiring a minimum amount of supervision, soil cultivation, digging, forking, mulching, watering, raking, weeding, edging, pruning, bed preparation and planting. Empty litter bins and dumping. Ensure all equipment, machinery and buildings are secure, keep tool shed/mess room clean and tidy.
ENQUIRIES : Miss NA Damoyi Tel No: (039) 940 2142
APPLICATIONS : Ingwe TVET College, HRM&D Unit, PO Box 92491, Mount Frere, 5090 or alternatively, applications can be hand-delivered to the Central Office, Badibanise A/A, Mount Frere 5090
NOTE : Applications must be submitted on form Z83 obtained from schools, colleges and government departments) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83. A recent, comprehensive Curriculum Vitae. Certified copies of all original qualifications (Matric Certificate must also be attached) and academic records, your ID Document and valid driver’s license (certification must be within the last 3 months). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete, emailed and faxed applications will not be considered. The employer is an equal opportunity affirmative, action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department’s intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 90 days of the closing date should consider their application unsuccessful.

CLOSING DATE : 06 September 2019 at 14:00

POST 30/73 : GROUNDSMAN: CORPORATE SERVICES REF NO: 2019/016
Ingwe TVET College

SALARY : R102 534 – R120 780 (Level 02)
CENTRE : Ingwe TVET College, Administration Centre
REQUIREMENTS : ABET qualification or STD 6 as minimum requirement. Knowledge of cleaning procedures, maintenance procedures, and safety requirements attached to the duties of the posts. Ability to operate electrical equipment e.g. Lawnmowers. Basic literacy and numeracy skills to read operating instructions and notices.
DUTIES : Ensure the cleaning of classrooms and surroundings, carry out numerous gardening duties and requiring a minimum amount of supervision, soil cultivation, digging, forking, mulching, watering, raking, weeding, edging, pruning, bed preparation and planting. Empty litter bins and dumping. Ensure
all equipment, machinery and buildings are secure, keep tool shed/mess room clean and tidy.

ENQUIRIES : Miss NA Damoyi Tel No: (039) 940 2142
APPLICATIONS : Ingwe TVET College, HRM&D Unit, PO Box 92491, Mount Frere, 5090 or alternatively, applications can be hand-delivered to the Central Office, Badibanise A/A, Mount Frere 5090
NOTE : Applications must be submitted on form Z83 obtained from schools, colleges and government departments) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83. A recent, comprehensive Curriculum Vitae. Certified copies of all original qualifications (Matric Certificate must also be attached) and academic records, your ID Document and valid driver’s license (certification must be within the last 3 months). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete, emailed and faxed applications will not be considered. The employer is an equal opportunity affirmative, action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department’s intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to shortlisted candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 90 days of the closing date should consider their application unsuccessful.

CLOSING DATE : 06 September 2019 at 14:00

POST 30/74 : GENERAL WORKER (X4 POSTS)
(Permanent Post)

SALARY : R102 534 per annum (Level 02) plus benefits applicable in the Public Service.
CENTRE : Ladysmith Campus Ref No: MTVET 12/2019 (X2 Posts)
Ezakheni A Campus Ref No: MTVET 13/2019 (X2 Posts)
REQUIREMENTS : Grade 8 or ABET Certificate, Knowledge of handling chemicals for cleaning, Good networking, communication, writing, presentation and negotiation skills, Willingness to assist the College to other Campuses if it is required.
DUTIES : Cleaning buildings and maintaining grounds, provide proper maintenance of sideways, driveways, parking lots and other grounds features, Cleaning offices corridors and boardrooms, cleaning of restrooms, Report broken cleaning machines and equipment, Request cleaning materials, other general cleaning of offices.

ENQUIRIES : HR Section Tel No: (036)6310360
APPLICATIONS : Mnambithi TVET College, Private Bag X9903, Ladysmith, 3370.Applications can be hand delivered to Central Office number, 77 Murchison Street, Ladysmith. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET.

FOR ATTENTION : HR Unit
NOTE : To apply, please forward certified copies of qualifications, ID copy, driver’s licence (added advantage), your CV and fully completed Z83 forms (obtainable from all Government Departments), clearly indicating the post being applied for, quoting the relevant reference number on the Z83 and on the envelope and address it for the Correspondence will be limited to shortlisted candidates. Should the candidates not be notified of the outcome of their application within 3 month after the closing date, they should regard their application as unsuccessful. The College reserves the right not to fill post. Mnambithi MTVET College is an equal opportunity affirmative action employer. Disabled applicants are encouraged to apply for the positions.

CLOSING DATE : 06 September 2019
POST 30/75 : GROUNDSMAN (X2 POSTS)  
(Permanent Post)

SALARY : R102 534 per annum (Level 02) plus benefits applicable in the Public Service.
CENTRE : Estcourt Campus Ref No: MTVET 19/2019  
Ladysmith Campus Ref No: MTVET 20/2019  
Ezakheni A Campus Ref No: MTVET 21

REQUIREMENTS : Completed Grade 8 or ABET Certificate; Previous work experience as an assistant to a plumber, electrician and/or carpenter is essential; Knowledge of basic health and safety requirements; Willingness to assist the College to other Campuses when required.

DUTIES : Maintain premises and surroundings, Clean premises and surroundings; Empty dirt bins, Maintain the garden; Watering the garden; Prune and trim flowers and trees; Mow the grass, Remove weeds and garden refuse, Apply insecticides; cultivate the soil for trees and flowers, Maintain gardening equipment and tools, Defect and report malfunctioning of gardening equipment and tools; Repair minor defects of gardening equipment and tools, Assist with other duties as and when required.

ENQUIRIES : HR Section Tel No: (036)6310360
APPLICATIONS : Mnambithi TVET College, Private Bag X9903, Ladysmith, 3370.Applications can be hand delivered to Central Office number, 77 Murchison Street, Ladysmith. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET.

FOR ATTENTION : HR Unit
NOTE : To apply, please forward certified copies of qualifications, ID copy, driver's licence (added advantage), your CV and fully completed Z83 forms (obtainable from all Government Departments), clearly indicating the post being applied for, quoting the relevant reference number on the Z83 and on the envelope and address it for the Correspondence will be limited to shortlisted candidates. Should the candidates not be notified of the outcome of their application within 3 month after the closing date, they should regard their application as unsuccessful. The College reserves the right not to fill post. Mnambithi MTVET College is an equal opportunity affirmative action employer. Disabled applicants are encouraged to apply for the positions.

CLOSING DATE : 06 September 2019
DEPARTMENT OF JUSTICE & CONSTITUTIONAL DEVELOPMENT
The DOJ&CD is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration.

CLOSING DATE: 09 September 2019

NOTE: 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 30/76**
COURT MANAGER REF NO: 111/19/EC

**SALARY**: R470 040 – R553 677 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**: Magistrate Office, Nqeleni

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

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

**ENQUIRIES**: Mr. P Hattingh Tel No: (043) 702 7000

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

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**POST 30/77**
FAMILY COUNSELLOR SUPERVISOR REF NO: 05/19/NC

Re-advertisement; candidates who previously applied are encouraged to re-apply

**SALARY**: R384 228 – R445 425 per annum. (Salary will be in accordance with OSD determination) The successful candidate will be required to sign a performance agreement.

**CENTRE**: Office of the Family Advocate: Kimberley

**REQUIREMENTS**: Bachelor Degree in Social Work or equivalent qualification which allows for professional registration with the SACSSP; Professional registration with the SACSSP; A minimum of seven years appropriate experience in Social Work.
after registration as a Social Worker with the SACSSP: Social Work supervisory experience will be added advantage; Knowledge and experience in Mediation; Court experience in leading Evidence; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Maintenance Act and Domestic Violence Act; Children’s Act (inclusive Hague Convention on International Child Abduction); A valid drivers’ license. Skills and Competencies: Supervisory skills; Computer literacy (MS Word); Communication (written and verbal) skills; Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail.

**DUTIES**: Key Performance Areas: Supervise the work of Family Counsellors; Conduct mediation and/or inquiries as part of a multi – disciplinary team in matters relating to parental responsibility and rights, especially but not limited to care, contact and guardianship, child abduction and related Family Law disputes; Quality assure and evaluate information, recommendation made in the best interests on children in Family Law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Travel to townships and rural areas to conduct inquiries and interview parties and source references in family law disputes.

**ENQUIRIES**: Ms. P. Molokwane
Tel No: (053) 833 1069

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

**NOTE**: Candidates whose name appears on Part B of the child Protection Register as mandated by the Section 123 (5) of the Children’s Act, 2005 need not apply. Applicants are required to attach proof of registration with SACSSP and Service certificates of appropriate experience in Social work after registration as Social Worker with SACSSP.

**POST 30/78**: INTERNAL AUDITOR (X4 POSTS)

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

**CENTRE**: Mahikeng Regional Office: Ref No: 19/119/IA (X2 Posts)
National Office Cluster 2: Ref No: 19/120/IA (X1 Post)
Limpopo: Ref No: 19/121/IA (X1 Post)

**REQUIREMENTS**: An appropriate three (3) year Degree or National Diploma with majors in Auditing/Internal Auditing and Accounting; At least 1-year experience in Internal Auditing (includes internship/learnership); Knowledge of the Public Finance Management Act as well as policies and prescripts; In-depth knowledge of the standards set by the Institute of Internal Auditors (IIA); Skills and Competencies: Communication (written and verbal); Financial Management; Computer skills; Planning and organizing; Programme & project management; Interpersonal skills; Ability to work in a team; Client orientation and customer focus; Research skills.

**DUTIES**: Key Performance Areas: Perform checks, reconciliations, comparisons and verification of transactions; Identify and document systems in various branches; Review adequacy, effectiveness and efficiency of controls within the system; Test compliance with regulations, policies and procedures.

**ENQUIRIES**: Ms. D. Modibane
Tel No: (012) 315 1668

**APPLICATIONS**: Direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development, Private Bag X 81, 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 Separate applications must be made quoting the relevant reference number

**POST 30/79**: FORENSIC AUDITOR REF NO: 19/117/CFO (X2 POSTS)

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

**CENTRE**: National Office: Pretoria

**REQUIREMENTS**: 3 years Bachelor’s Degree or National Diploma in Auditing, Accounting, Law or Police Administration; A minimum of 1-year relevant experience in Forensic
Auditing/Investigation environment with more emphasis on financial matters; Advanced knowledge of financial investigations and ability to apply knowledge in practical situations; Knowledge of relevant applicable legislation; A valid driver’s licence. Skills and Competencies: Communication (written and verbal); Computer literacy; Planning and organizing; Interpersonal relations; Analytical skills; Report writing skills.

**DUTIES**

Key Performance Areas: Provide evidence of fraud risks and contribute to the development of an early warning system; Conduct forensic audit investigations in accordance with the investigation methodology and within the determined time frames; Represent the Department in the criminal and civil recovery processes; Advise management on areas where inadequate measures exist to mitigate risks; Co-ordinate the forensic audit assignments with other units within the Department;

**ENQUIRIES**

Mr. O. Melato Tel No: (012) 315 1351

**APPLICATIONS**

Direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001.

OR Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

**NOTE**

People with disabilities are encouraged to apply

**POST 30/80**

ADMINISTRATIVE OFFICER: SERVICE DELIVERY IMPROVEMENT REF NO: 19/123/CFO

**SALARY**

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

**CENTRE**

National Office: Pretoria

**REQUIREMENTS**

A National Diploma in Public Administration/Office Management or equivalent qualification NQF level 6; 2 years’ experience in general public administration; A valid driver’s license. skills and competencies: Computer literacy (MS Office Word, Excel and PowerPoint); Communication skills (written and verbal); Problem solving skills; Presentation/facilitation skills; Good planning and organizational skills; Interpersonal skills; Numerical skills; Conflict management; Ability to work under pressure.

**DUTIES**

Key Performance Areas: Coordinate procurement of equipment and logistical support; Implement Batho Pele Programmes within the Department; Liaise with public on received complaints and provide feedback; manage the payment of accounts; Provide general administrative support.

**ENQUIRIES**

Mr. O Melato Tel No: (012) 315 1351

**APPLICATIONS**

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

**NOTE**

People with disabilities are encouraged to apply
costs and attend to the review which may follow from such taxation; Provide practical training and assistance to the clerks of court in the lower courts.

**ENQUIRIES**
Ms. NM Dywili Tel No: (051) 407 1800

**APPLICATIONS**
Please direct your application to: The Regional Head, Private Bag X20578, Bloemfontein, 9300, or hands deliver at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301.
DEPARTMENT OF LABOUR

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

CLOSING DATE : 09 September 2019 at 16:00

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

OTHER POSTS

POST 30/82 : FIELD ICT TECHNICIAN REF NO: HR 4/4/9/90

SALARY : R316 791 per annum
CENTRE : Provincial Office: North- West

ENQUIRIES : Ms. VC Mbaba Tel No: (018) 387 8100
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivered 2nd Floor, Provident House and University Drive
FOR ATTENTION : Sub-directorate: Human Resources Management, Mmabatho

POST 30/83 : SUPERVISOR (DRIVER) MOBILE LABOUR CENTRE REF NO: HR 4/4/1/401

SALARY : R316 791 per annum
CENTRE: Lusikisiki Labour Centre

REQUIREMENTS:
Grade Twelve (12), three (3) year tertiary qualification in Public/Business Administration/Management or Transport Management. A valid code 10 driver’s license and a PDP. Two (2) years relevant experience as a Client Service Knowledge: Departmental policies and procedures, Labour legislations, Departmental guidelines and directives, Public service regulations (basic knowledge), Client orientation strategy (Batho Pele Principles). Skills: Computer literacy, Planning and Organizing of work, Time management, Innovative, Communication, Interviewing, Listening, Interpersonal, Accurate data capturing.

DUTIES:
Render effective employment services functions. Provide effective inspections and enforcement services. Render effective beneficiary services functions. Render general services. Manage mobile labour centre (MLC).

ENQUIRIES:
Mr. KS Mbande Tel No: (039) 253 1997

APPLICATIONS:
Deputy Director: Labour Centre Operations: P/BAG X 5080, Lusikisiki, 5100
Hand delivery: Cnr Jacaranda / Stanford Street, Lusikisiki

FOR ATTENTION:
Sub-directorate: Human Resources Management, Labour Centre: Lusikisiki
DEPARTMENT OF MILITARY VETERANS

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

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

FOR ATTENTION: The Director: Human Resource Management

CLOSING DATE: 06 September 2019

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

MANAGEMENT ECHELON

POST 30/84: CHIEF DIRECTOR: BENEFICIARY SUPPORT SERVICES REF NO: DMV01/08/2019

SALARY: R1 251 183 - R1 495 956 per annum (Level 14) (All inclusive)

CENTRE: Pretoria


DUTIES: Manage, coordinate and facilitate military veterans’ beneficiary services. Develop and monitor the implementation of legislative framework pertaining to military veterans’ beneficiary support services. Manage the development and implementation of military veterans transiting, registration and eligibility and verification. Conduct assessments and identify bottlenecks in terms of
beneficiary services and compile relevant reports. Facilitate the provision of dispute resolution when the need arise. Ensure proper management of military veteran programmes. Manage military veteran database and benefits information. Develop and maintain military veterans’ and beneficiary database. Ensure integrity and security of database information. Manage the transition for serving military personnel to civilian life. Ensure deregistration of military veterans and registration of beneficiaries and dependents and conduct verification processes. Advice the department on legibility and benefits. Develop partnerships and network with relevant stakeholders. Establish and maintain good relations within the department, NGO’s and all stakeholders. Liaise and co-ordinate with governmental, non-governmental institutions and other structures and organizations. Represent the Department at various Fora meetings (National and Provincial). Manage resources (physical, human and financial). Ensure proper implementation of the budget by monitoring, projecting & reporting expenditure. Monitor and report on the utilisation of equipment. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Proven experience in planning, monitoring and evaluation and budgeting. Knowledge of the legislative framework applicable to Military Veterans empowerment: international approach and instruments relevant to military veterans mainstreaming outcomes and objectives: ability to work with line functional experts across government to add value to other departments work; ability to effectively work under tight deadlines, compliance requests and stressful situations. The successful applicant will be subject to personal security vetting at a top secret level. Provide effective leadership, setting clear direction, engaging with staff to bring the vision to life, coaching and developing staff to improve personal/team effectiveness, dealing with difficult situations and championing new ways of working, working flexibly and innovatively to drive and implement change. Ensure that risks, from departmental perspectives are identified and suitable controls are in place, escalating risks where necessary. Build and maintain a positive and influential relationship with the National Stakeholders and support the executive in their relationship with Military Veterans and implement their priorities.

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

NOTE: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

POST 30/85: DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: DMV02/08/2019

SALARY: R1 057 326 – R1 245 495 per annum (Level 13) (All inclusive)
CENTRE: Pretoria
REQUIREMENTS: An undergraduate qualification (NQF level 7) as recognized by SAQA in Human Resource Management or related field. 5 years’ working experience at a middle / senior managerial level. Valid vehicle driver’s license. Core: Strategic Capability and Leadership. Programme and Project Management. Financial Management. People Management and Empowerment. Honesty and Integrity. Ability to manage and oversee projects implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices. Results-driven and service orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge of the Public Finance Management Act (PFMA), Public Service Act, Regulations and other relevant government Human Resource Policies and prescripts.
DUTIES: The successful candidate will report to the Deputy Director-General: Corporate Services and will be required to: Manage and facilitate the provisioning of Human Resource Planning and Management. Co-ordinate and manage the Recruitment, Selection and Appointment processes. Manage the administration of service benefits. Manage Human Resource Information Systems and Establishment Control. Coordinate the development and implementation of Human Resource Plan. Develop and facilitate the implementation of Human Resource Management Policies. Manage the provisioning of Organisational Development Services. Manage the development and maintenance of the Organisational Structure and facilitate business process and standard operating procedures. Manage and facilitate the provisioning of Employee Relations. Manage and facilitate the provisioning of Employee Health and Wellness. Manage and facilitate the provisioning of the departmental travelling logistics. Facilitate the development of Departmental Labour Relations Policies, Guidelines and Processes. Facilitate Collective Bargaining Processes, Labour Relations, Dispute Resolution processes and implementation of collective agreements. Ensure that all reports are developed and submitted timeously to internal and external stakeholders.

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

NOTE: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance.

OTHER POST

POST 30/86: DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: DMV03/08/2019

SALARY: R733 257 – R863 748 per annum (Level 11) (All inclusive)

CENTRE: Pretoria


DUTIES: Develop, implement and maintain an Enterprise Risk Management (ERM) framework and supporting policies. Develop and facilitate the implementation of a fraud prevention plan and anti-corruption strategy. Embed a risk management culture, risk awareness and anti-fraud awareness. Facilitate the compilation of Strategic and Operation Risk Registers. Assess and maintain the risk maturity profile of the Department. Develop and implement a business continuity policy for the Department. Facilitate the implementation of risk based combined assurance. Facilitate the functioning of the departmental Risk Management Forum. Properly and timeously communicate relevant information to equip the relevant stakeholders to identify, assess and respond to risks. Ensure submission of accurate and timeous risk management reports to all departmental management structures. Manage the resources within the Risk Management Unit.

ENQUIRIES: Ms Dineo Masemola / Mr Caiphus Mailula Tel No: (012) 765 9454
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 Trewenna Campus, corner Meintjes and Francis Baard Street, former Schoeman. N.B: Faxed and emailed applications will not be considered.

CLOSING DATE: 06 September 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.

OTHER POSTS

POST 30/87: SENIOR INSPECTOR OF MINES: MINE HEALTH AND SAFETY REF NO: DMR/19/0068

SALARY: R869 007 per annum (Level 12) (All inclusive package)

CENTRE: North West Region, Klerksdorp

REQUIREMENTS: An appropriate NQF level 6 and a Mine Manager's Certificate of Competency (Coal and Metalliferous) with 3-5 years’ experience in the mining industry or Mine Health and Safety Inspectorate and a valid driver's licence. PLUS the following key competencies: Knowledge: Mine Health and Safety Act, Experience of both underground and surface mining, Understanding of the Department's policies aimed at optimal utilisation of Mineral Resources, Knowledge of labour relations and human resource management, Budget control, Skills: High level management skills, Planning, Leading, Organising and Conflict resolution. Report writing skills and formulation good interpersonal relations. Analyses and interpretation of mine accidents statistics, recommend mining engineering solutions. Negotiation skills and computer literacy: Communication: Ability to communicate verbally and in
writing in such a way that the image and professionalism of the department is enhanced, Creativity: Ability to analyse work-related problems and draft and implement strategies to ensure an improvement.

**DUTIES**

Monitor compliance to the Mine Health and Safety Act, of 1996 (Act No 29 of 1996) regarding mining related matters. Investigate mine related accidents, contraventions and complaints as well as analyse mine accidents and trends to determine high risk mines and take appropriate action. Where necessary serve on examination boards (i.e certificates of competency). Investigate, consult and make recommendation to other departments on closure certificates, prospecting rights, mining permits, emp's and town m ship development. Conduct surface, shaft and underground audits and inspections on mining related matters at the mines and give appropriate verbal or written instructions. Compile regional reports and give inputs to Head Office on the revision of machinery regulations, drafting of guidelines and standards directive, etc. Supervise and develop staff.

**ENQUIRIES**

Mr W Motlamme Tel No: (018) 487 4310

**NOTE**

Appointment will be subject to a pre-medical examination of fitness and candidate must be in possession of at least a valid driver's licence. Woman, coloureds, Indians as well as people with disabilities are encouraged to apply.

**POST 30/88**

**DEPUTY DIRECTOR: SOCIAL AND LABOUR PLAN**

**REF NO:** DMR/19/0069

**SALARY**

R869 007 per annum (Level 12) (All inclusive package)

**CENTRE**

Klerksdorp Region, North-West

**REQUIREMENTS**

An appropriate relevant Degree in Social Science on Development, Economics, Social Science and Industrial Science with 3 years relevant experience including supervisory PLUS the following key competencies: Knowledge: A clear understanding of the Social and Labour plan and BBSEE adjudication. Understanding of IDP and LED processes. Strong ability to secure communication between government departments, business organizations and institutions, Strong ability to think innovatively, identify development opportunities through recognizing synergies and the drive to initiate development initiatives and drive to see these through to completion. Strong ability to facilitate workshops, achieve shared vision, set realistic targets and initiate and manage projects.

**DUTIES**

Manage and ensure alignment of social and labour with the municipal integrated Development Plan (IDPs) /Local Economic Development Plan (LED) and National programmes. Manage and adjudication process of social and labour plan. Manage implementation of inspection plans. Represent the Department and provide advice on government forum e.g. Provincial Growth Development, Strategies (PGDS), Local Economic Government (LED) summit, etc. Ensure effective management of downscalling and retrenchment. Participate in the development and reviewing of policies, Acts and legislations. Manage the sub-directorate.

**ENQUIRIES**

Ms MC Kobe Tel No: (012) 444 3962

**NOTE**

A valid driver’s licence is required. Woman, coloureds, Indians as well as people with disabilities are encouraged to apply.

**POST 30/89**

**INSPECTOR OF MINES: OCCUPATIONAL MEDICINE**

**REF NO:** DMR/19/0070

**SALARY**

R733 257 per annum (Level 11)

**CENTRE**

Gauteng Region, Braamfontein

**REQUIREMENTS**

A appropriate Degree/Diploma in Nursing, Occupational and Community Health Care, Occupational and Primary Health Care with relevant experience. Valid driver’s licence. PLUS the following key competencies: Knowledge: Sound knowledge of both Occupational Medical and Nursing discipline. Understanding of MHSA and regulations and directives. Understanding general mining practices and occupational risks associated with it. Knowledge of Petrochemical industry, diving and equipment.

**DUTIES**

Conduct and report on underground, surface audits and inspections on matters relating to medical surveillance and other matters relating to mine occupational medicine and take necessary enforcement action where necessary. Ensure the investigation of and reporting of mine related diseases, contraventions and complaints as well as analyse regional mine disease trends to determine high risk mining operations and take appropriate action.
Investigate, consult and provide input on mine closures, prospecting rights, mining rights and permits. EMP’s and township development. Provide inputs to regional reports, revision of medical regulations, guidelines, standards, permissions and approvals related to occupational medicine.

ENQUIRIES: Mr M Lithakanyane Tel No. (011) 358 9776
NOTE: Woman, coloureds, Indians as well as people with disabilities are encouraged to apply.

POST 30/90

ASSISTANT DIRECTOR: MINERAL LAWS ADMINISTRATION REF NO: DMR/19/0071

SALARY: R470 040 per annum (Level 10)
CENTRE: Mpumalanga Region, Witbank
REQUIREMENTS: A 3 years National Diploma or Degree in Law/LLB with relevant experience and a valid driver's license. PLUS the following key competencies: Knowledge: MPRDA Act 2002 and the previous Mineral Act 50 of 1991. Administration procedure, departmental policy i.r.o of Mineral manner, Ability to act as a mediator between (aggressive parties, Assertive and confident approach, innovative and self-driven.)

DUTIES: Evaluation of surface utilization in relation to exploitation of minerals, handling of objections to granting of mining, prospecting rights and mining permits. Assistance to clients with applications for prospecting right, mining right, give general legal advice regarding the MPRDA, Acting as a link between IAP’S and applicants, investigation of complaints regarding illegal mining. Legalization of illegal mining activities, administration computerised i.e 1. Royalty system, 2. Regional Access Data Base with regard to recording and monitoring deadline of application received. Correctly processed, evaluated ROD's, submissions, draft right i.r.o application for prospecting/mining permit and mining right.

ENQUIRIES: Ms N Khanyile Tel No: (013) 653-0500
NOTE: A valid driver's licence is required. Woman, coloureds, Indians as well as people with disabilities are encouraged to apply.

POST 30/91

MINE ECONOMIST REF NO: DMR/19/0072

SALARY: R316 791 per annum (Level 08)
CENTRE: Eastern Cape Region, Port Elizabeth
REQUIREMENTS: Bachelor Degree or equivalent qualification in Mining, Mining Engineering, Mine Survey, Geology, coupled with relevant experience and a valid driver’s licence. PLUS the following competencies; Knowledge of: Relevant provisions of MPRDA, Understanding of Government policy and processes regarding valuations of mine and asset valuations, In depth mining technical and economical knowledge, Ability to quantify capital and operational costs related to mining methods and processing plants to identify regulatory costs and how they impact on mining business plans, Ability to generated discounted cash flows and evaluate business plans for mining projects, Understand coordinated economic development processes and the ability to initiate linkages between mining projects and other economic development opportunities, Understanding of cash flow and accounting systems and internal economies of mines, Skills: Analytical skills, Financial and accounting skills in relation to mining projects, Ability analyse market demand for minerals and quantify potential revenue. Computer literacy, Communication: Excellent Verbal and written Communication skills. Ability to negotiate clearly and concisely at different levels, Creativity: Recognise viable business opportunities, Evaluation of viability of mining operations, applying various resource valuation methods, Awareness of state goals and objectives compared to the business objectives, Other: Ability to work under pressure and beyond official working hours, Ability to work individually and within a team.

DUTIES: Assist in the adjudication financial and technical ability on applications for prospecting, mining permit and mining rights in terms of MPRDA as well as sustainability of mining operations. Conduct compliance inspections on all prospecting and mining operations where rights are granted in terms of MPRDA. Handle enquiries regarding prospecting work programmes and mining work programmes applications provide advice thereon. Provide administrative tasks for the sub-directorate. Monitor the submission of annual audited financial reports or statements and statistical returns in terms of
ENQUIRIES  : Mr S Lurwengu Tel No: (041) 403 6600
NOTE  : Candidates who previously applied are encourage to re-apply. Woman, coloureds, Indians a well as people with disabilities are encouraged to apply.

POST 30/92  : MINE ECONOMIST  REF NO: DMR/19/0073
SALARY  : R316 791 per annum (Level 08)
CENTRE  : Mpumalanga Region, Witbank
REQUIREMENTS  : B degree or equivalent qualification in Mining, Mining Engineering, Mine Survey, Geology, Mine Resource Management PLUS the following key competencies: Knowledge: Understanding of Govern policy and procedures, regarding valuations of mine and asset valuations. Understand the legal requirements related to mining and applications. In depth mining technical knowledge. In depth economic knowledge. Management principles: Ability to analyse market demand for minerals and quantity potential revenue from mineral production. Ability to quantify capital and operational cost related to mining methods and processing plants. Ability to identify regulatory costs and how they impact on mining business plans. Ability to generate discounted cash flows and evaluate business plans for mining projects. Understand co-ordinated economic development processes and the ability to initiate linkages between mining projects and other economic development opportunities. Skills: Good communicator, Imaginative problem solver, Must maintain good personal relationship, Communication: Effective communication skills between government departments, business organisation and institutions at executive level, Creativity: Be a good listener and tackle the enquiries in a positive attitude.

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

ENQUIRIES  : Mr Ntshele Phasha Tel No: (013) 653 0500
NOTE  : A valid driver’s licence is required. Woman, coloureds, Indians a well as people with disabilities are encouraged to apply.

POST 30/93  : CHIEF REGISTRY CLERK  REF NO: DMR/19/0074
SALARY  : R257 508 per annum (Level 07)
CENTRE  : North-West Region, Klerksdorp
REQUIREMENTS  : An appropriate Matric Certificate with three to five years relevant working experience and a drivers licence. PLUS the following key competencies: Knowledge: Archives Act and its related prescripts. Departmental business processes. Public service delivery Customer care, Skills: Computer literacy Communication with clients. Project Management, Well-developed written and verbal communication, Communication: Ability to interact with people on various levels. Sound written & verbal communication Ability to provide general meaningful advise by means of direct or written contact with supervisors and clients to ensure consistency in legislative compliance, Creativity: A creative, assertive & confident approach Ability to analyse and solve problems.

DUTIES  : Receive documents in terms of the MPRDA. Oversee an effective mail services. Oversee and maintain a proper and effective filing system of the new and old files in terms of the MPRDA. Ensure proper record keeping and timeous updating of registers including and maintaining of pending files and documents. Provide inputs to management reports. Supervise and develop staff.

ENQUIRIES  : Ms T Njoboko Tel No: (018) 487 4300 /4377
NOTE  : Ability to perform under pressure and work beyond working hours. Woman, coloureds, Indians a well as people with disabilities are encouraged to apply.
ANNEXURE N

NATIONAL SCHOOL OF GOVERNMENT (NSG)

The National School of Government (NSG) is mandated to train and develop public servants as a means to realize the national development objectives of the country and thereby support sustainable growth, development and service delivery. The purpose of the NSG is to build an effective and professional public service through the provision of relevant training interventions.

APPLICATIONS: Principal: National School of Government, Private Bag X759, Pretoria, 0001, by hand at ZK Matthews Building, 70 Meintjies Street, Sunnyside, Pretoria. E-mailed and faxed applications will not be accepted.

FOR ATTENTION: Ms L Raseroka, HR Unit National School of Government

CLOSING DATE: 06 September 2019

NOTE: Applications must consist of: A fully completed and signed Z83 form; a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); the relevant reference number must be quoted on the application. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. All short listed candidates will be required to submit certified copies of their identity document and qualifications before the interviews. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview the recommended candidates will be required to attend a generic managerial competency assessment. They will also be subjected to personnel suitability checks on criminal record, citizen verification, financial record checks, qualification/Study verification, previous employment verification and also extend to social media accounts to align verifications to comments/behaviour by applicant. The National School of Government reserves the right not to make an appointment. Correspondence will be limited to shortlisted candidates only. Suitably qualified and experienced candidates are invited to apply for the following vacant positions. The National School of Government will give preference to individuals whose appointment will improve employment equity in the department. In terms of the employment equity targets, preference will be given to African Males, Coloured Males and people with disabilities. Applicants are advised to read Chapter 4 of the Public Administration Management Act of 2014 from the DPSA website regarding the repositioning of NSG to Higher Education institution.

MANAGEMENT ECHELON

POST 30/94: CHIEF DIRECTOR: TECHNICAL SUPPORT REF NO: NSG 12/2019

Chief Directorate: Technical Support

SALARY: R1 251 183 per annum (Level 14) (An inclusive remuneration package), comprising basic salary (70% of package), contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion.

CENTRE: Pretoria

REQUIREMENTS: A relevant undergraduate qualification (NQF level 7) as recognized by SAQA. Five years’ experience at a senior managerial level. Competencies/Skills: Good strategic capability and leadership skills. Good people management and empowerment skills. Programme and project management skills, financial management skills, change management skills, knowledge management skills, service delivery innovation, problem solving and analysis, excellent communications skills. Good computer literacy skills. Knowledge: Good knowledge and understanding of the HRD and Capacity building environment. Knowledge of global trends in adult learning methodologies. Knowledge of learner record keeping principles, tools and methods. Knowledge of the Department’s mandate and its relationship with various stakeholders internationally, provincially and locally. Knowledge of strategic planning. Good knowledge and understanding of contract management. Knowledge of the PFMA and Treasury Regulations specifically with regard to a trading entity. Good user technology applications knowledge in the Training and Development environment. Personal attributes: Independent, self-direction, a
self-starter with client focused attitude. The ability to interact with persons in very senior positions in such a manner that they will want to support developmental change processes.

**DUTIES**: Strategic management and leadership: Formulate, execute, report, monitor and evaluate the Chief Directorate’s strategic plan. Compile the budget for the chief directorate and ensure effective and economical use of allocated funds. Develop and manage key risks that may militate against achievement of objectives. Ensure good governance. Manage, empower and lead a team of senior managers, middle managers, service providers and administrative staff. Stimulate interest in the NSG service offerings, establish and structure partnerships with relevant institutions of learning, training providers and other external service providers thereby contributing to the NSG’s training delivery objectives. Support the Branch Head in his engagements with Cabinet and Parliamentary Committees, domestic and international management development institutions. Attend meetings on behalf of the Branch Head. Serve on various governance structures including but not limited to the Senior Management Committee, Risk Management, Performance Management and Audit Committees. Overseer and lead the training delivery logistics management function. Manage the training delivery logistics function, recruitment, deployment and management of trainers and trainer contracts. Manage training event coordination, logistics and course records. Ensure that learning and development facilitators, moderators and assessors are duly contracted. Ensure provider allocation from a provider database and maintain contract controls. Overseer and lead the assessment and certification function, the training delivery schedules, training resources, learner records, learner attendance and achievement records as well as training delivery and learner management applications. Ensure that reliable and accurate learning and development information are provided. Ensure that the National Learner Records Database are maintained through quality partners and strategic stakeholders. Ensure that core records management systems are integrated. Ensure learner records are captured and controlled on the training management and delivery system. Manage the application for training management and delivery system and learner records. Reconcile and report on all training numbers (e-Learning and face to face) with the training management system with regard to the number of learners and the revenue generated. Ensure the recording of training delivery schedules, resources and learner records, learner attendance and achievement records, training delivery and learner management applications are provided. Ensure assessment and certification are provided and that learner certificates are issued within set timelines. Overseer and lead the recruitment, contracting & development of trainers, assessors and moderators. Overseer that the process on the recruitment and contacting of trainers, assessors and moderators are managed. Overseer the learning and development of trainers, moderators and assessors. In terms of the employment equity targets, priority will be given to African Females and people with disability.

**ENQUIRIES**: Ms S Arendt Tel No: (012) 441 6131
In connection with the applications kindly contact Ms Letty Raseroka Tel No: (012) 441 6626 or Mr Mpho Mugodo Tel No: (012) 441-6017.

**POST 30/95**: CHIEF DIRECTOR: MARKETING REF NO: NSG 13/2019
Chief Directorate: Marketing

**SALARY**: R1 251 183 per annum (Level 14) (An inclusive remuneration package), comprising basic salary (70% of package), contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion.

**CENTRE**: Pretoria

**REQUIREMENTS**: A relevant undergraduate qualification (NQF level 7) as recognized by SAQA. Five years’ experience at a senior managerial level. Competencies/Skills: Expert technical and functional advice skills. Good strategic capability and leadership skills. Good people management and empowerment skills. Programme and project management skills, financial management skills, change management skills, knowledge management skills, service delivery innovation, problem solving and analysis, excellent communications skills. Good computer literacy skills. Knowledge: Good knowledge and understanding of the HRD and Capacity building environment. Must have the capacity to function as a senior manager, ideally including knowledge and
experience of Government or the wider public sector. Must have a thorough understanding of and practical experience in both the technical and interpersonal aspects of an effective call Centre. Knowledge of the Department’s mandate and its relationship with various stakeholders internationally, provincially and locally. Knowledge of strategic planning. In depth knowledge and understanding of sales and marketing principles. Knowledge of the PFMA and Treasury Regulations specifically with regard to a trading entity. Expert knowledge of marketing and sales, & the public service decision-making processes. Needs to understand the product and how it will address training needs of departments. Personal attributes: Independent, self-direction, a self-starter with client focused attitude. The ability to interact with persons in very senior positions in such a manner that they will want to support developmental change processes. Professional, Confident and assertive. High level of Integrity and ethical behaviour, Diplomacy.

**DUTIES**: Strategic management and leadership. Formulate, execute, report, monitor and evaluate the Chief Directorate’s strategic plan. Compile the budget for the chief directorate and ensure effective and economical use of allocated funds. Develop and manage key risks that may militate against achievement of objectives. Ensure good governance. Manage, empower and lead a team of senior managers, middle managers, service providers and administrative staff. Stimulate interest in the NSG service offerings, establish and structure partnerships with relevant institutions of learning, training providers and other external service providers thereby contributing to the NSG’s training delivery objectives. Support the Branch Head in his engagements with Cabinet and Parliamentary Committees, domestic and international management development institutions. Attend meetings on behalf of the Branch Head. Serve on various governance structures including but not limited to the Senior Management Committee, Risk Management, Performance Management and Audit Committees. Lead and manage the marketing/sales function. Ensure increased visibility of the NSG in the public service to ensure knowledge of its offerings on a wider scale. Manage the achievement of Training and revenue targets through effective marketing/sales initiatives of the NSG products and services. Manage the NSG’s participation in targeted training and development events to promote its products. Ensure uptake of NSG courses (sales) in line with the targets indicated in the Annual Performance Targets. Lead and manage the client relations support services. Ensure effective and reliable client relations and customer service. Manage the Contact Centre activities and relevant, infrastructure in order to provide a centralised order-taking service for the NSG. Ensure quotations and bookings for training is confirmed and issued within a set timeframe.

**ENQUIRIES**: Ms S Arendt Tel No: (012) 441 6131
In connection with the applications kindly contact Ms Letty Raseroka Tel No: (012) 441 6626 or Mr Mpho Mugodo Tel No: (012) 441-6017.
ANNEXURE O

NATIONAL TREASURY

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

APPLICATIONS: e-mail to Recruit.OMIN@treasury.gov.za
CLOSING DATE: 06 September 2019 at 12:00 pm

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

OTHER POST

POST 30/96: HR SPECIALIST: PERFORMANCE MANAGEMENT REF NO: S085/2019
Division: Corporate Services Division (CS)

Purpose: To provide support pertaining to the Performance Management process in alignment of performance agreements and reviews of employees within the National Treasury and engage with the DPSA on regulatory amendments and policy proposals.

SALARY: R376 596 per annum (Excl. benefits)

CENTRE: Pretoria

REQUIREMENTS:
A minimum National Diploma/ Degree in Human Resources Management, A minimum 3 years’ experience in Performance Management, Knowledge of HR systems including PERSAL, Knowledge of the Regulatory Framework on Performance Management.

DUTIES:
Performance Agreements and Reviews: Coordinate the performance management process and compliance of stakeholders to the internal performance process and procedures, Perform quality assurance and assessments on the performance management process for alignment, Record all performance agreements and reviews on the PERSAL system for compliance and record purposes, Initiate annual awareness session in business on performance management, Analyse performance agreements and reviews and engage clients on gaps, oversights and overlaps, where applicable. Annual Performance Implementation Project: Co-ordinate the performance evaluation process in conjunction with internal stakeholders, Perform quality assurance on the performance management process and follow-up on outstanding documentation in conjunction with HRBP’s, Perform provisionally performance management projections in line with budgetary proposals, Facilitate the implementation of pay-progression for qualifying employees, Co-ordinate the scheduling of the National Treasury Moderation Committee meetings, Draft acknowledgement letters to employees and initiate the filing and scanning thereof, for record purposes, Draft a close-out report on completion of the Annual Performance Evaluation Project. Strategic Support: Provide strategic and operational support to stakeholders on the performance management operational requirements, Perform research and benchmarking on latest trends, and keep abreast of developments in the performance management environment, Maintain an updated performance management database of employee performance records within the National Treasury, Conduct information sessions and awareness sessions on performance management information processes, Performance Improvement (PIP) and Probation Management: Facilitate the Performance Improvement
(PIP) process for under-performers within the National Treasury. Initiate follow-up on outstanding matters concerning under-performances, Implement and monitor the probation policy in conjunction with stakeholders, Initiate correct implementation of the probation process, Follow-up on all outstanding probation reports for finalisation.

**ENQUIRIES** : Ms Lorraine Pale Tel No: (012) 406 9087
OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195(1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55) of 1998 and the relevant Human Resources policies of the Department will be taken into consideration. Women and People with Disabilities are encouraged to apply.

APPLICATIONS

NATIONAL OFFICE: MIDRAND AND CONSTITUTIONAL COURT:

Braamfontein: Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.

Gauteng: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000 or hand deliver applications to 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.

Eastern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 13012, Cambridge 5206, East London or hand deliver applications to: 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.

North West: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735 or hand deliver applications to 22 Molopo Road, Ayob Gardens: Mafikeng.

Mpumalanga: Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 20051, Mbombela 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela 1200.

Polokwane: Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700 or hand deliver to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699.

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

CLOSING DATE: 06 September 2019

NOTE:

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

<table>
<thead>
<tr>
<th>POST 30/97</th>
<th>CHIEF REGISTRAR (X2 POSTS)</th>
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<tbody>
<tr>
<td><strong>SALARY</strong></td>
<td>(MR-6) R473 820 per annum. (Salary will be in accordance with the Occupation Specific Dispensation determination). The successful candidate will be required to sign a performance agreement.</td>
</tr>
<tr>
<td><strong>CENTRE</strong></td>
<td>Grahamstown and Port Elizabeth High Court, Ref No: 2019/543/OCJ North West High Court, Ref No: 2019/544/OCJ</td>
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<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>An LLB Degree or equivalent qualification; At least 8 years’ appropriate post qualification legal experience; A valid driver’s license; Leadership and Managerial experience and Computer literacy. Skills and Competencies: Written Communication; Verbal and Non-verbal communication; Numerical Skills; Technical Expertise; Attention to detail; Planning, Organizing and Control; Problem solving and Decision making skills; Customer Service; Interpersonal skills; Conflict Management; Work ethic and motivation; Self-management; Professionalism appearance and conduct.</td>
</tr>
<tr>
<td><strong>DUTIES</strong></td>
<td>Mentor and advice on the tracking and management of the progression of all cases filed in Court and Management of time and Events necessary to move cases from initiation through to disposition and reporting to the Judge President; Make input on amendments of Court rules and Practice Directives to improve efficiency at the High Court; Implement directives issued by the Judge President; Manage implementation of the Departmental Strategic Objectives relating to the processing of Cases within the Case Flow Management Framework at the High Court and reporting; Compile training manuals and provide training to Registrars and support staff. Stakeholder Management; Human Resources Management; Court and Case-flow Management/ Quasi-Judicial Functions; Manage Service Level Agreement Framework and Managing Strategic Court Efficiency Projects and Best Practices; Information and Case/ Court Documentation Management System; Safeguard case records in accordance with prescripts; Achieve excellence in delivering the planned Customer Service outcomes (i.e. Service levels and Standards) for the Department and monitoring the unit’s Service Delivery in order to achieve the service delivery targets and to ensure the highest level of Customer Care and Customer satisfaction. Manage PMDS of staff.</td>
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<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Mr S Mponzo Tel No: (043) 726 5217- Eastern Cape Mr O Sebapatso Tel No: (018) 397 7114– North West</td>
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<tr>
<th>POST 30/98</th>
<th>CONTRACT LAW RESEARCHER (X2 POSTS)</th>
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<tbody>
<tr>
<td><strong>SALARY</strong></td>
<td>R376 596 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement</td>
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<tr>
<td><strong>CENTRE</strong></td>
<td>Gauteng Local Division: Johannesburg (5-Year Contract), Ref No: 2019/545/OCJ Labour and Labour Appeal Court (3 Year Contract), Ref No: 2019/546/OCJ</td>
</tr>
<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>A four year (4) year Legal Contract, A minimum of 1-year post qualification work experience in Legal Research, knowledge of Electronic Information Resource and online retrieval. Skills and competencies: Excellent Communication Skills (Verbal and Written) Computer literacy, Research Capabilities, Administrative and Organising Skills, decision making skills, Time Management Skills, Customer Service, Oriented and assertiveness, attention to detail, initiative, ability to remain calm, work under pressure and meet deadlines, good Interpersonal Relations.</td>
</tr>
<tr>
<td><strong>DUTIES</strong></td>
<td>Conduct Legal Research as directed by Judges, maintain a repository of Research products, ensure the effective and efficient use of Legal materials allocated to Court, proofreading and citation of all draft judgements, prepare draft speeches and papers for Local and International Conferences when requested, alert of new developments in the law.</td>
</tr>
<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Ms T Mbalekwa/Mr V Mabetlela Tel No: (011) 335 0404</td>
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<tr>
<th>POST 30/99</th>
<th>ASSISTANT DIRECTOR: FINANCE REF NO: 2019/547/OCJ</th>
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<tr>
<td><strong>SALARY</strong></td>
<td>R376 596 per annum. The successful candidate will be required to sign a performance agreement</td>
</tr>
<tr>
<td><strong>CENTRE</strong></td>
<td>Provincial Service Centre: Gauteng</td>
</tr>
<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>A three-year National Diploma/Degree in Financial Management /Accounting, Commerce, Cost and Management Accounting, Public management or</td>
</tr>
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</table>
Business Administration. Three (3) to five (5) years’ experience in Financial Management of which two years must be at Supervisory level and a valid driver’s license. Three (3) years’ experience in an Accounting environment with specific focus on Salaries, Payroll (PERSAL), payment on Vote Account and Budget related issues will be an added advantage. Knowledge of Financial Management and Accounting, sound track record in Accounting in the Public Service or Entities, knowledge of Public Management Act(PFMA), National Treasury Regulations, knowledge of Financial and Operational Prescripts that governs the Department and Public Sector, knowledge of Transversal Systems used in the Department e.g BAS,PERSAL, knowledge of budgeting of Vote Account. Skills and Competencies: Communication Skills (Verbal and Written), Problem Solving and decision making Skills, ability to work under pressure and meet deadlines, Computer Literacy (MS Word, Excel, Power Point and Outlook), Numerical, Analytical, reporting, Financial Skills, assertiveness and Attention to detail.

**DUTIES**: Manage and Supervise the Salaries and Payroll section, Manage and Supervise the Vote Accounts, Payments and Budget Section, Maintain and keep Salary returns, process salary deductions, control Budget in accordance with monthly Budget Reports, ensure payments within 30 days, control all Financial Registers within Payroll and Vote Account, provide Training to subordinates within the section, draft Audit responses, memorandums and handling of all related enquiries, ensure capturing of Budget/shifting on BAS and JYP. Ensure correct project on the Budget, detect and deal with incorrect SCOA classifications, reconciliation and clearance of Suspense/Control Accounts, monthly compilation of Age analysis and progress reports related to Salaries, reconcile between BAS and PERSAL, compilation and submission of claims to other Departments and Institutions, handle irregular expenditure, ensure reconciliation of PAYE, control over face value documents, control over expenditure on Petty Cash Accounts, assists with Audit Action Plans relating Vote and Payroll Accounts, ensure compliance at all Superior Courts, authorisation of transactions on PERSAL and BAS.

**ENQUIRIES**: Ms T Mbalekwa/Mr V Mabetlela Tel No: (011) 335 0404

**POST 30/100**: OFFICE MANAGER REF NO: 2019/548/OCJ

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

**CENTRE**: Mpumalanga High Court (Mbombela)

**REQUIREMENTS**: A three-year National Diploma/ Bachelor’s Degree in Office Management or relevant equivalent qualification, 3-5 years’ relevant experience in an Office Administration environment and a valid driver’s licence. Skills and Competencies: Job Knowledge of office management responsibilities, systems and procedures, Excellent Communication skills and proficiency in English (verbal and written), Interpretation of law; Legal writing/drafting/legislative drafting skills, Knowledge of Electronic Information Resource and online retrieval, Strong Leadership and Management Capabilities, Ability to work long hours and under pressure and Computer literacy (MS Word, PowerPoint, Excel and Outlook).

**DUTIES**: Manage office of the Judge President at the Mpumalanga High Court (Mbombela), support the Judge President in communication with all Stakeholders, Management and Supervision of Judges’ Support Staff and related matters, Manage Logistical arrangements for integrated meetings and operations, Oversee the Administration and follow up on the Judge President instructions to ensure prompt execution by relevant branches, Liaise with all Stakeholders in the Department, Heads of Court, Senior Managers, Judges’, National Office, Legal Professional bodies and other Stakeholders, with regard to matters emanating from the Office of the Judge President, Maintain a clear communication channel to both Internal and External Stakeholders, Prepare presentations and briefing notes for the Judge President and disseminate complex information to all branch heads, compile, analyse and report progress on a monthly and quarterly basis, memoranda regarding all matters related to the Judge President, Ensure the correct applications of regulations, resolutions, Policies or any other Legal source of directive related to the special fields.

**ENQUIRIES**: Mr V Maeko/ Mr M Jele Tel No: (013) 753 9308/ 082 309 0910
POST 30/101: REGISTRAR REF NO: 2019/549/OCJ

SALARY: (MR3-MR5) R257 073 – R912 504 per annum. (Salary will be in accordance with the Occupation Specific Dispensation Determination). The successful candidate will be required to sign a performance agreement.

CENTRE: Mpumalanga High Court

REQUIREMENTS: A four (4) year Legal qualification; A minimum of 2-year legal experience obtained after qualification, Superior Court or Litigation experience will be an added advantage. Skills and Competencies: Excellent Communication skills (Verbal and Written); Computer Literacy; Numerical skills; Attention to detail; Planning, Organizing and Control; Problem Solving and decision making skills; Customer Service orientated; Interpersonal skills; Conflict Management; Strong work ethics; Professionalism, ability to work under pressure and meeting of deadlines.

DUTIES: Co-ordination of Case Flow Management and support to the Judiciary; Manage the issuing of all processes initiating Court proceedings; Co-ordinate Appeals and reviews; process unopposed divorces and the facilitation of Pre-Trial conferences; Quality checks on Criminal Record books; Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators; Supervision and management of staff; Provide practical training and assistance to the Registrars’ Clerks; Ensure annotation of relevant publications, codes, acts and rules; Attend to and execute requests from the Judiciary in connection with cases and case related matters; Exercise control over the management and safekeeping of case records and the record room and deal with the files in terms of the relevant codes and legislation.

ENQUIRIES: Mr M Maeko/Mr M Jele (013)753 9308/ 082 309 0910

POST 30/102: SENIOR PRACTITIONER: EMPLOYMENT EQUITY REF NO: 2019/551/OCJ

Re-Advertisement Candidates who previously applied are encouraged to re-apply

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

CENTRE: National Office: Midrand

REQUIREMENTS: An appropriate three (3) year National Diploma or Degree in Human Resources Management /Social/Behavioural science (Industrial Psychology)/public Administration/Public management or related. A minimum of 3-years’ experience in Human Resources Management /Transformation /Diversity management /Gender mainstreaming environment. Computer literacy with knowledge and experience of Microsoft office packages. PERSAL Certificate (Introduction and Establishment management) would be an added advantage.

DUTIES: Facilitate implementation of HR policies, strategies and plans. Implement and monitor the EE Plan. Develop templates, schedules and registers to support implementation process. Developing and reporting of the plan. Prepare the equity plan and submit it to Department of labour. Implement mechanism to monitor and evaluate the implementation of plan. Participate actively in the development and implementation of the employment equity actions. Provide regular reports on employment equity to ensure progress against targets and suggest corrective actions where require. Make recommendations on how best to implement employment Equity. Keep record of all employment equity activities (Minutes; Plans, etc)Conduct awareness and training. Consultation with the Employment Equity forum. Maintain and monitor statistical analysis templates and Employment equity (EE) status reports, provide EE profiles in support of employment practices. Develop and update database. Communicate with stakeholders, clients, and management. Draft general correspondence such as response letters, emails, status reports, memos, presentations and submissions. Conduct formal presentations during awareness workshops/meetings. Provide logistical support services by arranging meetings, venues and refreshments (includes procurement processes).

ENQUIRIES: Ms C Gideon/Ms L Motsheman (010) 493 2500/2528/2533

80
POST 30/103: SENIOR ADMINISTRATIVE OFFICER: COURT ADMINISTRATION REF NO: 2019/550/OCJ

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

CENTRE: Provincial Service Centre: Gauteng

REQUIREMENTS: An appropriate three year National Diploma /Degree or equivalent relevant qualification in Administration, Two (2) to Three (3) year working experience and a valid driver's licence. Skills and Competencies: Communication skills (Written and Verbal), Problem Solving Skills and decision making skills, knowledge of Electronic Information Resources an online retrieval, strong Leadership and Management Capabilities, ability to work under pressure, Customer Services and Time Management, Report writing, Computer Literacy (MS Word, Excel, Power Point and Outlook), Numerical, Analytical, reporting Financial Skills, assertiveness, accuracy and attention to detail.

DUTIES: Coordinate performance reports from Superior Courts, analysis of submission to show compliance on reporting by superior courts, monitoring of actions plans implementation aimed at improving efficiency at the Superior Courts, drafting of memos, preparation of submission on request from Superior Courts, attend Stakeholder meetings chaired by the Provincial Head and follow up on implementation of resolution taken at the meetings, handling of correspondence, management of quarterly assessment of staff performance in the Provincial Head, render Administrative Services within the office, attend related duties as assigned by the Provincial Head.

ENQUIRIES: Ms T Mbalekwa/Mr V Mabetlela Tel No: (011) 335 0404

POST 30/104: PROVISIONING ADMINISTRATIVE OFFICER REF NO: 2019/552/OCJ

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

CENTRE: Provincial Service Centre: Limpopo

REQUIREMENTS: An appropriate three year National Diploma /Degree in Public Administration/Management, Accounting, Economics/Finance or any relevant equivalent qualification with at least three (3) years relevant experience in Supply Chain Management, Fleet Management & Asset Management. A valid driver’s license. Knowledge of the Public Finance Management Act, Treasury Regulations, Supply Chain Management procedure, Fleet Management and Asset Management, knowledge of Basic Accounting Systems(BAS) and Justice Yellow Pages(JYP), will be an added advantage. Skills and Competencies: Computer Literacy, excellent Communication Skills (verbal and written), understanding of PFMA, DFI, and Preferential Procurement Regulation, Problem Solving Skills, ability to work under pressure and deliver Accounting to tight deadlines, ability to work individually and within a Team, sound Organising and Planning Skills, Customer Orientation and Leadership Abilities.

DUTIES: Supervise Subordinates within Supply Chain, Asset and Fleet Management Section; Receive request for quotations from different components, overseeing the process of sourcing quotes; Maintain Supplier database in compliance with Supply Chain Management Policies; Ensure proper and valid supporting documents are attached for each request; Provide Administration Support tp Provincial Control Committee; Ensure that the procurement of Goods and Services are within respective delegation of Authority; Verify allocations, items and amounts of the requisitions before processing; Approve manual requisitions for LP Service Centre and RFQ’s for province; Ensure that invoices are paid within 30 days as prescribed; Monitor that stores items are issued to end users, updating, replenishment and Stock takes are conducted; Perform any Asset Management duties/function in the province; perform other Administration duties by Supervisor.

ENQUIRIES: Mr JH Maluleke Tel No: (015) 230 4000/4035

POST 30/105: SENIOR COURT INTERPRETER REF NO: 2019/553/OCJ

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

CENTRE: High Court Pietermaritzburg
**REQUIREMENTS**: Grade 12 and a National Diploma in Legal Interpreting or equivalent relevant qualification in the field of languages and a minimum of 3 years practical experience in Court Interpreting or Grade 12 and ten (10) years practical experience in Court Interpreting; Proficiency in English and two or more indigenous languages; A valid driver’s license and knowledge of foreign or sign language will be an added advantage; Candidates will be required to undergo oral and written language proficiency testing. Skills and Competencies: Excellent communication skills (written and verbal); Computer literacy (MS Office); Good interpersonal relations. Ability to work under pressure and solve problems. Accuracy and attention to detail; Customer services; Planning and organizing skills; Confidentiality, Analytical thinking, Listening skills. Time management and the ability to work under pressure.

**DUTIES**: Render Interpreting services in Criminal, civil, labour and Quasi-judicial court proceedings; Interpreting during consultation; Translate legal documents and exhibits; Assist with reconstruction of court record; Develop terminology, coin words, control and supervision of interpreter; Perform specific line and administrative support functions to the Judiciary, Court Manager and supervisor.

**ENQUIRIES**: Ms L Marrie Tel No: (031) 372 3164

**POST 30/106**: ADMINISTRATION CLERK REF NO: 2019/554/OCJ

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

**CENTRE**: Grahamstown High Court

**REQUIREMENTS**: Grade 12, Computer skills. Added advantage: One-year relevant experience. Skills and competencies: Computer literacy, Good communication skills (verbal and written).

**DUTIES**: Process payments of Supplier for Goods & Services on BAS, safekeeping of Petty Cash, Payments of Witnesses, Expert Witnesses and Psychologists, filling, reporting, drawing of Reports on the BAS System and keeping of Statistics, make effective and efficient of booking and Accommodation. To receive and process S&T claims for Judges and Staff. Reconciliation of Petty Cash. To draw and file away Criminal Appeal files, to do any duties allocate by the Supervisor and/Court Manager.

**ENQUIRIES**: Mr S Mponzo Tel No: (043) 726 5217

**POST 30/107**: TELECOM OPERATOR REF NO: 2019/556/OCJ

**SALARY**: R145 281 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**: Mbombela High Court: Mpumalanga

**REQUIREMENTS**: Grade 12 or equivalent qualification, O-2 years’ experience in the operation of switchboard, Experience in Clerical / Administrative function will be an added advantage. Skills and competencies: Interpersonal and Organizational Skills, Computer Literacy, Ability to work under pressure and in a Team.

**DUTIES**: Handle incoming and outgoing calls, take and convey messages, Test the switchboard consoles, Update Departmental Telephone directory, Record and maintain the Register for Security-related matters, ensure proper maintenance of the Switchboard equipment, prepare the Telephone printouts

**ENQUIRIES**: Mr M Maeko/Mr M Jele Tel No: (013) 753 9308/082 309 0910

**POST 30/108**: SECURITY OFFICER, REF NO: 2019/557/OCJ (X2 POSTS)

**SALARY**: R122 595 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**: Constitutional Court: Braamfontein

**REQUIREMENTS**: Grade 12, Added advantage: Three years applicable experience; PSIRA, Grade A Certificate, firefighting Certificate, First aid Certificate, Valid Driver's license, Safety ,certificate(SAMTRAC).

**DUTIES**: Responsible for the control of access to the public premises and vehicle act, 53 of 1985, Maintain proper record keeping (all security registers), Check functionality of all security equipment, Monitor CCTV. Control of keys, working shifts, Conduct security risk assessment and report security breaches, Check functionality of the X-Ray Machines.

**ENQUIRIES**: Mr M Ngonyama Tel No: (011) 359 7400
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 for attention Mr M Mabuza or you can email your application to recruitment@opsc.gov.za.

CLOSING DATE: 06 September 2019, 15h30.

NOTES: 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. 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. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the office of the Public Service Commission. Following the interview and technical exercise, the selection panel will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

MANAGEMENT ECHELON

POST 30/109: CHIEF DIRECTOR: PROFESSIONAL ETHICS REF NO: CD/PE/08/2019

SALARY: R1 251 183 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: Public Service Commission House, Pretoria

REQUIREMENTS: Ideal candidate’s profile: An experienced person with an appropriate recognized Bachelor’s degree or equivalent qualification (New NQF Level 7) in Public Management, Social Sciences or related field. A Post Graduate qualification (New NQF Level 8 and above) with courses relevant to the area of public management and public administration will be an added advantage. 5 years’ experience at a Senior Management level in the field of Professional Ethics. Proven experience in applied research, monitoring and evaluation, Experience in project management, Organisational skills. Report writing skills. Proven experience in and knowledge of handling legal, administrative and ethical practices, corporate governance and financial management. Knowledge of the latest trends and initiatives in ethics. Sufficient computer skills and experience in the Microsoft Office Suite, e.g. Excel, Word and PowerPoint. Strategic understanding and knowledge of the application of the Constitutional Values and Principles (CVPs) as contained in Section 195. An understanding of how current public administration management and operational processes comply, or do not comply, with the CVPs. A Valid Driver’s License (with exception of disabled applicants).

DUTIES: Manage the Office’s support to the Commission to perform its oversight function as it relates to the promotion of a high standard or professional ethics
in the Public Service. Manage and strategically advise the Commission on ethics research and ethical infrastructure of the Public Service. Manage and strategically advise the Commission on Financial Disclosure Framework and Public Service Integrity Management Framework. Manage and strategically lead the ethics research agenda of the Commission. Manage and strategically advise the Commission on the overall management of the National Anti-Corruption Hotline and Case Management System. Manage and provide strategic leadership to the Chief Directorate. Manage and strategically assess compliance issues and identify trends in the public service to advise the Commission.

ENQUIRIES: MR Matome Malatsi Tel No: (012) 352 1073

OTHER POST

POST 30/110: STATE ADMINISTRATION OFFICER REF NO: SAO/08/2019

SALARY: R257 508 per annum (Level 07)
CENTRE: Public Service Commission House, Pretoria
REQUIREMENTS: Ideal candidate profile: 3 year post school qualification National Diploma (NQF Level 6) in Public Administration/Public Management or Social Sciences degree. At least five years’ experience in the Public Service, of which at least three must involve providing a support service to senior management. Proven experience of controlling expenditure and verifying performance information. Knowledge of the public service regulatory framework and the application thereof. Advanced Computer Literacy. A thorough understanding of government administration. Valid code 08 driver’s licence (with exception of disabled applicants). Ability to work both independently and as part of a team. Knowledge of the Constitutional Values and Principles (CVPs) in Section 195 and the effect of the CVPs on the daily duties of this post.

DUTIES: The successful candidate will be responsible for: Maintaining an effective and efficient administrative support system for the Chief Directorate and D: Litigation and Legal Services. Providing administrative and logistical support to governance events, meetings and workshops of the PSC. Providing overall performance monitoring and analysis support, by facilitating the submission of quarterly performance reports and supporting evidence and verifying submitted evidence against reported progress for reliability, relevance and accuracy. Coordinating and processing of PSC travel requests and expenditure. Monitoring and tracking expenditure within the authority of the Programme Manager.

ENQUIRIES: Ms LC Viviers Tel No: (012) 352 1145
APPLICATIONS: Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), attention: Human Resource Admin & 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: 06 September 2019 @ 12:00 pm

NOTE: The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on originally signed Z.83 accompanied by original certified copies of qualification(s), Identity Document, valid driver’s licence (where driving/travelling is an inherent requirement of the job), proof of citizenship if not RSA citizen, and a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. All copies must be certified in the past 12 months. Failure to submit the above information will result in the application not being considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are shortlisted 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 that may be structured according to personal needs within the relevant framework.

MANAGEMENT ECHELON

POST 30/111: SENIOR SECTOR EXPERT: NATIONAL PLANNING COORDINATION REF NO: 020/2019 NPC Secretariat

SALARY: R1 057 326 per annum (Level 13) (all-inclusive salary package). The remuneration package consists of a basic salary, the State’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.

CENTRE: Pretoria

REQUIREMENTS: A relevant 3-year tertiary qualification (NQF 7) in Social Sciences, Economics/Development Studies or equivalent, with at least 8 years’ relevant experience in strategic planning, public administration and/or public finances, of which 5 years’ at Deputy Director level or equivalent. A relevant postgraduate qualification (NQF8) and/or specialist training courses will be an added advantage. Must have a valid driver’s licence and be prepared to travel frequently. Competencies/Skills: The ideal candidate must have strong
research, report writing and project management skills. She/he should also have strong analytical competence, planning, execution, stakeholder coordination skills. Should produce good quality of work, be reliable and take initiative. Should have good communication skills (verbal and written), be flexible and have the ability to work in multidisciplinary teams. Management and leadership skills will be vital, and the ability to supervise, inspire, empower and delegate to subordinates, and be responsible for controlling financial and other resources. Personal attributes: The incumbent must have sound interpersonal skills; be assertive and self-driven, innovative, client-oriented and solution-oriented and able to work under pressure and maintain high levels of confidentiality.

**DUTIES**

The successful candidate will be a senior member of the National Planning Commission (NPC) Secretariat responsible for technical support and coordination of the NPC social sector workstream, this entails managing social sector research for long term planning, building on the National Development Plan: Vision 2030, and supporting social sector development planning processes, including government’s planning cycles. Prepare reports, facilitate and convene different stakeholders in the social sector. Prepare programme/project reports required for management and provide technical support to the NPC and other partners in planning, implementation and evaluation of social sector programmes. Draft strategic plans and project briefs with regard to key sector planning projects and support programme planning and coordination of related activities. Maintain adherence to statutory responsibilities in terms of the Public Finance Management Act (PFMA) and Public Service Act, and ensure effective and efficient Human Resources planning and annual performance and operational planning as well as sound corporate governance mechanisms in the unit.

**ENQUIRIES**

Mr N Nomlala Tel No: (012) 312-0452

**OTHER POSTS**

**POST 30/112**

**DEPUTY DIRECTOR: BUSINESS & SYSTEMS ANALYST REF NO:**

021/2019

Sub-Directorate: ICT Governance and Support

**SALARY**

R733 257 per annum (Level 11) (all-inclusive salary package) the remuneration package consists of a basic salary, the State’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.

**CENTRE**

Pretoria

**REQUIREMENTS**

An appropriate 3-year tertiary qualification (NQF 6) in the area of Computer Science or Information Technology with at least 6 years relevant experience of which 3 years should be in systems analysis and design and project management and 3 years must be at ASD/junior management level. An NQF 7 qualification or specialised training/courses will serve as an added advantage. Competencies / Skills: Analysis and solution definition; good report writing skills; knowledge of technical recommendation and testing and technical understanding (Processes understanding, understand technology changes, how legacy and web-based systems interface with each other). Should have good Interpersonal relations and communication skills, be flexible and be willing to work after hours where necessary, have the ability to work with the team and be able to work under pressure. Planning and execution, leadership skills, the ability to delegate and empower subordinates. Should have management skills and be able to control financial resources and supervise staff. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality.

**DUTIES**

The successful candidate will be responsible to coordinate the ICT services using ITIL process, Work with users to formulate system requirements, develop system plans and documentation, review and evaluate existing systems, design and modify systems to meet users’ business needs. Assist the programmers and developers by providing them with detailed user specifications and technology user requirement. Maintain an up-to-date knowledge base of ICT and business processes within the department. Maintain accurate record of the relevant enhancements to Business Applications, document the applications user manuals and conduct user
training on applications. Develops the test plans and test solutions in line with the functional requirements. Coordinates implementation of ICT governance and ensure compliance to project management methodologies. Create and ensure sound corporate governance mechanisms for the Sub-Directorate.

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

POST 30/113: ASSISTANT SPECIALIST: GRAPHICS DESIGN REF NO: 022/2019

Directorate: Marketing and Communications Services

SALARY: R376 596 per annum (Level 09) plus benefits.

CENTRE: Pretoria

REQUIREMENTS: An appropriate 3 year tertiary qualification (NQF 6) in Graphic Design or equivalent qualification and at least 5 years relevant experience in Graphic Design environment. A Bachelor’s Degree (NQF 7) will serve as an added advantage. Must have a valid Driver’s License and will be required to travel and available to work irregular hours and to travel to perform duties away from base. Must have writing research and editing skills, creativity, attention to detail, initiative and practical problem solving skills. Disciplinary knowledge in Communication and Marketing, Well developed verbal and written communication skills (and presentation skills) and Strong analytical skills. High level of computer literacy and sound knowledge of the Microsoft Office Suite applicants. Additional: Must be proficient in the use of an Apple Macintosh computer, Proficient in Adobe illustrator, Photoshop, InDesign (web 3-D skills), Strong design skills and thorough knowledge of topography and printing, Good organization skills. The ability to work under pressure and meet deadlines and must be able to multitask and manage priorities in a fast pace environment. Knowledge of media, advertising, public relation, media buying, marketing and branding. Note: shortlisted candidates will be required to submit a portfolio of graphic design work.

DUTIES: The successful candidate will be responsible to design and layout of communication products for DPME this entails Designing images, illustrations, styles and templates for materials and corporate communication materials in line with Government Communication and Information System (GCIS) regulations and guidelines and developing graphics and visual or audio images for product illustrations, logos, and websites. Plan and manage graphic design projects and process flows in consultation with the Chief Director; Ensure that all graphic design elements, pictures, diagrams, artwork, and symbols promote representivity and inclusivity, are gender-sensitive, and free of bias in terms of race, class, disability, culture, religion and geographical location and provide advice for the design of special promotion materials such as brochures and posters for DPME programmes and corporate communication interventions.

ENQUIRIES: Ms J Mchunu Tel No: (012) 312-0462
DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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

APPLICATIONS: quoting reference number must be addressed to Mr Thabang Ntsiko. Applications must be posted to Department of Public Service and Administration, Private Bag X916, Pretoria, 0001 or delivered 546 Edmond Street, Batho Pele House, cnr Edmond and Hamilton Street, Pretoria, Arcadia 0001. Applications could also be submitted online at www.ejob.gov.za and it should be accompanied by a comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, Identity document and valid driver's license (where driving/travelling is an inherent requirement of the job).

CLOSING DATE: 09 September 2019

NOTE: The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on form Z.83 accompanied by certified copies of qualification(s) and Identity Document or Proof of citizenship if not RSA citizen. Note: Failure to submit these copies will result in the application not being considered. A comprehensive CV indicating duration of appropriate experience and three reference persons with the following information: name and contact numbers, an indication of the capacity in which the reference is known to the candidate. Reference checks will be conducted 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. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records.

MANAGEMENT ECHELON

POST 30/114: CHIEF DIRECTOR: LABOUR RELATIONS, NEGOTIATIONS AND DISCIPLINE MANAGEMENT REF NO: DPSA/19/019

SALARY: R1 251 183 per annum (Level 14) (All-inclusive package). Annual progression up to a maximum salary of R1 495 956 is possible, subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework.

CENTRE: Pretoria

REQUIREMENTS: An appropriate B degree or equivalent qualification at NQF level 7 in Labour Law or Human Resource Management. A postgraduate qualification in Labour Relations/ Labour Law/ Human Resource Management/ Economics would be an added advantage. At least 5 years’ appropriate experience at Senior Management level is a prerequisite. Sound knowledge of the Public Service legislative framework, collective bargaining processes and structures. Minimum 10 years’ experience in the collective bargaining and labour relations environment. Highly developed negotiation, stakeholder management as well as written and verbal communication, analytical, research, problem-solving, conflict management and policy development skills. Knowledge of Human Resource Management and Development. The ability to interpret and communicate complex strategic matters. Conversant with Public Service negotiation and conditions of service frameworks. Strong leadership qualities and the ability to work in a collaborative environment with key stakeholder departments, including National Treasury, as well as social partners. Computer literacy. Financial and people management skills. A valid driver's licence.

DUTIES: Develop, implement, monitor and review policies on negotiations, labour relations, including discipline management for the Public Service. Support the State as Employer in negotiating salaries and other conditions of service in the Public Service Coordinating Bargaining Council (PSCBC). Support the State as Employer in the preparation of and securing the necessary mandates for
negotiations on matters of mutual interest from the Minister for the Public Service and Administration (MPSA) and the Committee of Ministers. Develop and advise on negotiations strategies, mandates and approaches aimed at advancing the interests of the State as Employer. Promote sound labour relations in the Public Service. Monitor progress in the various sectoral and departmental bargaining structures. Ensure, monitor and report to the MPSA on the implementation of collective agreements reached in the PSCBC and the General Public Service Sector Bargaining Council (GPSSBC). Manage discipline and disputes efficiently. Advise the MPSA and Director-General on collective bargaining and labour relations matters. Advise on implications of proposed mandates. Manage projects in the Chief Directorate. Ensure representation of the State as Employer in the governance and ad hoc committees of the PSCBC and GPSSBC. Ensure people and financial management of the Chief Directorate.

ENQUIRIES: Ms Nonhlanhla Yende Tel No: (012) 336 1405

NOTE: All short-listed candidates for SMS posts will be subjected to a technical exercise that intend to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of the competency-based assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will have to complete a Financial Disclosure annually.
DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

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

CLOSING DATE : 06 September 2019 at 16h00. Applications received after the closing date will not be considered.

NOTE : Applications must be submitted on a signed Z83 form, (unsigned Z83 forms will disqualify an application) which can be obtained from any Government institution. Clear indication of the internship programme and reference number that is being applied for must be indicated on your z83. A comprehensive CV with certified copies of qualifications including an academic record (Matric certificate must also be attached) and ID document and/or driver’s licence (where applicable), including the details of at least two contactable referees. Background verification, including qualifications, financial, criminal record and citizenship check will be conducted on recommended candidates. Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference (as per EE Plan). It is the applicants’ responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

INTERNSHIP PROGRAMMES

The duration of the internship programme is twenty-four (24) months. The Department invites all suitable and qualifying graduates aged between 18 and 35, who are interested and who have never participated in an Internship programme before, to apply for the following Internship Programmes. The Department reserves the rights not to fill or withdraw any advertised post.

OTHER POSTS

POST 30/115 : FINANCE INTERN REF NO: FIN/17/19 (X1 POST)

STIPEND : R104 292 per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate three (3) year qualification (National Diploma or Degree) in Finance / Accounting / Auditing on a NQF level 6/7 as recognised by SAQA. Additional: Academic Excellence, Leadership Roles, Participation in Community programmes.
DUTIES : Development Areas: Develop competencies in expenditure management which includes receiving invoices and claims, checking for correctness, verification, capturing payments, filling of documents, as well as petty cash management. Exposure to Government Financial Management systems and procedures i.e. Government budget cycle (Roll over, MTEF, AENE, ENE and cash flow projections). Daily budget and expenditure monitoring and implementation of shifts and virements. Contribute towards the development / implementation / interpretation of financial policies and SOPs.

ENQUIRIES : The recruitment office on Tel No: (012) 394-5286/ 43097/41440

POST 30/116 : SUPPLY CHAIN – LOGISTICS INTERN REF NO: SCM/18/19 (X1 POST)

STIPEND : R104 292 per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate three (3) year qualification (National Diploma or Degree) in Logistics Management, Purchasing Management and Supply Chain Management on a NQF level 6/7 as recognised by SAQA. Additional: Academic Excellence, Leadership Roles, Participation in Community programmes.
DUTIES : Development Areas: Develop competencies in supply chain and asset management and in particular Travel Management services which includes request for quotations for travel and accommodation. Making travel bookings and sending confirmation to travellers. Liaising with Travel Agency, receiving invoices, checking for correctness, updating of invoice register against orders,
capturing payment advices and reconciling the account monthly. Exposure to government or public sector procurement and travel management policies, procedures and regulations as well as supply chain and asset reporting.

ENQUIRIES: The recruitment office on Tel No: (012) 394-5286/ 43097/41440
ANNEXURE U

DEPARTMENT OF TELECOMMUNICATIONS AND POSTAL SERVICES

The Department is an equal opportunity department and the Department’s intention is to promote equity through the filling of these posts.

APPLICATIONS: RPT Marketing has been retained to handle responses for all positions mentioned in this advertisement. Please forward your application via email to: rh@konesolutions.co.za or hand deliver your application to Hampton Office Park, 20 Georgian Crescent East Street, Highbury house, Bryanston, 2158 (quoting the relevant reference in the subject line).

CLOSING DATE: 06 September 2019

NOTE: Applications must be submitted on a Z83 Form, obtainable from any Public Service department and should be accompanied by a recently updated comprehensive CV and certified copies (not older than six (6) months) of all qualification(s), statement(s) of results and ID document/Passport. Applications received after the closing date will not be considered. Faxed or e-mailed applications will be considered for SMS posts. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Due to the large volumes of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. All shortlisted candidates for SMS positions 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 using the mandated DPSA SMS competency assessment tool. If you have not been contacted within three (3) months of the closing date, please accept that your application was unsuccessful. Please note that CV’s submitted will be destroyed after a three (3) month period. The Department reserves the right not to make appointment(s) to the advertised post(s). Candidates whose appointment/promotion/transfer will promote the achievement of employment equity within the Department, will receive preference.

MANAGEMENT ECHELON

POST 30/117: DEPUTY DIRECTOR-GENERAL: INFORMATION SOCIETY DEVELOPMENT AND RESEARCH REF NO: DDG1

SALARY: R1 521 591 per annum (An all-inclusive package)

CENTRE: Pretoria, Hatfield

REQUIREMENTS: Master Degree with major focus in Technology Research. PHD would be an added advantage. 8 to 10 years’ experience at senior management level of which at least 5 years’ experience must have been as a Project Manager, preferably in the ICT arena. Fully conversant in applications and/or application development. Masters level qualifications in either Information Systems, Computer Science, Electronic Engineering. Skills And Competencies: At an advanced level required in the following: Deep understanding of Technology Research and Building of Digital Society. The candidate must have supervised policy or technology research. He or she must be familiar with using advanced well-established research models and methodologies. Capabilities to develop Digital strategy and framework for SA. Coordinate Government Digital Transformation program. Publish in reputable journals papers dealing with the digital Society. Knowledge of information management and practices, monitoring, evaluation and research methodologies. Strategic capability and leadership qualities. Programme and project management using tools such as GitHub. Problem Analysis solving. Government operations, policies and legislation value chain management, service delivery innovation. The ability to engage stakeholders through an omni-channel using social media and digital. Customer/Client focus using Customer Relationship Management (CRM). Understanding of Broadband and Government imperatives in this arena. Communications skills (both written and verbal). Business acumen and organizational management. Ability to design Big Data models. Competence in Agile, Pringle and Togaf. Knowledge of Service Oriented Architecture (SOA).
DUTIES: The candidate will be responsible for developing 3 national digital verticals namely: (a) national compute and storage strategy, (b) Cloud Connectivity Strategy (c) Cyber defence strategy. The candidate will guide SA leadership on how to deal with Blockchain, AI, Cloud, Big Data, IoT and similar technologies. He or She will assist with the coordination of 4IR strategy. The successful candidate will render strategic delivery Management services in support of creating an inclusive ICT information society, development and capacity in order to establish an advanced information-based society. He or She will: Conduct research, track and measure the progress of creating an information-based society and attainment of the National Development Programme (NDP). Provide strategic oversight and ensure the provision of professional and secretariat support to ISAD coordination. Provide leadership on the development and implementation of innovation and responsive programmes to develop capacity in the usage of ICTs in the building of an information society. Deliver on Government’s mandate in terms of the NDP and ensure the obligations in terms of outcome 12 are met. Ensure an effective promotion and practice of good corporate governance and compliance pertaining to all relevant legislation, regulations, treaties, memorandum of understandings, etc. Perform generic management functions attached to the seniority of the post. Oversee the development and rollout of the e-skills policy and strategy.

ENQUIRIES: Louisa Tel No: (012) 421 7006 Tania (012) 427 8184 For applications: Ms Tumi Morake, Tel No. (010) 880 2636, during office hours (08:30am - 16:00pm)

POST 30/118: DEPUTY DIRECTOR-GENERAL: ICT POLICY AND STRATEGY REF NO: DDG2

SALARY: R1 521 591 per annum (An all-inclusive package)

CENTRE: Pretoria, Hatfield

REQUIREMENTS: Masters Degree in Technology Policy or Engineering and 10+ years’ experience at senior management level of which at least 5 years’ experience must be related to the strategy environment. PhD would be an added advantage. The candidate must have addressed international, regional and national conferences of ICT. He or She must have published 5 or more series papers in the subject of ICT policy and strategy. Skills And Competencies: At an advanced level required in the following: A comprehensive understanding of the ICT including Digital, Cloud, IoT, AI and Big Data. Must have published at least five peer reviewed works in Policy Journals. A strong background and understanding of global ICT Policy environment. Understanding of AGILE, digital transformation and data sovereignty issues. Monitoring and evaluation methodologies. Government operations, policies and legislation. Understanding of internationally recognized research methodologies. Data collection and analysis methods and understanding of policy legislation. Strategic management capabilities to lead the ICT Policy and Strategy Branch. Communications skills (both written and verbal).

DUTIES: The successful candidate will provide strategic management and leadership in the development of the Information and Communication Technology’s (ICT) policy and regulatory framework including reviewing and monitoring implementation as well as its impact on the wellbeing of the citizens of South Africa. The candidate must have a deep understanding of Global trends in ICT and Digital Technologies. The candidate must understand the functioning of the ITU, OECD ICT unit, ICANN and all respective sub-structures and related organizations. He or she must understand global ICT dynamics, trade wars including services dialogue within the WTO and other regional trade organizations. The candidate must understand of Europe’s GDPR and implications to European companies residing in SA and be able to develop strategies on how to respond to such. Understanding import tariffs and how they impact universal broadband services and mobile communications. Develop a Data Price Policy of South Africa with objectives of reducing data pricing. Establish methodologies for the delivery of informed and robust ICT policies and regulatory frameworks in support of an inclusive growth of the South African economy. Ensure that development of ICT policies and regulatory frameworks are underscored by credible quantitative and qualitative analysis. Establish methodologies for ICT policy and strategy implementation, monitoring and evaluation, and review in order to measure its impact on the wellbeing of the citizens of South Africa. Ensure an effective promotion and
practice of good corporate governance and compliance in accordance with all relevant legislation, regulations, declarations, treaties, memorandum of understandings, etc. Perform generic management functions attached to the seniority of the post. Oversee the development and management of the strategic planning of the branch.

**ENQUIRIES**

Louisa Tel No: (012) 421 7006 Tania (012) 427 8184
For applications: Ms Tumi Morake, Tel No. (010) 880 2636, during office hours (08:30am-16:00pm)

**POST 30/119**

**CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: CD1**

**SALARY**

R1 251 183 per annum (An all-inclusive package)

**CENTRE**

Pretoria, Hatfield

**REQUIREMENTS**

A relevant undergraduate qualification at NQF level 7 in Human Resource Management or Human Capital as recognized by the South African Qualifications Authority (SAQA). At least 5-7 years’ relevant experience at a senior managerial level in the Human Resources Environment. A post graduate qualification will be an added advantage. Skills and Competencies:

At an advanced level required in the following: Strategic capability and leadership, programme and project management, Preferential HR policies and related legislation, functioning of national, provincial and local government, fundamental economics, HR policies, Employment Equity Act and related policies, Labour Relations Act, COIDA, Resolutions, Payroll Administration, General knowledge of HR related standards, practices, processes and procedures, Specialised knowledge of personnel provisioning and utilisation processes, conditions of service, service benefits and terminations of service, Structure and functioning of the Department, functioning of PERSAL and personnel information systems, Public Service Act and Regulations, Employment Equity Act, Basic Conditions of Employment Act, collective agreements, Codes of Remuneration and the Public Finance Management Act, Electronic and Communication Act, Broadcasting Act, Independent Communication Authority of South Africa Act. Must have excellent communication skills (both written and verbal), change management, people management, client orientation and customer focussed, diversity management and risk management.

**DUTIES**

The successful candidate will effectively and efficiently oversee the management of all Human Resources for the Department. Benchmark Department Human Capital or Human Resource digital capabilities against other similar government departments in other parts of the African region and the world. Design a digital skills matrix for all Department employees. Design training programs that will cover digital transformation. Build digital skills across all branches of the department. Establish partnerships with on line organizations of learning. Relook and reconfigure all the departmental jobs given the new direction. Propose an organizational reengineering model based on AGILE. Introduce Service Oriented Architecture (SOA) as a way of working. Develop and oversee the implementation of policies and procedures in the areas of Human Resources Management within the department to comply with applicable legislation. Oversee the management of Human Resources Administration for the department. Oversee the management Organisational Development and Wellness for the Department. Oversee the management of Human Resources Development for the department. Oversee the management of Labour Relations. Oversee the management of Departmental and human resources records. Manage all resources (human, financial, assets) within the Chief Directorate to ensure that they are optimally utilized and directed towards meeting the objectives of the Directorate. Benchmark Department Human Capital or Human Resource digital capabilities against other similar government departments in other parts of the African region and the world. Design a digital skills matrix for all Department employees. Design training programs that will cover digital transformation. Build digital skills across all branches of the department. Establish partnerships with on line organizations of learning. Relook and reconfigure all the departmental jobs given the new direction. Propose an organizational reengineering model based on AGILE. Introduce Service Oriented Architecture (SOA) as a way of working. Develop and oversee the implementation of policies and procedures in the areas of Human Resources Management within the department to comply with applicable legislation. Oversee the management of Human Resources Administration for the
department. Oversee the management Organisational Development and Wellness for the Department. Oversee the management of Human Resources Development for the department. Oversee the management of Labour Relations. Oversee the management of Departmental and human resources records. Manage all resources (human, financial, assets) within the Chief Directorate to ensure that they are optimally utilized and directed towards meeting the objectives of the Directorate.

ENQUIRIES
Louisa Tel No: (012) 421 7006 Tania (012) 427 8184
For applications: Ms Tumi Morake, Tel No. (010) 880 2636, during office hours (08:30am-16:00pm)

POST 30/120
CHIEF DIRECTOR: COMMUNICATIONS AND MARKETING REF NO: CD2

SALARY
R1 251 183 per annum (An all-inclusive package)

CENTRE
Pretoria, Hatfield

REQUIREMENTS
A relevant undergraduate qualification at NQF level 7 in Communications/Marketing/Journalism as recognised by the South African Qualifications Authority (SAQA) and 5-7 years of relevant experience at a senior managerial level in the Communications and Marketing environment. A post graduate degree will be an added advantage. Skills and Competencies: At an advanced level required in the following: Strategic capability and leadership, programme and project management, financial management, service delivery and innovation, problem-solving and analysis, change management, knowledge of Applicable legislations, Public Finance Management Act, Treasury Instructions, Public Service Act, and Public Service Regulations Electronic and Communication Act, Broadcasting Act, Independent Communication Authority of South Africa Act, functioning of national, provincial and local government, structure and functioning of the Department, Parliamentary protocol processes, linkages with government clusters, Media and marketing industry, cross cultural knowledge, client relations. Knowledge of applicable legislations, norms and standards related to the built environment industry, including the Public Finance Management Act, Treasury Instructions, Public Service Act, and Public Service Regulations Electronic and Communication Act, Functioning of national, provincial and local government. Structure and functioning of the Department, Parliamentary protocol processes, Linkages with government clusters, Media and marketing industry, Cross Cultural Knowledge, Client relations, ICT Industry. Must have excellent skills in communication (both written and verbal), digital marketing with deep understanding of web culture, social media platforms and channels, knowledge management, people management, client orientation and customer focus, diversity management, risk management, corporate governance.

DUTIES
The successful candidate will oversee the management of the Department image and provide communication and marketing activities. Oversee the department's image in the digital space. This includes traditional media (print, electronic etc.) BUT more importantly all social media channels such as Facebook, Twitter, Google, YouTube etc. Develop and implement digital marketing, online communication and all new forms of digital marketing. Position the department favourably within the ICT sector and public through the development of strategic objectives (Build The department presence in the digital ecosystem, Reposition the Department to be number one digital organisation in SA, the department must be present in all digital channels, Monitor internet and digital platforms and be able to respond within seconds). Oversee the development of strategies in support of the DTPS, ICT sector and government programmes in order to encourage the accelerated use of ICT as a tool of social economic development (Protect the Department in the digital space, Listen on behalf of the department, engage all platforms that publish Transparency). Oversee the provision of marketing and communications support to the DTPS and its stakeholders to build a shared vision of the national ICT agenda (Conduct Web analytics on behalf of the department, curate Place all Departments content in the digital ecosystem). Oversee the development and implementation of an annual communications strategy and provide support for departmental projects. Build communications networks with stakeholders in the ICT sector in order to improve the stakeholder’s participation and involvement in Dtps programmes (Design the Department digital marketing and internet communications strategy. Daily, weekly and monthly provide Google analytics about the department activities and mention...
online, liaise on behalf of the Department with all social media platforms, provide Department Twitter analytics daily, weekly and monthly, provide Department Facebook analytics daily weekly and monthly, build capacity such as Google Analytics, Twitter Developer and Facebook Developer skills within the team members. Oversee the development and participation of marketing and communications policies within the Dtps and manage participation of Intergovernmental communications forums. Oversee resources within the Media and Communications Chief Directorate in line with relevant legislation in order to reach the strategic objectives of the Department of Telecommunications and Postal Services (Responsible for all department's digital assets). Design and find Providers of digital training for members of the department. Oversee the department's image in the digital space. This includes traditional media (print, electronic etc.) BUT more importantly all social media channels such as Facebook, Twitter, Google, YouTube etc. Develop and implement digital marketing, online communication and all new forms of digital marketing. Position the department favourably within the ICT sector and public through the development of strategic objectives (Build the department presence in the digital ecosystem, Reposition the Department to be number one digital organisation in SA, the department must be present in all digital channels, monitor internet and digital platforms and be able to respond within seconds). Oversee the development of strategies in support of the DTPS, ICT sector and government programmes in order to encourage the accelerated use of ICT as a tool of social economic development (Protect the Department in the digital space, Listen on behalf of the Department, engage all platforms that publish Transparency). Oversee the development and implementation of an annual communications strategy and provide support for departmental projects. Build communications networks with stakeholders in the ICT sector in order to improve the stakeholder’s participation and involvement in Dtps programmes (Design the Department digital marketing and internet communications strategy. Daily, weekly and monthly provide Google analytics about the department activities and mention online, liaise on behalf of the Department with all social media platforms, Provide Department Twitter analytics daily, weekly and monthly, provide Department Facebook analytics daily weekly and monthly, build capacity such as Google Analytics, Twitter Developer and Facebook Developer skills within the team members. Oversee the development and participation of marketing and communications policies within the Dtps and manage participation of Intergovernmental communications forums. Oversee resources within the Media and Communications Chief Directorate in line with relevant legislation in order to reach the strategic objectives of the Department of Telecommunications and Postal Services (Responsible for all Department's digital assets). Design and find Providers of digital training for members of the department.

ENQUIRIES

Louisa Tel No: (012) 421 7006 Tania (012) 427 8184
For applications: Ms Tumi Morake, Tel No. (010) 880 2636, during office hours (08:30am-16:00pm)

POST 30/121

CHIEF DIRECTOR: ICT STRATEGY DEVELOPMENT REF NO: CD3

SALARY

R1 251 183 per annum (An all-inclusive package)

CENTRE

Pretoria, Hatfield

REQUIREMENTS

A relevant undergraduate qualification at NQF Level 7, as recognised by the South African Qualifications Authority (SAQA) in the field of Economic and Management Sciences, Business, Telecommunications, and 5 years’ relevant experience at senior managerial level in developing ICT policies and strategies. A post-graduate qualification in the field of the post would be an added advantage. Skills And Competencies: At an advanced level required in the following: Knowledge of Applicable legislations, Public Finance Management Act, Treasury Instructions, Public Service Act, and Public Service is of baseline economic statistics related to the ICT sector in order to inform policy formulation. Contribute to the development of socio-economic impact analysis for major ICT policies and strategies developed in the Department. Provide analysis of ICT trends and international benchmarking reports. Liaise with other entities which provide economic and statistical
information as it relates to ICTs. Strategic capability and leadership, programme and project management, financial management, service delivery and innovation, problem-solving and analysis, knowledge management, change management, knowledge and experience in ICT policy formulation, knowledge and understanding of ICT legislation and policies. Knowledge of ICT regulatory environment. Experience in economic analysis within the ICT sector. Experience in developing socio-economic impact analysis reports; understanding of monitoring & evaluation methodologies. Excellent planning and organising skills, excellent interpersonal skills and an established track record in the field of ICT policy and strategy development.

**DUTIES:**

The successful candidate will develop strategies to promote ICT industry growth and competitiveness and position the ICT sector in the industrialisation of South Africa. Develop frameworks that align ICT policy development and regulation, research and development and funding to promote investments across the entire value-chain of the sector. Develop mechanisms to coordinate, collaborate and effectively implement key programmes and initiatives to support ICT industry growth. Develop relevant strategies and policies taking into consideration gaps in existing policies in the ICT sector. Monitor, report, compile and provide analysis reports regarding South Africa's performance against key international indices on ICT industry growth and competitiveness. Interact and participate in various governmental and stakeholder engagement platforms as they relate to the implementation of ICT policies and strategies. Plan and organise work of officials within the Chief Directorate and monitor the implementation of policies and strategies to ensure execution as planned, within budget and the required outcome is achieved. Manage resources within the ICT Strategy Chief Directorate in line with relevant legislation to reach the strategic objectives of the Department.

**ENQUIRIES:**

Louisa Tel No: (012) 421 7006 Tania (012) 427 8184

For applications: Ms Tumi Morake, Tel No. (010) 880 2636, during office hours (08:30am-16:00pm)

**POST 30/122:**

CHIEF DIRECTOR: ISAD INSTITUTIONAL COORDINATION REF NO: CD4

**SALARY:**

R1 251 183 per annum (An all-inclusive package)

**CENTRE:**

Pretoria, Hatfield

**REQUIREMENTS:**

A relevant undergraduate qualification in the following fields ICT and project management, at NQF level 7, as recognized by the South African Qualifications Authority (SAQA) with at least 5 years' relevant experience at senior managerial level. Skills And Competencies: At an advanced level required in the following: Strategic capability and leadership, programme and project management, financial management, service delivery and innovation, problem-solving and analysis, knowledge management, change management, Electronic Communications Act, Independent Communication Authority of South Africa Act, Ability to design Big Data models, Competence in Agile, Pringle and Togaf, Knowledge of Service Oriented Architecture (SOA), World Summit on the Information Society Applicable legislations, norms and standards related to the ICT industry, including the Public Finance Management Act, Treasury Instructions, Public Service Act, and Public Service Regulations, Broadcasting Act, Independent Communication Authority of South Africa Act, Functioning of national, provincial and local government, Structure and functioning of the Department, Parliamentary protocol processes, Cross Cultural Knowledge, Client relations, ICT Industry.

**DUTIES:**

The successful candidate will ensure innovative, responsive and development-oriented e-applications in the building of an inclusive information society in South Africa. Create a research platform and a sandbox for the development of digital technologies. This to be accomplished with the development of digital native groups amongst the SA youth. Develop policy framework and enablement for the creation of Digital Society in South Africa. Develop Digital society charter for the country. Design a Poly-Centric digital governance model for SA. Develop South Africa Digital Ecosystem, model and framework. Help Coordinate activities of Global Broadband Commission. Position South Africa in the Internet Governance Forum (IGF) globally and in Africa. Develop Universal Internet Service strategy for rural and previously disadvantaged areas. Coordinate Smart City digital strategy. Establish and maintain Multi-Stakeholder Platform of Information Society and maintain stakeholder database. Ensure the analysis, monitoring and evaluation of impact of ISAD governance structures decision on the development of an
Information Society. Ensure the management of research analysis, information gathering and storage. Provide a framework for analysis and evaluation of policies and legislation in order to ensure integration, alignment and their impact. Ensure an effective and efficient management of secretariat services to the ISAD programmes. Manage the resources within the ISAD Institutional Coordination Chief Directorate in line with relevant legislation in order to reach the strategic objectives of the Department of Telecommunications and Postal Services.

ENQUIRIES
Louisa Tel No: (012) 421 7006 Tania (012) 427 8184
For applications: Ms Tumi Morake, Tel No. (010) 880 2636, during office hours (08:30am-16:00pm)

POST 30/123
CHIEF DIRECTOR: RADIO AND SATELLITE COMMUNICATIONS REF NO: CD5

SALARY
R1 251 183 per annum (An all-inclusive package)

CENTRE
Pretoria, Hatfield

REQUIREMENTS
A relevant undergraduate qualification at NQF level 7, as recognized by the South African Qualifications Authority (SAQA), in the Engineering, Science, Telecommunications, or Public/Private Stakeholder Management fields. A post-graduate qualification in the field of the post would be an added advantage. Experience in Spectrum Engineering and Management, and Information Communication Technology (ICT) infrastructure deployment, Project Management, Stakeholder Management, Policy Development and a minimum of 5 years’ experience at senior managerial level of which at least 3 years’ experience must be in the ICT sector. Skills And Competencies: At an advanced level required in the following: Strategic capability and leadership, programme and project management, financial management, service delivery and innovation, problem-solving and analysis, knowledge management, change management, Strategic capability and leadership, programme and project management, financial management, service delivery and innovation, problem-solving and analysis, knowledge management, change management, People management, Risk management, Radio-communication technical skills, Client orientation and customer focused, Corporate governance and good communications skills (both written and verbal).

DUTIES
The successful candidate will develop satellite communications policies and strategies to support the development and deployment of satellite communications infrastructure. Contribute to the development of national space programmes in South Africa. Manage the Rapid Deployment Coordination Centre. Facilitate and coordinate deployment of ICT infrastructure across all spheres of government and industry stakeholders. Manage ICT infrastructure GIS Databases. Effectively manage human and financial resources in line with the PFMA to achieve the Chief Directorate’s objective.

ENQUIRIES
Louisa Tel No: (012) 421 7006 Tania (012) 427 8184
For applications: Ms Tumi Morake, Tel No. (010) 880 2636, during office hours (08:30am-16:00pm)

POST 30/124
DIRECTOR: SPECTRUM (TECHNICAL) REF NO: D1

SALARY
R1 057 326 per annum (An all-inclusive package)

CENTRE
Pretoria, Hatfield

REQUIREMENTS
A relevant undergraduate qualification at NQF level 7 in Engineering, Science or Technology as recognized by the South African Qualifications Authority (SAQA). Experience in Spectrum Engineering and Management, and Information Communication Technology (ICT), wireless network engineering and a minimum of 5 years’ relevant experience at middle / senior managerial level of which at least 3 years’ experience must be in the ICT sector. Skills And Competencies: At an advanced level required in the following: Strategic capability and leadership, programme and project management, financial management, service delivery and innovation, problem-solving and analysis, knowledge management, change management, People management, risk management, Radio-communication technical understanding of Radio Communications of ITU, and IEEE standards, orbital Slots, Space based Frequencies, Problem solving and analytic skills, Service delivery implementation skills, Innovation, Client orientation and customer focused, corporate governance and good communication skills (both written and verbal).
DUTIES: The successful candidate will develop radio-frequency spectrum plans, strategies in spectrum management, conduct and where necessary support technical and regulatory studies to satisfy agenda items of the World Radio communication conferences and support its outcomes for implementation, and new services spectrum requirements in order to support the deployment of ICT radio communication based Infrastructure. Develop radio-frequency spectrum plans, strategies in spectrum management. Analyse spectrum requirements for radio communication services and where necessary conduct technical and regulatory studies in preparation for World Radio communication Conferences and thereafter support implementation of conference outcomes. Ensure that the legislative and regulatory framework promotes effective and efficient utilisation of the radio frequency spectrum in South Africa. Actively participate in relevant national, regional and international fora to influence direction and strategies. Keep inventory and Database of SA spectrum use (Past and Present). Liaise with the office of Outer Space Affairs through the DTI. Develop the technical aspects of policy and legislative framework that promotes the efficient and effective utilisation of Radio Spectrum in South Africa. Provide technical input and requirements in the development of radio-frequency spectrum policies, strategies and policy directions in order to support the development and deployment of ICT radio-based Infrastructure. Participate actively in the international and regional activities to ensure compliance and adherence to technical provisions of the radio frequency spectrum. Evaluate sharing and compatibility studies and to contribute to ITU-R meetings. Monitor and evaluate radio spectrum planning and new services spectrum requirements. Establish Space coordination Forum between SANSA, SPACE COUNCIL and The Department of Communications and Digital Technology. Effectively manage human and financial resources in line with PFMA and Public Service Regulations in order to achieve the Directorate’s objectives.

ENQUIRIES: Louisa Tel No: (012) 421 7006 Tania (012) 427 8184
For applications: Ms Tumi Morake, Tel No. (010) 880 2636, during office hours (08:30am-16:00pm)

POST 30/125: DIRECTOR: CYBERSECURITY OPERATIONS REF NO: D2

SALARY: R1 057 326 per annum (An all-inclusive package)

CENTRE: Pretoria, Hatfield

REQUIREMENTS: A relevant undergraduate qualification at NQF level 7 Computer Science, Information Systems, Electrical Engineering as recognized by the South African Qualifications Authority (SAQA). A post graduate qualification in Information Security and related fields and a minimum of 5 years’ experience at middle / senior managerial level of which at least 3 years’ experience must be in the ICT sector. Skills And Competencies: At an advanced level required in the following: Strategic capability and leadership, programme and project management, financial management, service delivery and innovation, problem-solving and analysis, risk management, change management, knowledge management, radio-communication technical skills, Understand Kali Linux, client orientation and customer focused, corporate governance and good communications skills (both written and verbal).

involved in cyber such as CERT, World Wide Web Consortium (W3C), ICANN Internet Engineering Task Force (IETF). Facilitate and coordinate the performance of the CyberSecurity Operations with other relevant entities in South Africa. Manage human and financial resources in line with the PFMA in order to achieve the Directorate’s objectives.

ENQUIRIES: Louisa Tel No: (012) 421 7006 Tania (012) 427 8184
For applications: Ms Tumi Morake, Tel No. (010) 880 2636, during office hours (08:30am-16:00pm)

POST 30/126: DIRECTOR: LEGAL SERVICES REF NO: D3

SALARY: R1 057 326 per annum (An all-inclusive package)
CENTRE: Pretoria, Hatfield
REQUIREMENTS: An LLB or a relevant legal degree or equivalent qualification at NQF level 7, admission as an attorney or advocate with at least 6 years' relevant experience at middle/senior managerial level and legal practice background. A post-graduate qualification (Masters) in the legal field, particularly related to ICT's would be an added advantage. Skills And Competencies: At an advanced level required in the following: Strategic capability and leadership, programme and project management, financial management, service delivery and innovation, problem-solving and analysis, risk management, change management, knowledge management, knowledge of ICT legislation, technical understanding of ICT's. Operational knowledge of and exposure to Constitutional Law, Administrative Law, Corporate Law, the legislation and other prescripts applicable in public administration and the Public Service will be an added advantage. All legislation administered by the Department and its SoCs, Magistrates Court Act, Postal Services Act, Post and Telecommunication-related Matters Act, South African Post Office Act, South African Postbank Act, Sentech Act, Electronic Communications Act, Electronic Communications and Transactions Act, Broadcasting Act, Independent Communications Authority of South Africa Act, Public Service Act, PFMA and other Financial Regulations, Government Policies, Departmental policies & procedures, Departmental prescripts, Public service regulations, Policy analysis and development. Must have excellent communications skills (both written and verbal), people management, client orientation and customer focused, and time management skills.

DUTIES: The successful candidate will effectively and efficiently manage legal services matters of the Department. Drafting and / or amending of legislation that is administered by the Department. Management of litigation for the Department. Drafting, vetting and negotiation of contracts. Ensure effective governance and compliance within the Directorate. Consult with stakeholders on matters related to legal services. Effectively manage human and financial resources in line with the PFMA.

ENQUIRIES: Louisa Tel No: (012) 421 7006 Tania (012) 427 8184
For applications: Ms Tumi Morake, Tel No. (010) 880 2636, during office hours (08:30am-16:00pm)

POST 30/127: DIRECTOR: ORGANIZATIONAL DEVELOPMENT, EMPLOYMENT RELATIONS AND EMPLOYEE WELLNESS AND HEALTH REF NO: D4

SALARY: R1 057 326 per annum (An all-inclusive package)
CENTRE: Pretoria, Hatfield
REQUIREMENTS: A relevant undergraduate qualification at NQF level 7 in Human Resources Management/ Psychology/Organisational Development/ Labour Relations, or equivalent qualification at NQF level 7, with at least 5 years’ relevant experience at middle/senior managerial level. Skills and Competencies: At an advanced level required in the following: Strategic capability and leadership, programme and project management, financial management, service delivery and innovation, problem-solving and analysis, risk management, change management, corporate governance, presentation and facilitation, knowledge management, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Codes of Remuneration, PFMA Act, OHSA, Departmental policies & procedures, policy analysis and development, general knowledge of HR related standards, practices, processes and procedures, Structure and functioning of the Department, dispute resolutions, legal and
grievance procedures, negotiation skills. Knowledge of organization design, job evaluation process. Must have excellent communication skills (both written and verbal), presentation and facilitation skills, client orientation and customer focus and time management skills.

**DUTIES**

The successful candidate will manage employee relations, implement transformation programmes through organisational development and change management processes, systems and policies and enhance employee well-being that impact on health and performance. Manage resolution of disputes, disciplinary and grievance cases within the required legislative time frames and ensure effective functioning of collective bargaining processes. Ensure designing and implementation of the organisational structure in line with the Departmental strategy. Implement Climate and Culture Survey and implement change management interventions aligned to the strategic objectives of the Department. Design Department’s restructuring plan. Manage alignment of jobs in the approved structure development of job descriptions and job evaluations in line with the statutory requirements. Manage implementation of Employee Wellness, health and safety programmes, policies and plans to improve quality of work life and performance. Manage resources in the Employee Relations, Organisational Development and Employee Wellness Management Directorate to ensure that the objectives of the Directorate are met.

**ENQUIRIES**

Louisa Tel No: (012) 421 7006 Tania (012) 427 8184
For applications: Ms Tumi Morake, Tel No. (010) 880 2636, during office hours (08:30am - 16:00pm)

**POST 30/128**

**DIRECTOR: EXTERNAL COMMUNICATIONS REF NO: D5**
(12 Months Fixed Contract)

**SALARY**
R1 057 326 per annum (An all-inclusive package)

**CENTRE**
Pretoria, Hatfield

**REQUIREMENTS**
A relevant undergraduate qualification at NQF level 7 as recognised by the South African Qualifications Authority (SAQA) in Communication/Journalism/Public Relations/Marketing or equivalent relevant qualification with at least 5 years’ experience at middle/senior managerial level in the Communications and Marketing environment. Skills and Competencies: At an advanced level required in the following: Knowledge of Applicable legislations, Public Finance Management Act, Treasury Instructions, Public Service Act, and Public Service Regulations Electronic and Communication Act, Broadcasting Act, Independent Communication Authority of South Africa Act, functioning of national, provincial and local government, structure and functioning of the Department, Parliamentary protocol processes, linkages with government clusters, Media and marketing industry, cross cultural knowledge, client relations. Knowledge and experience of working with major projects and events management within the ICT Sector and a proven track record of experience in: managing and leading people, projects, budgets and finance, risks, strategic planning, organisational performance and corporate governance. Must have excellent skills in communication (both written and verbal), strategic management, program and project management, knowledge management, financial management, problem solving and analysis, people management, service delivery innovation, client orientation and customer focus, diversity management, leadership and risk management skills.

**DUTIES**

The successful candidate will manage the positioning of the department favourably internally and externally through identifying appropriate communication channels and platforms. Develop comprehensive multi-year and annual external communications and marketing strategies and plans for the department in order to position the department favourably and support the Department’s projects. Oversee the department’s image in the digital space. This includes traditional media (print, electronic etc.) BUT more importantly all social media channels such as Facebook, Twitter, Google, YouTube etc. Build the department presence in the digital ecosystem. Reposition the Department to be number one digital organisation in SA. The department must be present in all digital channels. Monitor internet and digital platforms and be able to respond within seconds. Identify and prioritise opportunities to promote Department’s projects and programmes externally (exhibitions, events and public relations). Build communications networks with stakeholders in the ICT sector in order to improve the stakeholder’s participation and involvement in Departmental programmes. Manage the implementation of the corporate
identity within the Department. Manage all branding related activities of the Department. Manage the implementation of communications and marketing strategies in support of government programmes. Manage resources within the directorate in order to achieve the strategic objectives of the Communications and Marketing Chief Directorate.

ENQUIRIES: Louisa Tel No: (012) 421 7006 Tania (012) 427 8184
For applications: Ms Tumi Morake, Tel No. (010) 880 2636, during office hours (08:30am-16:00pm)

OTHER POST

POST 30/129: DEPUTY DIRECTOR: ECONOMIC ANALYSIS AND SCENARIO CONSTRUCTION REF NO: DD1

SALARY: R869 007 per annum (An all-inclusive salary)
CENTRE: Pretoria, Hatfield
REQUIREMENTS: A recognised Bachelors degree (NQF level 7) in Economics/Economics Management and or Econometrics with 3-5 years relevant experience. A postgraduate qualification will be an added advantage. Skills and Competencies: Applicable legislations, norms and standards related to the ICT environment industry, including the Public Finance Management Act, Treasury Instructions, Public Service Act, and Public Service Regulations Electronic Communication Act, ICT Industry, knowledge of Application of ICT Regulations, knowledge of ICT Policy Development, statistical knowledge. The candidate must have good communication skills (verbal and written), technical skills (economic, econometrics and Statistics), Job Knowledge, Technical Skills, Acceptance of responsibility, Quality of work, Reliability, Initiative, Interpersonal relationships, Flexibility, Team work, Planning and execution, Leadership, Delegation and Empowerment, Management of resources.

DUTIES: The successful candidate will facilitate the development of ICT scenarios in order to ensure proactive policy development. Provide economic analysis and research to support ICT policy development. Provide and analyse baseline economic statistics related to the Telecommunications and ICT sector in order to inform the decision-making process. Keep abreast and monitor the South African socio-economic and political trends in order to provide context for research related to the ICT environment. Provide analysis of ICT trends and international benchmarking reports. Liaise with other entities which provide economic and statistical information as it relates to ICTs. Map national ICT strategy against SA macroeconomic framework. Show collaboration between GDP and broadband. Demonstrate ICT and broadband to micro city base economic development. Analyse micro economic environment against local ICT indicators. Manage and update national ICT indicators. Use and model from Statistics SA data ICT growth as a percentage of GDP. Analyse economic impact of political actions and design quantitative models and administer all potential outcomes and recommend legislative changes. Contribute to reports on economic content and perform quantitative analysis of performance issues. Provide support to investment activities and analyze all costs and benefits for the country. Perform internal analysis and design strategies according to regulations and in coordination with regulatory agencies. Provide analytical support to all proposals and provide forecasts. Manage the resources within the sub-directorate in order to achieve the strategic objectives of the Chief Directorate. Develop economic growth models in the Telecommunications and Postal Services domain in order input into the policy formulation process.

ENQUIRIES: Louisa Tel No: (012) 421 7006 Tania (012) 427 8184
For applications: Ms Tumi Morake, Tel No: (010) 880 2636, during office hours (08:30am-16:00pm)
ANNEXURE V

DEPARTMENT OF TRANSPORT

Department of Transport is an equal opportunity, affirmative action employer with clear employment equity target, therefore, women and people with disabilities are encouraged to apply.

APPLICATIONS: Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034.

CLOSING DATE: 06 September 2019

NOTE: Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable at www.gov.za) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as certified copies of all qualifications and ID document. Failure to submit the requested documents/information will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidates must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates. All shortlisted candidates for the above posts will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. These posts are being re-advertised and candidates who applied previously must re-apply again if they are still interested.

MANAGEMENT ECHELON

POST 30/130: DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF NO: DOT/HRM/2019/43
Branch: Administration

SALARY: R1 521 591 per annum (All inclusive salary package) of which 30% can be structured according to individual needs.

CENTRE: Pretoria (Head Office)

REQUIREMENTS: An appropriate Bachelor degree in Public Administration or Human Resource Management at NQF level 7 and an appropriate postgraduate qualification at NQF level 8 (honours) as recognized by SAQA plus at least ten (10) years' relevant experience at a Senior Management level. An appropriate Master's degree will be an added advantage.

DUTIES: The successful candidate will: Provide internal and external communication. Manage the internal communication, media relations, monitor and analyze the media. Manage stakeholder management, research, content development and publications. Provide corporate management services. Provide a secretariat service, security services, travel and facilities management services. Manage and administer the Government Motor Transport processes and Government Fleet contracts. Render human resource management and development. Render human resource planning and administration services. Develop and improve departmental transport sector capacity. Provide an effective professional legal service to the Minister, Department and its...
Agencies. Render a corporate legal service to the department, Minister and the domestic and International Air Services Councils. Develop appropriate legislation in support of the departmental policies. Provide and manage an effective information technology services to the department. Develop and maintain business information systems to enhance DoT operations. Maintaining current systems and ensure operational effectiveness. Maintain effective information technology infrastructure and manage IT security. Manage and control the branch. Provide guidance and adequate support for and development of the staff of the branch. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch and the department. Establish and maintain governance and administrative systems continuity within the work of the branch and the department. Develop financial reports for forecasting, trending and results analysis. Prepare and submit of implementation plans. Evaluate infrastructure spending plans, authorize expenditure, authorize travel plans, and monitor quality of work. Ensure the compilation of the annual performance plan, annual report and strategic plan of the branch. Monitor planning, organizing and delegation of work. Ensure that monitoring and evaluation is carried out in all areas of the branch.

**ENQUIRIES** : Mr A Moemi Tel No: (012) 309 3172

**NOTE** : The following will serve as recommendation: Excellent communication skills, extensive knowledge and experience of the Transport planning, high level ability to analyse and synthesise information and to formulate policy and strategy, analytical abilities, excellent liaison skills, sound knowledge of government protocol and processes, sound knowledge of Public Finance Management Act (PFMA), Treasury Regulations, and Medium Term Expenditure Framework (MTEF).

**POST 30/131** : DEPUTY DIRECTOR-GENERAL: RAIL TRANSPORT REF NO: DOT/HRM/2019/44

**SALARY** : R1 521 591 per annum (All inclusive salary package) of which 30% may be structured according to the individual needs.

**CENTRE** : Pretoria (Head Office)

**REQUIREMENTS** : A bachelor degree in Engineering, Transport Economics, Administration or Arts at NQF 7 and an appropriate postgraduate qualification at NQF level 8 (honours) as recognized by SAQA plus at least 8 - 10 years relevant experience in the related field of which at Senior Management level. An appropriate Master’s degree will be an added advantage Note: The following will serve as recommendation: Financial Management and Treasury regulations Strategic Capability and Leadership People Management and Empowerment Project / Programme Management Client Orientation and Customer focus Change Management Excellent communication skills (written and verbal).

**DUTIES** : The successful candidate will: Manage the development of an effective rail regulatory framework by ensuring policy and strategy for the development of the rail industry; manage the development and implementation of a rail economic regulation framework; ensure the development of rail transport safety and security and develop operational standards and guidelines for safety. Manage the planning and development of an integrated rail Infrastructure network & industry by ensuring the development, maintenance and updating of infrastructure funding and coordinate funding needs; ensuring the coordination development of integrated transportation systems network with sectors in the built environment and economic development; ensuring the maintenance and updating of expenditure related to rail infrastructure projects / programmes and evaluate the progress. Coordinate and manage the implementation of effective rail transport services by ensuring an analysis of service delivery challenges facing the rail transport industry and develop appropriate monitoring and evaluation systems; ensure the performance of rail agencies against performance MOU; ensure the effectiveness of passenger rail systems (PRASA & Gautrain); analyse, evaluate and monitor the performance of rail freight services. Manage and control the Branch by providing guidance and adequate support for and development of the staff of the branch; ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch; establish and maintain governance and administrative system’s continuity within the work of
the branch; develop financial reports for forecasting, trending and results analysis; prepare and submit implementation plans; evaluate infrastructure spending plans; authorise expenditure; Monitor quality control of work; ensure the compilation of the annual report and strategic plan of the branch; Set budget levels; monitor the planning, organising and delegation of work; ensure monitoring & evaluation is carried out in all areas of the branch.

ENQUIRIES : Mr A Moemi Tel No: (012) 309 3172

POST 30/132 : DEPUTY DIRECTOR-GENERAL: MARITIME TRANSPORT REF NO: DOT/HRM/2019/45
Branch: Maritime Transport

SALARY : R1 521 591 per annum (All inclusive salary package) of which 30% may be structured according to the individual needs.

CENTRE : Pretoria (Head Office)
REQUIREMENTS : A Bachelor Degree in Transport Economics, Transport Planning, Transport Engineering, Law at NQF level 7 and an appropriate postgraduate qualification at NQF level 8 (honours) as recognized by SAQA plus eight to ten (8-10) years’ relevant experience at a senior management level. An appropriate Master’s degree will be an added advantage. Possession of a qualification in Maritime related studies will be an added advantage. Note: The following will serve as recommendation: Financial Management and Treasury regulations Strategic Capability and Leadership People Management and Empowerment Project / Programme Management Client Orientation and Customer focus Change Management Excellent communication skills (written and verbal).

DUTIES : The successful candidate will: Develop and promote an integrated Maritime Infrastructure and Industry Ensure the development of a strategic framework for the development and growth of the maritime sector Ensure the management and the development of and planning of Maritime Transport Infrastructure Regulate and direct maritime industry promotion and capacity development Provide and facilitate the management of an effective internationally competitive regulatory regime in support of the efficiency of maritime transport sector Ensure effective implementation of maritime economic regulations Facilitate the implementation of and effective maritime environmental protection regime Create an enabling environment for the provision of a search & rescue function within South Africa and in cooperation with other states Provide an effective framework for the safety and security of navigation, port infrastructure, services and environment Ensure the implementation of the Maritime Safety Regulatory Framework Ensure the monitoring and evaluation of maritime environment compliance Oversee the conducting of investigations on maritime accidents and incidents Oversee the monitoring and evaluation of the performance of maritime public entities Manage and control the Branch Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch Establish and maintain governance and administrative systems continuity within the work of the branch Develop financial reports for forecasting, trending and results analysis Ensure the compilation of the annual report and strategic plan for the branch Ensure that monitoring and evaluation is carried out in all areas of the branch including its agencies.

ENQUIRIES : Mr A Moemi Tel No: (012) 309 3172

POST 30/133 : DEPUTY DIRECTOR-GENERAL: CIVIL AVIATION REF NO: DOT/HRM/2019/46
Branch: Civil Aviation

SALARY : R1 521 591 per annum (All inclusive salary package) of which 30% may be structured according to the individual needs.

CENTRE : Pretoria (Head Office)
REQUIREMENTS : Bachelor of Science Degree in Civil Aviation or Engineering/ Transport Economy/ Transport Planning – plus a post graduate qualification with NQF level 8 as recognised by SAQA and 8- 10 years’ senior management experience in Civil Aviation and thorough knowledge of the aviation industry. The following will serve as recommendation: Financial Management and Treasury regulations Strategic Capability and Leadership People Management and Empowerment Project / Programme Management Client Orientation and Customer focus Change Management Excellent communication skills (written and verbal).
DUTIES: The successful candidate will: Coordinate the development and implementation of safe, economically viable integrated and reliable air transport and infrastructure. Ensure effective public entity oversight. Ensure effective monitoring and evaluation of the performance of civil aviation public entities. Ensure alignment of civil aviation public entities with DoT performance management system. Report on Public Entity annual reports and recommend actions to improve performance. Manage all aspects related to licensing and permits and provide an admin support service to the licensing councils. Ensure the provision of secretariat and technical support services to the International and Domestic Air Services Councils. Ensure technical support at council meetings. Provide guidance and monitor the issuing of Foreign Operator Permits. Maintain and enhance South Africa’s framework for bilateral and multilateral air transport agreements. Ensure the administration of the International Air Services Act of 1993 and the International Air Services Regulations of 1994. Ensure the preparations for air services agreements and memoranda of understanding during bilateral air services negotiations. Ensure the preparations for air services agreements and memoranda of understanding during multilateral air services negotiations. Represent South Africa at the ICAO Council. Ensure the provision of aviation economic analysis services and the regulation and development of strategies for industry development. Put in place strategies to manage the development of the aviation industry and freight logistics. Monitor and evaluate the impact of aviation safety, security and environmental frameworks regulatory and manage search and rescue. Regulate the investigation of aviation accidents and incidents to prioritise safety through the implementation of recommendations. Manage and control the Branch.

ENQUIRIES: Mr A Moemi Tel No: (012) 309 3172

POST 30/134: DEPUTY DIRECTOR-GENERAL: INTEGRATED TRANSPORT PLANNING
REF NO: DOT/HRM/2019/47
Branch: Integrated Transport Planning

SALARY: R1 521 591 per annum (All inclusive salary package) of which 30% may be structured according to the individual needs.

CENTRE: Pretoria (Head of office)

REQUIREMENTS: A degree in BSc Civil Engineering, Transport Economics, Transport Planning, at NQF level 7 and an appropriate postgraduate qualification at NQF level 8 (honours) as recognized by SAQA plus eight to ten (8-10) year’s relevant Experience at a Senior Management level. An appropriate Master’s degree will be added advantage. The following will serve as recommendation: Financial Management and Treasury Regulations; Strategic Capability and Leadership; People Management and Empowerment; Project / People Management; Client Orientation and Customer focus; Change Management; Excellent Communication skills (written and verbal).

DUTIES: The successful candidate will: Manage a national innovative research and development programme, monitor and evaluate the performance of the transport sector. Manage and conduct transport related research studies and provide strategic leadership in the development, implementation and management of transport innovation and technology for the transport sector. Coordinate the formulation and implementation of environmental policies and strategies for the transport sector. Ensure effective macro sector planning within national and provincial governments. Ensure that the National Transport Master Plan planning process is implemented, updated, realigned and reviewed every five (5) years. Facilitate integrated transport planning through macro planning, statutory instruments, policy and coordination frameworks. Oversee Sector Planning and Coordination process; oversee the development of Multi-modal transport planning modelling. Develop transport funding mechanisms and provide relevant economical advice. Manage the development of infrastructure finance mechanisms. Provide an economic modelling and macro analysis service. Promote the development and transformation of the transport sector. Coordinate and facilitate the development and implementation of transport strategies in the South African Development Communities (SADC) region and the continent. Enhance efficient flow of goods and people through the borders of the country. Facilitate good working relationship between South Africa and SADC operators. Facilitate efficient trade through the development of Regional Corridors. Manage the development and implementation of an integrated global logistic.
strategy and facilitate coordination between all the modes of transport. Develop an effective global logistics strategy and implement guidelines to put in place effective integrated freight platforms. Monitor modal logistics effectiveness and make recommendations to various modes of transport. Manage and control the Branch by ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch and department, establish and maintain governance and administrative system’s continuity within the work of the branch. Develop financial reports for forecasting, trending and results analysis. Ensure the compilation of the annual report and strategic plan for the branch. Ensure that monitoring and evaluation is carried out in all areas of the branch.

ENQUIRIES
Mr A Moemi Tel No: (012) 309 3172

POST 30/135
CHIEF DIRECTOR: STRATEGIC PLANNING, MONITORING AND CLUSTER COORDINATION REF NO: DOT/HRM/2019/48
Office of the Director-General

SALARY
R1 251 183 per annum (All-inclusive salary package) of which 30% can be structured according to individual needs.

CENTRE
Pretoria (Head Office)

REQUIREMENTS
Recognised NQF level 7 in Public Service Management or Strategic Planning with a minimum of 7 years relevant experience of which 5 years must be on Senior Management level. A recognised NQF level 8 will be an added advantage. The following will serve as recommendation: Compilation of management reports, Knowledge of Public Finance Management Act, PFMA), Good Verbal and Written communication - English - above average, Computer literacy and Governance related to information.

DUTIES
The successful candidate will: Manage and lead the strategic planning and monitoring and evaluation process. Manage the strategic planning process in support of the budgeting and reporting frameworks of government by developing a calendar of events for the management of the strategic document, the Annual Performance Plan and the annual report. Manage the development of departmental strategic plans in line with overall government initiatives. Manage the development of the business plans in support of the annual strategic document. Coordinate and develop the Strategic Plan, Annual Performance Plans (APPs), and Quarterly Reports. Overall coordination and development of the Performance Information and the Annual Report. Develop effective systems to monitor the implementation of business plans and effective report back systems. Compile annual report. Manage and control Office the Chief Directorate by providing guidance and adequate support for and development of the staff of the Chief Directorate. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the Chief Directorate. Establish and maintain governance and administrative system’s continuity within the work of the Chief Directorate. Develop financial reports for forecasting, trending and results analysis. Prepare and submit project plans and implementation plans, evaluate infrastructure-expenditure plans, ensure the compilation of the annual report and strategic plan of the branch, manage the development of strategic plan, business plan and annual report.

ENQUIRIES
Mr Alec Moemi Tel No: (012) 309 3172

POST 30/136
CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: DOT/HRM/2019/49
Branch: Administration (Office of the Chief Operations Officer)

SALARY
R1 251 183 per annum (All-inclusive salary package) of which 30% can be structured according to individual needs.

CENTRE
Pretoria (Head Office)

REQUIREMENTS
A Bachelor’s in Public Administration or Bachelors in Human Resource Management at NQF level 7 as recognised by SAQA. A minimum 6-10 years relevant experience of which 5 years must be at Senior Management Level. The following will serve as recommendation: Knowledge of Public Finance Management Act (PFMA), Public Service Act, Public Service Regulations, excellent communication skills, interpersonal relations, project management, and financial management.

DUTIES
The successful candidate will: To render human resource management and development services in the department: Render human resource planning
and administration services. Ensure the planning of human resources for current and future needs, provide strategic support on HR practices and policies. Manage the recruitment and selection process. Manage conditions of service and remuneration of employees. Promote and maintain sound employee relations. Develop and improve departmental and transport sector capacity. Manage the training and development processes and programmes in the department. Provide organisational development solutions and management advisory and organisational design service. Ensure implementation of change management processes. Manage employee health and wellness and occupational health and safety programmes. Develop, co-ordinate and implement all GDYC (gender, disability, youth and children) related programmes and activities within the Department and across the Transport sector.

Provide high level management advice and strategic support: Strategic advice to Minister, Director-General, Senior Management and other role players (Agencies, Provinces, Departments), high level submissions, research, comments and presentations, conduct objective research and surveys, assist with or conduct high level negotiations, ensure compliance with regulatory frameworks and public service directives. Manage and Control the Chief Directorate: Provide strategic direction for the functioning of the Chief Directorate, promulgate internal management directives and procedures for the chief directorate, present and obtain approval for the strategic business plan of the chief directorate, define performance targets for the chief directorate, manage the performance of the chief directorate, manage the allocated resources of the chief directorate according to departmental prescripts.

ENQUIRIES: Mr A Moemi Tel No: (012) 309 3172
POST 30/137: CHIEF DIRECTOR: AVIATION SAFETY, SECURITY AND ENVIRONMENT REF NO: DOT/HRM/2019/50 Branch: Civil Aviation Transport
SALARY: R1 251 183 per annum (All-inclusive salary package) of which 30% can be structured according to individual needs.
CENTRE: Pretoria (Head Office)
REQUIREMENTS: An appropriate Bachelor Degree in Political Science, Aviation Management or Transport Economics/Transport Planning, LLB specialising in Aviation at NQF level 7 as recognised by SAQA plus Ten (10) years’ relevant experience in the Aviation of which five (5) years must be at Senior Management level (SMS). The following will serve as recommendation: Providing an energetic, strong, visible and effective leadership Excellent management skills Experience in international diplomacy and negotiation skills Understanding South African’s role in the international arena Sound background of South African Aviation Transport A clear understanding of South African civil aviation policy, legislation and the role of civil aviation in fulfilling the Government’s broader socio-economic issues A clear understanding of regional and continental civil aviation initiatives of Southern African Development Community (SADC), African Union (AU), United Nation (UN) and South Africa’s position A thorough understanding of national and international civil aviation transport system The ability to work in a team The ability to present papers.
DUTIES: The successful candidate will: Facilitate the development, implementation and monitoring of aviation safety regulatory frameworks and enforcement regime Monitor and evaluate the investigation of aviation accidents and incidents to prioritize safety through the implementation of recommendations Monitor and evaluate outputs and outcomes of aviation related agencies Monitor aviation industry compliance with aviation safety related legislative and regulatory frameworks Facilitate the development, implementation and monitoring of aviation security regulatory frameworks and enforcement regime Compilation, promulgation and review of the National Aviation Security Plan (NASP) Monitor industry compliance with aviation security related legislative and regulatory frameworks Evaluate advice and make recommendations on interventions aimed at reducing aviation greenhouse gas emissions Develop and monitor mechanism to evaluate the effectiveness of interventions Publish
ENQUIRIES
Ms M Mamabolo, Tel No: (012) 309 3072

POST 30/138
CHIEF DIRECTOR: MARITIME, IMPLEMENTATION, MONITORING AND EVALUATION REF NO: DOT/HRM/2019/51
Branch: Maritime Transport

SALARY
R1 251 183 per annum (All-inclusive salary package) of which 30% can be structured according to individual needs.

CENTRE
Pretoria (Head Office)

REQUIREMENTS
A recognized NQF Level 7 in Maritime Studies / Environmental Science or equivalent qualification plus 6 – 10 years relevant experience of which 5 years must on Senior Management Level. A recognized NQF Level 8 will be added advantage. The following will serve as recommendations: Above average understanding of management in the maritime transport sector. A strategic thinker who is able to work with individuals and teams at both executive and operational level. Sound knowledge of public administration regulations and procedures. Excellent verbal, liaison and writing communication skills. Strategic leadership and coordination skills. High-level ability to analyses and synthesis information and to interpret and implement policies and strategies. Extensive knowledge of public finance management systems and legislation in Government. Sound knowledge and understanding of the Maritime Safety, security and protection of the marine environment operations. Sound knowledge and understanding of environmental protocol and conventions. A good track record of managing strategic programmes / project of national interest. Sound knowledge of government protocol. Processes and regulations. Williness to travel and work beyond normal working hours.

DUTIES
The successful candidate will: facilitate the implementation of key Comprehensive Maritime Transport Policies for promotion of safety and security and maritime environmental protection and participate in the multilateral process as defined by: Facilitation and monitoring the application and strategic facilitation of the implementation of safety and security measures by relevant Maritime Agencies as aligned to the international standards. Promote the implementation of measures to prevent unlawful acts, which threatens the safety of ports infrastructure, and ship/port interface. Promote a zero tolerance policy on sub-standard shipping along the coast. Provide security risk management to ensure that proper security measures are adhered to and implemented. Facilitate compliance with and evaluate performance by appropriate Maritime Agencies. Coordinate and ensure compliance with Maritime Environment Control along the South African Cost. Monitor the implementation of the Marine Environment Protection Programme. Promote inland waterways safety and security. Promote the framework for safety and security governance in small harbors. Monitor compliance by maritime agencies with performance agreements entered into with Department. Ensure alignment of maritime public entities with DoT performance management system, Integrate quarterly & annually performance results and evaluate gaps. Study annual report and budget of entities and make recommendation. Ensure that public entity strategic plans are aligned to that of DoT. Represent the Department at board meeting as required. Provide guidance and adequate support for and development of the staff of the Chief Directorate. Ensure compliance with all administrative requirements regulations rules and instructions pertaining to the branch. Establish and maintain governance and administrative system’s continuity within the work of the Chief Directorate. Prepare and submit implementation plans. Authorize expenditure. Monitor quality control of work. Ensure the compilation of the annual report, annual plan and strategic plan of the Chief Directorate. Ensure accurate compilation of quarterly report. Ensure all staff comply to PMDS prescripts and submitted on time. Monitor the planning, organizing and delegation of work. Facilitating the implementation of effective annual report on aviation environment protection and preservation compliance and performance Represent the department on environmental issues on various Forum Manage aviation related climate change issues Develop, Implement, monitor and evaluate search and rescue regulatory frameworks Provide strategic and secretariat service to South Africa Search and Rescue Participate in search and rescue forum to promote the Department’s mandate Manage South African search and rescue global integration and cooperation Manage and control of the Chief Directorate.
Maritime environmental protection and compliance regime, monitor and evaluate performance of Maritime public entities. Monitor the implementation of International Conventions and Protocols, develop a framework, create a conducive environment and provide leadership in stakeholder management. Provide guidance and adequate support for and development of the staff of the Directorate. Establish and maintain governance and administrative systems continuity within the work of the branch develop financial reports for forecasting, trending and results analysis. Ensure the compilation of the quarterly reports, including the analyses of the Ports Regulator’s Annual Performance Plans and annual report.

ENQUIRIES
Mr D Ntuli Tel No: (012) 309 3331

POST 30/139 : CHIEF AUDIT EXECUTIVE REF NO: DOT/HRM/2019/52
Office of the Director-General

SALARY : R1 251 183 per annum (All-inclusive salary package) of which 30% can be structured according to individual needs.

CENTRE : Pretoria (Head Office)

REQUIREMENTS : A relevant NQF level 7 in Internal Auditing with 5 years’ relevant experience on SMS level. A relevant NQF level 8 in Auditing will be an advantage. The following will serve as recommendation: Compilation of management reports, Knowledge of Public Finance Management Act, PFMA), Good Verbal and Written communication English - above average, Computer literacy and Governance related to information. Duties: The successful candidate will: Provide sound internal audit and forensic investigation services by ensuring the maintenance and provision of internal, performance and ICT audit services. Ensure the provision of internal audits in the Department. Ensure the provision of performance audits. Ensure the provision of ICT (governance) audit services. Ensure the provision of effective forensic investigations and quality assessments of internal audits. Ensure the provision of departmental forensic audit services. Ensure that Internal Audit Activity conforms to the Definition of Internal Auditing, Standards and Code of Ethics, Provide consulting services to the Department and ensure compliance to prescripts and legislation. Ensure the development, implementation, management and execution of a comprehensive process for identifying, assessing, mitigating, monitoring and reporting on risks that may affect organisational performance by ensuring the development of the department’s risk management framework, communicating, monitor and reporting on its implementation. Ensure the management of the coordination of the Risk Committee. Monitor implementation of resolutions taken by risk management committee. Establish and maintain a risk management philosophy and culture within the organisation. Ensure the maintenance and updating of risk profile for the department and report to the Accounting Officer, Management and Risk Management Committee. Manage and control the Chief Directorate by ensuring compliance with all administrative requirements, regulations, rules and instructions pertaining to the chief directorate. Establish and maintain governance and administrative system’s continuity within the work of the branch. Ensure the submission of the strategic plan and annual report. Prepare and submit implementation plans. Monitor quality control of work. Ensure the compilation of the annual report and strategic plan of the chief directorate. Monitor the planning, organising and delegation of work. Ensure compliance to the performance management system. Ensure monitoring & evaluation is carried out in all areas of the chief directorate.

ENQUIRIES : Mr A Moemi Tel No: (012) 309 3172

POST 30/140 : CHIEF DIRECTOR: AVIATION POLICY AND REGULATION REF NO: DOT/HRM/2019/53
Branch: Civil Aviation

SALARY : R1 251 183 per annum (All-inclusive salary package) of which 30% can be structured according to individual needs.

CENTRE : Pretoria (Head Office)

REQUIREMENTS : An appropriate Bachelor’s Degree in Transport Economics/Transport Planning or a degree in Law at NQF level 7 as recognised by SAQA plus Six (6) - Ten (10) years relevant experience of which 5 years must be at Senior Management level. Excellent Management skills. Note: The following will
serve as recommendation: Compilations of management reports; Extensive knowledge of public finance management act.

**DUTIES**

The successful candidate will: Manage aviation related policy development in support of the branch strategies. Develop effective legislation in support of policies. Manage the enactment of international instruments which have been ratified. Audit the effectiveness of related legislation in compliance with international standards and amend as required. Ensure the administration of the Air Services Licensing Act 115 of 1990 and the International Air Services Act 60 of 1993. Manage the implementation of the Air Transport Strategy. Manage all aspects relating to licensing and permits for air services. Participate in intra and inter-governmental strategic meetings for planning purposes. Negotiate Air Services Agreement and Memoranda of Understanding on behalf of South Africa with foreign states. Ensure the effective coordination of State Letters received from ICAO. Coordinate and facilitate research on multilateral issues. Facilitate South Africa’s participation at regional and continental level. Ensure fulfilment of South Africa’s obligations and associations in terms of the ascendance of international legal instruments. Monitor the implementation of continental and regional Agreements and Protocols. Represent South Africa’s position at international fora. Finalisation and implementation of the National Airports Development Plan. Implementation of the Aviation Policy relating to airport and airspace infrastructure. Manage the development, annual revision and facilitation of the implementation with DEA and NEMA Act on airspace matters. Represent the DoT in the regional and international airport and airspace forums. Ensure the development of required regulatory frameworks. Monitor and evaluate agency performance. Manage and control of the Chief Directorate.

**ENQUIRIES**

Ms M Mamabolo, Tel No: (012) 309-3072

**OTHER POSTS**

**POST 30/141**

**DEPUTY DIRECTOR: BEE SPECIALIST FOR IMPLEMENTATION, MONITORING AND EVALUATION**

**REF NO:** DOT/HRM/2019/54

Branch: Integrated Transport Planning
Chief Directorate: Modelling and Economic Analysis
Directorate: Black Economic Empowerment
Sub-directorate: Implementation, Monitoring and Evaluation

**SALARY**

R869 007 per annum (Level 12) (All-inclusive salary package)

**CENTRE**

Pretoria

**REQUIREMENTS**

An applicant must have a recognised NQF Level 6/7 in Bcom Degree, Transport Planning and Transport Economics with five year’s relevant experience at MMS / Assistant Director Level. The following will serve as strong recommendations: Understanding of transformation and Broad-Based Black Economic Empowerment (B-BBEE) principles, legislations and policies.

Understanding of Corporate Governance, PFMA, EEA, PPPFA, SDA. Ability to establish relationship and partnerships with a wide variety of stakeholders. Excellent stakeholder interaction. Interpersonal and People Management. Leadership qualities. Pay attention to details. Apply systematic approach. Ability to work under pressure. Good verbal and written communication. Excellent computer skills. Project Management as well as above average analytical skills.

**DUTIES**

The Incumbent will: Manage staff by performing supervisory and leadership role. Making sure that both Public and Private Sector deliver on the Transport Sector B-BBEE Charter. Assist in the collation and collection of information related to key BEE Performance Indicators. Communicate Public and Private Sector B-BBEE scorecards. Monitor progress of the charter by Public and Private Sector. Develop systems that will assist implementation. Monitoring and evaluation of Public and Private Sector scorecards targets and weightings. Help to analyse B-BBEE trends in the Transport Sector (Public and Private Sector) through research, surveys and analysis of B-BBEE verifications certificates from Transport Entities. Provincial Stakeholders at large. Advise the Department about B-BBEE non-compliance. Constantly interact with the institutions like Transport Sector B-BBEE Council, Provincial Government, State-Owned Enterprises and Financial Institutions. Provide administrative support for B-BBEE processes (such as planning and organizing meetings with stakeholder, taking minutes of stakeholders
meetings etc.). She / He must be willing to work under pressure, long hours and do intensive travelling.

ENQUIRIES  :  Mr. M Sikhudo Tel No: (012) 309 3014

POST 30/142  :  DEPUTY DIRECTOR: SCHOLAR TRANSPORT MONITORING AND REVIEW REF NO: DOT/HRM/2019/55
Branch: Public Transport
Chief Directorate: Rural and Scholar Transport Implementation
Directorate: Scholar Transport and Public Transport Special Groups
Sub-Directorate: Scholar Transport

SALARY  :  R869 007 per annum (Level 12) (All-Inclusive salary package)
CENTRE  :  Pretoria

DUTIES  :  The successful candidate must be able to manage the implementation and the maintenance of the learner / scholar transport policy. Develop and implement strategies and framework in support of the policy. Develop and implement the learner transport institutional model. Facilitate and monitor scholar transport programme. Manage the sub-directorate.

ENQUIRIES  :  Mr. E Maake Tel No: (012) 309 3603

POST 30/143  :  PROCESSING AND ISSUING OFFICER REF NO: DOT/HRM/2019/56
Branch: Public Transport)
Chief Directorate: Public Transport Regulation
Directorate: National Public Transport Regulator
Sub-Directorate: National Public Transport Regulator Institutional Support

SALARY  :  R257 508 per annum (Level 07)
CENTRE  :  Pretoria
REQUIREMENTS  :  A recognised NQF Level 6/7 in Public Management (Public Administration), Business Management, Office Management or Transport Management as recognised by SAQA plus two years’ experience of which one year must be experience in the Public Transport Operating Licence Environment. Note: The following knowledge and skills will be an added advantage: Database management systems. Excellent written and verbal communication skills. Knowledge and understanding of the National Land Transport Act (NLTA, ACT No 5 of 2009). NLTA regulations and systems. Computer literacy (MS Word, Excel, and Power point. Team work and customer service orientation. Willingness to work beyond normal working hours.

DUTIES  :  Verify and process applications for interprovincial and tourist transport services. Cross check submitted tax clearance certificates with SARS. Register applications for accreditation of tourist transport operators and interprovincial transport services on OLAS. Issue operating license for interprovincial and tourist transport services. Refer applications to the planning authorities, NPTR inspectors and PREs. Verify registration and licensing of vehicles an eNatis. Compile reports for presentation to the NPTR. Safe guard the allocated face value document. Handle public enquiries. Ensure proper hand-over of files from / to the next section. Perform general administration of the NPTR. Ensure proper safeguard of face value documents. Liaise with various stakeholders.

ENQUIRIES  :  Mr P Kolotsi Tel No: (012) 309 3024
ANNEXURE W

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE: 06 September 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 or faxed 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.

MANAGEMENT ECHELON

POST 30/144: CHIEF DIRECTOR: CONSTRUCTION REF NO 060919/01
Branch: IBOM: Cd Construction
Re-advertisement, applicants who have previously applied need to re-apply)

SALARY: R1 251 183 per annum (Level 14) (All-inclusive salary package)
CENTRE: Pretoria Head Office
REQUIREMENTS: A Four (4) year tertiary Engineering Qualification (B-Tech, B-Eng) in Civil / Mechanical / Construction at NQF Level 7. Project Management qualification (Attached certified copy). Eight (8) to ten (10) year’s management experience of which minimum 5 year’s should be at Senior Management level. Five (5) to seven (7) year’s technical construction project management experience. Experience and knowledge of programme and project management. Knowledge of financial management. Knowledge of conditions of service and resourcing requirements relevant to National Water Act. Problem solving, analysis, strategic capability and leadership skills. Client orientation and customer focus.


ENQUIRIES: Mr LAV Manus Tel No: (012) 336 8092
APPLICATIONS: Pretoria: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION: Ms Li Mabole
POST 30/145 : DIRECTOR: WATER SERVICES MACRO PLANNING REF NO: 060919/02
Branch: Planning Monitoring and Evaluation
Re-advertisement, applicants who have previously applied need to re-apply
SALARY : R1 057 326 per annum (Level 13) (all-inclusive salary package)
CENTRE : Pretoria Head Office
REQUIREMENTS : A Bachelor Degree in Engineering (NQF 7). Five (5) years middle management experience. Six (6) to ten (10) years’ experience in the Water Services Environment. A valid driver’s License (Certified copy must be attached). Knowledge and experience of policies and developments in the Water Sector. Knowledge and experience in the Business of Water Services such as Water Services Planning, Information Systems and the Development of Water Services Development Plan (WSDPs). Demonstrated leadership ability and strategic management. Financial management skills. Good understanding of current issues on Water Services Delivery in the country. High level written and verbal communication.
DUTIES : Provide strategic leadership to water services macro planning environment.Lead the development of water services plans at National, Provincial and Local spheres. Lead the Department of Water and Sanitation key programmes that support local government with respect to planning for provision of water services. Lead development and maintenance of water services information systems. Establish and maintain reporting mechanisms for Government outcomes related to provision of water services. Establish and maintain monitoring and evaluation structures and tools on the performance of water services authorities and water services providers. Establish and maintain reporting mechanisms for Sustainable Development Goals (SDGs) related to water services. People and resource management.
ENQUIRIES : Mr R Mtileni Tel No: (012) 336 8010
APPLICATIONS : Pretoria: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.
FOR ATTENTION : Ms L Mabole
OTHER POSTS
POST 30/146 : DEPUTY DIRECTOR: HUMAN RESOURCES REF NO: 060919/03
Branch Chief Operations Office: Eastern Cape
Div: HRM
SALARY : R733 257 per annum (Level 11) (All inclusive salary package)
CENTRE : King Williams Town
REQUIREMENTS : A National Diploma or Bachelor Degree in Human Resource Management. Three (3) to five (5) years management experience in Human Resource. A valid driver’s license. (Attach certified copy). Knowledge and understanding of Persal and BAS. Knowledge of policy development and implementation. Knowledge and experience in administrative processes. Knowledge and understanding of HR prescripts, legislatives and directives. Financial management and knowledge of PFMA. Knowledge of programme and project management. Interpersonal skills. Problem solving skills, analytical skills, people and diversity management skills. Client orientation and customer focus. Good communication skills both verbal and written. Accountability and ethical conduct.
Implement administration policies and various disciplines. Develop implementation plan. Implement approved resolutions.

ENQUIRIES: Mr M Zenzile Tel No: (043) 604 5528

APPLICATIONS: King Williams Town: Please forward your applications quoting the reference number to: The Department of Water and Sanitation, Private Bag X7485, King William's Town, 5600 or hand deliver at No. 2 Hargreaves Avenue, King William's Town.

FOR ATTENTION: Mr M. Zenzile Tel No: (043) 604 5528

POST 30/147: SENIOR LEGAL ADMINISTRATION OFFICER (MR6) REF NO: 060919/04
Branch Corporate Services, CD: Legal Services, SD Legal Support

SALARY: R473 820 per annum (OSD)

CENTRE: Pretoria Head Office

REQUIREMENTS: An LLB Degree or equivalent legal qualification on NQF7. At least 8 years’ appropriate post qualification legal experience. Ability to draft legal documents that provide clear motivation / justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard. Knowledge and understanding of the Public Finance Management Act (PFMA) and Treasury Regulations, the Public Service Act, Regulations, Promotion of Administrative Justice Act and Promotion of Access to Information Act. Knowledge of Public Finance Management Act (PFMA), Constitutional Law, Promotion of Access to Information Act and Administrative Law. The ability to interpret legislation. Good analytical and research skills. Good verbal and written communication skills in English, drafting skills, computer literacy and the ability to work in a team. Problem-solving skills and a positive attitude. The ability to adhere to deadlines are essential.

DUTIES: Render legal advisory services on diverse legal issues to the Minister, the Director-General and officials of the Department. Conduct research that will provide information and case law relevant to the legal matter at hand and present motivation/ proposals on how the specific case should be approached to obtain a desirable / justifiable outcome / result. Manage litigation instituted by and against the Department, including water tribunal appeals. Conduct Legislative review, drafting of Bills, subordinate legislation and regulations. Provide legal support, advice, drafting and vetting of contracts.
ENQUIRIES: Mr B Sishi Tel No: (031) 336 2863
APPLICATIONS: Durban: Please forward your applications quoting the reference number to the: Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, P O Box 1018, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor.
FOR ATTENTION: The Manager (Human Resources)
ANNEXURE X

PROVINCIAL ADMINISTRATION: EASTERN CAPE

DEPARTMENT OF HEALTH

The Department of Public Works in the Eastern Cape is an equal opportunity, affirmative action employer. Women and Persons with disability are encouraged to apply. Employment Equity targets of the Department will be adhered to.

APPLICATIONS should be posted to the addresses as indicated below or Hand delivered as indicated below:

**Bisho (Head Office)** - Post to: HR Office, Department of Health (Head Office)
Private Bag X 0038, Bisho 5605 or Hand delivered to: Department of Health, Office no D53, UIF Building, Phalo Avenue Bisho 5605. Enquiries: Ms S Lamani Tel no 040 608 1602/1604.

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

**Dora Nginza Regional Hospital** - Post to: HR Office, Dora Nginza Hospital, Private Bag X11951 Algoa Park 6005 or hand deliver to: Room DG71, Admin Building 1st Floor, Dora Nginza, Spondo Street Zwide Port Elizabeth 6201. Enquiries: Mr J Johaar Tel no 041 406 4435.

**PE Pharmaceutical Depot** - Post to: HR Office, PE Depot, Private Bag X6033 Pharmaceutical Port Elizabeth 6000 or Hand delivery to: 1104 Straunway Road, Straunday Port Elizabeth 6000. Enquiries: Ms U Xwayi Tel no 041 406 9831

**Taylor Bequest Hospital (Matatiele)** - Post to: The Human Resource Manager, Taylor Bequest Hospital, Private Bag X 836 Matatiele, 4730 or hand deliver to: Taylor Bequest Hospital, 01 Main Street, Matatiele), 4730.
Enquiries: Mr Kholiso Tel no 039 737 3107.

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

**Sipetu Hospital** - Post to: Human Resource Office Sipetu Hospital P/Bag X9005, Tabankulu, 5090. Enquiries: Ms Lulama Mahlathi Tel: 039 255 0077.

**Alfred Nzo District Office** - Post to: Human Resource Office, Alfred Nzo District Office, Private Bag X 3515, Kokstad, 4700: Enquiries Mr K Praim Tel no 039 797 6070.

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

**St Patricks Hospital** - Post to: Human Resource Office, St Patricks Hospital Private Bag X 531, Bizana 4800 or Hand Delivery to St Patricks Hospital Bizana. Enquiries: Ms Gxaweni AO Tel No. 039 251 0236.

**Umzimvubu Sub District** - Post: Human Resource Office, Umzimvubu Sub District, Private Bag X 3515, Kokstad 4700. Enquiries: Mr. Magadla Tel no 039 727 2090/4462.


**Cloete Joubert Hospital** - Post to: Human Resource Office, Cloete Joubert Hospital, P/Bag X7, Barkly East, 9786 or Hand delivery: HR Office, No 1 Voortrekker Road, Cloete Joubert Hospital. Enquiries: Mr Z O Mgeyi – Tel no: 045 971 0091.

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

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

**Aliwal North Hospital** - Post to: Human Resource Office, Aliwal North Hospital, Private Bag X1004, Aliwal North 9757 or hand delivery: HR Office, Aliwal North Hospital, No 1 Parklane Street, Aliwal North. Enquiries: Ms Fourie - Tel no: 051 633 7700.
Cecilia Makiwane Hospital - Post to: HR Office, Cecilia Makiwane Regional Hospital, Private Bag X9047 Cambridge 5200 or hand deliver to: HR Office, Cecilia Makiwane Hospital 4 Billie Road, Mdantsane, East London, 5219. Enquiries: Ms P Mncotso Tel no 043 708 2121.

Grey Hospital - Post to: Human Resource Office, Grey Hospital, Private Bag X 7443, King Williams Town 5600 OR hand deliver to HR Office Grey Hospital 54 Kings Road King Williams Town 5601. Enquiries: Ms Phillip Tel no: 043 643 3304.

Nkqubela TB Hospital - Post to: HR Office, Nqubela Hospital, PO Box x9047 Cambridge East London 5206 or hand deliver to: HR Office, Nqubela Hospital, Billie Road, Mdantsane Township. Enquiries: Ms. N. Langeni 043 761 2131.


Bisho Hospital – Post to: HR Office, Komga Road, Bisho 5605. Enquiries: Mrs. T. Awlyn – Qegu Tel No. 040 635 2950/5.

Camdeboo Sub-District: Post to: The Human Resource Office, Margery Parkes Hospital, P.O. Box 13, Graaf Reinet 6280. OR hand deliver at: Human Resource Office, Margery Parkes Hospital, Graaf Reinet. Enquiries: Mr MT Buyelo Tel: 049 893 0031.

Makana Sub-District - Post to: Human Resource, Recruitment Office Makana Sub-District Private Bag X 1023 Grahamstown 6140 or Hand deliver to Makana Sub District 49 Beaufort Street Grahamstown 6140. Enquiries: Ms. Qaleni Tel: 046 622 4901

Kouga Sub District - Post to: The Human Resource Office, Kouga Sub-District, P.O. Box 1154, Humansdorp, or Hand Delivered to Room 131 Ground floor, Kouga Sub District Office Humansdorp, 6300. Enquiries Mrs Phillips Tel: 042 200 4214.

Midlands Hospital - Post to: The Human Resource Office, Midlands Hospital, P/ Bag X 696, Graaf-Reinet, 6280. or Hand Deliver at: Human Resource Office, Midlands Hospital, Graaf-Reinet. Enquiries: Ms M. Human Tel no 049 807 7739

Sarah Baartman District Office - Post to: Human Resource Office, Sarah Baartman Health District, Private Bag X27667, Greenacres, Port Elizabeth, 6057, or Hand deliver at: Human Resource Office, Sarah Baartman Health District, 5 Downing Street, Port Elizabeth 6001. Enquiries: Ms T. Mpitimpiti Tel no: 041 408 8509

Port Alfred Hospital - Post to: HR Office Port Alfred Hospital PO Box 227 Port Alfred 6170 or hand deliver to: HR Office Port Alfred Hospital Southwell Road Port Alfred 6170 Enquiries: Ms N Racal Tel no 046 604 4000.

Fort England TB Hospital - Post to: Human Resource Office, Fort England Hospital Private Bag X1002, Grahamstown 6139 or hand deliver to: The Human Resource Office, Fort England Hospital, York Road, Grahamstown 6139. Enquiries: Mr. Dyalvane Tel no: 040 602 2300

BJ Vorster Hospital - Post to: BJ Vorster Hospital, P.O. Box 41, Kareedouw, 6400. Or Hand deliver at: HR Office, BJ Vorster Hospital, Kron N Baaken Street, Kareedouw. Enquiries: Ms Gillian Sikweni Tel no 042 288 0210

Sunday’s Valley Hospital - Post to: Human Resource Office, Sunday’s Valley Hospital: P. O. Box 68. Kirkwood. 6120 or Hand deliver at Sunday’s Valley Hospital, Kirkwood. Enquiries: Ms T. Fekema Tel: 042 230 0406/432/567.

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

Nompumelelo Hospital - Post to: Nompumelelo Hospital Private Bag x13 Peddie 5640. Nompumelelo Hospital: Admin Office, Grahamstown Road, Peddie, 5640. Enquiries: Ms Tsako Tel no: 040 673 3321.

Victoria Hospital - Post to: Victoria Hospital, Private Bag x1300 Alice 5700 or hand delivery Victoria Hospital, Lovedale Road, Alice, 5700, Enquiries: Ms L Mangesi Tel no: 040 653 1141

Tafalofefe Hospital - Post to: HR Office, Tafalofefe Hospital, Private Bag x3024 Centane 4980 Enquiries: Ms V. Motabele –Tel No: 047 498 0026.

Tower Psych Hospital - Post to: Human Resource Office, Tower Hospital Private Bag X 228 Port Beaufort 5720 Post to: Victoria Hospital, Private Bag x1300 Alice 5700. Enquiries: Ms L Mangesi Tel no: 040 653 1141
Mnquma Sub District Office - Post to: HR Office, Mnquma Sub-district: 15 Old Hospital Road Ext 7 Butterworth 4960, Enquiries Ms N Tengwa –Tel no: 047 491 0740.

Bedford Hospital - Post to: Human Resource Office, Bedford Hospital, P.O. Box 111, Bedford, 5780 or Hand deliver to: Human Resource Office, Bedford Hospital, 4 Maitland Street Bedford 5780. Enquiries: Ms V.T Noty Tel No: 046 685 0043.

SS Gida Hospital - Post to: SS Gida Hospital, Private Bag x12 Keikammahoek, 5670. Enquiries: Ms Fumanisa Tel no: 040 658 0043.

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

Mjanyana Hospital - Post to: Human Resource Office, Mjanyana Hospital, Private Bag X1204, Idutywa, 5000. Enquiries: Ms SS Naku Tel no 047 874 8000.

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

Cradock Hospital - Post to: Human Resource Office, Cradock Hospital, Private bag X55, Cradock, 5460 or hand deliver to Cradock Hospital, 5880. Enquiries: Ms F Danster – Tel no 048 881 2123.

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

Wilhelm Stahl Hospital - Post to: Human Resource Office Wilhelm Stahl Hospital, Private Bag X518, Middleburg, Eastern Cape, 5900. Enquiries: Mr B Mbalula Tel no: 049 842 1111.

Elliot Hospital - Post to: Human Resource Office, Elliot Hospital, P.O. Box 523. Elliot, 5460 or hand deliver to: Elliot Hospital, Maclear Road, Elliot, 5460. Enquiries: Mrs Z Lebakeng - Tel no 045 931 1321.

Ngcobo Sub-District - Post to: Human Resource Office, Ngcobo Sub-District, P.O Box X 215, Ngcobo 5050 or hand delivered to: All Saints Hospital (Old Maternity), Ngcobo Enquiries: Ms N. Matala Tel no 047 548 0022/34.

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

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

Nyandeneni Sub District - Post to Human Resource Office Nyandeneni LSA P. O. Box 208, Libode, 5160, or Hand Deliver to Nomandela Drive opposite traffic Department, Libode, 5160, Enquiries: Ms Daniso – Tel No (047) 555 0151

Nelson Mandela Academic Hospital - Post to: Nelson Mandela Academic Hospital, Private Bag x5014 Mthatha 5099. Hand Deliver to: Human Resource Office, Nelson Mandela Academic Hospital, Nelson Mandela Drive, Mthatha 5099. Enquiries: Ms Calaza Tel No: (047) 502 4469

All Saints Hospital - Post to: Human Resource Office, All Saints Hospital, P.O Box X 215, Ngcobo 5050 or hand delivered to: HR Office, All Saints Hospital (Old Maternity), Ngcobo Enquiries: Ms U Nkasela Tel No: (047) 548 4000.

Canzibe Hospital -Post to Human Resource Office Canzibe Hospital, P/Bag X104, Ngqeleni, 5140 or Hand Deliver to: HR Office, Canzibe Hospital, Ngqeleni 5140. Enquiries: Ms Solwandle – Tel No: (042) 562 8810 / 7

OR Tambo District Office - Post to: District Manager, OR Tambo Health District Office, Private Bag X 5005, Mthatha 5099 or Hand Delivery 8th Floor Room 19 Botha Sigcawu Building Enquiries: Mr S Stuma Tel No: (047) 502 9000.

King Sabatha Dalindyebo Sub-District Office - Post to: King Sabatha Dalindyebo Sub-District, OR Tambo Health District Office, Private Bag X 5005, Mthatha 5099 or Hand Delivery 8th Floor Room 19 Botha Sigcawu Building Enquiries: Ms O Gcagca Tel No: (047) 531 0823.

Holy Cross Hospital - Post to: Human Resource Office, Holy Cross Hospital, Private Bag X1001, Flagstaff, 4810 Enquiries: Ms Z Nompondana – Tel No: (039) 252 2026/8

Dr Malizo Mphlele Hospital - Post to: Human Resource, Dr Malizo Mphlele Memorial Hospital, Private Bag X1400, Tsolo, 5170. Enquiries: Ms Makalima Tel No: (047) 542 6000.

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Zithulele Hospital - Post to: Human Resource Office, Zithulele Hospital, Private Bag X 504, Mqanduli, 5080 or hand deliver to Administration Area, Zithulele Hospital, Mqanduli, 5080. Enquiries: Ms N Tengile Tel no: 047 573 8936

Mhlontlo Sub District- Qumbu CHC - Post to Human Resource Office, Mhlontlo Sub – District, Private Bag X421, Qumbu, 5180, Enquiries: Tel no: Ms Ntliabi –(047) 532 0585

Mthatha Pharmaceutical Depot, P.O Box 52899, Mthatha, 5099 or hand deliver to Mthatha Pharmaceutical Depo, Nelson Mandela Drive, Fortgale, Next to Nelson Mandela Academic Hospital, Mthatha, 5099. Enquiries: Mr Macanda - Tel No: (047) 532 2779.

Nkqubela TB Hospital – Post to: HR Office, PO Box x9047 Cambridge, East London 5206 or hand deliver: HR Office, Nkqubela TB Hospital, Billie Road, Mdantsane Township, 5206. Enquiries: Ms Langeni Tel No: (043) 761 2131.

Frere Tertiary Hospital - Post to: HR Office, Private Bag x0947, East London, 5200 or hand deliver to: HR Office, HR Office, Frere Tertiary Hospital, East London, Amalinda Main Road, East London, 5200. Enquiries: Ms N Mhltshana Tel No: (043) 709 2487/2532.

Emergency Care Services- Post to: HR Office, Private Bag x3032 Western Avenue, Vincent or hand deliver to: HR Office, Buffalo City Emergency Medical Services Metro next To Fire Department Western Avenue Vincent. Enquiries: Mrs B Mtshawulana Tel No: (063) 253 1021

Amathole District Office- Post to: HR Office, Private Bag x022 Southernwood East London 5200 or hand deliver to: HR Office Amathole Health District,19 St James Road Medical Care Centre Building Southernwood East London 5200. Enquiries: Ms N Nene Tel No. (043) 707 6748

St Elizabeth Regional Hospital - Post to: Human Resource Office, St Elizabeth Regional Hospital, Private Bag x1007, Lusikisiki, 4820. Enquiries: Mr M Nozaza – Tel No: (039) 253 5012.

Sarah Baartman District Office – Post to: Sarah Baartman District Office, Private Bag X27667, Greenacres, Port Elizabeth, 6057 or hand deliver to: HR Office, Sarah Baartman District Office, No 16 Grace Street, Laboria House Port Elizabeth 6057. Enquiries: Ms P Boya Tel No: (041) 401 8508

Closing Date: 06 September 2019 at 15:30

Note: Applications must be posted on the Z83 Form accompanied by copies of Qualification(s) inclusive of Matric certificate, Identity document (certified within the past three months), Proof of registration, proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further Personnel Suitability checks will be conducted on short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest.

All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools. People with disabilities and youth are encouraged to apply for these posts. Additional Note: The filling of these posts will be in line with the Annual Recruitment Plan 2019/20. The Eastern Cape Department of Health has the right not to fill these posts. Adverts are placed per district so to accommodate other facilities within the district. NB: Women, Youth and people with disabilities are encouraged to apply.
OTHER POSTS

POST 30/149 : DEPUTY DIRECTOR: FINANCIAL MANAGEMENT & SCM
REF NO: ECHEALTH/DDFM/STEH/01A/08/2019
Re-advertisement. Those who had applied before are welcome to apply again.

SALARY : R733 257 – R863 748 per annum (Level 11)
CENTRE : OR Tambo District, St Elizabeth Hospital
REQUIREMENTS : A National Diploma / Bachelor's Degree in Accounting/Financial Management or equivalent qualification. Minimum of five (5) years’ experience in Public Finance of which 3 years must be at Assistant Director level. Knowledge of or exposure in Public Financial & Supply Chain Management functions is required. Understanding financial management as implemented in Government and within the context of budgeting, expenditure & supply chain management. Knowledge and Understanding of PFMA; PPPFA; Treasury Regulations; Treasury Notes; LOGIS; BAS and PERSAL. Strategic capability and leadership, programme and project management, People management and empowerment, Service delivery innovation, Knowledge Management, Client orientation and customer focus. A valid driver’s license.

DUTIES : Manage and support provision of Financial and Supply Chain Management services in the hospital. Manage provision of budget planning and expenditure management services inclusive of budget compilation, spending, budget reviews, revenue and debtor management. Support and co-ordinate provision of Financial Accounting services inclusive of supplier, creditor, staff salary payments and payroll management. Manage provision of internal control services. Manage provision of Supply Chain and Asset Management services covering demand, acquisition, inventory, logistics and asset (movable & immovable). Manage the allocated resources of the Sub -directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards in ensuring that the team/section produces excellent work in terms of quality/quantity and timelines. Develop Audit improvement Plan for the unit.

ENQUIRIES : Mr M Nozaza Tel N: (039) 253 5012

POST 30/150 : DEPUTY DIRECTOR: INFORMATION SYSTEMS
REF NO: ECHEALTH/DDIS/JGDO/01/08/2019

SALARY : R733 257 – R863 748 per annum (Level 11)
CENTRE : Joe Gqabi District Office

DUTIES : Ownership and management of the DHMIS. Mobilize resource for improving functioning of Information management. Develop human resource management plan for both new and existing staff. Create environment for data sign-off to the next level by conducting data validation meetings. Monitor data sign-off by sub-districts as an agreement that the data submitted is a true reflection of the situation in the district. Conduct workshops on clear guidelines for the data flow process including deadlines as entailed in the Standard Operating Procedures. Create and update all DHIS users within the district (including sub-districts and facilities) thus giving access to Web DHIS for data capturing and monitoring. Distribute tools related to guidelines, hardware, software, up to data stationery for accurate reporting and reports generation. Monitor PEC survey conducted and captured by institutions. Feedback on analysed data and reports. Provide monthly informal feedback to relevant stakeholders to observe data quality and programme performance to optimize data management, data quality and programme progress. Generate formal quarterly feedback to sub-districts and health establishments with regards to

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how they compare with their peers on data quality and programme performance. Data quality assurance integrity & timelines. Generate and monitor data timeliness. Generate and monitor data Completeness. Keep data submission logs to monitor adherence to reporting timeframes to identify bottlenecks where different levels do not adhere to data flow policy time frames. Data accessibility, completeness & accuracy. Monitor that all Hospital Chief Executive Officers (CEO’s) conduct at least one Data Quality Audit using data quality audit tools in DHIS or other system. Monitor that Hospital CEO’s and Sub-district Mangers write the findings of the Data Quality audits and data quality improvement plans are developed for weak areas identified. Data dissemination and use. Attend and present monthly data as part of review during monthly District Management Team meetings and that remedial interventions are implanted to improve service delivery where the data shows inadequate performance as per Treasury regulations of February 20019, issued in terms of the Public Finance Management Act of 1999 (as amended). Provide correct and accurate data from DHIMS to be used in the development of all legislated plans of the health sector namely: district Health Plans, Provincial Strategic Plans; Provincial Annual Performance Plans, National Strategic Plans and National Annual Performance Plans.

ENQUIRIES: Mr J S Ndzinde – Tel No: (051) 633 9631

POST 30/151 : DEPUTY DIRECTOR: FRAUD MANAGEMENT REF NO: ECHEALTH/DD/FRAUD/HO/02/08/2019

SALARY : R733 257 – R 863 748 per annum (Level 11)

CENTRE : Bhisho, Head Office

REQUIREMENTS : A National Diploma/Degree in Legal Studies/Forensic Auditing/Fraud and anti-corruption or relevant qualification with 5 years working experience of which 3 years must be at Assistant Director level. Experience in developing and implementing training programmes on fraud and corruption. Knowledge of the applicable legislation and prescripts. Capacity to work innovatively, under pressure and independently. Computer literacy. Good facilitation, report writing, research, presentation and motivational skills. Must possess a valid driver's licence and willing to travel. Certified Fraud Examiner will be an added advantage. Skills & Competencies: Strategies capability and leadership, communication, client orientation and customer focus, problem solving and analysis, financial management, interpersonal loyalty and courteous. A valid driver’s licence.

DUTIES: Monitor, analyse and report on business processes. Monitor operational and annual performances plans of the unit. Act on allegations of fraud and corruption within the department. Develop and oversee implementation of anti-corruption measures. Conduct awareness campaigns. Implement anti-corruption policies. Conduct and co-ordinate special investigations in cases of alleged fraud, corruption and mal-administration. Facilitate co-ordination of fraud risk assessment and report. Provide comprehensive and formalised training to assist in highlighting the risk of fraud. Liaise with all law enforcement agencies on corruption and fraud cases. Receive cases, verify and allocate them to practitioners for further investigation. Facilitate co-ordination of integrity management, ethics risk assessment and report. Provide comprehensive and formalised training to assist in highlighting the ethics. Develop and oversee the implementation of integrity management strategy, policy and implementation plan. Coordinate MPAT submissions and compliance. Supervision and management of staff.

ENQUIRIES: Mr AM Nydoko Tel No: (040) 608 1971/72

POST 30/152 : DEPUTY DIRECTOR: INTERGRATED STRATEGIC PLANNING REF NO: ECHEALTH/DD/ISP/HO/03/08/2019

Re-advertisement. Those who had applied before are welcome to apply again

SALARY : R733 257 – R863 748 per annum (Level 11)

CENTRE : Bhisho, Head Office

REQUIREMENTS : A National Diploma/Degree in Health Sciences, Social Sciences and Public Management or equivalent qualification with 5 years' experience within the Public Service of which 3 years must be at Assistant Director level. Knowledge of Public Sector Administration, National and Provincial Health Acts and their
requirements, Public Service Act and Regulations, Public Finance Management Act and other relevant National and Provincial Prescripts, Knowledge and understanding of government planning processes and cycle; national Treasury Regulations, Guidelines and Frameworks on strategic planning and management of performance information; Clear understanding, interpretation and analysis of health indicators of for strategic planning purposes; Good communication (verbal and written), analytical, people management and interpersonal skills. Ability to work independently with limited supervision. Knowledge, possession and application of computer skills e.g. Word, Power points, Excel, and other computer programmes for planning, etc. A valid driver’s licence.

DUTIES: Provide support in the development and review of the Strategic Plans, Annual Performance Plans, annual business, plans and Operational Plans of the Eastern Cape Department of Health. Build and develop capacity in the Eastern Cape Department of Health for effective and efficient health planning and execution of departmental plans. Facilitate approvals and tabling of the strategic and annual performance plans to relevant oversight bodies within the stipulated time frames. Communicate the strategic imperatives to all employees of the department. Assist in the alignment of all plans (Facility, Districts and Province) with the strategic plans of the ECDoH, Provincial Development Plans, National Department of Health ’s Strategic Plans and Health Council Priorities, Medium Term Strategic Framework, National Development Plan, the Sustainable Development Goals and the Provincial Cross Cutting Obligations. Judicious support and reporting responsibilities to the management and assist in the production of monthly and quarterly reports of the Integrated Strategic Planning Unit.

ENQUIRIES: Dr Moko Tel No: (040) 608 1123/28

POST 30/153: DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: ECHEALTH/SCM/CHDO/04/08/2019

SALARY: R733 257 – R863 748 per annum (Level 11)

CENTRE: Chris Hani District Office

REQUIREMENTS: A National Diploma/Degree in Financial Management, Accounting, Supply Chain Management and Public Management (with Business Management / SCM as a major courses) with 5 years’ experience of which 3 years must be at Assistant Director level. Computer skills, BAS and LOGIS training; Strategic and Project Management, Communication, Presentation and facilitation skills, Problem solving skills, Business report writing skills; Sound knowledge of PFMA, Treasury regulations, Supply Chain Management framework, PPPFA, BBBEE; experience in Bid management, Ability to interpret acts, regulations and policies; Leadership and strategic management. A valid motor vehicle driver’s license preferably with own transport.

DUTIES: Manage demand management policy and procedures that will facilitate effective, efficiently, economical and transport procurement of goods and services. Ensure that the prescribed of SCM policy are correctly applied and adhered to. Co-ordinate implementation of Procurement plan (EC4.1). Co-ordinate the needs assessment CPI and Price index profiles. Provide ongoing advisory and institutional support to internal clients with regard to analysis of commodity and supply industry to support the departmental core function. Maintain library of specification. Facilitate and support bid specification committee. Ensure that asset management administration is kept up to date. Assist in the implementation of the asset management policy and procedures. Ensure effective receipt and issue of asset. Ensure effective and timeous disposal absolute redundant and unserviceable assets. Ensure constant monitoring of the asset registers. Manage stock take and spot check. Manage the even distribution of transactions to be process between the subordinate. Ensure that stock levels including Economic Order Quantities are maintained. Ensuring compliance with PPPFA, PFMA, Treasury regulations and Directives and other applicable legislations. Establish and maintain bid administration processes. Establish and maintain SCM forum. Establish and maintain a Supplier Data base. Establish and maintain Bid specification and evaluation secretariat services. Ensure policies, delegations are adhered to. Serve in the District Cost Containment and Evaluation procurement committees.
POST 30/154 : ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: ECHEALTH/AD-LR/SBDO/04B/08/2019
Re-advertisement. Those who had applied before are welcome to apply again

SALARY : R376 596 - R443 601 per annum (Level 09)
CENTRE : Sarah Baartman District Office
REQUIREMENTS : A National Diploma/ Degree in Labour Law / Labour Relations / Human Resource Management/ Public Management/or equivalent qualification coupled with 5 years’ experience of which at least 3 years must be at supervisory level in the field of Labour Relations /related field. Knowledge of Departmental Policies on Labour Relations, Public Service Act, Basic Conditions of employment Act PCSBC, and GPSSBC Resolutions. Conflict Resolution capabilities and confidentiality. Negotiations and research skills innovative and change management. Be able to give basic counselling. Knowledge of PERSAL. Computer Literate. A valid driver’s licence.

DUTIES : Assist the institutions in drafting notices of disciplinary hearing. Facilitate the finalization of disciplinary cases. Represent the employer in DC and chairing disciplinary cases as required Handling of CCMA of bargaining council cases, Conflict Management. Give guidance on incapacity cases and abscondment. Compile Monthly Report, Quarterly reports, Annual Reports. Compile Statistics and submit to the relevant offices. Advise the Management on labour Matters. Strike Management. Co-ordinate the departmental labour relations policy as contained in the labour relations Act, and amend as necessary. Ensure the effective implementation of labour relations policy. Provide guidance and advice on labour relations procedures at all levels of management within the complex. Facilitate consultation and collective negotiation between employers, employees and trade unions in respect of health personnel. Manage procedures relating to personnel grievances in order to resolve employer and employees’ differences. Manage the disciplinary measures in the complex in such a manner that strict disciplinary levels are maintained. Intervene in the event of industrial action so as to minimize production loss. Report on the state of industrial relations within the complex.

ENQUIRIES : Ms P Boya Tel No: (041) 401 8508

POST 30/155 : ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT AND PERFORMANCE MANAGEMENT REF NO: ECHEALTH/HRD&PM/JGDO/05/08/2019

SALARY : R376 596 - R 443 601 per annum (Level 09)
CENTRE : Joe Gqabi District Office

implementation of performance management system. Facilitate implementation of Human Resource Development and Performance Management policies. Monitor the Coordination’s and facilitation of Orientation and Induction programmes in the Sub district. Monitor and evaluate the impact of training implemented in the Province. Management all the resources of the Sub unit.

ENQUIRIES : Mr J.S Ndzieinde Tel No: (051) 633 9631

POST 30/156 : ASSISTANT DIRECTOR: PATIENT ADMINISTRATION REF NO: ECHEALTH/ADPA/FEH/06/08/2019

SALARY : R376 596 – R443 601 per annum (Level 09)
CENTRE : Sarah Baartman District, Fort England Hospital
REQUIREMENTS : A National Diploma/Degree in Public Administration/Administration or equivalent qualification with 3 years’ experience at supervisory level. Practical experience in Patient Administration processing. In-depth and practical knowledge of Mental Health Care Act. Ability to interact with all aspects of Management and Employees. Knowledge of staff development. Excellent written and verbal communication. Ability to plan and organize word and staff effectively. Ability to work under pressure and adhere to deadlines. Knowledge of Strategic Planning. Sound knowledge of all applicable Legislation and Public Service Collective Agreements. Computer Literacy. A valid driver’s licence.

DUTIES : Manage all Patient Administration Services. Ensure that all Human Resources operates optimally and are administered in accordance with Policies and Procedures. Manage Registry, mail and filing services, provide office automation and production services. Manage accommodation & Transport Services. Provide ward administration, telecommunication, patient registration and administration services. Compile all required reports and memorandums and performance management. Maintain discipline / Conflict management, attend meetings and briefings, service on various committees and maintain all relevant registers. Travel and attend out of office meetings. Report directly to the Administration Manager. Promote sound relations, administer all sections under your control and ensure efficient and effective control of resources.

ENQUIRIES : Mr. Dyalvane Tel No: (040) 602 2300

POST 30/157 : OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: ECHEALTH/OHASA/TBH/07/08/2019

SALARY : R316 791 – R373 167 per annum (Level 08)
CENTRE : Joe Gqabi District, Taylor Bequest Hospital (Mt Fletcher)

DUTIES : Development and implement Health & safety policies, systems of work and procedures. Ensure that all Health safety policies, procedures, rules and regulations are adhered to and are regularly reviewed, update and communicated. Ensure GPW meets its statutory obligations in all areas pertaining to health and safety in the workplace, including statutory training and reporting. Incident reporting, investigating assistance and facilitation of corrective actions, Driving the safety programme to reduce number of incidents, reporting on and proactively managing risk on site, conducting safety and risk audit. Ensure adequate safety induction and risk related training, keep up to date with all aspects of health and safety regulation.

ENQUIRIES : Ms N Ngwabeni Tel No: (039) 257 0099
POST 30/158: OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: ECHEALTH/FSS/CHD-EH/08/08/2019

SALARY: R316 791 – R373 167 per annum
CENTRE: Chris Hani District, Elliot Hospital

DUTIES: Development and implement Health &safety policies, systems of work and procedures, Ensure that all Health safety policies, procedures, rules and regulations are adhered to and are regularly reviewed, update and communicated, Ensure GPW meets its statutory obligations in all areas pertaining to health and safety in the workplace, including statutory training and reporting. Incident reporting, investigating assistance and facilitation of corrective actions, Driving the safety programme to reduce number of incidents, reporting on and proactively managing risk on site, conducting safety and risk audits, Ensure adequate safety induction and risk related training, keep up to date with all aspects of health and safety regulation.

ENQUIRIES: Mrs Z Lebakeng - Tel No: (045) 931 1321

POST 30/159: PROVISIONING ADMIN OFFICER: SCM REF NO: ECHEALTH/PAO/SH/09/08/2019

SALARY: R257 508 – R303 339 per annum (Level 07)
CENTRE: Alfred Nzo District, Sipetu Hospital
REQUIREMENTS: A National Diploma in Supply Chain or Financial Management or equivalent qualification coupled with 1 – 2 years’ experience on Demand/Acquisition management. Computer literacy. Sound Analytical thinking and problem solving skills. Good communication and interpersonal skills. Understanding of specific/relevant Act, Treasury Regulations and PFMA. Sound knowledge of LOGIS, Demand/Acquisition processes and Procurement processes. Ability to work well under pressure and be customer focused. A valid driver’s licence.

DUTIES: Facilitate the development of annual procurement plan. Render acquisition services for all goods and services procured through bid process. Promote sound Procurement management in line with the PFMA. To compile reports on the Demand Management Plan and Annual Procurement Plan, conducting proper market analysis. Drafting of all bid registers, co-ordinate the submission of the declaration of interests and disclosures. Liaise, correspond, advise and meet with directorates with regard to Demand/ Acquisition Minimum Requirements, documents and committees. Co-ordinate Bid Specification Committee meetings, provide direction and capacity building to the staff. Supervise the utilization of the Central supplier database and use of the supplier database. Provide best practice Procurement Standards for goods and services.

ENQUIRIES: Ms Lulama Mahlathi Tel No: (039) 255 0077

POST 30/160: FINANCIAL PRACTITIONER REF NO: ECHEALTH/FP/GH/10/08/2019

SALARY: R257 508 – R303 339 per annum (Level 07)
CENTRE: Alfred Nzo District, Greenville Hospital

DUTIES: Provide effective and comprehensive financial administration/resource services in the institution. Determine financial resource needs of the institution and management of accounts. Monitor expenditure patterns, reconcile
accounts, rectify and report deviations. Monitor financial irregularities, draft and make recommendations pertaining to financial irregularities to divisional managers. Prepare financial reports and co-ordinate Cost Containment Committee meetings.

ENQUIRIES : Mr Bango – Tel No: 039 251 3009

POST 30/161 : PROVISIONING ADMIN OFFICER: ACQUISITION MANAGEMENT REF NO: ECHEALTH/SPAOA/11/08/2019

SALARY : R257 508 – R303 339 per annum (Level 07)
CENTRE : Alfred Nzo District Office
REQUIREMENTS : A National Diploma/Degree in Supply Chain or Financial Management or equivalent qualification with 1-2 years’ relevant experience. Communication skills, Computer skills, Presentation and report writing skills, Sound knowledge of procurement Policies and Processes, Tender procedures, Public finance Management act, Treasury Regulations. Experience in BAS & LOGIS will be an added advantage. Valid driver’s licence.

DUTIES : Monthly acquisition management reports. Assist in compilation of tender or bid documents and requests quotes. Place adverts for tenders or bid for all Alfred Nzo District institutions. Render guidance in crafting of specification. Respond to queries from the relevant stakeholders. Provide administrative support to procurement and bid evaluation committee. Assist on interpretation of bid documents/briefing sessions. To ensure the sufficient, effective and uniform planning and procurement of all goods & services required for the proper functioning of supply Chain Systems at the institution that conforms to constitutional and Legislative principles whilst developing, supporting and promoting PFMA, PPPFA, Treasury Regulations, Circulars and Auditor General Act. To manage the resources economically and effectively and prevent fruitless and or wasteful, irregular and Authorized expenditures. Responsible from execution of procurement plan, upheld a support service within an internal audit and report system. Supervision and overseeing all transactions of procurement and Logistic staff.

ENQUIRIES : Mr K Praim Tel no 039 797 6070.

POST 30/162 : FINANCIAL PRACTITIONER REF NO: ECHEALTH/FP/CJH/12/08/2019

SALARY : R257 508 – R303 339 per annum (Level 07)
CENTRE : Joe Gqabi District, Cloete Joubert Hospital

DUTIES : Provide effective and comprehensive financial administration/resource services in the institution. Determine financial resource needs of the institution and management of accounts. Monitor expenditure patterns, reconcile accounts, rectify and report deviations. Monitor financial irregularities, draft and make recommendations pertaining to financial irregularities to divisional managers. Prepare financial reports and co-ordinate Cost Containment Committee meetings.

ENQUIRIES : Mr Z.O Mgeyi Tel No: (045) 971 0091

POST 30/163 : FINANCIAL PRACTITIONER REF NO: ECHEALTH/HRP/JGDO/13/08/2019

SALARY : R257 508 – R303 339 per annum (Level 07)
CENTRE : Joe Gqabi District Office

DUTIES : Ensure that expenditure is in line with budget and item provisioning to determine expenditure against budget. Review and analyze expenditure reports, distribute to budget holders and obtain inputs on expenditure status. Exercise monthly control over expenditure by comparing actual expenditure to
available funds utilizing financial systems. Continuous monitoring of allocated budget for effective budget utilization. Financial reporting through timely submission of IYM financial reports, utilization of reports for financial management and report on actual performance against planned outputs.

**ENQUIRIES**
Mr J.S Ndzinde Tel No: (051) 633 9631

**POST 30/164**
**HUMAN RESOURCE PRACTITIONER**
**CENTRE**
Joe Gqabi District, Taylor Bequest Hospital (Mt Fletcher)

**REQUIREMENTS**
A National Diploma /Degree in Human Resources Management or equivalent qualification with 1 - 2 years’ relevant experience. Knowledge of Public Service Regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulations, procedures and understanding of different Human Resource processes. Basic knowledge of PERSAL administration functions, computer skills, communication skills, sound interpersonal relations, ability to interpret human resource prescripts and apply them. Ability to work well under pressure and be customer focused. A valid driver's license will be an added advantage.

**DUTIES**

**ENQUIRIES**
Ms N Ngwabeni – Tel No: (039) 257 0099.

**POST 30/165**
**FOOD SERVICE MANAGER**
**CENTRE**
Buffalo City Metro, Bhisho Hospital

**REQUIREMENTS**
Degree/ National Diploma in Food Service Management or relevant field with 1 -2 years’ experience. Current registration with the relevant professional council, knowledge and understanding of nursing Code of Ethics and Professional Practice. Communication Interpersonal. Knowledge of food service processes and procedures and other relevant legal framework such as: Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure Grievance Procedure etc.

**DUTIES**
Manage food services. Facilitate and monitor implementation of policies and guidelines. Supervise human and physical resources. Ensure healthy and hygienic environment. Compile cycle menus and recipes monitor stock levels, order stores. Manage and maintain safety standards, adapt legislations and capacitate relevant role players. Coach and mentor subordinates. Compile job profiles. Develop work plans. Conduct performance reviews and identify training needs.

**ENQUIRIES**
Mrs. T. Awlyn – Qegu Tel No: (040) 635 2950/5

**POST 30/166**
**ADMINISTRATION OFFICER**
**CENTRE**
Buffalo City Metro, Frere Tertiary Hospital

**REQUIREMENTS**
A National Diploma /Degree in Public Administration/Office Administration or equivalent with 1-2 years’ administration experience. Knowledge of public administrative systems and processes. Knowledge of Public Service Regulations, Policies and Procedures. Good interpersonal, communication (verbal and written) and computer skills. A valid drivers’ licence.

**DUTIES**
Interpret and implement administrative policies. Prepare and compile reports. Process and authorize payment of employee benefits. Allocate tasks. Check and verify work of others. Guide and monitor compliance on processes,
ENQUIRIES : Ms N Mthitshana Tel No: (043) 709 2487/2532

POST 30/167 : HUMAN RESOURCE PRACTITIONER: SERVICE BENEFITS REF NO: ECHEALTH/HRP-SC/FTH/17/08/2019

SALARY : R257 508 – R303 339 per annum (Level 07)
CENTRE : Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS : A National Diploma/Degree in Human Resource Management or equivalent qualification with 1-2 years' relevant experience. Knowledge of Public Service Regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulation, procedures and understanding of different human resources process. Basic knowledge of PERSAL Administration function, computer skill, communication skill, sound interpersonal relations, ability to interpret human resource prescript and apply them. Ability to work under pressure and be customer focused. A valid driver's licence.


ENQUIRIES : Ms N Mthitshana Tel No: (043) 709 2487/2532.

POST 30/168 : HUMAN RESOURCE PRACTITIONER: RECRUITMENT & SELECTION REF NO: ECHEALTH/HRP-RECRUIT/FTH/18/08/2019

SALARY : R257 508 – R303 339 per annum (Level 07)
CENTRE : Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS : A National Diploma/Degree in Human Resource Management or equivalent qualification with 1-2 years' relevant experience. Knowledge of Public Service Regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulation, procedures and understanding of different human resources process. Basic knowledge of PERSAL Administration function, computer skill, communication skill, sound interpersonal relations, ability to interpret human resource prescript and apply them. Ability to work under pressure and be customer focused. A valid driver's licence.


ENQUIRIES : Ms N Mthitshana Tel No: (043) 709 2487/2532.

POST 30/169 : PROVISIONING ADMIN OFFICER: DEMAND AND ACQUISITION MANAGEMENT REF NO: ECHEALTH/PAO-D&AM/BCMO/19/08/2019 (X2 POSTS)

SALARY : R257 508 – R303 339 per annum (Level 07)
CENTRE : Buffalo City Metro District Office

REQUIREMENTS : A National Diploma in Supply Chain or Financial Management or equivalent qualification coupled with 1 – 2 years’ experience on Demand/Acquisition management. Computer literacy. Sound Analytical thinking and problem solving skills. Good communication and interpersonal skills. Understanding of specific/relevant Act, Treasury Regulations and PFMA. Sound knowledge of
LOGIS, Demand/Acquisition processes and Procurement processes. Ability to work well under pressure and be customer focused. A valid driver’s license is added advantage.

**DUTIES**

- Facilitate the development of annual procurement plan. Render acquisition services for all goods and services procured through bid process. Promote sound Procurement management in line with the PFMA. To compile reports on the Demand Management Plan and Annual Procurement Plan, conducting proper market analysis. Drafting of all bid registers, co-ordinate the submission of the declaration of interests and disclosures. Liaise, correspond, advise and meet with directorates with regard to Demand/ Acquisition Minimum Requirements, documents and committees. Co-ordinate Bid Specification Committee meetings, provide direction and capacity building to the staff. Supervise the utilization of the Central supplier database and use of the supplier database. Provide best practice Procurement Standards for goods and services.

**ENQUIRES**

Ms. Hazel Hlulani Tel No. (043) 7433 006/057

**POST 30/170**

**FINANCE PRACTITIONER: INTERNAL CONTROL REF NO:**

ECHEALTH/FP-IA/BCMO/20/08/2019 (X2 POSTS)

**SALARY**

R257 508 – R303 339 per annum (Level 07)

**CENTRE**

Buffalo City Metro District Office

**REQUIREMENTS**

- A National Diploma/Degree in Accounting/Internal Audit or equivalent qualification with 1-2 years’ experience in Internal Audit environment. Knowledge and exposure to Public Service policies and procedures. In-depth knowledge and skills in internal auditing, risk management, accounting, management, staff training and corporate governance. Good communication (verbal and written), benchmarking and networking skills. Computer literacy and ability to work with graphs. A valid driver’s licence.

**DUTIES**

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

**ENQUIRES**

Ms. Hazel Hlulani Tel No: 043 7433 006/057

**POST 30/171**

**FINANCE PRACTITIONER: SALARY ADMINISTRATION REF NO:**

ECHEALTH/FP-SA/BCMO/21/08/2019

**SALARY**

R257 508 – R303 339 per annum (Level 07)

**CENTRE**

Buffalo City Metro District Office

**REQUIREMENTS**

- A National Diploma/Degree in Financial Accounting or Financial Management with 1-2 years’ relevant experience. Must possess good interpersonal, communication and financial skills; the ability to work under pressure and tight deadlines is a pre-requisite; Knowledge of Basic Accounting System (BAS), PERSAL and the Public Finance Management Act (PFMA), Division of Revenue Act and Treasury Act Regulations. Computer Literacy and valid driver’s licence.

**DUTIES**

- Support the Assistant Director: Accounts Payable with the overall execution of his/her duties. Request reports on BAS/PERSAL and compile accounts payable monthly reports to be submitted to Financial Reporting section and Treasury. Ensure that all payments batches received are recorded electronically and hard copies are stored in a secured place. Preparation of sundry payments, 30 days’ report and bank reconciliations. Processing of Accounts Payable journals, processing of payments on PERSAL, attend to supplier’s queries and resolve them, ensure payments and documents are authorised by delegated officials. Management and safeguarding of payment batches, management of payment runs and ensure all payments are recorded in the payment register. Ensure compliance with the financial legislative framework and procedures and advises managers on financial matters.
Provide support within the internal processes regarding internal audits and the annual audit executed by the Auditor General.

**POST 30/172**

**PROVISIONING ADMINISTRATION OFFICER: INVENTORY MANAGEMENT**

**REF NO:** ECHEALTH/FCS-P&IM/BCMO/22/08/2019  (X2 POSTS)

**SALARY**

R257 508 – R303 339 per annum (Level 07)

**CENTRE**

Buffalo City Metro Office

**REQUIREMENTS**

A National Diploma/Degree in Supply Chain or Financial Management or equivalent qualification coupled with 1-2 years’ experience on Procurement and Inventory management. Computer literacy. Understanding of specific/relevant Act, Treasury Regulations and PFMA. Sound knowledge of LOGIS. Inventory and Procurement processes. Sound Analytical thinking and problem solving skills. Good communication and interpersonal skills. Ability to work independently and in a team and must be able to work under pressure and be customer focused. Must be computer literate in Word and Excel. Must have knowledge of Government prescripts (PFMA and Treasury Regulations). A valid driver’s licence.

**DUTIES**

Facilitate the request for Quotations; generate purchase orders on the LOGIS system. Keep record of all generated orders and generation of monthly reports. Monitor and facilitate the delivery of goods and services. Attend to internal stakeholders and supplier’s inquiries. Capturing all goods and services on the LOGIS system, completion of the Goods Received Voucher and submission of all received order to Payments for processing. Facilitate quarterly stock taking for all institutions, maintain and update all bin and ledger cards. Monitor and report all stock levels for replenishment. Ensure the storehouse is well maintained and cleaned. Co-ordinate and facilitate the submission of stock take reports and commitments.

**ENQUIRIES**

Ms. Hazel Hlulani Tel. No: (043) 7433 006/057

**POST 30/173**

**ADMINISTRATION OFFICER: HR PLANNING & EMPLOYMENT EQUITY**

**REF NO:** ECHEALTH/AO/HRPE/HO/23/08/2019

Re-advertisement those who had applied before are welcome to apply again

**SALARY**

R257 508 – R303 339 per annum (Level 07)

**CENTRE**

Bhisho, Head Office

**REQUIREMENTS**

A National Diploma / Degree in Human Resource Management / Public Administration with 1-2 administrative/support experience. Functional experience in HR Planning and Employment Equity Environment. Must be able to draw HR information reports. Capable of analysing statistical data. Knowledge of Public Service Legislative and Regulatory frame work. Good written and verbal communication skills. Good administration and record keeping skills. Ability to liaise and co-operate with key stakeholders. Good planning and organizing skills. Must be able to extract information on PERSAL and draw routine monitoring reports. Ability to work under pressure and meet strict deadlines. A valid driver’s licence.

**DUTIES**

Facilitate information gathering process towards development of draft Human Resource Plan (HRP) and Employment Equity Plan (EEP). Undertake administrative assessments on the existing Human Resource Plan to identify gaps for future Human Resource Planning and forecasting. Conduct workforce analysis exercises through drawing employee related information on PERSAL. Compile HR Planning and EE plan employee status profile. Compile employee information databases of HR Planning and Employment Equity. Conduct desktop exercise to monitor implementation of both HR and EE Plan. Support placement of internships, Community Service and Post Community Service Health Professionals through collecting personal details and drawing up of placement lists. Develop and maintain statistical database of all Placed Internships and Comm Serves. Facilitate and liaise with HR appointments on appointment of internships and Comm Serves. Prepare and compile reports on placement of the new internships and Comm Serves. Communicate / update all stake holders with regards to HR Planing, Employment Equity and placement of new internships, Comm Serve and post comm serve. Facilitate procurement of goods and services for the Sub-component.

**ENQUIRIES**

Mr A Mnyayiza Tel No: (040) 608 1484/85
<table>
<thead>
<tr>
<th>POST 30/174</th>
<th>LOGISTIC SUPPORT OFFICER (LOGIS) REF NO: ECHEALTH/LSO/HO/24/08/2019</th>
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<tr>
<td>SALARY</td>
<td>R257 508 – R303 339 per annum (Level 07)</td>
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<tr>
<td>CENTRE</td>
<td>Bhisho, Head Office</td>
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<tr>
<td>REQUIREMENTS</td>
<td>A National Diploma/Degree in Financial Information Systems, IT, Finance, Accounting, SCM or any relevant qualification with 1 -2 years’ experience and LOGIS Systems Administrator Certification or LOGIS experience (of which must be in LOGIS Administration). Additional LOGIS certification and / or approved education in SCM /IT/ Accounting will be an added advantage. Proven experience in the administration and management of LOGIS in a department. Experience in LOGIS report writing and analysis. An in depth knowledge of the LOGIS systems and its capabilities. A clear understanding of the financial systems used in the public sector and their integration. An in depth knowledge of regulations related to Supply Chain Management in Government. Proven analytical skills. Extensive report –writing skills. Excellent interpersonal and communication skills. The ability to communicate and / or interact with internal and external stake holders at senior level. The ability to undertake research and produce best practice procedures and guidelines on the use of LOGIS. Knowledge of PFMA and the Public Service Regulations. A valid driver’s licence. Successful Applicants will be tested with practical activities within LOGIS during the interviews.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Monitor activities of LOGIS systems controllers of all EC Health LOGIS stores and provide LOGIS reports on a monthly basis. Perform quarterly User Account review monitoring of the LOGIS system per store and review compliance to LOGIS policy and LOGIS best practices. Issue LOGIS notices and / or Circulars/ policies on LOGIS system and bring important messages to the attention of system controllers and management in the department. Monitor &amp; provide reports on commitments and accruals, payments within 30 days, access and logon violations, user administration procedures. Monitor and report monthly on security control, exceptions and balance score card. Review status of inventories and assets on LOGIS through periodic spot check. Provide solutions to all logged calls within the agreed timeframes as per the service charter. Provide guidance in the use of correct Transaction Processing Rules (TPR). Produce monthly, weekly and ad hoc business intelligence / financial reports. Monitor consolidated monthly reports on the LBIS application. Generate &amp; analyse LOGIS reports in order to flag exceptions. Provide advice to departments on flagged exceptions and monitor corrective action taken. Maintain LOGIS policy and procedure manuals. Provide technical support on implementation and projects manage the implementation processes.</td>
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<tr>
<td>ENQUIRIES</td>
<td>Ms T Bolo Tel No: (040) 608 9579</td>
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<tr>
<th>POST 30/175</th>
<th>PERSONAL ASSISTANT: HRIS REF NO: ECHEALTH/PA/HRIS/HO/25/08/2019</th>
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<tr>
<td>SALARY</td>
<td>R257 508 – R303 339 per annum (Level 07)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Bhisho, Head Office</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>A National Diploma/Degree in Office Administration/ Public Administration or equivalent qualification coupled with 1 -2 years’ experience in Office Administration or as a Secretary. Computer Skills with proven experience on application of MS Word, MS Excel, MS Power Point. Good communication skills, excellent telephone etiquette. Knowledge of filling system, document tracking, storage and retrieval. Willingness to work beyond office hours. Ability to work under pressure. Ability to be a team player and maintain confidentiality. Provide secretarial services, make transport and accommodation arrangements. Manage the Manager's diary. Organize the manager's office environment. Construct and maintain the manager's filling system. Control access to the manager to prevent unnecessary disruption and disturbances. Capture documents on data for the manager. Ensure a safe working environment where confidential documentation is secured. Respond to invitation on behalf of the manager.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Provide secretarial services, make transport and accommodation arrangements. Manage the Manager's diary. Organize the manager's office environment. Construct and maintain the manager's filling system. Control access to the manager to prevent unnecessary disruption and disturbances. Capture documents on data for the manager. Ensure a safe working environment where confidential documentation is secured. Respond to invitation on behalf of the manager.</td>
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<tr>
<td>ENQUIRIES</td>
<td>Ms S Lamani Tel No: (040) 608 1602/1604</td>
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<th>POST 30/176</th>
<th>FINANCIAL PRACTITIONER REF NO: ECHEALTH/FP/NOMH/26/08/2019</th>
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<td>SALARY</td>
<td>R257 508 – R303 339 per annum (Level 07)</td>
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CENTRE: Amathole District, Nompumelelo Hospital

REQUIREMENTS: A National Diploma/Degree in Finance Management/Accounting or relevant with 1-2 years’ relevant experience, Knowledge of PERSAL/BAS and LOGIS systems. Knowledge of Public Service Regulations, Policies, Procedures, PFMA and Treasury Regulations. Good inter-personal, communication (verbal and written), supervisory and computer skills. A valid drivers’ licence.

DUTIES: Provide effective and comprehensive financial administration/resource services in the institution. Determine financial resource needs of the institution and management of accounts. Monitor expenditure patterns, reconcile accounts, rectify and report deviations. Monitor financial irregularities, draft and make recommendations pertaining to financial irregularities to divisional managers. Prepare financial reports and co-ordinate Cost Containment Committee meetings.

ENQUIRIES: Ms Tsako Tel No: (040) 673 3321

POST 30/177: IT TECHNICIAN REF NO: ECHEALTH/IT/NMAH/27/08/2019

SALARY: R257 508 – R303 339 per annum (Level 07)

CENTRE: OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: A National Diploma/Degree in IT/Computer Science with 1-2 years of technical working experience. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange). Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/IP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. A valid driver’s licence.

DUTIES: Repair of computer equipment e.g. servers, pc’s and printers. Installation, configuration and support of network servers, computer equipment and computer applications. Be able to access the IT environment and write a report. Support the ECDOH transversal applications. Providing software and application support to end users. Coordinate support on office automation services such as telephone systems, copiers, faxes and cellular phones etc. Overseeing and Mentoring of IT interns. Manage Information Technology Services by Monitoring local area networks performance. Render 1st line technical support to users on transversal systems and network applications. Maintain and monitor all incidents logged through a call logging system. Offer a prompt support to all District facilities with NDOH Systems applications. Oversee and Monitor District ICT projects. Monitor daily, weekly and monthly the information Security (Anti-Virus, Backup Solution), liaise with users on request for IT requirements. Create/maintain inventory of all desktop and network related equipment. Facilitate ICT awareness sessions and promote ICT policy adherence to all users.

ENQUIRIES: Ms Calaza Tel No: (047) 502 4469

POST 30/178: PERSONAL ASSISTANT: FINANCIAL MANAGEMENT REF NO: ECHEALTH/PA/ORTDO/28/08/2019

SALARY: R257 508 – R303 339 per annum (Level 07)

CENTRE: OR Tambo District Office

REQUIREMENTS: A National Diploma in Office Administration/ Public Administration or equivalent qualification coupled with 1-2 years’ experience in Office Administration or as a Secretary. Computer Skills with proven experience on application of MS Word, MS Excel, MS Power Point. Good communication skills, excellent telephone etiquette. Knowledge of filling system, document tracking, storage and retrieval. Willingness to work beyond office hours. Ability to work under pressure. Ability to be a team player and maintain confidentiality. A valid driver’s licence.

DUTIES: Provide secretarial services, Make transport and accommodation arrangements. Manage the Manager’s diary. Organize the manager's office environment. Construct and maintain the manager’s filling system. Control access to the manager to prevent unnecessary disruption and disturbances. Capture documents on data for the manager. Ensure a safe working
environment where confidential documentation is secured. Respond to invitation on behalf of the manager.

ENQUIRIES:
Mr S Stuma Tel No: 047 502 9000

POST 30/179: CHIEF REGISTRY CLERK REF NO: ECHEALTH/CRC/ORTDO/29/08/2019

SALARY: R257 508 – R303 339 per annum (Level 07)
CENTRE: OR Tambo District Office

REQUIREMENTS:

DUTIES:
Maintain Human Resources Filling System as per the directives of the Archives and Management Prescripts. Maintain Human Resources file plan in line with NMIR. Sort and prepare documents for disposal processes in line with the relevant prescript. Perform administrative duties. Provide Registry counter services. Render an effective filling and record management services. Operate office machines in relation to registry function. Capture information from forms into PERSAL system. File documentation to provide an audit trail as well as to allow for easy retrieval. Maintain legislation relating directly to the Human Resources functions. Maintain Organisational charts and records.

ENQUIRIES:
Mr S Stuma Tel No: (047) 502 9000

POST 30/180: LOGISTIC SUPPORT OFFICER REF NO: ECHEALTH/LSO/CHD-CH/30/08/2019

SALARY: R257 508 – R303 339 per annum (Level 07)
CENTRE: Chris Hani District, Cradock Hospital
REQUIREMENTS:
National Diploma/Degree in Public Administration Management/ Accounting/Logistics/ Supply Chain Management 1-2 years’ relevant experience. Sound knowledge of Contract Management guidelines, Public Service Purchasing/Procurement management, Public Finance Management Act (PFMA), PPPFA; Treasury Regulations and other relevant prescripts. Sound skills and competency in understanding and interpreting of Contracts and Service Level Agreements. Sound practical experience and knowledge in contract management. Experience in Contract Management processes and policies. Experience in BAS & LOGIS will be an added advantage. Computer literacy (MS Word, email and internet). Communication skills (written and Organizational skills; Planning and decision making skills. Good interpersonal relations. Ability to work under pressure and be self-motivated. A valid driver’s license.

DUTIES:
Manage stores administration in the institution. Control procurement services. Monitor the implementation of stores procedure and prescriptions. Maintain stock levels. Do monthly contract management report, draft award letters for successful bidders. Draft services level agreements for awarded bidders, verify and update lease register as per BAS report, verify and update contract register. Maintaining lease agreement.

ENQUIRIES:
Ms F Danster – Tel No: (048) 881 2123.

POST 30/181: ADMINISTRATION OFFICER REF NO: ECHEALTH/AO/HCH/31/08/2019

SALARY: R257 508 – R303 339 per annum (Level 07)
CENTRE: OR Tambo District, Holy Cross Hospital
REQUIREMENTS:
A National Diploma /Degree in Public Administration/ Human Resource Management with 1-2 years’ relevant experience. Good understanding of the Public Service Legislative and Regulatory framework. Sound knowledge of PERSAL, LOGIS and BAS. Understanding of procurement processes, asset management and financial management. Excellent communication and report writing skills. Advanced computer skills and a valid driver’s License.

DUTIES:
Supervise and undertake the more complex implementation and maintenance of human resource administration practices: HR Provisioning (Recruitment and selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, and probationary periods). Implement conditions of service and service benefits. Termination of service. Recommend transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and

ENQUIRIES : Ms Z Nompondana Tel No (039) 252 2026/8

POST 30/182 : HRD PRACTITIONER: LEARNERSHIPS & INTERNSHIPS REF NO: ECHEALTH/HR/PLI/HO/32/08/2019

SALARY : R257 508 – R303 339 per annum (Level 07)
CENTRE : Bhisho, Head Office
REQUIREMENTS : A National Diploma/Degree in Human Resources Management or Public Administration or any relevant qualification with 1-2 years working experience. Understanding of Human Resources Development related functions. Knowledge of government systems, procedures and ability to work without constant supervision, working knowledge of office administration, good communication skills, interpersonal skills and organizational skills, a high level of confidentiality, high level computer skills, basic numeracy, good planning and report writing skills. Pay attention to detail and quality, ability to work under pressure. A valid driver’s licence. The candidate must be prepared to travel extensively throughout the province.

DUTIES : Provide administrative support to the Sub-directorate: Learnership & Internship. Prepare travel advances, subsistence, travel and accommodation arrangements. Compile and assist with the management of unit’s budget (SETAs and Equitable Share) and provide for administrative support, attendance to meetings (statutory and otherwise) for the Sub-directorate. Maintain a good filing system. Ensure the effective and efficient operational functioning of the Sub-directorate: Learnership & Internship. Manage documents, trace submissions, keep track of all incoming work and ensure that deadlines re met. Provide support and participate in the recruitment of Learners, Traineeship, and Interns. Coordinate placement of Learners, Trainees and Interns in the platform. Monitor and guide utilization and the development of Learners. Trainees and Interns. Financial management for Learnership and Internship Programme. Coordinate and consolidate provincial reports in as far as Learnership, Traineeships and Internship programme is concerned. Any other work as may be directed by the Management of the Skills Development Unit.

ENQUIRIES : Ms V Makonco Tel No: (040) 608 1521/23

POST 30/183 : CHIEF REGISTRY CLERK REF NO: ECHEALTH/CRC/JGDO/33/08/2019

SALARY : R257 508 – R303 339 per annum (Level 07)
CENTRE : Joe Gqabi District Office

DUTIES : Maintain Human Resources Filling System as per the directives of the Archives and Management Prescripts. Maintain Human Resources file plan in line with NMIR. Sort and prepare documents for disposal processes in line with the relevant prescript. Perform administrative duties. Provide Registry counter services. Render an effective filing and record management services. Operate office machines in relation to registry function. Capture information from forms into PERSAL system. File documentation to provide an audit trail as well as to allow for easy retrieval. Maintain legislation relating directly to the Human Resources functions. Maintain Organisational charts and records.

ENQUIRIES : Mr J.S Ndzinde Tel No: (051) 633 9631

POST 30/184 : ADMINISTRATION OFFICER REF NO: ECHEALTH/AO/BDH/34/08/2019 (X2 POSTS)

SALARY : R257 508 – R303 339 per annum (Level 07)
CENTRE : Amathole District, Bedford Hospital

ENQUIRIES: Ms V.T Notyi Tel No: (046) 685 0043

POST 30/185 : HR PRACTITIONER: BURSARIES REF NO: ECHEALTH/HRPB/HO/35/08/2019

SALARY: R257 508 – R303 339 per annum (Level 07)
CENTRE: Bhisho, Head Office

DUTIES: Manage students files. Manage and Process Payment of student fees to Universities. Attend to Career Exhibitions and Marketing of Department of Health’s Career fields to the schools and the community. Liaise with Universities and students to attend to day to day student’s queries. Keep records of Bursary Defaulters. Assist in Office Administration. Responsible for supervision of staff. Assist in the management of RSA/Cuban Bursary Programme. Compile and submit necessary reports.

ENQUIRIES: Ms N Jojozi Tel No: 040 608

POST 30/186 : HRD CLERK: TRAINING & DEVELOPMENT REF NO: ECHEALTH/HRDC/HO/36/08/2019

SALARY: R173 703 – R204 612 per annum (Level 05)
CENTRE: Bhisho, Head Office
REQUIREMENTS: Grade 12/ NQF level 4 with no experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Driver’s licence will be an added advantage. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.

DUTIES: Ensure smooth running of Training and Development Office. Provide administrative support services to the Departmental Skills Development Facilitator (SDF), Provide for reception and secretarial support services, Draft routine correspondence (typing of documents). Receive, register and track records or documents submitted for further processing in HRD Unit. Process travel and subsistence claims. Handle routine procurement matters such as completion of VA2 forms for procuring of standard items. Compile routine administrative work statistics Capture and update data on computer. Provide routine and administrative maintenance service: Update and file records. Assist in coordination of trainings. Provide secretarial support to all HRD structures including Skills Development Committee Meetings.

ENQUIRIES: Ms V Makonco Tel No: (040) 608 1521/23

POST 30/187 : PROVISIONING ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT REF NO: ECHEALTH/PAC/SH/37/08/2019

SALARY: R173 703 – R204 612 per annum (Level 05)
CENTRE: Alfred Nzo District, Sipetu Hospital
REQUIREMENTS: Grade 12/ NQF level 4 with no experience. Sound Knowledge of supply chain Management processes, inventory Management, Public Service Management Act, Treasury Regulations, PPPFA and other relevant prescripts. One (1) year Public service internship programme experience will be given preference.
DUTIES: Procurement of all goods and services. Processing of orders. Issuing of stores and reconciliation. Update ledgers and bin cards, capturing of requisitions on LOGIS. Create and print orders on LOGIS system. Saucing of quotation to ensure that they comply with the minimum requirements. Assist end users with the compilation of compliant specifications on the supply chain system.

ENQUIRIES: Ms Lulama Mahlathi Tel No: (039) 255 0077

POST 30/188: HUMAN RESOURCE CLERK REF NO: ECHEALTH/SPH/HRC/38/08/2019 (X2 POSTS)

SALARY: R173 703 – R204 612 per annum (Level 05)
CENTRE: Alfred Nzo District, St Patricks Hospital
REQUIREMENTS: Grade 12/ NQF level 4 with no experience. Knowledge of LOGIS system. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards. One (1) year Public service internship programme experience will be given preference.

DUTIES: Render all services including remuneration services. Provide preapration and process service benefits. Deal with termination of services and leave management. Ensure correct placement of staff and updating of establishment of LOGIS. Provide HR Management information system/PERSAL. Make logistic arrangements for interviews for candidates. Co-ordinate PMDS.

ENQUIRIES: Ms Gxaweni AO Tel No: (039) 251 0236.

POST 30/189: PROVISIONING ADMIN CLERK REF NO: ECHEALTH/PAC/JGDO/39/08/2019

SALARY: R173 703 – R204 612 per annum (Level 05)
CENTRE: Joe Gqabi District Office
REQUIREMENTS: Grade 12/ NQF level 4 with no experience. Sound Knowledge of Supply Chain Management processes, Inventory management, Public Finance Management Act, Treasury Regulations, PPPFA and other relevant prescripts. Communication, accurate mathematical ability. Problem identification and analysis. Ability to operate a computer. One (1) year Public service internship programme experience will be given preference.

DUTIES: Procurement of all goods and services. Processing of orders. Issuing of stores and reconciliation. Update ledgers and bin cards, capturing of requisitions on LOGIS, create and print orders on LOGIS system.

ENQUIRIES: Mr J.S Ndzinde Tel No: (051) 633 9631

POST 30/190: ADMINISTRATION CLERK REF NO: ECHEALTH/AC/MH/40/08/2019 (X2 POSTS)

SALARY: R173 703 – R204 612 per annum (Level 05)
CENTRE: Joe Gqabi District, Maclear Hospital
REQUIREMENTS: Grade 12/ NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.

DUTIES: Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

ENQUIRIES: Ms N Zuza - Tel no: 045 932 1028.

POST 30/191: HUMAN RESOURCE CLERK REF NO: ECHEALTH/HRC/DO/41/08/2019

SALARY: R173 703 – R204 612 per annum (Level 05)
CENTRE: Joe Gqabi District Office

REQUIREMENTS:
Grade 12/ NQF level 4 with no experience. Knowledge of PERSAL system will be an added an advantage. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards. Knowledge of HR policies, procedures and prescripts. One (1) year Public service internship programme experience will be given preference.

DUTIES:
Render all PERSAL services including remuneration services. Provide recruitment, selection and appointment services. Prepare and process service benefits. Deal with termination of services and leave management. Ensure correct placement of staff and updating of establishment of PERSAL. Provide HR Management information system/PERSAL. Make logistic arrangements for interviews for candidates. Co-ordinate PMDS.

ENQUIRIES:
Mr J.S Ndzinde – Tel No: (051) 633 9631

POST 30/192:
FINANCE CLERK REF NO: ECHEALTH/FC/BH/42/08/2019

SALARY: R173 703 – R204 612 per annum (Level 05)
CENTRE: Buffalo City Metro, Bisho Hospital
REQUIREMENTS:
Grade 12/ NQF level 4 with no experience. Knowledge of supply chain management procedures and policies, PFMA, PPPFA and national treasury regulations. Computer Literacy. Ability to maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal). One (1) year Public service internship programme experience will be given preference.

DUTIES:
Knowledge of LOGIS. Implementation of supply chain management policies and ensure that all procurement are in accordance with delegation and directives. Provides effective and efficient logistics management services. Comply with all policy procedures and update on PFMA, PPPFA Treasury regulations. Verification of acquisition on LOGIS, verify segment allocation details. Compiling of all supporting document. Filling of all SCM documents for ease of retrieval. Attend to any other related duties as deemed necessary by college management.

ENQUIRIES:
Mrs. T. Awlyn – Qegu Tel No: (040) 635 2950/5

POST 30/193:
HUMAN RESOURCE CLERK - HRD & WELLNESS REF NO: ECHEALTH/HRC-HRD&W/FTH/43/08/2019

SALARY: R173 703 – R204 612 per annum (Level 05)
CENTRE: Buffalo City Metro, Cecilia Makiwane Hospital
REQUIREMENTS:

DUTIES:
Assist in the WSP compilation process. Co-ordinate training interventions. Facilitate and capturing of PMDS on PERSAL Management of Internship of and Learnership programme. Facilitate the Skills Development Committee meeting sittings. Assists in the process of study leave. Assist in the facilitation process of internal bursaries.

ENQUIRIES:
Ms N Zuza Tel No: 045 932 1028

POST 30/194:
HUMAN RESOURCE CLERK REF NO: ECHEALTH/HRC/NQ-TB/H/44/08/2019

SALARY: R173 703 – R204 612 per annum (Level 05)
CENTRE: Buffalo City Metro, Nkqubela TB Hospital
REQUIREMENTS:
Grade 12/ NQF level 4 with no experience. Knowledge of PERSAL system. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards. One (1) year Public service internship programme experience will be given preference.

DUTIES:
Render all PERSAL services including remuneration services. Provide recruitment, selection and appointment services. Prepare and process service benefits. Deal with termination of services and leave management. Ensure
correct placement of staff and updating of establishment of PERSAL. Provide HR Management information system/PERSAL. Make logistic arrangements for interviews for candidates. Co-ordinate PMDS.

**ENQUIRES**
Ms. N. Langeni 043 761 2131

**POST 30/195**
ADMINISTRATION CLERK REF NO: ECHEALTH/AC/ FTH/45/08/2019 (X2 POSTS)

**SALARY**
R173 703 – R204 612 per annum (Level 05)

**CENTRE**
Buffalo City Metro, Frere Tertiary Hospital

**REQUIREMENTS**
Grade 12/ NQF level 4 with no experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.

**DUTIES**
Provide administrative support services: Draft routine correspondence (type documents). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Receive, acknowledge and process employee benefits. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Capture and transfer or insert information on computerized document spreadsheets. Process travel and subsistence claims. Handle routine procurement matters such as completion of VA2 forms for procuring of standard items. Compile routine administrative work statistics. Capture and update data on computer.

**ENQUIRIES**
Ms N Mthitshana Tel No: (043) 709 2487/2532.

**POST 30/196**
HUMAN RESOURCE CLERK REF NO: ECHEALTH/HRC/FTH/46/08/2019

**SALARY**
R173 703 – R204 612 per annum (Level 05)

**CENTRE**
Buffalo City Metro, Frere Tertiary Hospital

**REQUIREMENTS**
Grade 12/ NQF level 4 with no experience. Knowledge of PERSAL system. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards. One (1) year Public service internship programme experience will be given preference.

**DUTIES**
Render all PERSAL services including remuneration services. Provide recruitment, selection and appointment services. Prepare and process service benefits. Deal with termination of services and leave management. Ensure correct placement of staff and updating of establishment of PERSAL. Provide HR Management information system/PERSAL. Make logistic arrangements for interviews for candidates. Co-ordinate PM

**ENQUIRIES**
Ms N Mthitshana Tel No: (043) 709 2487/2532.

**POST 30/197**
PROVISIONING ADMIN CLERK: DEMAND AND ACQUISITION MANAGEMENT REF NO: ECHEALTH/PAO-D&AM/BCMO/47/08/2019 (X2 POSTS)

**SALARY**
R173 703 – R204 612 per annum (Level 05)

**CENTRE**
Buffalo City Metro Office

**REQUIREMENTS**
Grade 12/ NQF level 4 with no experience. Sound Analytical thinking and problem solving skills. Good communication and interpersonal skills. Understanding of specific/relevant Act, Treasury Regulations and PFMA. Sound knowledge of LOGIS, Demand/Acquisition processes and Procurement processes. Ability to work well under pressure and be customer focused. Computer literacy. A valid driver's license is added advantage. One (1) year Public service internship programme experience will be given preference.

**DUTIES**
Assist the Co-ordination of drafted annual procurement plan. Conducting Proper Market research. Facilitate the drafting of specification. Facilitate the rendering of acquisition function for all goods and services procured through bid process. Promote sound Procurement management in line with the PFMA. Provide best practice Procurement Standards for goods and services. Compile and monitor utilization of the central supplier database. Must have knowledge of Government prescripts (PFMA and Treasury Regulations).

**ENQUIRIES**
Ms. Hazel Hlulani Tel No: (043) 7433 006/057
POST 30/198 : FINANCE CLERK: SALARY ADMINISTRATION REF NO: ECHEALTH/FC-SA/BCMO/48/08/2019

SALARY : R173 703 – R204 612 per annum (Level 05)
CENTRE : Buffalo City Metro Office
REQUIREMENTS : Grade 12/ NQF level 4 with no experience. Computer literacy including excel and word is essential. Knowledge of BAS/PERSAL will serve as a recommendation. Ability to work under pressure. Good interpersonal skills. Problem solving skills. Good written and verbal communication. One (1) year Public service internship programme experience will be given preference.
ENQUIRES : Ms. Hazel Hlulani Tel No: (043) 7433 006/057

POST 30/199 : PROVISIONING ADMIN CLERK: INVENTORY MANAGEMENT REF NO: ECHEALTH/FC-AP/BCMO/49/08/2019 (X2 POSTS)

SALARY : R173 703 – R204 612 per annum (Level 05)
CENTRE : Buffalo City Metro Office
REQUIREMENTS : Grade 12/ NQF level 4 with no experience. Computer literacy. Sound Analytical thinking and problem solving skills. Good communication and interpersonal skills. Understanding of specific/relevant Act, Treasury Regulations and PFMA. Sound knowledge of LOGIS, Logistic processes and Procurement processes. Ability to work well under pressure and be customer focused. Must be computer literate in Word and Excel. A valid driver's license is added advantage. Must have knowledge of Government prescripts (PFMA and Treasury Regulations). One (1) year Public service internship programme experience will be given preference.
DUTIES : Facilitate the request for Quotations. Generate purchase orders on the LOGIS system. Keep record of all generated orders and generation of monthly reports. Monitor and facilitate the delivery of goods and services. Attend to internal stakeholders and supplier's inquiries. Capturing all goods and services on the LOGIS system, completion of the Goods Received Voucher and submission of all received order to Payments for processing. Facilitate quarterly stock taking for all institutions, maintain and update all bin and ledger cards. Monitor and report all stock levels for replenishment. Ensure the storehouse is well maintained and cleaned. Co-ordinate and facilitate the submission of stock take reports and commitments.
ENQUIRES : Ms. Hazel Hlulani Tel. No: (043) 7433 006/057

POST 30/200 : ADMINISTRATION CLERK REF NO: ECHEALTH/AC/EL-PS/50/08/2019

SALARY : R173 703 – R204 612 per annum (Level 05)
CENTRE : Buffalo City Metro, East London Pathology Services
REQUIREMENTS : Grade 12/ NQF level 4 with no experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.
DUTIES : Provide administrative support services: Draft routine correspondence (type documents). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Receive, acknowledge and process employee benefits. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Capture and transfer or insert information on computerized document spreadsheets. Process travel and subsistence claims. Handle routine procurement matters such as completion of V2A forms for procuring of standard items Compile routine administrative work statistics Capture and update data on computer. Provide routine and administrative maintenance service: Update and file records. Check and update electronic files or information. Continuous updating of information on computer for reporting purposes.
ENQUIRES : Ms. Hazel Hlulani Tel. No: (043) 7433 006/057
POST 30/201

ADMINISTRATION CLERK REF NO: ECHEALTH/AC/EMPILWENI-CHC/51/08/2019 (3 POSTS)

SALARY: R173 703 – R204 612 per annum (Level 05)
CENTRE: Buffalo City Metro, Empilweni Gompo CHC
REQUIREMENTS: Grade 12/ NQF level 4 with no experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.

DUTIES: Provide administrative support services: Draft routine correspondence (type documents). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Receive, acknowledge and process employee benefits. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Capture and transfer or insert information on computerized document spreadsheets. Process travel and subsistence claims. Handle routine procurement matters such as completion of VA2 forms for procuring of standard items Compile routine administrative work statistics Capture and update data on computer. Provide routine and administrative maintenance service: Update and file records. Check and update electronic files or information. Continuous updating of information on computer for reporting purposes.

ENQUIRES: Ms. Hazel Hlulani Tel. No. (043) 7433 006/057

POST 30/202

FINANCE CLERK REF NO: ECHEALTH/FC/PE-DEPO/52/08/2019

SALARY: R173 703 – R204 612 per annum (Level 05)
CENTRE: Nelson Mandela Metro, PE Pharmaceutical Depot
REQUIREMENTS: Grade 12/ NQF level 4 with no experience. Computer literacy including excel and word is essential. Experience of financial processes with regard to supplier payments. Knowledge of BAS/PERSAL will serve as a recommendation. Ability to work under pressure. Good interpersonal skills. Problem solving skills. Good written and verbal communication. One (1) year Public service internship programme experience will be given preference.

DUTIES: Reconciliation of accounts. Payment detail information. Match and calculate orders and DDV’s. Capturing MEDSAS payments. Request disbursement detail on BAS. Attend telephonic and written queries. Filing of payment batches.

ENQUIRES: Ms Xwayi Tel No: (041) 406 9831

POST 30/203

SUPPLY CHAIN CLERK REF NO: ECHEALTH/SCC/DORA/53/08/2019

SALARY: R173 703 – R204 612 per annum (Level 05)
CENTRE: Nelson Mandela Metro, Dora Nginza Regional Hospital
REQUIREMENTS: Grade 12/ NQF level 4 with no experience. Knowledge of relevant prescripts. Must be computer literate and have a good communication and interpersonal skills. Must be committed and hardworking and be able to work under pressure. Ethical and moral person, flexible, energetic, assertive and able to work extra hours / under pressure. Knowledge and understanding of LOGIS system. One (1) year Public service internship programme experience will be given preference.


ENQUIRIES: Mr J Johaar Tel No: (041) 406 4435.

POST 30/204

HUMAN RESOURCE CLERK REF NO: ECHEALTH/HRC/BEDFH/54/08/2019

SALARY: R173 703 – R204 612 per annum (Level 05)
CENTRE: Amathole District, Bedford Hospital
REQUIREMENTS: Grade 12/ NQF level 4 with no experience. Knowledge of PERSAL system will be an added advantage. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards. Knowledge of HR Policies, Procedures and prescripts. One (1) year Public Service Internship programme experience will be given preference.

DUTIES: Render all PERSAL Services including remuneration services. Provide recruitment, selection and appointment services. Prepare and process Service Benefits. Deal with termination of services and leave management. Ensure correct placement of staff and updating of establishment of PERSAL provide HR Management information system / PERSAL. Make logistic arrangement for interviews for candidates. Co-ordinate PMDS.

ENQUIRIES: Ms V.T Notyi Tel No: (046) 685 0043

POST 30/205: HUMAN RESOURCE CLERK REF NO: ECHEALTH/HRC/BUTTH/55/08/2019

SALARY: R173 703 – R204 612 per annum (Level 05)
CENTRE: Amathole District, Butterworth Hospital

REQUIREMENTS: Grade 12/ NQF level 4 with no experience. Knowledge of PERSAL system will be an added advantage. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards. Knowledge of HR Policies, Procedures and prescripts. One (1) year Public Service Internship programme experience will be given preference.

DUTIES: Render all PERSAL Services including remuneration services. Provide recruitment, selection and appointment services. Prepare and process Service Benefits. Deal with termination of services and leave management. Ensure correct placement of staff and updating of establishment of PERSAL provide HR Management information system / PERSAL. Make logistic arrangement for interviews for candidates. Co-ordinate PMDS.

ENQUIRIES: Ms P Mtshemla Tel No: (047) 401 9000.

POST 30/206: ADMINISTRATION CLERK REF NO: ECHEALTH/AC/SSGH/56/08/2019

SALARY: R173 703 – R204 612 per annum (Level 05)
CENTRE: Amathole District, SS Gida Hospital

REQUIREMENTS: Grade 12/ NQF level 4 with no experience. Basic knowledge of administration processes. Communication Skills. Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude. One (1) year Public Service Internship programme experience will be given preference.

DUTIES: Provide administrative support services: Draft routine correspondence (type documents). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Receive, acknowledge and process employee benefits. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Capture and transfer or insert information on computerized document spreadsheets. Process travel and subsistence claims. Handle routine procurement matters such as completion of VA2 forms for procuring of standard items. Compile routine administrative work statistics. Capture and update data on computer. Provide routine and administrative maintenance service: Update and file records. Check and update electronic files or information. Continuous updating of information on computer for reporting purposes.

ENQUIRIES: Ms Fumanisa Tel No: (040) 658 0043

POST 30/207: WARD ADMIN CLERK REF NO: ECHEALTH/AC/VICTH/57/08/2019

SALARY: R173 703 – R204 612 per annum (Level 05)
CENTRE: Amathole District, Victoria Hospital

REQUIREMENTS: Grade 12/ NQF level 4 with no experience. Numeracy, Planning & Organizing. Computer literacy. Good communication, verbal and writing Skills. Interpersonal skills and the ability to function well within a team. Problem solving skills. Decision making skills. One (1) year Public Service Internship programme experience will be given preference.
DUTIES: Perform frontline functions such as admitting, making appointments and redirecting of patients. Promote communication with patients in the execution of the functions described. Provide general management of general office area also assist with management of ward budget, through processing accounts for payment, management of telephone system and accounts, controls expenditure and monitors budget level and keep unit Manager informed. Opening and maintaining of necessary patient records for in patients. Filing of medical records, provide secretarial functions for ward staff meetings, taking of minutes and disseminates minutes. Provide administration support service, verbal and written communication with all levels of medical personnel. Keeping accurate records for statistical data. Assist ward staff by sourcing relevant information.

ENQUIRIES: Ms L Mangesi Tel No: (040) 653 1141

POST 30/208: REGISTRY CLERK REF NO: ECHEALTH/AC/VICTH/58/08/2019

SALARY: R173 703 – R204 612 per annum (Level 05)
CENTRE: Amathole District, Victoria Hospital
REQUIREMENTS: Grade 12/ NQF level 4 with no experience. Knowledge of Batho Pele Principles, Public Service Act. Basic knowledge of administration processes. Computer Literacy. Good Communication (Verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public Service Internship programme experience will be given preference.

DUTIES: Provide registry counter services: Attend to clients. Handle telephonic and other enquiries received. Received and register hand delivered mails/ files. Handle incoming and outgoing correspondence: Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and records management service: Opening and close files according to record classification system. Filing / storage, tracing (electronic/ manually) and retrieval of documents and files. Complete index cards for all files. Operate Office machines in relation to registry functions. Open and maintain franking machine register. Frank Post record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post. Keep daily record of amount of letters franked. Process documents for archiving and disposal: Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.

ENQUIRIES: Ms L Mangesi Tel No: (040) 653 1141

POST 30/209: HUMAN RESOURCE CLERK REF NO: ECHEALTH/HRC/STBH/59/08/2019

SALARY: R173 703 – R204 612 per annum (Level 05)
CENTRE: OR Tambo District, St Barnabas Hospital
REQUIREMENTS: Grade 12/ NQF level 4 with no experience. Knowledge of Human Resource or Public Administration processes. Computer Literacy. Knowledge of Human Resource functions as well ability to capture data, operate computer and collate administration statistics. Basic knowledge and insight on human resource prescripts. Knowledge and understanding of PERSAL. Flexibility and team work. To have good interpersonal and communication skills, listening skills, analytical skills. Be customer orientated and client focus. Be able to conduct him/herself ethically and accountable. Able to work under pressure and be able to deal with confidential information and apply good judgement. To work independently and to meet deadlines. One (1) year Public service Internship programme experience will be given preference.


ENQUIRIES: Ms Ndamase Tel No: (047) 555 5300
POST 30/210 : ADMINISTRATION CLERK REF NO: ECHEALTH/AC/KH/60/08/2019 (X2 POSTS)

SALARY : R173 703 – R204 612 per annum (Level 05)
CENTRE : OR Tambo District, Mthatha Pharmaceutical Depot
REQUIREMENTS : Grade 12/ NQF level 4 with no experience. Knowledge of Administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service Internship programme experience will be given preference.
DUTIES : Provide administrative support services: Draft routine correspondence (type documents). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Receive, acknowledge and process employee benefits. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Capture and transfer or insert information on computerized document spreadsheets. Process travel and subsistence claims. Handle routine procurement matters such as completion of VA2 forms for procuring of standard items Compile routine administrative work statistics Capture and update data on computer. Provide routine and administrative maintenance service: Update and file records. Check and update electronic files or information. Continuous updating of information on computer for reporting purposes.
ENQUIRIES : Mr Macanda - Tel No: (047) 532 2779.

POST 30/211 : ADMINISTRATION CLERK REF NO: ECHEALTH/AC/KH/61/08/2019

SALARY : R173 703 – R204 612 per annum (Level 05)
CENTRE : Nyandeni Sub District, Buntingville Clinic
REQUIREMENTS : Grade 12/ NQF level 4 with no experience. Knowledge of Administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service Internship programme experience will be given preference.
DUTIES : Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
ENQUIRIES : Ms Daniso – Tel No: (047) 555 0151

POST 30/212 : ADMINISTRATION CLERK REF NO: ECHEALTH/AC/ZIH/62/08/2019

SALARY : R173 703 – R204 612 per annum (Level 05)
CENTRE : OR Tambo District, Zithulele Hospital
REQUIREMENTS : Grade 12/ NQF level 4 with no experience. Knowledge of Administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service Internship programme experience will be given preference.
DUTIES : Provide administrative support services: Draft routine correspondence (type documents). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Receive, acknowledge and process employee benefits. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Capture and transfer or insert information on computerized document spreadsheets. Process travel and subsistence claims. Handle routine procurement matters such as completion of VA2 forms for procuring of standard items Compile routine administrative work statistics Capture and update data on computer. Provide routine and administrative maintenance service: Update and file records. Check and update electronic files or information. Continuous updating of information on computer for reporting purposes.
ENQUIRIES : Ms N Tengile Tel No: (047) 573 8936
POST 30/213 : ADMINISTRATION CLERK REVENUE REF NO: ECHEALTH/ACR/CHD-WSH/63/08/2019

SALARY : R173 703 – R204 612 per annum (Level 05)
CENTRE : Chris Hani District, Wilhem Stahl Hospital
REQUIREMENTS : Grade 12/ NQF level 4 with no experience. Basic knowledge of financial functions, practices as well as ability to capture data and operate computer. Basic knowledge and insight of the Public service financial legislations, procedures and treasury regulations. Knowledge of BAS. Computer skills, accuracy, aptitude of figures, basic numeracy, communication. One (1) year Public service Internship programme experience will be given preference.
DUTIES : Collection of revenue and debt services in the institution: All services are billed according to clinical notes. Debtor’s listings compiled as per debt register. Patient debt follow-up. Patient debt write-off done procedurally. Attend to rejections from funders. Monthly returns are duly completed, signed and submitted to district office. Receive revenue collected, do reconciliation and banking. Money received are reconciled with receipts issued before banking. Compare money to total receipts issued and original cancelled receipts must be present. Signs reconciliation as evidence that money balances, complete deposit slip and banks money after supervisor verification. Cash kept in a safe environment. All money collected must be banked daily into the departmental account or ABH be done if received after hours. Batching, capturing of receipts and drawing of reports for revenue collected. Complete batch by attaching the receipts issued to the detached deposit slip. Submit to supervisor for verification. Received batch back and capture on BAS and cancelled receipts also be captured. Request ‘register of receipts’ after capturing and attach to the batch, also update errors and inform supervisor when handing over batch to the supervisor for day-ending and confirmation.
ENQUIRIES : Mr B Mbalula Tel No: (049) 842 1111.

POST 30/214 : PROVISIONING ADMIN CLERK (ACQUISITION & CONTRACT) REF NO: ECHEALTH/PAC/DO/64/08/2019

SALARY : R173 703 – R204 612 per annum (Level 05)
CENTRE : Sarah Baartman District Office
REQUIREMENTS : Grade 12/ NQF level 4 with no experience. Knowledge of LOGIS and REMS. Ability to work under pressure. Computer skills. One (1) year Public service Internship programme experience will be given preference.
ENQUIRIES : Ms T. Mpitimpiti Tel No: (041) 408 8509

POST 30/215 : FINANCE CLERK REF NO: ECHEALTH/FC/PAH/65/08/2019

SALARY : R173 703 – R204 612 per annum (Level 05)
CENTRE : Sarah Baartman District, Port Alfred Hospital
REQUIREMENTS : Grade 12/ NQF level 4 with no experience. Knowledge of supply chain management procedures and policies, PFMA, PPPFA and national treasury regulations. Computer Literacy, Ability to maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal). One (1) year Public service Internship programme experience will be given preference.
DUTIES : Implementation of supply chain management policies and ensure that all procurement are in accordance with delegation and directives. Provides effective and efficient logistics management services. Comply with all policy procedures and update on PFMA, PPPFA Treasury regulations. Verification of acquisition on LOGIS, verify segment allocation details. Compiling of all supporting document. Filling of all SCM documents for ease of retrieval. Attend to any other related duties as deemed necessary by college management.
ENQUIRIES : Ms N Raco Tel No: (046) 604 4000.

POST 30/216 : FINANCE CLERK REF NO: ECHEALTH/FC/FEH/66/08/2019

SALARY : R173 703 – R204 612 per annum (Level 05)
CENTRE: Sarah Baartman District, Fort England Hospital

REQUIREMENTS: Grade 12/ NQF level 4 with no experience. One (1) year Public service internship programme experience will be given preference. Knowledge of supply chain management procedures and policies, PFMA, PPPFA and national treasury regulations. Computer Literacy, Ability to maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal).

DUTIES: Knowledge of LOGIS. Implementation of supply chain management policies and ensure that all procurement is in accordance with delegation and directives. Provides effective and efficient logistics management services. Comply with all policy procedures and update on PFMA, PPPFA Treasury regulations. Verification of acquisition on LOGIS, verify segment allocation details. Compiling of all supporting document. Filling of all SCM documents for ease of retrieval. Attend to any other related duties as deemed necessary by college management.

ENQUIRIES: Mr. Dyalvane Tel No: (040) 602 2300

POST 30/217: ADMINISTRATION CLERK REF NO: ECHEALTH/AC/MH/67/08/2019

SALARY: R173 703 – R204 612 per annum (Level 05)

CENTRE: Sarah Baartman District, Midlands Hospital

REQUIREMENTS: Grade 12/ NQF level 4 with no experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.

DUTIES: Provide administrative support services: Draft routine correspondence (type documents). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Receive, acknowledge and process employee benefits. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Capture and transfer or insert information on computerized document spreadsheets. Process travel and subsistence claims. Handle routine procurement matters such as completion of VA2 forms for procuring of standard items Compile routine administrative work statistics Capture and update data on computer. Provide routine and administrative maintenance service: Update and file records. Check and update electronic files or information. Continuous updating of information on computer for reporting purposes.

ENQUIRIES: Ms M. Human Tel No: (049) 807 7739

POST 30/218: ADMINISTRATION CLERK REF NO: ECHEALTH/AC/ADC/68/08/2019

SALARY: R173 703 – R204 612 per annum (Level 05)

CENTRE: Kouga Sub District, Addo Clinic

REQUIREMENTS: Grade 12/ NQF level 4 with no experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.

DUTIES: Provide administrative support services: Capture and update data on computer. Generate spreadsheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

ENQUIRIES: Mrs Phillips Tel No: (042) 200 4214

POST 30/219: ADMINISTRATION CLERK REF NO: ECHEALTH/AC/LTC/69/08/2019

SALARY: R173 703 – R204 612 per annum (Level 05)

CENTRE: Kouga Sub District, Louterwater Clinic

REQUIREMENTS: Grade 12/ NQF level 4 with no experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and
report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.

**DUTIES**
- Provide administrative support services: Capture and update data on computer. Generate spreadsheets. Update the system on all data sets.
- Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

**ENQUIRIES**
- Mrs Phillips Tel No: (042) 200 4214

**POST 30/220**
- **ADMINISTRATION CLERK REF NO: ECHEALTH/AC/WGC/70/08/2019 (X2 POSTS)**

**SALARY**
- R173 703 – R204 612 per annum (Level 05)

**CENTRE**
- Camdeboo Sub District, Wongalethu Clinic

**REQUIREMENTS**
- Grade 12/ NQF level 4 with no experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and interpersonal relationship. One (1) year Public service internship programme experience will be given preference.

**DUTIES**
- Provide administrative support services: Capture and update data on computer. Generate spreadsheets. Update the system on all data sets.
- Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

**ENQUIRIES**
- Mr MT Buyelo Tel No: (049) 893 0031

**POST 30/221**
- **FOOD SERVICE SUPERVISOR REF NO: ECHEALTH/FSS/BH/71/08/2019**

**SALARY**
- R145 281 – R171 138 per annum (Level 04)

**CENTRE**
- Buffalo City Metro, Bhisho Hospital

**REQUIREMENTS**
- ABET level 4 or NQF level 1 to 3 with no experience. Good verbal, writing and communication skill. Have basic numeric skills. Good problem solving skills. Must have the ability to work under pressure and have leadership skills. Must have relevant meal preparation skills and knowledge of different cooking methods. Knowledge of therapeutic diets will be an added advantage. An appropriate qualification in food service supervision will also be an advantage. Able to work shifts, weekends and public holidays. Accept and perform additional tasks given to you by Food Service Management.

**DUTIES**
- Supervising of Food Service Aids Under your supervision. Responsible for receiving, storage, issuing and control of stock and assist with cost control measures. Able to read menus, recipes and supervise the production, portioning, distribution of meals. Supervise washing of dishes, crockery and cutlery. Ensure hygiene and safety measures are maintained in all areas in the Food Service Unit. Assist with preparing meals and décor for functions. Do ward rounds and assist with plate waste studies and client satisfaction surveys. Responsible for safekeeping of equipment and stock. Reporting of faulty equipment. Responsible for PMDS contracting, appraisals and discipline of staff under your supervision. Attend relevant meeting as scheduled.

**ENQUIRIES**
- Mrs. T. Awlyn – Qegu Tel No. (040) 635 2950/5.

**POST 30/222**
- **CLIENT INFORMATION CLERK REF NO: ECHEALTH/CIC/EMS/72/08/2019 (X3 POSTS)**

**SALARY**
- R145 281 – R171 138 per annum (Level 04)

**CENTRE**
- Buffalo City Metro, Emergency Care Services

**REQUIREMENTS**
- ABET level 4 or NQF level 1 to 3 with no experience. Computer literacy in MS Word, Excel and ability to work under pressure. Good communication skills. Must be able to work shifts, week-ends and Public holidays.
DUTIES: Receive and refer telephone calls (internal and external) to the relevant staff. Responsible for reception duties. Record and deliver messages to the relevant staff. Maintain an internal telephone directory. Print and issue telephone accounts. Maintain telephone database. Directing people to the relevant offices and work stations. Provide general information to the public when requested regarding the institution. Report faults of the equipment to the supervisor.

ENQUIRIES: Mrs B Mtshawulana Tel No: (063) 253 1021

POST 30/223: CLIENT INFORMATION CLERK REF NO: ECHEALTH/CIC/BEDFH/73/08/2019

SALARY: R145 281 – R171 138 per annum (Level 04)
CENTRE: Amathole District, Bedford Hospital
REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Computer literacy in MS Word, Excel and ability to work under pressure. Good communication skills. Must be able to work shifts, week-ends and Public holidays.

DUTIES: Receive and refer telephone calls (internal and external) to the relevant staff. Responsible for reception duties. Record and deliver messages to the relevant staff. Maintain an internal telephone directory. Print and issue telephone accounts. Maintain telephone database. Directing people to the relevant offices and work stations. Provide general information to the public when requested regarding the institution. Report faults of the equipment to the supervisor.

ENQUIRIES: Ms V.T Notyi Tel No: (046) 685 0043

POST 30/224: MORTUARY ATTENDANT REF NO: ECHEALTH/MA/BEDFH/74/08/2019

SALARY: R145 281 – R171 138 per annum (Level 04)
CENTRE: Amathole District, Bedford Hospital
REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

DUTIES: Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin.

ENQUIRIES: Ms V.T Notyi Tel No: (046) 685 0043

POST 30/225: LAUNDRY SUPERVISOR REF NO: ECHEALTH/LS/CMH/75/08/2019

SALARY: R145 281 – R171 138 per annum (Level 04)
CENTRE: Buffalo City Metro, Cecilia Makiwane Hospital
REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of basic health and safety measures. Knowledge of Laundry Operation and procedures. Planning and organising training and development. Ability to work under pressure. Good communication skills. Good interpersonal relations and must be able to work with a team.

DUTIES: To manage laundry services and laundry related work in a health institution hereby contributing towards optimal health care. Plan and organise housekeeping operations. Set and record performance measures and standards for the unit functions. Identify training shortcoming of subordinates and arrange necessary skills development. Monitor and manage financial expenditure relating to services rendered by housekeeping. Develop and maintain an inventory control system. Evaluate levels of service delivery and institute corrective action where required. Provide regular feedback to health institution management. Identify alternative methods of service delivery and continuously stimulate the minds of subordinates to innovation and creativity.

ENQUIRIES: Ms P Mncotso Tel No: (043) 708 2121.
POST 30/226: MORTUARY ATTENDANT REF NO: ECHEALTH/MA/CMH/76/08/2019

SALARY: R145 281 – R171 138 per annum (Level 04)
CENTRE: Buffalo City Metro, Cecilia Makiwane Hospital
REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.
DUTIES: Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment: Clean equipment. Safe keeping of equipment.
ENQUIRIES: Ms P Mncotso Tel No (043) 708 2121.

POST 30/227: HOUSEKEEPING SUPERVISOR REF NO: ECHEALTH/HKS/DORA/77/08/2019

SALARY: R145 281 – R171 138 per annum (Level 04)
CENTRE: Nelson Mandela Metro, Dora Nginza Regional Hospital
REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of general work, housekeeping and cleaning services. Problem solving skills. Ability to manage interpersonal conflict and resolve problems. Good communication, report writing and decision making skills. Be able to work as a team. Provide leadership. Knowledge of occupational health and safety.
DUTIES: Supervise and provide cleaning services. Develop work schedules and allocation list (duty roster). Allocate work to general assistants and cleaners. Guide the provisioning of general work and related work in all the designated areas in the ward such as ward bed-side, doctor’s room, change room, toilet. Physically lead and provide general work, housekeeping and cleaning services in all designated areas in the ward including mentoring, sweeping, mopping, stripping and polishing of all floors of the designated areas in the ward. Guide and clean all items such as windows, walls, basins, sinks, lockers and pans. Provide routine general work, housekeeping, cleaning and compliance services. Check compliance on hygiene and infection control in the provision of general work and related services in the wards. Monitor and facilitate removal and hanging of screens and curtains. Count, record, pack and store ward linen. Issue ward linen to and from the ward. Set food trolley and dish food to patients. Monitor and clean ward kitchenette including kitchen items and utensils. Provide routine maintenance services: routinely check proper care and maintenance of general work, housekeeping and cleaning equipment. Monitor storage and safeguarding of cleaning material and equipment. Monitor and facilitate routine maintenance and repair of electrical or mechanical malfunctioning of cleaning machines and other related equipment. Periodically check stock levels and place orders for general, housekeeping and cleaning services in the ward. Work shifts including weekends and public holidays.
ENQUIRIES: Mr J Johaar Tel No: (041) 406 4435

POST 30/228: DATA CAPTURER REF NO: ECHEALTH/DC/BCMO/78/08/2019

SALARY: R145 281 – R171 138 per annum (Level 04)
CENTRE: Buffalo City Metro Office
REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.
DUTIES: Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and
consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

ENQUIRES:
Ms. Hazel Hlulani Tel No: (043) 743 006/057

POST 30/229
DATA CAPTURER REF NO: ECHEALTH/DC/CHD-MH/79/08/2019

SALARY: R145 281 – R171 138 per annum (Level 04)
CENTRE: Chris Hani District, Mjanyana Hospital
REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Ability to operate a computer both hard and software. Basic knowledge of administration processes. Communication skills (verbal and written). Familiar with polices and principles of information management systems, flexibility, willingness and ability to work under pressure. Computer Literacy and ability to draw data. Responsive person with positive attitude.

DUTIES:
Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

ENQUIRES:
Ms SS Naku Tel No: (047) 874 8000.

POST 30/230
DRIVER REF NO: ECHEALTH/DRI/TBH/80/08/2019

SALARY: R122 595 – R144 411 per annum (Level 03)
CENTRE: Joe Gqabi District, Taylor Bequest Hospital (Mt Fletcher)
REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Valid driver’s licence and a PDP. Good verbal and written Communication skills. Must be able to work night duty, Weekends and Public holidays.

DUTIES:
Provide transport services: Fill in log sheets before and after trips. Receive work instructions and respond. Receive and record documents. Load and dispatch items. Transport office officials from point A to point B and re-collect. Render vehicle Maintenance functions: Check and verify the vehicle condition. Check fuel, water and oil levels. Check lights, windscreen, wipers, hooter, tyre condition and check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report. Clean and vacuum vehicle.

ENQUIRES:
Ms N Ngwabeni – Tel No: (039) 257 0099.

POST 30/231
DRIVER REF NO: ECHEALTH/DR/DVDH/81/08/2019

SALARY: R122 595 – R144 411 per annum (Level 03)
CENTRE: Buffalo City Metro, Duncan Village Day Hospital
REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Valid driver’s licence and a PDP. Good verbal and written Communication skills. Must be able to work night duty, Weekends and Public holidays.

DUTIES:
Provide transport services: Fill in log sheets before and after trips. Receive work instructions and respond. Receive and record documents. Load and dispatch items. Transport office officials from point A to point B and re-collect. Render vehicle Maintenance functions: Check and verify the vehicle condition. Check fuel, water and oil levels. Check lights, windscreen, wipers, hooter, tyre condition and check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report. Clean and vacuum vehicle.

ENQUIRES:
Ms. Hazel Hlulani Tel. No. (043) 7433 006/057

POST 30/232
DRIVER REF NO: ECHEALTH/DRI/NQAMCHC/82/08/2019

SALARY: R122 595 – R144 411 per annum (Level 03)
CENTRE: Amathole District, Ngqamakhwe CHC
REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Valid driver’s licence and a PDP. Good verbal and written Communication skills. Must be able to work night duty, Weekends and Public holidays.

DUTIES: Provide transport services: Fill in log sheets before and after trips. Receive work instructions and respond. Receive and record documents. Load and dispatch items. Transport office officials from point A to point B and re-collect. Render vehicle Maintenance functions: Check and verify the vehicle condition. Check fuel, water and oil levels. Check lights, windscreen, wipers, hooter, tyre condition and check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report. Clean and vacuum vehicle.

ENQUIRIES: Ms N Nene Tel No: (043) 707 6748

POST 30/233: SENIOR PORTER REF NO: ECHEALTH/SPORT/CMH/83/08/2019

SALARY: R122 595 – R144 411 per annum (Level 03)

CENTRE: Buffalo City Metro, Cecilia Makiwane Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

DUTIES: Transport patients from registration points to different clinical areas within the hospital. Transport corpses from the wards to mortuary. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Perform any duties allocated by supervisor.

ENQUIRIES: Ms P Mncotso Tel No: (043) 708 2121

POST 30/234: DRIVER REF NO: ECHEALTH/DR/EMPILWENI/84/08/2019

SALARY: R122 595 – R144 411 per annum (Level 03)

CENTRE: Buffalo City Metro, Emplweni Gompo CHC

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Valid driver’s licence and a PDP. Good verbal and written Communication skills. Must be able to work night duty. Weekends and Public holidays.

DUTIES: Provide transport services: Fill in log sheets before and after trips. Receive work instructions and respond. Receive and record documents. Load and dispatch items. Transport office officials from point A to point B and re-collect. Render vehicle Maintenance functions: Check and verify the vehicle condition. Check fuel, water and oil levels. Check lights, windscreen, wipers, hooter, tyre condition and check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report. Clean and vacuum vehicle.

ENQUIRIES: Ms Hazel Hlulani Tel No: (043) 7433 006/057

POST 30/235: DRIVER REF NO: ECHEALTH/DR/EMPILWENI/84/08/2019

SALARY: R122 595 – R144 411 per annum (Level 03)

CENTRE: Nelson Mandela Metro, Jose Pearson Tb Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Valid driver’s licence and a PDP. Good verbal and written Communication skills. Must be able to work night duty, Weekends and Public holidays.


ENQUIRIES: Ms Klassen Tel No: (041) 372 8000

POST 30/236: DRIVER REF NO: ECHEALTH/DRIV/BEDFH/86/08/2019 (X2 POSTS)

SALARY: R122 595 – R144 411 per annum (Level 03)

CENTRE: Amathole District, Bedford Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Valid driver’s licence and a PDP. Good verbal and written Communication skills. Must be able to work night duty, Weekends and Public holidays.

DUTIES: Provide transport services: Fill in log sheets before and after trips. Receive work instructions and respond. Receive and record documents. Load and dispatch items. Transport office officials from point A to point B and re-collect.
Render vehicle Maintenance functions: Check and verify the vehicle condition. Check fuel, water and oil levels. Check lights, windscreen, wipers, hooter, tyre condition and check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report. Clean and vacuum vehicle.

ENQUIRIES : Ms V.T Notyi Tel No: 046 685 0043.

POST 30/237 : PROPERTY CARETAKER REF NO: ECHEALTH/PC/USDMC/87/08/2019

SALARY : R102 534 - R120 780 per annum (Level 02)
CENTRE : Umzimvubu Sub District, Mpetsheni Clinic
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.


ENQUIRIES : Mr. Magadla Tel No: (039) 727 2090/4462

POST 30/238 : PROPERTY CARETAKER REF.NO.ECHEALTH/PC/USDMAKC/88/08/2019

SALARY : R102 534 - R120 780 per annum (Level 02)
CENTRE : Umzimvubu Sub District, Makwatini Clinic
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.


ENQUIRIES : Mr. Magadla Tel No: (039) 727 2090/4462

POST 30/239 : LAUNDRY WORKER REF.NO.ECHEALTH/LW/SPH/89/08/2019

SALARY : R102 534 - R120 780 per annum (Level 02)
CENTRE : Alfred Nzo District, St Patricks Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.

DUTIES : Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Do all laundry DUTIES as directed by the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.
ENQUIRIES : Ms Gxaweni AO Tel No: (039) 251 0236

POST 30/240 : TRADE LABOURER REF NO: ECEALTH/TBH/90/08/2019

SALARY : R102 534 - R120 780 per annum (Level 02)
CENTRE : Alfred Nzo District, Taylor Bequest Hospital (Mataatiele)
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Basic knowledge of technical work. Communication skills, interpersonal skills and self-propelled person with positive attitude. Ability to perform routine tasks and operates cleaning machines. Relevant experience will be an added advantage.
DUTIES : Take proper care of equipment and machinery used daily activities. Attend to institutional minor renovations such as painting, repair of cracked walls, and repair of broken windows and toilet flush systems. Unblock drains, basin and sinks to ensure effective functioning of the sewage system. Check workshop stores items such as spare parts and prepare orders. Report faults and defects on operating machinery.

ENQUIRIES : Mr Kholiso Tel No: (039) 737 3107

POST 30/241 : GENERAL WORKER REF NO: ECEALTH/GW/TBH/91/08/2019 (X2 POSTS)

SALARY : R102 534 - R120 780 per annum (Level 02)
CENTRE : Joe Gqabi District, Taylor Bequest Hospital (Mt Fletcher)
REQUIREMENTS : ABET level 4 or NQF level 1 -3 with no experience. Poses good Communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES : Ms N Ngwabeni Tel No: (039) 257 0099

POST 30/242 : GENERAL WORKER REF NO: ECEALTH/GW/ANH/92/08/2019

SALARY : R102 534 - R120 780 per annum (Level 02)
CENTRE : Joe Gqabi District, Aliwal North Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 -3 with no experience. Poses good Communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and...
equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES:  Ms Fourie Tel No: (051) 633 7700

POST 30/243 :  LAUNDRY WORKER REF NO: ECHEALTH/LW/SPH/93/08/2019

SALARY : R102 534 - R120 780 per annum (Level 02)
CENTRE : Joe Gqabi District, Taylor Bequest Hospital (Mt Fletcher)
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.

DUTIES : Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Do all laundry duties as directed by the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

ENQUIRIES:  Ms N Ngwabeni Tel No: (039) 257 0099

POST 30/244 :  TRADE LABOURER REF NO: ECHEALTH/TL/MH/94/08/2019

SALARY : R102 534 - R120 780 per annum (Level 02)
CENTRE : Joe Gqabi District, Maclear Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Basic knowledge of technical work. Communication skills, interpersonal skills and self-propelled person with positive attitude. Ability to perform routine tasks and operates cleaning machines. Relevant experience will be an added advantage.

DUTIES : Take proper care of equipment and machinery used daily activities. Attend to institutional minor renovations such as painting, repair of cracked walls, and repair of broken windows and toilet flush systems. Unblock drains, basin and sinks to ensure effective functioning of the sewage system. Check workshop stores items such as spare parts and prepare orders. Report faults and defects on operating machinery.

ENQUIRIES:  Ms N Zuza Tel No: 045 932 1028

POST 30/245 :  PORTER REF NO: ECHEALTH/POR/TBH/95/08/2019 (X2 POSTS)

SALARY : R102 534 - R120 780 per annum (Level 02)
CENTRE : Joe Gqabi District, Taylor Bequest Hospital (Mt Fletcher)
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Basic communication skill. Ability to work in a team and under pressure. Must be able to apply Batho-Pele principles in a work situation.

DUTIES : (key result areas/outputs): Transport patients and corpses. Transport blood specimens from various wards to various laboratories and vice versa. Assist with loading of patients in and out of ambulances, vehicles, to, from, beds, trolleys, or wheelchairs and vice versa. Responsible for collecting and cleaning of wheelchairs, trolleys and blood hampers. Accompanying walking patients, patients on wheelchairs or stretchers to various service points. Assisting in loading and off-loading patients from Ambulances and private cars. Cleaning of wheelchairs and stretchers. Reporting of broken equipment to the supervisor. Collection of wheelchairs and stretchers from all hospital treatment points to the Porter’s bay and perform any other duty delegated by supervisor.

ENQUIRIES:  Ms N Ngwabeni Tel No: (039) 257 0099
POST 30/246: GENERAL WORKER REF NO: ECHEALTH/GW/BH/96/08/2019 (X2 POSTS)

SALARY: R102 534 - R120 780 per annum (Level 02)
CENTRE: Buffalo City Metro, Bhisho Hospital
REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES: Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Overseer and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES: Mrs. T. Awlyn – Qegu Tel No. (040) 635 2950/5.

POST 30/247: LAUNDRY WORKER REF NO: ECHEALTH/LW/CMH/97/08/2019

SALARY: R102 534 - R120 780 per annum (Level 02)
CENTRE: Buffalo City Metro, Cecilia Makiwane Hospital
REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.

DUTIES: Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Do all laundry Duties as directed by the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

ENQUIRIES: Ms P Mncotso Tel No: (043) 708 2121

POST 30/248: GENERAL WORKER REF NO: ECHEALTH/GW/EMS/98/08/2019

SALARY: R102 534 - R120 780 per annum (Level 02)
CENTRE: Buffalo City Metro, Emergency Care Services
REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES: Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Overseer and prepare boardrooms.
and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

**ENQUIRIES**

Mrs B Mtshawulana Tel No: (063) 253 1021

**POST 30/249**

**FOOD SERVICE AID**

**REF NO: ECHEALTH/FSA/FTH/99/08/2019 (X2 POSTS)**

**SALARY**

R102 534 - R120 780 per annum (Level 02)

**CENTRE**

Buffalo City Metro, Frere Tertiary Hospital

**REQUIREMENTS**

ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment. Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.

**DUTIES**

Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.

**ENQUIRIES**

Ms N Mthitshana Tel No: (043) 709 2487/2532.

**POST 30/250**

**GENERAL WORKER**

**REF NO: ECHEALTH/GW/FTH/100/08/2019**

**SALARY**

R102 534 - R120 780 per annum (Level 02)

**CENTRE**

Buffalo City Metro, Frere Tertiary Hospital

**REQUIREMENTS**

ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

**DUTIES**

Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

**ENQUIRIES**

Ms N Mthitshana Tel no: 043 709 2487/2532.
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<th>PROPERTY CARETAKER REF NO: ECHEALTH/PC/ALPHANDALE/101/08/2019</th>
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<td>SALARY</td>
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<tr>
<td>CENTRE</td>
<td>Buffalo City Metro, Alphandale Clinic</td>
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<td>REQUIREMENTS</td>
<td>ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.</td>
</tr>
<tr>
<td>ENQUIRES</td>
<td>Ms. Hazel Hlulani Tel. No: (043) 7433 006/057</td>
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<tr>
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<td>SALARY</td>
<td>R102 534 - R120 780 per annum (Level 02)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Buffalo City Metro, Dimbaza Clinic</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.</td>
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<tr>
<td>DUTIES</td>
<td>Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Overseer and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.</td>
</tr>
<tr>
<td>ENQUIRES</td>
<td>Ms. Hazel Hlulani Tel. No: (043) 7433 006/057</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POST 30/253</th>
<th>GENERAL WORKER REF NO: ECHEALTH/GW/EL-CHS/103/08/201</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R102 534 - R120 780 per annum (Level 02)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Buffalo City Metro, East London CHS</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.</td>
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ENQUIRES : Ms. Hazel Hlulani Tel. No: (043) 7433 006/057

POST 30/254 : PROPERTY CARETAKER REF NO: ECHEALTH/PCT/ELUC/104/08/2019

SALARY : R102 534 - R120 780 per annum (Level 02)
CENTRE : Buffalo City Metro, Eluxolweni Clinic
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground/waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.


ENQUIRES : Ms. Hazel Hlulani Tel. No: (043) 7433 006/057

POST 30/255 : GENERAL WORKER REF NO: ECHEALTH/GW/EMPILWENI/105/08/2019

SALARY : R102 534 - R120 780 per annum (Level 02)
CENTRE : Buffalo City Metro, Empilweni Gompo CHC
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRES : Ms. Hazel Hlulani Tel. No: (043) 7433 006/057

POST 30/256 : PROPERTY CARETAKER REF NO: ECHEALTH/PCT/GOMPO-8/106/08/2019

SALARY : R102 534 - R120 780 per annum (Level 02)
CENTRE : Buffalo City Metro, Gompo B Clinic
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground/waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

and plants. Watering of gardens, maintain/cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.

ENQUIRES
Ms. Hazel Hlulani Tel No: (043) 7433 006/057

POST 30/257
PROPERTY CARETAKER REF NO: ECHEALTH/PC/MORRE/107/08/2019

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

CENTRE
Buffalo City Metro, Morre Street Clinic

REQUIREMENTS
ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

DUTIES

ENQUIRES
Ms. Hazel Hlulani Tel No: (043) 7433 006/057

POST 30/258
GENERAL WORKER REF NO: ECHEALTH/GWL/DORA/108/08/2019 (X3 POSTS)

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

CENTRE
Nelson Mandela Metro, Dora Nginza Regional Hospital

REQUIREMENTS
ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES
Provide cleaning services in area of allocation including patients wards and sluice room. Provide effective office and property care support services. Oversee and prepare boardroom and lecturer theatres for meetings and gatherings. Provisioning of good services to patients during meal times and cleaning of the ward kitchens. Linen care in the ward area of allocation. Perform stock taking of areas. Provide routine general work, compliance and maintenance services. Open windows every day for hygiene and infection control purposes. Dam and dry ducting of all surfaces, windows and window sills. Remove office items/ furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Cleaning and take property care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Empty dust bins, remove and store waste on the designated areas. Adhere to infection control and Occupational Health and Safety standards. Work compliance according to National Core Standards.

ENQUIRIES
Mr J Johaar Tel No: (041) 406 4435

POST 30/259
GENERAL WORKER REF NO: ECHEALTH/GW/JZC/109/08/2019

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

CENTRE
Makana Sub District, Joza clinic

REQUIREMENTS
ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES
Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support
services. Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES : Ms. Qaleni Tel No: (046) 622 4901

POST 30/260 : GENERAL WORKER REF NO: ECHEALTH/GW/SDC/110/08/2019 (X3 POSTS)

SALARY : R102 534 - R120 780 per annum (Level 02)
CENTRE : Makana Sub District, Settlers Day Clinic
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services. Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES : Ms. Qaleni Tel No: (046) 622 4901

POST 30/261 : GENERAL WORKER REF NO: ECHEALTH/GW/FEH/111/08/2019

SALARY : R102 534 - R120 780 per annum (Level 02)
CENTRE : Sarah Baartman District, BJ Vorster Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services. Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
material as and when required. Remove and store waste in the designated areas.

ENQUIRIES
Ms Gillian Sikiwe Tel No: (042) 286 0210

POST 30/262
GENERAL WORKER REF NO: ECEALTH/GW/FEH/112/08/2019 (X2 POSTS)

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

CENTRE
Sarah Baartman District, Fort England Hospital

REQUIREMENTS
ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES
Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES
Mr. Dyalvane Tel No: (040) 602 2300

POST 30/263
GENERAL WORKER REF NO: ECEALTH/GW/SVH/113/08/2019

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

CENTRE
Sarah Baartman District, Sundays Valley Hospital

REQUIREMENTS
ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES
Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES
Ms T. Fekema Tel No: (042) 230 0406/432/567

POST 30/264
PORTER REF NO: ECEALTH/POR/BEDFH/114/08/2019 (X3 POSTS)

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

CENTRE
Amathole District, Bedford Hospital

REQUIREMENTS
ABET level 4 or NQF level 1 to 3 with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.
DUTIES: Transport patients from registration points to different clinical areas within the hospital. Transport corpses from the wards to mortuary. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Perform any duties allocated by Supervisor.

ENQUIRIES: Ms V.T Notyi Tel No: (046) 685 0043

POST 30/265: GENERAL WORKER REF NO: ECHEALTH/GW/THAFH/116/08/2019

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

CENTRE: Amathole District, Tafalofe Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES: Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Overseer and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

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

POST 30/266: LAUNDRY WORKER REF NO: ECHEALTH/LW/TOWH/117/08/2019

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

CENTRE: Amathole District, Tower Psychiatric Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable. Poses physical strength and to cope with physical demands of position. Be able to work as a team or independently.

DUTIES: Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, drying ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as direct by the supervisor. Report any machine defaults to the supervisor. Do all laundry duties as direct by the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

ENQUIRIES: Ms L Mangesi Tel No: (040) 653 1141

POST 30/267: PORTER REF NO: ECHEALTH/ POR/ISH/118/08/2019 (X6 POSTS)

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

CENTRE: OR Tambo District, Isilimela Hospital

REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Good communication skills and interpersonal relations. Must be committed and hard working person. Ability to work under pressure. Sound understanding of portering practices. Knowledge of Occupational Health and Safety as well as infection control
policies and practices. Customer relationship management skills. Must be able and willing to work shifts, week-ends and Public holidays.

**DUTIES**
- Transport patients from registration points to different clinical areas within the hospital. Transport corpses from the wards to mortuary. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Perform any duties allocated by supervisor.

**ENQUIRIES**
Ms N Gwiji Tel No: (047) 564 2805

**POST 30/268**
**PROPERTY CARE TAKER REF NO. ECHEALTH/PCT/DMMH/119/08/2019**

**SALARY**
R102 534 - R120 780 per annum (Level 02)

**CENTRE**
OR Tambo District, Dr Malizo Mpehle Hospital

**REQUIREMENTS**
ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

**DUTIES**

**ENQUIRIES**
Ms Makalima Tel No: (047) 542 6000

**POST 30/269**
**PROPERTY CARE TAKER REF NO: ECHEALTH/PCT/STBH/120/08/2019**

**SALARY**
R102 534 - R120 780 per annum (Level 02)

**CENTRE**
OR Tambo District, St Barnabas Hospital

**REQUIREMENTS**
ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

**DUTIES**

**ENQUIRIES**
Ms Ndamase Tel No: (047) 555 5300

**POST 30/270**
**GENERAL WORKER REF NO: ECHEALTH/GW/ORTDO/121/08/2019**

**SALARY**
R102 534 - R120 780 per annum (Level 02)

**CENTRE**
OR Tambo District Office

**REQUIREMENTS**
ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

**DUTIES**
- Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Overseer and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper
care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES: Mr S Stuma Tel No: (047) 502 9000

POST 30/271: GENERAL WORKER REF NO: ECHEALTH/GW/KSD-NTLC/122/08/2019

SALARY: R102 534 - R120 780 per annum (Level 02)
CENTRE: KSD Sub District, Ntlangaza Clinic
REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES: Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES: Ms O Gcagca Tel No: (047) 531 0823.

POST 30/272: GENERAL WORKER REF NO: ECHEALTH/GW/KSD-MBCHC/123/08/2019

SALARY: R102 534 - R120 780 per annum (Level 02)
CENTRE: KSD Sub District, Mbekweni CHC
REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES: Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES: Ms O Gcagca Tel No: (047) 531 0823.

POST 30/273: GENERAL WORKER REF NO: ECHEALTH/GW/KSD-WILC/124/08/2019

SALARY: R102 534 - R120 780 per annum (Level 02)
CENTRE: KSD Sub District, Willow Clinic
REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES: Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES: Ms O Gcagca Tel No: (047) 531 0823.
holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

**DUTIES**
Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Overseer and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

**ENQUIRIES**
Ms O Gcgaca Tel No: (047) 531 0823.

**POST 30/274**
GENERAL WORKER REF NO: ECHEALTH/GW/ZH/125/08/2019

**SALARY**
R102 534 - R120 780 per annum (Level 02)

**CENTRE**
OR Tambo District, Zithulele Hospital

**REQUIREMENTS**
ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

**DUTIES**
Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Overseer and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

**ENQUIRIES**
Ms N Tengile Tel No: (047) 573 8936

**POST 30/275**
GENERAL WORKER REF NO: ECHEALTH/MSD-MBOC/126/08/2019

**SALARY**
R102 534 - R120 780 per annum (Level 02)

**CENTRE**
Mhlontlo Sub District, Mbotokwana Clinic

**REQUIREMENTS**
BET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

**DUTIES**
Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Overseer and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety
and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES: Ms Ntlabi Tel No: (047) 553 0585

POST 30/276: GENERAL WORKER REF NO: ECEALTH/MSD-TSCHC/127/08/2019

SALARY: R102 534 - R120 780 per annum (Level 02)
CENTRE: Mhiontlo Sub District, Tsolo CHC
REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES: Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services. Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Overseer and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES: Ms Ntlabi Tel No: (047) 553 0585

POST 30/277: GENERAL WORKER REF NO: ECEALTH/GW/CHD-ASH/128/08/2019

SALARY: R102 534 - R120 780 per annum (Level 02)
CENTRE: Chris Hani District, All Saints Hospital
REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES: Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services. Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Overseer and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES: Ms U Nkasela Tel No: (047) 548 4000

POST 30/278: PROPERTY CARE TAKER REF NO: ECEALTH/PCT/CHD-ASH/129/08/2019

SALARY: R102 534 - R120 780 per annum (Level 02)
CENTRE: Chris Hani District, All Saints Hospital
**REQUIREMENTS**

ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

**DUTIES**


**ENQUIRIES**

Ms U Nkasela Tel No: (047) 548 4000

**POST 30/279**

GENERAL WORKER REF NO: ECHEALTH/GW/CHD-CH/130/08/2019

**SALARY**

R102 534 - R120 780 per annum (Level 02)

**CENTRE**

Chris Hani District, Cradock Hospital

**ENQUIRIES**

Ms F Danster Tel no 048 881 2123.

**POST 30/280**

PROPERTY CARE TAKER REF NO: ECHEALTH/PCT/ESD-SC/131/08/2019

**SALARY**

R102 534 - R120 780 per annum (Level 02)

**CENTRE**

Emalahleni Sub District, Sweetwater Clinic

**ENQUIRIES**

Ms NP Mtshabe Tel No: (047) 878 4300.

**POST 30/281**

PROPERTY CARE TAKER REF NO: ECHEALTH/PCT/ESD-NC/132/08/2019

**SALARY**

R102 534 - R120 780 per annum (Level 02)

**CENTRE**

Emalahleni Sub District, Nompumelelo Clinic
REQUIREMENTS: ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground/waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.


ENQUIRIES: Ms NP Mtshabe Tel No: (047) 878 4300.

OFFICE OF THE PREMIER

APPLICATIONS: The Recruitment Centre, Office of the Premier, Private Bag X0047, Bhisho, 5605, Hand Delivery: Room 0007, Ground Floor, Office of the Premier Building, Independence Avenue, Bhisho.

FOR ATTENTION: Vusumzi Booysen / M Mbangi/ Nomthandazo Xesha

CLOSING DATE: 06 September 2019

NOTE: Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 12 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the DPSA within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

MANAGEMENT ECHELON

POST 30/282: WATER SUPPLY & SANITATION SPECIALIST REF NO: OTP 001/08/2019

One (1) Year Contract

SALARY: R1 125 183 – R1 495 956 per annum (Level 14) (all-inclusive package)

CENTRE: Bhisho

REQUIREMENTS: A Bachelor's degree (NQF Level 7) in Water Sector / Science / Environmental / Environmental Science / Engineering environment. At least five (5) years of experience at senior management level. Eight (8) to ten (10) years of experience with more than three (3) years post professional registration experience with SACNASP or relevant professional registration body. Understanding of integrated water resource management. Knowledge of National Water Act (NWA), National Environmental Management Act (NEMA), BBBEE Act, Disaster Management Act. Knowledge of systems used to manage Water resources. Competencies: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Client Orientation and customer focus. Knowledge of Public Service Regulations, South Africa Constitution, Monitoring and reporting, Skills: Report writing, Communication, Interpersonal relations, Planning & organizing,
Presentation, Problem solving, Computer and Decision making skills. A valid driver’s licence, Code EB.

**DUTIES**

Develop and administer a framework of effective allocation of water use; Authorization of water use abstraction and in stream use including Dam safety, the provision of business planning. Ensure inter departmental inputs, technical and system coordination e.g. DMR, DEA. Monitor and Lead in the water supply and sanitation sector and development. The programs and projects of the IGCP/provincial priorities. Interact with relevant provincial government departments and municipalities to confirm their understanding of the tools and monitoring approach. Collating identified projects information from Municipalities, Ensuring compliance to project objectives provide progress reports, Opening and closing reports of projects, Plan and attend Monthly projects , Conduct Site visits , project monitoring and Preparation of projects budget. Facilitate the signing of Implementing agency agreements for major capital projects, Resolving of projects related queries, Manage all aspects of major infrastructure projects (multi and multidisciplinary projects Visit all relevant sites to confirm service delivery, making use of the verification tool; and where possible engage with beneficiaries and/or relevant stakeholders. Engage with the directors of departments at regional level as part of verification and gathering details. Be the face of OTP at District Level. Interface with District Municipal Managers. Hold coordination meetings at District Municipal Offices to ensure participation of government departments. Compile monthly reports, and where necessary, video and photographic material to be gathered.

**ENQUIRIES**

can be directed to Vusumzi Booysen/M Mbangi / Nomthandazo Xesha: Tel No: (040) 609 6249 /6248

**PROVINCIAL TREASURY**

*The Provincial Treasury in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.*

**APPLICATIONS**

Post to: The Director: Human Resources Services, Eastern Cape Provincial Treasury, Private Bag X0029, Bhisho, 5605. Hand Delivery: Human Resources Section, Provincial Treasury, Room No: 3052 3rd Floor: Tyamzashe Building, Bhisho and

**FOR ATTENTION**

Ms Bonelwa Ndayi

**CLOSING DATE**

06 September 2019

**NOTE**

Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to www.dpsa.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver’s license (where applicable) and Identity Document (with an original certification stamp) The Z83 form must be signed by an original signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. For SMS post: Females and people with disabilities are encouraged to apply and will be given preference and short listed candidates will be required to undergo competency assessments. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Provincial Treasury welcomes people with disabilities and they may be given preference. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted. For all posts people with disabilities will be given preference.
OTHER POSTS

POST 30/283 : DEPUTY DIRECTOR: FORENSIC AUDIT REF NO: PT01/08/2019
(Fixed Term Contract of 12 Months)
Purpose: To assist in the promotion and ensure coordination of Forensic Audits Services in Provincial Departments, Public Entities and Municipalities.

SALARY : R733 257 per annum (Level 11)
CENTRE : Bhisho

DUTIES : Provide Forensic Support and Capacity Building to Provincial Departments and Public Entities: Render support in identifying, managing and facilitating the forensic investigation of incidents reported to or identified by Provincial Treasury. Support the development and implementation of an investigation plan and facilitate adherence to it. Support Departments Forensic Capacity Where Necessary: Monitor and facilitate forensic investigations and projects, ensuring the effective identification of needs, requirements, measurements, reporting and communication. Identify and implement ways to address those needs to uplift investigation capability. Coordinate and conduct forensic investigations in public sector. Prepare Affidavits and Evidence Files and Testify For Criminal Prosecution Purposes. Manage Area Of Responsibility: Maintain high standards by ensuring that the unit produces excellent work in terms of quality, quantity and timeliness. Independently create an environment of motivation and control. Personal performance agreements, workplans and personal development plans (PDP’s) to be contracted and implemented in a timely manner. Ensure that assets are managed, maintained and safeguarded.

ENQUIRIES : can be directed to Ms B Ndayi Tel No: (040) 1010 072/071

POST 30/284 : DEPUTY DIRECTOR: SALARIES ADMINISTRATION REF NO: PT02/08/2019
Purpose: To manage salary payments and rebates

SALARY : R733 257 per annum (Level 11)
CENTRE : Bhisho
REQUIREMENTS : A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 with a minimum total of 120 credits as assessed by a recognised university) in Financial Management/Financial Accounting or related field coupled with Minimum 5 of years’ experience of which 3 years must be at a supervisory (management) level or Assistant Director in Salaries Administration environment. Knowledge and Skills: In-depth knowledge of legislative framework that governs the Public Service. Understanding and application of the following prescripts: Public Financial Management Act, National Treasury Regulations, National Treasury Instruction & Practice notes. National Treasury Circulars. DPSA Circulars, SCOA, PERSAL and BAS Systems. Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management, Communication and Information Management.

DUTIES : Manage the Payment of Salaries and Deduction of Payments to Third Parties: Manage and monitor that all salary payments have correct documentation, are correctly calculated, approved by Internal Control Unit, authorized and captured e.g. pro-rata bonus, leave. Manage and ensure that all deductions are correctly paid to third parties and ensure that schedules are sent to all third
parties. Manage and ensure that all codes used for payments of salaries and deduction is correct to avoid exception and unnecessary misallocation. Manage and ensures that all payrolls are distributed on time to Paypoint Managers to avoid late return by them and to meet the requirements of PFMA and Audit queries. Manage Monthly Reconciliations – Bas, Persal And Suspense Accounts: Manage and ensure that Salary related suspense accounts are done monthly. Facilitate the payments of all debts owed to the department and ensure are paid on a monthly basis. Manage and facilitate the BAS and Persal reconciliation is done on a monthly basis and submitted on or before due date to meet the requirement of PFMA. Manage and ensure that all Persal exceptions are done on a monthly basis and also ensure correction of link codes. Manage tax reconciliations returns. Manage Bas Payments And Authorisation Of Journals: Manage and ensure that all journals are done within the open month and also payments are also processed within the open month. Manage and monitor that the details captured on the journal and payments are correct to avoid misallocations and also to avoid payment to be done on wrong beneficiary. Manage and monitor that the source documents attached on journal and payments are correct to avoid incorrect journal, payments and Audit queries. Manage Salary Admin. Manage and ensures that Salary related functions and registered. Manage and monitor the control of functions to prevent corruption. Ensures that the new developments with regard to PERSAL are communicated to officials and top management. Manage and ensures that the reports are requested to PERSAL as requested by other sections to avoid delay of workflow. Perform Salary Controller duties. Manage Area of Responsibility: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager, Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP’s) for all subordinates are developed and implemented timely, Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates.

ENQUIRIES: can be directed to Ms B Ndayi Tel No: (040) 1010 072/071

POST 30/285: NETWORK CONTROLLER: ICT MANAGEMENT REF NO: PT03/08/2019
Purpose: To render support in ICT infrastructure, operational network and information communications technology in the department

SALARY: R316 791 per annum (Level 08)
CENTRE: Bhisho

REQUIREMENTS: A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 with a minimum total of 120 credits as assessed by a recognised university) in Computer Science/ Information Systems or related field coupled with Minimum 2 years experience in Network Administration. N+ Certification will be an added advantage. Knowledge and Skills: Pc Installation, operations and trouble-shooting. Network operations, software and hardware, PC software knowledge, To prepare accurate reports and to provide quick and innovative solutions to computing problems train users in the operation of computer and associated peripheral equipment. Train users regarding software diagnostic tools and their use. Computer hardware, operating system software and its applications routine maintenance methods and procedures utilized to maintain the proper performance of computer, peripheral equipment. Network Management, Computer Literate, Analytical Thinker, Problem Solving, Decision Making.

DUTIES: Render Support on ICT Infrastructure to all Networks on Lan, Wan & Desktop: Provide 1st line support on network related issues. Provide assistance with research, evaluation of hardware and software technologies for networks. Test new software and related upgrades and compatibility with existing systems. Maintain, upgrades and solve network problems. Provide initial training in existing and new technologies. Provide network connectivity at all times. Perform onsite and remote support to Head Office and Districts. Install, diagnose, repair, maintain, configure, update and upgrade all computers / laptop hardware, software or any other I T equipment to ensure optimal
performance of system. Provide required technical assistance to users. Assist in the development of topology and network standards. Assist in the maintenance of IT equipments. Install and configure operating system and drivers to desktop, laptops and printers. Assist in maintenance of LAN. Provide guidance to new users on start-up procedures. Assist in identifying hardwares for disposal when appropriate. Provide Support In The Development Of Network Business & ICT Strategic Alignment. Provide inputs to the information services strategies & plans. Assist in the implementation of all IT related policies and procedures. Administer User Information And User Account Management On Departmental Servers: Render support to users on network operation. Record and attend all network related queries. Assist in creating or reset of user profiles on CISCO Call Manager. Assist in resetting user accounts on active directory. Assist new user in completion of registration forms. Assist in the creation of system backup and user information and perform data recovery. Render Support To Ad Hoc Projects: Assist service providers on network cabling installations. Assist in testing of backup generator.

ENQUIRIES
: can be directed to Ms B Ndayi Tel No: (040) 1010 072/071

POST 30/286
: INTERNAL AUDITOR REF NO: PT04/08/2019
Purpose: To render Internal Audit Services for the Department

SALARY
: R257 508 annum (Level 07)
CENTRE
: Bhisho
REQUIREMENTS
: A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised university or institution of learning, with a minimum of 120 credits at NQF Level 6) in Auditing and Accounting as major subjects plus a minimum of two years experience in an internal audit or external audit environment. Added Advantage: Prior experience in PFMA governed entities. Knowledge and Skills: Theory and Practice of Internal Audit, Knowledge and application of applicable legislative requirement, Departmental Policies and Procedures, Standards for Professional Practice of Internal Auditors, Internal Audit Framework and policies. Manage daily employee performance and ensure timely performance assessments of all subordinates; ensure management, maintenance and safekeeping of assets.

DUTIES
: Facilitate the Execution of Comprehensive Audit Plan: Execute audits in accordance with the audit programmes. Report progress on audit programmes. Document areas for improvement. Obtain management comment on the draft findings and submit working papers on time to the supervisor. Communicate all issues with the supervisor and client continuously.

ENQUIRIES
: can be directed to Ms B Ndayi Tel No: (040) 1010 072/071

POST 30/287
: PERSAL SUPPORT AND ADMINISTRATION REF NO: PT05/08/2019 (X1 POST)
(Fixed Term Contract of 12 Months)
Purpose: Act as user type 2 for three centralised departments and also support the user type1 in the carrying out of his duties

SALARY
: R257 508 per annum (Level 07)
CENTRE
: Bhisho
REQUIREMENTS
: A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Human Resource Management/Public Administration or relevant field. Knowledge of PERSAL system. Copy of PERSAL course(s) must be attached. At least 2 years’ experience in an HR environment. Knowledge of regulations related to Human Resource Management. Knowledge and Skills: Analytical skills. Excellent interpersonal and communication skills. The ability to communicate and/ or interact with external and internal stakeholders at all levels. Computer literacy.

DUTIES
: Perform User Account management of the users in your assigned departments (user type 3) and monitor compliance to the PERSAL Instruction Note. Liaise with your assigned departmental PERSAL system co-ordinators on user account matters, PERSAL reports and any relevant PERSAL issues. Monitor the responsible use of PERSAL users in your assigned departments.
and escalate any exceptions to the instruction note. Initiate PERSAL notices for the PERSAL system and bring important messages to the attention of management and departments. Review compliance of departments with applicable Provincial and National circulars. Manage the opening and closing of centralised PERSAL codes and also register and recommend SCC's for the centralised departments. Manage the life cycle of users in the departments (from registration to deregistration) and also manage the allocation of functions. Monitor the effective use of PERSAL system and act as PERSAL advisor in the departments. Provide administrative support to the PERSAL Forums. Provide solutions to all logged calls within the agreed timeframes as per the Service Charter. Support the PERSAL Clean Up – and the NMIR Project through monitoring departmental progress by reviewing standard exception reports. Prepare monthly report on status of PERSAL clean-up and NMIR. Produce critical monthly, weekly, and ad hoc business intelligence / financial reports for decision making.

ENQUIRIES:
can be directed to Ms B Ndayi Tel No: (040) 1010 072/071

DEPARTMENT OF PUBLIC WORKS

The Department of Public Works in the Eastern Cape is an equal opportunity, affirmative action employer. Women and Persons with disability are encouraged to apply. Employment Equity targets of the Department will be adhered to.

APPLICATIONS:
Head Office Bhisho, Hand Delivery: Room 2-09, second Floor, Corner of Siwani and Independence Avenue, Qhasana Building, Bhisho. Post to: The Director: HR Practices and Administration, Department of Public Works, Private Bag X0022, Bhisho, 5605. Enquiries: Ms N. Mtbota Tel No: (040) 602 4270 or Ms S. Mdoda Tel No: (040) 602 4140.
Amathole Region (East London): Hand Delivery, Department of Public Works, Corner of Amalinda & Scholl, Cambridge, 5201 or Post to: Department of Public Works, Private Bag X13004, Cambrdie, 5201, Enquiries Mr Z. Tana / Ms L. Magama Tel No: (043) 711 5772
Chris Hani Region (Queenstown): Hand Delivery: 1 Corner Road, Kings Park, Queenstown, 5320, or post to Private Bag X7114, Queenstown, 5320. Enquiries: Ms L. Mazwi Tel: 045 807 6662 or Ms N. Ndwalo Tel No: (045) 807 6676
OR Tambo Region (Mthatha): Hand Delivery: K.D. Matanzima Building, Owen Street, Mthatha, 5099 or Post to: Department of Public Works, Private Bag X5009, MTHATHA, 5099 Enquiries Mr V. Sokhaheleka/ Ms V. Potelwa Tel No: (047) 505 2767
Alfred Nzo Region (Mount Ayliff): Hand Deliver - Department of Public Works, Corner of Nkosi Senyukele Jojo & Ngqubusini, off Ntsizwa Street, Mt Ayliff,4735, Block- G- or Post to Private Bag X3556, Kokstad, 4700;
Sarah Baartman Region (Port Elizabeth): Hand deliver: Department of Public Works, Cnr Albany and Westbourne Road, Central, Port Elizabeth, 6000 or Post to: Private Bag X 0004, Port Elizabeth, 6000, Enquiries: Ms C. Bermoskie Tel: 041 390 9026 or Ms A. Meyer Tel No: (041) 390 9032.

FOR ATTENTION:
Ms N.H Malgas

CLOSING DATE:
06 September 2019

NOTE:
Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department go to www.dpsa.gov.za/ or http://ecclgta.ecprov.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver’s license (where applicable) and Identity Document (with an original certification stamp) The Z83 form must be signed by an original signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Office of The Premier welcomes people with disabilities and they may be given preference. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the
process. Applications received after closing date will not be considered. No faxed/email applications will be accepted.

OTHER POSTS

POST 30/288 : CHIEF ENGINEER - GRADE A REF NO: DPW 01/08/2019
Sarah Baartman Regional Office

SALARY : R1 042 827 per annum (An all-inclusive remuneration package) (OSD)
CENTRE : Port Elizabeth
REQUIREMENTS : An Engineering Degree (B Eng / BSC (Eng.) or relevant qualification in Mechanical engineering. Six years post qualification experience as a registered Professional Engineer. A valid driver’s license. Compulsory registration with ECSA as a Professional Engineer.
DUTIES : Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Maintain engineering services and management methods. Manage the executive of Maintenance strategy through the provisioning of appropriate structures, systems and resources. Governance: Allocate, control, monitor and report on all resources. Provide technical support services for the operation on engineering related matters to minimize possible engineering risks. Manage and implement knowledge sharing activities e.g short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investments. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management: Ensure the availability and management of funds to meet MTEF objectives within the engineering environment/services. Manage the operational capital projects portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial added value of the discipline related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People Management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES : Ms C. Bermoskie Tel No: 041 390 9026 or Ms A. Meyer Tel No: (041) 390 9032

POST 30/289 : CHIEF ARCHITECT: HEALTH PORTFOLIO (BUILDINGS) REF NO: DRPW 02/08/2019

SALARY : R898 569 per annum (An all-inclusive remuneration package) (OSD)
CENTRE : Head Office (Bhisho)
REQUIREMENTS : A Bachelor’s Degree in Architecture or relevant qualification. Six years post qualification Architectural experienced. Valid driver’s license. Compulsory Registration with SACAP as a Professional Architect.
DUTIES : Architectural Design and analysis effectiveness: Perform final review and approvals or audits on architectural designs according to design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintain architectural operational effectiveness: Manage the execution of architectural strategy through the provision of appropriate structures, systems and resources. Set architectural standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor and maintain efficiencies according to organisational goals to direct or redirect architectural services for the attachment of organizational objectives. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the architectural environment/services. Manage the operational capital project portfolio for the operation to ensure effective...
resourcing according to organisational needs and objectives; Manage the commercial value add of the discipline-related programmes and projects: Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles; Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Governance: Allocate, monitor and control resources; Compile risk logs and manage significant risk according to sound risk management practice and organisational requirements; Provide Technical consulting services for the operation of architectural related matters to minimise possible architectural risks; Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to Departmental objectives. People Management: Manage the development motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of architectural services according to organisational needs and requirements; Manage subordinates’ key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve Departmental objectives.

ENQUIRIES: can be directed to Ms N. Mtoba Tel No: (040) 602 4270 or Ms S. Mdoda Tel No: (040) 602 4140

POST 30/290 : CHIEF ARTISAN- GRADE A: BUILDINGS (X3 POSTS)

SALARY : R386 487 per annum (OSD)
CENTRE : Amathole Regional Office (Dutywa/ Butterworth Depot Construction) Ref No: DPW 03/08/2019 (X1 Post)
Amathole Regional Office (Willowvale Depot Construction) Ref No: DPW 04/08/2019 (X1 Post)
Amathole Regional Office (Middledrift Depot) Ref No: DPW 05/08/2019 (X1 Post)


DUTIES : Manage technical services: Manage technical services and support in conjunction with Technicians/ Artisans and associate in field, workshop and technical office activities; Ensure the promotion of safety in line with statutory and regulatory requirements; Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology; and ensure quality assurance in line with specifications. Manage administrative and related functions: Provide inputs into budgeting process; compile and submit reports as required; Provide and consolidate inputs into technical operational plan; Update databases and manage artisans and related personnel and assets. Financial Management: Control and monitor expenditure according to budget to ensure efficient cash flow management; and Manage the commercial value add of the discipline –related activities and services. People Management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success technical services according to organizational needs and requirements; Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Maintain and advance expertise: Continuous individual development to keep up with technologies and procedures; Research/ literature studies on technical/ engineering to improve expertise; Liaise with relevant bodies/ councils on technological/ engineering- related matters.

ENQUIRIES: can be directed to Mr Z. Tana / Ms L. Magama Tel No: (043) 711 5772

POST 30/291 : ASSISTANT DIRECTOR: FLEET SERVICES, COMPONENT: ASSET MANAGEMENT REF NO: DRPW 06/09/2019

SALARY : R376 596 per annum (Level 09)
CENTRE: Head Office (Bhisho)

REQUIREMENTS: A Bachelor's Degree/ National Diploma in Fleet/ Transport Management/ Public Management/ Public Administration/ Commerce/ Financial Accountancy/ Auditing with 4 years relevant working experience in fleet Management of which 3 years must be at a Supervisory level or salary level 7/8. Knowledge of PFMA and National treasury regulations and Supply Chain Management Prescripts, Knowledge of the departmental, mandate and its relationship with stakeholders in the sector and client departments. A valid driver's license. Knowledge And Skills: Extensive knowledge of fleet management services, excellent analytical, numeric, communication and report writing skills, Computer skills in Ms Word, Ms Excel and PowerPoint, People Management skills with ability to deal with stakeholders at all levels. Ability to work in a team, Ability to work under pressure and meet tight deadlines.

DUTIES: Control all Departmental Transport/ Fleet. Monitor adherence to transport legislations and policies. Maintain vehicle accident reports. Manage and monitor SLA with contracted suppliers. Maintain vehicle asset registration fleet service history. Co-ordinate the provision of official and subsidized vehicles to the Department. Provide maintenance and co-ordinate the use of Government Motor Transport within the branches of the Region. Manage and supervise staff in the fleet management component. Monitor and manage submissions of all returns. Prepare transport estimates. Monitor the registration and licensing of the Departmental fleet.

ENQUIRIES: can be directed to Ms N. Mtoba Tel No: (040) 602 4270 or Ms S. Mdoda 040 602 4140

POST 30/292: ASSISTANT DIRECTOR: FACILITIES MANAGEMENT (X2 POSTS)

SALARY: R376 596 per annum (Level 09)
CENTRE: Amathole Regional Office (East London) Ref No: DRPW 07/08/201 (X1 Post) Alfred Nzo Regional Office (Mount Ayliff) Ref No: DRPW 08/08/201 (X1 Post)

REQUIREMENTS: A Bachelor's Degree/ National Diploma in Public Management/Property Management/Real Estate/Facilities Management qualification with five (4) years’ experience working in the property management environment of which three (3) years must be at supervisory level 7/8. Advanced computer skills. Good communication skills. A valid driver’s license is a requirement. Knowledge and Skills: Sound Knowledge of Communication and influencing skills in person and in writing. Knowledge and understanding of GIAMA and advanced computer skills. Analytical and problem solving. Ability to lead and manage teams & projects. Team work. Attending to detail but also the ability to see the implications. Basic knowledge and understanding of PFMA and Treasury regulations.

DUTIES: Assist client departments in drafting inputs for the compilation of their Immovable Asset Management Plans. Manage inspection and condition assessment on leased and state owned buildings in the Region. Manage compliance of norms and standards in the utilization of offices by User Department. Manage the rendering of cost effective and efficient cleaning, gardening and maintenance services. Conduct needs survey regarding office accommodation requirement for Provincial User Departments within the Region. Manage the space planning project of offices. Facilitate User Forum meetings. Manage income leases. Ensure the administration and performance of buildings within the region as to obtain maximum yields on investments, optimum level of maintenance and utilization. Supervise staff according to the PMDS. Prepare reports for management and other stakeholders.

ENQUIRIES: can be directed to Mr Z. Tana / Ms L. Magama Tel No: (043) 711 5772 (Amathole) Ms N Gcabi or Ms L Mncwabe Tel No: (039) 254 6942/ 6764 (Alfred Nzo)

POSTS 30/293: ASSISTANT DIRECTOR: LEASES, COMPONENT: PROPERTY MANAGEMENT AND DEVELOPMENT REF NO: DRPW 09/09/2019

SALARY: R376 596 per annum (Level 09)
CENTRE: Head Office (Bhisho)

REQUIREMENTS: A Bachelor's Degree/ National Diploma in Finances/Accounting/Legal/Property Management with at least a minimum of four years' experience in the property management or finance industry of which three years must be at a supervisory level or salary level 7/8. A valid
driver’s license. Knowledge and Skills: Knowledge and understanding of Government procurement systems and property legislation. – Good financial management and strong negotiation skills. Sound analytical and problem solving skills.

DUTIES

Obtain cost effective hired office accommodation for Provincial Public Work’s client departments according to the market trends. Liaison with the landlords to ensure timeous payments of rental payments. Liaison with the Clients departments and landlords to ensure client satisfaction. Prepare submission s for the approval of office accommodation to the bis committee. Ensure optimal utilization of state and leased properties and generate revenue to the best benefits of the Government and as required by PFMA. Ensure that monthly reconciliations are done regarding all the monies payable to the municipality to avoid fruitless and wasteful expenditure. Submission of all statistical monthly reports to the head of section. Compile budget for hiring of office accommodation, repairs and refurbishments of leased properties. Financial control over expenditure of allocated funds. Supervise and develop and evaluate all staff that report to you.

ENQUIRIES

can be directed to Ms N. Mtoba Tel No: (040) 602 4270 or Ms S. Mdoda 040 602 4140

POST 30/294

ARTISAN FOREMAN GRADE A: BUILDINGS REF NO: DPW 11/09/2019

SALARY

R304 263 per annum (OSD)

CENTRE

Chris Hani Regional Office (Whittlesea Depot Construction)

REQUIREMENTS

Appropriate trade test certificate. Valid driver’s license. Five years post qualification experience as an Artisan. Must be able to work after hours at remote construction site. Experience in earthmoving equipment.

DUTIES

Design: Supervise and produce designs according to client specification and within limits of production capability. Production: Produce objects with material and equipment according to job specification and recognized standards; Quality assurance of produced objects. Maintenance: Inspect equipment and/or facilities for technical faults; Repair equipment’s and facilities according to standards; Test repair equipment and/or facilities against specifications; Service equipment and/or facilities according schedule; Quality assure serviced and maintained and/or facilities. Perform administrative and related functions: Update register of maintained and repaired faults; Obtain quotations and purchase (order) required equipment and materials; Compile and submit reports as required; Provide inputs to the operational plan; Ensure adherence to safety standards, requirements and regulations. Human and Capital Resource Management: Supervise and mentor staff; Planning of resources; Scheduling of works. maintain and advance expertise: Continuous individual development to keep up with new technologies and procedures; Research/literature studies on technical/engineering technology to improve expertise.

ENQUIRIES

can be directed to Ms L. Mazwi Tel No: (045) 807 6662 or Ms N. Ndawo 045 807 6676

POST 30/295

ARTISAN PRODUCTION - GRADE A: BUILDINGS (X2 POSTS)

SALARY

R190 653 per annum (OSD)

CENTRE

Amathole Regional Office Ref No: DPW 17/09/2019, (Peddie Depot (x1 post) OR Tambo Regional Office Ref No: DPW 18/09/2019 (Bota Sigcawu and KD Matanzima Depot (X1 Post)

REQUIREMENTS


DUTIES

Design: Produce designs according to client specifications and within limits of production capability. Production: Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Maintenance: Inspects equipment and/or facilities for technical faults. Repair equipment according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assure serviced and maintained equipment and/or facilities. Perform administrative duties and related functions: Compile and submit reports; Provide inputs to the operational plan; Keep and maintain job record/register; and Supervise and
mentor staff. Maintain expertise: - Continuous individual development to keep up with the new technologies and procedures.

**ENQUIRIES**

can be directed to Mr Z. Tana / Ms L. Magama Tel No: (043) 711 5772 (Amathole)
Ms V. Potelwa or Mr V. Sokahleleka Tel No: (047) 505 2767 (OR Tambo)

**DEPARTMENT OF TRANSPORT**

The Department of Transport in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

**APPLICATIONS**

The Department of Transport
Post to: The Acting Senior Manager: HRM, Department of Transport, Private Bag X0023, Bhisho 5605 or Hand Delivery: Office no. A48, 32 Flemming Street, Stellenbosch Park, Schornville, King William’s Town. 
Sarah Baartman: Private Bag X6010, Port Elizabeth, 6000 or hand delivery: 1ST Floor Absa Building, Govem Mbeki; Chris Hani: Private Bag X7185, Queenstown, 5320 or hand delivery: 92 Carthcart Road, Sanlam Building; 
Alfred Nzo: Private Bag X3561, Kokstad, 4700 or hand delivery: 188 Ngububusi Street, Maxesibenl. Enquiries: Mr. M Ngcobo / Mrs N, Nyamakazi 043 604 7455 / 7458.

**FOR ATTENTION**

The Acting Director-HRM
**CLOSING DATE**
06 September 2019

**NOTE**

Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at http://www.info.gov.za/documents/forms/employ.pdf which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver’s license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability are encouraged to apply.

**MANAGEMENT ECHELON**

**POST 30/296**

**DIRECTOR: ICT REF NO: DOT 01/08/2019**

**SALARY**
R1 057 326 - R1 245 495 (Level 13) (all – inclusive package)

**CENTRE**
Head Office-KWT

**REQUIREMENTS**

**DUTIES**
Manage ICT business enablement and governance services. Manage analysis of the departments systems/business activities. Manage information for
planning, operational and management purposes. Coordinate effective management of ICT governance (ICT architecture, quality assurance and other legislative Requirements). Manage the conducting of ICT research and align to the department’s needs. Manage ICT infrastructure and operations support services. Facilitate and manage the design, development and maintenance of the departmental Local Area Network (LAN) and Wide Area Network (WAN). Facilitate maintenance and management of departmental Data Centre (server rooms). Ensure that departmental information is secured and available to legitimate users and ICT risk is effectively managed and mitigated. Plan procure maintain and support ICT infrastructure equipment. Manage ICT operations, solutions and support services. Develop and manage the help desk/operations center strategy. Facilitate implementation of ICT change management. Facilitate implementation of ICT policies and procedures. Coordinate district ICT operations. Manage ICT information and knowledge management services. Facilitate development of user requirements/ specifications for development and upgrade of application systems (in-house and out sourced). Facilitate the provision of ICT application systems. Facilitate maintenance and support of existing application systems. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES: Mr. M Ngcobo / Mrs N, Nyamakazi Tel No: (043) 604 7455 / 7458

OTHER POSTS

POSTS 30/297 : DEPUTY DIRECTOR: DISTRICT COORDINATOR: SCHOLAR TRANSPORT (X2 POSTS)

SALARY : R733 257- R863 748 per annum (Level 11) (all – inclusive package)

CENTRE : Alfred Nzo Ref No: DOT 02/08/2019
Sarah Baartman Ref No: DOT 03/08/2019)


DUTIES: Management of district scholar transport stakeholder relations. Management of district scholar transport stakeholder relations. Establish a public transport representative structure for the District. Sell the concept of scholar transport and its objectives to the public transport representative structure. Ensure that the public transport representative structure understands and share information with its members about the process of appointment of operators for scholar transport. Develop a communication protocol and consult it with the public transport representative structure. Make sure that operators participating in the scholar transport service are workshopped on the terms of reference of their contractual obligations and the implications thereof. Create a district structure for mediation, conflict and dispute resolution. Management of district scholar transport performance monitoring. Management of district scholar transport performance monitoring. Manage the implementation of tools and systems developed to monitor scholar transport services. Manage the gathering and verification of information required to process payment of public transport service providers. Manage the implementation of intelligent transport system technology. Make a follow up on all queries received from scholar transport beneficiaries and stakeholders and come up with intervention. Establish partnership between the District, school teachers and parents in
monitoring the performance of contracted service providers. Manage the establishment of a commuter call centre and monitor its operations. Develop reports on the performance of the scholar transport in the district. Management of District scholar transport budget and payment services. Influence the district budget to cater for scholar transport services plans. Ensure that all scholar transport contractual obligations for the district are accommodated in the budget. Monitor expenditure by ensuring that all POD’s are verified against the invoices before payment is processed. Manage the efficient capturing of POD’s. Ensure that all scholar transport invoices that are verified as correct are paid on time. Attend to payment queries received from contracted operators. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the sub-Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : Mr. M Ngcobo / Mrs N, Nyamakazi Tel No: (043) 604 7455 / 7458

POST 30/298 : DEPUTY DIRECTOR: DATA SPECIALISTS REF NO: DOT 03/08/2019

SALARY : R733 257- R863 748 per annum (Level 11) (all – inclusive package)
CENTRE : Scholar Transport-E.L

DUTIES : Develop and maintain scholar transport database. Number of Learners per school. Number of schools. Number of vehicles per districts. Number of routes. Number of pick up points. Maintain active record of effective operators and vehicles. Liaise with Department of education, Operators and communities. Keep abreast with latest information on rationalization and realignment of schools. Keep abreast new routes and closed routes as a result of rationalization. Monitor compliance of operators documents. Maintain updated list of active PDP’s and those expired. Replacement of vehicle record. Approve change of vehicle form. Manage the allocated resources of the sub-Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : Mr. M Ngcobo / Mrs N, Nyamakazi Tel No: (043) 604 7455 / 7458

POST 30/299 : CONTROL PROVINCIAL INSPECTOR REF NO: DOT 04/08/2019

SALARY : R733 257- R863 748 per annum (Level 11) (all – inclusive package)
CENTRE : Amathole District Office- E.L+
REQUIREMENTS : Basic Traffic Diploma from a recognized Traffic College. Relevant Tertiary qualification (3 year Diploma/Degree or equivalent). 7-10 years working experience in the field in Traffic Law enforcement. 3-5 years Management

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

ENQUIRIES: Mr. M Ngcobo / Mrs N, Nyamakazi Tel No: (043) 604 7455 / 7458

POST 30/300: ASSISTANT DIRECTOR: BUDGET CONTROL REVENUE AND DEBTORS

REF NO: DOT 06/08/2019

SALARY: R376 596 - R454 920 per annum (Level 09)

CENTRE: Amathole District Office- E.L


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

ENQUIRIES: Mr. M Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7455 / 7458

POST 30/301: PRINCIPAL PROVINCIAL INSPECTOR TRAFFIC LAW ENFORCEMENT REF NO: DOT 16/08/2019

SALARY: R316 791 - R373 167 (Level 08)
CENTRE: Sarah Baartman – Struandale- Port Elizabeth

DUTIES: Management and supervision of subordinates. People Management. Enforce Road Traffic Legislation. Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issues notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers). Examine Drivers’ Licenses and Motor Vehicles. Conduct learner and driver license tests. Conduct vehicle road worthy tests. Provide visible Traffic Control/Policing and promote /ensure crime prevention activities. Plan and execute stop and check of vehicles. Plan and promote visible traffic policing. Plan and participate in roadblocks and /or special law enforcement operations. Perform all administrative activities and related duties. Completion and maintenance of daily administration, statistics, including the daily record keeping of official trips (logbooks). Check traffic official’s financial reports on a monthly basis and submit financial claims on a monthly basis. Participate in the planning of other agencies’ operations and coordinate traffic law enforcements resources and report back. Ensure optimal utilization of resources and alignment of activities enabling annual performance plan achievement. Inspections of official firearms. Submit written reports on accidents and answer representations on recorded offences within 5 days and in the process record and take statements. Assess road conditions. Identification of Hazardous areas. Monitor traffic volumes. Participation in road safety programs. Development of pedestrian projects. Drafting of road conditions report of area. Attend meetings with other road agencies. Participate in the Spatial Development Framework process.

ENQUIRIES: Mr. M Ngcobo / Mrs N, Nyamakazi Tel No: (043) 604 7455 / 7458

POST 30/302: ARTISAN FOREMAN: FLEET SERVICES REF NO: DOT 10/08/2019

SALARY: R286 500 per annum (OSD)
CENTRE: Amatole Regional Offices-E.L

DUTIES: Design: Supervise and produce designs according to client specifications and within limits of production capacity. Production: Produce objects with material
and equipment according to job specification and recognised standards. Perform admin and related functions: Update register of maintained and repaired faults. Obtain quotations and purchase orders (required equipment and materials. Compile and submit reports as required. Provide input to the operational plan. Ensure adherence to safety standards, requirements and regulations. Maintenance: Inspect equipment and facilities for technical faults. Repair equipment and facilities according to standards. Test, repair equipment and facilities against specifications. Service equipment’s/facilities according to schedule. Quality assure service and maintained equipment. Human and Capital Resource Management: Supervise and mentor staff. Planning of resources. Schedule of works. Maintain and advance expertise. Continuous individual development to keep up with technologies and procedures. Research/literature studies on technical engineering technology to improve expertise.

**ENQUIRIES:**
Mr. M Ngcobo / Mrs N, Nyamakazi Tel No: (043) 604 7455 / 7458

**POST 30/303:**

**CHIEF REGISTRY CLERK: HUMAN RESOURCE MANAGEMENT REF NO: DOT 17/08/2019**

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

**SALARY:**
R257 508 - R303 399 per annum (Level 07)

**CENTRE:**
Chris Hani district

**REQUIREMENTS:**
National Diploma (NQF Level 6) / B. Degree (NQF Level 7) in Records Management / Archives Management. 1-2 years’ experience in information management/ records management. National Archives Act, Team work, Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Problem solving skills, Computer skills, Interpersonal relations, Communication skills (Verbal & written).

**DUTIES:**
Supervise the handling of incoming and outgoing correspondence: Supervise and sort, register and dispatch mail. Distribute notices on registry issues. Supervise and render an effective filing and record management services: Opening and close files according to the record classification system. Filing/storage, tracing (electronically/ manually) and retrieval of documents and files. Ensure and complete index cards for all files. Supervise the processing and process documents for archiving and disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents. Supervise human resources/ staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

**ENQUIRIES:**
Mr. M Ngcobo / Mrs N, Nyamakazi Tel No: (043) 604 7455 / 7458

**POST 30/304:**

**ADMINISTRATION OFFICER: TRANSPORT REGULATIONS REF NO: DOT 07/08/2019 (X2 POSTS)**

**SALARY:**
R257 508 - R303 339 per annum (Level 07)

**CENTRE:**
Amathole District-EL

**REQUIREMENTS:**
National Diploma (NQF level 6)/ B. Degree (NQF Level 7) as recognized by SAQA in Public Administration/Financial Management, plus at least 1-2 years relevant experience. Knowledge of Procurement processes, leave management process, S&T overtime payment process, Financial Management processes, general administration processes, Traffman system, Traffic operations reports, LOGIS System and BAS System. Computer, Planning and organization, Good verbal and written communication skill and Records keeping

**DUTIES:**
Render general administration support services: Receive, consolidate and submit overtime and S&T claims from traffic stations to HRM for capturing and finance for payment, Monitor leave for the district transport regulation, Receive and process requests from traffic stations for procurement of goods and services, Monitor expenditure and income for the component, keep and maintain the incoming and outgoing document register of the component. Render tactical administration support services: Provide processional support in the development of the district traffic regulation business plan, Provide professional support in monitoring implementing of district traffic regulation business plan, Provide professional support in development of the district
traffic regulation budget. Provide professional support in district traffic regulation statutory report including, Guide district traffic control In-year monitoring and consolidate associated reports. Coordinate submission of operational reports to head office: Receive reports from traffic stations, Consolidate information from traffic stations and produce the following reports i.e. NREP 10, NREP 5, NREP 7, NREP 8 and learner & Driver’s License Report and Facilitate submission of operational reports to head office. Coordinate submission of accident reports by police stations and safe keeping of them: Receive accident report from police stations, Create a filling system for safe keeping of accident reports, Attend to requests for copies of accident reports from external customers, Capture accident information into TRAFMAN System, and Consolidate accident statistics for submission to head office.

ENQUIRIES:
Mr. M Ngcobo / Mrs N, Nyamakazi Tel No: (043) 604 7455 / 7458

POST 30/305:
CONSTRUCTION SAFETY OFFICER: TECHNICAL ADMINISTRATION AND PROFESSIONAL SERVICE REF NO: DOT 08/08/2019

SALARY:
R257 508 - R303 339 per annum (Level 07)

CENTRE:
Amathole District Office-EL

REQUIREMENTS:
National Diploma (NQF Level 6) / Bachelor’s Degree (NQF Level 7) as recognized by SAQA in Safety Management / B Tech (Building, Construction Management, Civil / Road Traffic Management, SAMTRAC, ASHEPP, HIRA will be an added advantage, 2 Years relevant experience in safety environment Registration with SACPCMP as a Professional Construction Health & Safety Agent. Basic Principles in Occupational Hygiene, Safety Management, Policies & Procedures, National and Provincial Land Transport Strategic Framework, Procurement Directives, Applied Strategic Thinking, Communication and Information Management, Budget & Financial Management, Strategic Management, Conflict/ Problem Solving, Presentation and Analytic skills.

DUTIES:
Ensure management of construction Health and Safety Issues: Liaise with departmental staff to plan OHS interventions. Ensure that departmental and outsourced projects are carried out in accordance with the OHS Act and Regulations, Oversee the actions of the appointed CHS agents, Arrange training programmes on the Act and Regulations for the various facets of the department, Keep records of all CHS word both by appointed by OHS Agents and internally, Render site inspection services, Conduct Audits, site inspections, Attend to site meetings, Resolve issues that could negatively affect contracts and projects, Plan and design phases of the projects, Manage district PPE requirements, Conduct camp and workshop inspections. Manage road safety audits: Conduct road safety audits, Deal with road signs complaints relating to road safety. Implement and manage bush clearing, Control the district fencing obligations, Deal with complaints from schools relating to Road Safety, Conduct black spot investigations. Manage Occupational Health and Safety issues: Investigate OHS incidents and accidents, Evaluate safety files, Ensure all mining and OHS agreements (37.2) are signed to ensure legal compliance, approve mining safe operation procedures (SOP) before contractor can start mining, Conduct mine inspection and audits. Manage the allocated resources of the directorate in line with legislation and departmental policy directives and comply with corporate governance and planning imperatives, Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential by providing necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDPs) for all employees under his/her supervision, Manage daily employee performance and ensure timely Performance Assessments of all subordinate, Ensure management, maintenance and safekeeping of assets.

ENQUIRIES:
Mr. M Ngcobo /Mrs N, Nyamakazi Tel No: (043) 604 7455 / 7458

POST 30/306:
STATE ACCOUNTANT: SALARIES REF NO: DOT 19/08/2019

SALARY:
R257 508 – R303 339 (Level 07)

CENTRE:
Sarah Baartman- PE

DUTIES: Manage, administer and coordinate salary related functions, which would include the following: Payments of service benefits. Capturing of transactions on PERSAL and BAS. Coordinate data for creation of beneficiary codes (e.g. garnishees). Maintenance of salary files. Create/retrieve entities for beneficiaries. Create and manage debt management processes. Facilitate and monitor the implementation of rebate processes which includes the following: Monitor and control PERSAL ABC recall account. Implementation of tax recall process. Reconciliation and clearing of suspense accounts. Reconciliation of PERSAL/BAS reports. Implement and facilitate payroll management system, which will include the following: Facilitate appointments of payroll managers. Sorting and distribution of payrolls, payslips and payovers. Issuing of tax certificates. Proper filling of PERSAL reports. Perform and manage administrative related functions, which include the following: Contribute to compilation of reports as required. Responsible for assets allocated to the unit. Provide mentorship to newly appointed staff, learners and interns. Comply with the Public Service prescripts. Ensure management of PMDS.

ENQUIRIES: Mr. M Ngcobo / Mrs N, Nyamakazi Tel No: (043) 604 7455 / 7458

POST 30/307: SUPPLY CHAIN CLERK: DEMAND & ACQUISITION MANAGEMENT (SUPERVISORY) REF NO: DOT 20/08/2019

SALARY: R257 508 – R303 399 (Level 07)

CENTRE: Sarah Baartman-Port Elizabeth

REQUIREMENTS: B. Degree (NQF 7) / National Diploma (NQF 6) in Logistics, Purchasing. Minimum of 2 years relevant experience in Demand and Acquisition. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Problem solving skills. Computer literacy. Interpersonal relations. Communication skills (written & verbal).

DUTIES: Supervise and render demand and acquisition clerical services. Update and maintain supplier (including contractors) database. Ensure that suppliers are captured and registered on the system. Request and receive quotations. Capture specification on the electronic purchasing system. Ensure that all orders are placed on time. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusions. Supervise human resources/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES: Mr. M Ngcobo / Mrs N, Nyamakazi Tel No: (043) 604 7455 / 7458.

POST 30/308: MECHANICAL ENGINEERING TECHNICIAN (ONE YEAR CONTRACT) (X3 POSTS)

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

SALARY: R253 026 per annum plus 37% lieu of benefits (Candidate OSD)

CENTRE: Amathole District Ref No: DOT 13/08/2019 (X1 Post) Chris Hani district Ref No: DOT 14/08/2019 (X1 Post) Joe Gqabi Ref No: DOT 15/08/2019 (X1 Post)

REQUIREMENTS: National Diploma in Mechanical Engineering or relevant qualification. Valid driver’s license. Registration with ECSA as a Candidate Mechanical Engineering Technician is compulsory upon appointment. No previous experience required. Project management, Technical design and analysis knowledge, Research and development, computer-aided engineering application, knowledge of legal compliance, Technical report writing, Networking, professional judgement. Generic: Problem solving and analysis, Decision making, Team work, creativity, self-management, Customer focus and responsiveness, communication, computer skills, planning and organising.
DUTIES: Render technical services under supervision. Assist engineers, technologists and associates in field workshop and technical office activities. Promote safety inline statutory and regulatory requirements. Adhere to existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the applicable authority. Perform administrative and related functions. Compile and submit reports as required. Keep up with new technologies and procedures. Provide inputs to the technical/ engineering operational plan. Develop, implement and maintain database. Conduct research and development. Keep up with new technologies and procedures. Provide inputs to the technical/ engineering operational plan. Develop, implement and maintain database. Conduct research and development.

ENQUIRIES: Mr. M Ngcobo / Mrs N, Nyamakazi Tel No: (043) 604 7455 / 7458

POST 30/309: ADMINISTRATION CLERK (PRODUCTION): TRANSPORT REGULATIONS REF NO: DOT 11/08/2019

SALARY: R173 703- R204 612 per annum (Level 05)

CENTRE: Amathole District-EL


DUTIES: Render general clerical support services: Receive, and record correspondence coming from traffic stations, Attend to enquiries, Submit leave for the sub section to HRM, Receive, consolidate and submit request from sub-station to the District Office and Render filling services. Safe keeping of operational reports coming from traffic stations: Receive and record reports from traffic stations, Assist in consolidation and submission of the following reports to Head Office: i.e. NREP 10, NREP 5, NREP 7, NREP 8, NREP 9, APP 1, APP2, Fire Arm Report and learner & Driver’s License Report. Coordinate submission of accident reports by police stations and safe keeping of them: Receive accident report from police stations and file them, Create a filling system for safe keeping of accident reports, Attend to requests for copies of accident reports from external customers, Capture accident information into TRAFMAN System, and Collect accident statistics from traffic Stations and police stations.

ENQUIRIES: Mr. M Ngcobo / Mrs N, Nyamakazi Tel No: (043) 604 7455 / 7458

POST 30/310: ADMINISTRATION CLERK (PRODUCTION): SCM REF NO: DOT 12/08/2019

SALARY: R173 703 - R204 612 per annum (Level 05)

CENTRE: Amatole District-EL

REQUIREMENTS: Grade 12, National Certificate, Computer Literacy, No work experience required. Knowledge of Supply Chain Duties, Practices as well as the ability to capture data, operate computer and collecting statistics, Basic knowledge and understanding of the legislative framework governing the Public Service and basic knowledge of work procedures in terms of the working environment. Problem solving skills, Computer skills, Interpersonal relations and Communication skills (verbal written).

DUTIES: Render general clerical support services: Receipt, and record correspondence coming from traffic stations, Attend to enquiries, Submit and record leaves, Render filling services. Safe keeping of operational reports coming from traffic stations: Receive and record reports from traffic stations, Assist in consolidation and submission of the following reports to Head Office: i.e. NREP 10, NREP 5, NREP 7, NREP 8, NREP 9, APP 1, APP2, Fire Arm Report and learner & Driver’s License Report. Coordinate submission of accident reports by police stations and safe keeping of them: Receive accident report from police stations and file them, Create a filling system for safe keeping of accident reports, Attend to requests for copies of accident reports from external customers, Capture accident information into TRAFMAN System, and Collect accident statistics from traffic Stations and police stations.
for goods from end users. Issue goods to end users. Maintain goods register and update and maintain register of suppliers.

ENQUIRIES
Mr. M Ngcobo / Mrs N, Nyamakazi Tel No: (043) 604 7455 / 7458

POST 30/311

PRINCIPAL DRIVER/ OPERATOR: FLEET SERVICES REF No: DOT 09/08/2019 (X2 POSTS)

SALARY
R173 703 - R204 612 per annum (Level 05)

CENTRE
Amathole District Office-EL

REQUIREMENTS
NQF Level 3 / (Grade 10 certificate or equivalent), Valid Code 10-14 driver’s licence (Grader Operator Licence), 5 years’ experience. Good verbal and writing communication skills, Roadwork’s machine operation, Road chamber and Super-elevation cutting, Client orientation and customer focus skills, Minor Plant repairs will be added advantage, Safety driving/operation. Knowledge of grading, patch graveling, slope cutting, mitre drain cutting, side drain cutting, reshaping, Re graveling of gravel roads will be an added advantage, Knowledge of roadside maintenance, Road Safety rules.

DUTIES
Drive and operate heavy machine through inter alia the ff; Inspection of the machine /equipment and report defects, Complete vehicle logbook, trip authorization for the vehicle Detect minor vehicle defects9 check level and condition of oil, fuel, tyres, and water. Set the machine according to specification for blading. Operate machine in line with, machine guidelines as prescribed in the manual.

ENQUIRIES
Mr. M Ngcobo / Mrs N, Nyamakazi Tel No: (043) 604 7455 / 7458.

POST 30/312

REGISTRY CLERK REF No: DOT 18/08/2019

SALARY
R173 703 - R204 612 (Level 05)

CENTRE
Sarah Baartman-Port Elizabeth

REQUIREMENTS
A Grade 12 Certificate. No experience. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Computer skills. Interpersonal Relations. Communication skills (verbal & written). Planning and organization.

DUTIES

ENQUIRIES
Mr. M Ngcobo / Mrs N, Nyamakazi Tel No: (043) 604 7455 / 7458.

POST 30/313

SUPPLY CHAIN CLERK: DEMAND & ACQUISITION MANAGEMENT (PRODUCTION) REF No: DOT 21/08/2019 (X2 POSTS)

SALARY
R173 703 – R204 612 (Level 05)

CENTRE
Sarah Baartman-Port Elizabeth

REQUIREMENTS
Grade 12 certificate or equivalent. No experience required. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Problem solving skills. Computer literacy. Interpersonal relations. Communication skills (written & verbal).
DUTIES: Render demand and acquisition clerical services. Update and maintain a supplier (including contractors) database. Register suppliers on LOGIS or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required.

ENQUIRIES: Mr. M Ngcobo / Mrs N, Nyamakazi Tel No: (043) 604 7455 / 7458.

DEPARTMENT OF TRANSPORT: GFMS- TRADING ENTITY

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

APPLICATIONS: should be directed to Government Fleet Management Services: Private Bag X 0001 East London – 5208 or Hand delivery applications should be submitted at No 9 Cotton Road, Westbank office no 9 and enquiries can be directed to Mrs P. Mbewu at Tel No: (043) 731 2980/043 731 1249

FOR ATTENTION: Mrs P. Mbewu

CLOSING DATE: 06 September 2019

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

MANAGEMENT ECHELON

POST 30/314: SENIOR MANAGER: FLEET DEVELOPMENT & PROVISIONING REF NO: GFMS 01/08/2019
(One Year Contract)
Re-advertisement, those who applied previously are encouraged to re-apply.

SALARY: R1 057 326 per annum (Level 13)
CENTRE: GFMS (East London)


DUTIES: Provide specialist services to establish and maintain processes and systems to develop and maintain an effective, efficient, reliable and fit for purpose fleet for the Eastern Cape Provincial Government. Establish cost-effective and efficient systems for the provision of short-term rental vehicles to provincial government departments. Provide research, data analysis, statistical reporting, management and product pricing services. Manage the allocated resources of the unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. As a member of the executive management team, support the optimal functioning of GFMS’s governance structures and the sustainability of the Entity.
ENQUIRIES: can be directed to Mrs P. Mbewu at Tel No: (043) 731 1249 / Mrs A Xabadiya at 043 731 2319

OTHER POSTS

POST 30/315: ASSISTANT MANAGER: ACCOUNTS PAYABLE MANAGEMENT REF NO: GFMS 02/08/2019 (Permanent)

SALARY: R376 596 per annum (Level 09)

CENTRE: GFMS: East London

REQUIREMENT: National Diploma (NQF level 6) / B Degree in Accounting/Auditing/Financial Management with at least 3 years at supervisory level or SL 7/8 in an accounting or auditing management environment. Experience in working in an accrual environment is compulsory. Competencies: Creative thinking Decision making Organizational communication effectiveness Problem analysis and solving Team membership and technical proficiency Experience in working on Pastel.

DUTIES: Provide technical assistance with development and maintenance of GFMS accounts payable processes and procedures. Supervise and perform processes for the capturing and reconciliation of capital, operational and payroll transactions in the accounting system. Provide reports on all accounts payable outputs and performance indicators. Supervise staff in the unit.

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

POST 30/316: ASSISTANT MANAGER: SUPPLY CHAIN MANAGEMENT REF NO: GFMS 03/08/2019 (Permanent)

SALARY: R376 596 per annum (Level 09)

CENTRE: GFMS: East London


DUTIES: Research, analyse and plan the procurement requirements for GMFS to ensure value for money. Supervise, collect and collate information for the annual procurement plan. Monitor implementation of procurement plan, Develop, review and compile goods & services specifications. Manage the acquisition management function, Identify advice and implement sourcing strategies for procurement. Manage the procurement of goods and services. Ensure that procurement procedures are adhered to before orders are authorised. Coordinate, review and undertake the implementation of contract administration for GFMS. Manage signing and acceptance of contracts. Maintain contract register and advise of contract variation. Prepare reports in line with all reporting requirements. Supervise employees to ensure an effective demand, acquisition and contracts management service and undertake all administrative functions required. Monitor functioning of the Bid Committees. Manage area of responsibility

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

POST 30/317: ASSISTANT DIRECTOR: CONDITIONS OF SERVICE REF NO: GFMS 04/08/2019 (One Year Contract)

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

CENTRE: GFMS: East London

REQUIREMENTS: National Diploma (NQF level 6) in Human Resource Management with at least 3 years’ experience in Conditions of Service environment in a supervisory level

DUTIES: Facilitate the processing of Service Terminations. Facilitate the processing of Leave Administration. Facilitate the processing of Service Benefits. Manage the allocated resources of the Sub-direc-torate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Facilitate the implementation of IOD in the entity.

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

POST 30/318 : ARTISAN FOREMAN GRADE A: FLEET MAINTENANCE  REF NO: GFMS 05/08/2019
(One Year Contract)
(This is a re-advertisement, those who applied previously are encouraged to apply.)

SALARY : R304 263 per annum (OSD) pa plus 37% in lieu of benefits.
CENTRE : East London

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

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

POST 30/319 : HUMAN RESOURCE OFFICER REF NO: GFMS 06/08/2019
(One Year Contract)

SALARY : R257 508 per annum (Level 07) plus 37% in lieu of benefits.
CENTRE : GFMS (East London)

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

POST 30/320 : DRIVER/ MESSENGER  REF NO: GFMS 07/08/2019
(One Year Contract)

SALARY : R122 595 per annum (Level 03) plus 37% in lieu of benefits.
CENTRE : GFMS: East London
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 plus valid Driver's license with PDP 2 years driving experience. Competencies: Basic: reading, writing, good verbal communication, team work, driving skills.

DUTIES : Provide driving service. Provide general administrative support services

ENQUIRIES: can be directed to Mrs P. Mbewu atTel No: (043) 731 1249 / Mrs A Xabadiya at Tel No: (043) 731 2319
Free State Department of Agriculture and Rural Development is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Department through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

APPLICATIONS: All applications must be forwarded to: Private Bag x02, Bloemfontein, 9301 or delivered by Hand to Mrs S Hlekiso in Room 228, 2nd Floor, Admin Building, Gielie Joubert Street, Glen

FOR ATTENTION: Ms S Hlekiso Tel No: 051 - 8618736

CLOSING DATE: 09 September 2019

NOTE: Applications must be submitted on formZ.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial / asset record check, qualification / study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

MANAGEMENT ECHELON

POST 30/321: DISTRICT PROJECT DIRECTOR: LEJWELEPUTSWA DISTRICT REF NO: DIR/LD

SALARY: R1 057 326 per annum (Level 13) (An all-inclusive package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

CENTRE: Lejweleputswa District: Welkom


DUTIES: Provide human resource administration services. Manage the coordination of HR utilization and development programmes. Manage and facilitate human resource planning, strategy and systems. Manage and facilitate the provision of labour relations services. Manage and facilitate the provision of employee wellness and programmes. Oversee the formulation and implementation of all HR related policies in order to enable the department to fulfill its role in...
delivering a service to the communities / clients of the Department and to ensure compliance with national and provincial policies. Provide high level management advice to Executive Management in order to ensure sound decision making and forward planning. Liaise with all relevant stakeholders, internally and externally stakeholders to ensure coordination of activities, sharing of information, etc. as well as handling of reports to stakeholders on HR related matters (i.e Auditor General, DPSA, etc.). Plan, manage and coordinate the resources of the Directorate to ensure the efficient and effective utilization of resources, including the management of performance of personnel. Participate in policy formulation, strategic and operational planning as well as budget planning on senior management level in order to ensure that goals and objectives are reasonable and attainable and that reporting against the Strategic Plan takes place.

ENQUIRIES: Dr T J Masiteng Tel No: (051)-861 8423

POST 30/322: DIRECTOR: HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT REF NO: DIR/HR

SALARY: R1 057 326 per annum (Level 13) (An all-inclusive package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

CENTRE REQUIREMENTS: Glen: Human Resources

DUTIES: Provide human resource administration services. Manage and facilitate human resource planning, strategy and systems. Manage and facilitate the provision of labour relations services. Manage and facilitate the provision of employee wellness and programmes. Oversee the formulation and implementation of all HR related policies in order to enable the department to fulfill its role in delivering a service to the communities / clients of the Department and to ensure compliance with national and provincial policies. Provide high level management advice to Executive Management in order to ensure sound decision making and forward planning. Liaise with all relevant stakeholders, internally and externally stakeholders to ensure coordination of activities, sharing of information, etc. as well as handling of reports to stakeholders on HR related matters (i.e Auditor General, DPSA, etc.). Plan, manage and coordinate the resources of the Directorate to ensure the efficient and effective utilization of resources, including the management of performance of personnel. Participate in policy formulation, strategic and operational planning as well as budget planning on senior management level in order to ensure that goals and objectives are reasonable and attainable and that reporting against the Strategic Plan takes place.

ENQUIRIES: Mr T M Ndumo Tel No: (051) 8618747

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of this post and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

APPLICATIONS: Head: Public Works and Infrastructure, Human Resources Management Directorate. P.O Box 7551, Bloemfontein 9300 or Applications that are hand delivered must be brought at the Foyer of OR Tambo House where they must be placed in the appropriately marked box at: Security Ground Floor, OR Tambo House, St. Andrews Street, Bloemfontein.

NOTE: Directions to applicants: Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications, driver's license, identity document and a CV.
Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

**CLOSING DATE**

06 September 2019

**MANAGEMENT ECHELON**

**POST 30/323**

CHIEF FINANCIAL OFFICER REF NO: PW 19/22

**SALARY**

R1 189 338 per annum (Level 14) (An all-inclusive package). The remuneration package consists of a basic salary (70%), the Employer contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

**CENTRE**

Head Office (Bloemfontein)

**REQUIREMENTS**

An appropriate postgraduate tertiary qualification in Accounting or Financial Management with proven managerial experience and designation as Chartered Accountant with SAICA; Extensive knowledge of and experience in Public Service financial management; Excellent written and verbal communication skills; Driver license (code 8); Appointment is subject to the following: Performance Agreement, Vetting, SMS Contract, Competency Assessment, and Financial Disclosure. NB: 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.

**DUTIES**

Develop, implement and maintain appropriate mechanisms to timeously respond to the changing needs for financial information, the interpretation thereof and the rendering of technical advice to the Accounting Officer. Ensuring that the financial resources and assets of the department are utilized effectively and economically to realize the objectives of the strategic plan. Ensuring that all conditional grants and donor funds where appropriate are properly managed and financial reports prepared. Provide technical advice to line managers to ensure the equitable allocation, maintenance and effective utilization of resources in line with the strategic objectives of the department, legislative imperatives and good governance arrangements. Meet the reporting requirements and standards under the PFMA, Division of Revenue Act and financial statements. Ensure adequate internal financial control arrangements and systems for the accountable delegation of financial powers, asset security, monitoring, evaluation, early warning and timeous corrective action. Assist the Accounting Officer by applying cost benefit analysis principles assuring value for money. Oversees the budgetary process within the department, exercise budgetary control and provide at a strategic level early warning arrangements. Develop and facilitate the implementation of the supply chain management system consistent with legislative and other good governance arrangements. Oversee the preparation and submission of the annual financial statements and liaison with the Auditor-General in this regard. Assist with the implementation of the Division of Revenue Act. Liaise with the relevant role-players within the three spheres of government in the financial environment regarding transversal financial and related corporate governance matters.

**ENQUIRIES**

Mr ME Mohlahlo, Acting Head of Department Tel No: (051) 492 3766)
ANNEXURE Z

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 for assistance with online applications visit the following centres: 78 Fox Street, Marshalltown or Thusong Centre next to Home Affairs in Maponya Mall.

FOR ATTENTION: Ms Iris Thanjekwayo Tel No: (011) 240 3085 – Recruitment

CLOSING DATE: 06 September 2019, 12h00. No late applications will be considered.

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

MANAGEMENT ECHELON

POST 30/324: CHIEF ENGINEER AGRICULTURE GRADE A REF NO: REFS/004505 (X2 POSTS)

SALARY: R1 042 827 – R1 265 544 per annum (all-inclusive package) Offer will be based on appropriate and recognisable experience in line with the OSD requirements

CENTRE: Johannesburg

REQUIREMENTS: Grade 12 plus BSc degree (NQF level 8) as recognised by SAQA in Agricultural Engineering or relevant qualification 6 years’ post qualification experience in technical background advanced engineering technologies applied to agricultural environment is required as a registered Professional Engineer with ECSA Valid drivers’ license. Competencies: Supervisory skills Report writing and project management and financial management skills.

DUTIES: Development of all agriculture infrastructure specifications and implementation thereof. Perform final review and approvals or audits on new engineering designs according to design principles or theory Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods Manage the execution of maintenance strategy through the provision of appropriate Annexure A.doc structures, systems and resources Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Allocate, control, monitor and report on all resources Compile risk logs and manages significant risk according to sound risk management Practice and organizational requirements. Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Ensure the availability and management of funds to meet the MTEF objectives within the engineering
environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management.

ENQUIRIES : Ms L Dhlamini Tel No: (011) 240 2527

APPLICATIONS : Head Office (HO) Physical Address: 26th Loveday Street, Kuyasa House, Johannesburg, Postal address: P.O. Box 7710, Johannesburg 2001.
District Gauteng North (GN): Physical Address: Yorkcor Park Building, 86 Watermeyer Street, Val De Grace, Pretoria Postal Address: Private Bag X75 Pretoria, 0001 Enquiries: Alfred Phaswana Tel No: (012) 846-3754
District Gauteng West (GW): Physical Address: Corner Boshoff & Human Street, Krugersdorp Postal Address: Private Bag X2020, Krugersdorp 1740 Enquiries: Louisa Dhlamini Tel No: (011) 660-4581,
District Johannesburg Central (JC): Physical Address: Corner Morola & Chris Hani road Soweto College Pimville Postal Address: P.O. Box 900064, Berthsam, 2013 Enquiries: Linda Mabutho; Tel No: (011) 983-2231,
District Johannesburg East (JE): Physical Address: 142/144, Fourth & Elizabeth Street, Parkmore, Sandton Postal Address: Private Bag X9910, Sandton, 2146 Enquiries: Elizabeth Moloko; Tel No: (011) 666-9109,
District Johannesburg North (JN): Physical Address: 100 Northern Parkway, Crownwood Ormonde, Johannesburg Postal Address: Private Bag X13, Lenasia, 1820 Enquiries: Patrick Sesane; Tel No: (011) 247-6957,
District Johannesburg West (JW): Physical Address: 20 Madeline street Florida Postal Address: P.O. Box 1995, Florida,1709 Enquiries: Lizwe Jafta; Tel No: 061 483 3054,
District Sedibeng East (SE): Physical Address: Corner Joubert & Kruger street SL & M Building Vereeniging Postal Address: Private Bag X05, Vereeniging, 1930 Enquiries: Peter Nkgage; Tel No: (016) 440-1861,
District Tshwane North (TN): Physical Address: Wonderboom Junction 11 Lavender Street, Pretoria Postal Address: Private Bag X925, Pretoria, 0001 Enquiries Ephraim Magakoa Tel No: (012) 543 1044,
District Tshwane South (TS): Physical Address: President Towers Building, 265 Pretorius Street Pretoria Postal Address: Private Bag X198 Pretoria, 0001 Enquiries: Thabiso Mphosi Tel No: (012) 401 6363/5,
District Tshwane West (TW) Physical Address: Klipgat Road Old Hebron College Postal Address: Private Bag X38, Rosslyn, 0200 Enquiries: Priscilla Ravele Tel No: (012) 725 1451

CLOSING DATE : 06 September 2019

NOTE : It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of this posts. Applications must be submitted on form Z83, obtainable from any public service department or on internet at www.dpsa.gov.za /documents, which must be completed in full and originally signed. An updated CV as well as certified copy of your identity document and qualifications must be attached. Suitable candidates will be subjected to personnel suitability checks (positive identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Where applicable, candidate will be subjected to a skills/knowledge or computer assessment test. All candidates for MMS positions will be required to undergo competency assessment and security clearance. The specific reference number of the post must be quoted. The Department reserves the right not to make appointment(s) to the advertised post(s). Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful. Department reserves the right not to make appointment(s) to the advertised post(s). No faxed, emailed and late applications will be considered.
OTHER POSTS

POST 30/325: DEPUTY DIRECTOR: POLICY, MONITORING AND EVALUATION REF NO: HO2019/08/46
Directorate: Early Childhood Development

SALARY: R733 257 per annum (All-inclusive Package)

CENTRE: Head Office


DUTIES: Ensure that high quality research is conducted in the ECD environment to improve quality and increase access. Ensure the verification and mapping process of all ECD sites in the Province. Ensure a special needs project on “What little children need to Grow. Ensure integration of the Learn Not to Burn (LNTB) Preschool Programme into the Pre-Grade R curriculum. Ensure the printing of the manual, picture dictionary and CD’s for the LNTB. Ensure roll out of the research pilot and implementation of the Pre-Grade R curriculum. Ensure monitoring and evaluation all ECD services, programmes and projects. Ensure the implementation and roll out of the integrated monitoring and evaluation framework & tools. Identify ECD services, programmes and projects to be monitored and evaluated. Ensure monitoring and evaluation of the ECD facilitators training. Ensure the monitoring and evaluation of the ECD practitioners training. Ensure the monitoring and evaluation of the ECD sites. Ensure monitoring and evaluation of the rollout and implementation of the Pre-Grade R curriculum. Ensure the development and operation of an Integrated data mart. Ensure the planning for Phase two of the integrated data mart. Ensure the development and implementation of the data flow policy. Ensure the development and signing of MOU’s with relevant departments, other ECD stakeholders & Local Government on access & release of data. Ensure ECD staff and relevant users are trained. Ensure the maintenance if the integrated data mart. Ensure the establishment of information systems. Supervise & ensure the development of appropriate information systems. Ensure the planning, development & implementation of an integrated database. Ensure the collection, capturing, cleaning, verification and analyzing of data. Oversee & ensure the implementation of both an electronic and manual filing system. Ensure & manage the development of a knowledge management strategy & implementation. Establish partnerships with Higher Education Institutions, Further Education & training Institutions, Relevant departments, NGO’s Local Government & other ECD stakeholders. Establish, ensure, coordinate & manage the meetings with the NGO forum and to communicate all ECD related matters. Establish the establishment of a municipality forum and to meet and discuss ECD related matters and to gather ECD data. Ensure & manage the establishment of a forum for universities and to communicate all ECD related matters, identify and discuss possible research. Ensure & oversee the establishment of an interdepartmental forum and to meet and discuss ECD related matters and to gather ECD data. Establish, ensure & manage the meetings with the Special Needs forum and to communicate all ECD related matters.

ENQUIRIES: Ms Phumelele Tloubatla Tel No: (071) 474 7074
POST 30/326: ASSISTANT DIRECTOR: POLICY MONITORING AND EVALUATION REF NO: HO2019/08/52
Directorate: Early Childhood Development

SALARY: R376 596 per annum

CENTRE: Head Office


DUTIES: Integrate Data Mart Administration for ECD. Manage access to Integrated Data Mart by granting relevant people access to Integrated Data Mart. Ensure that data is ready to be captured into the Integrated Data Mart. Create reports for the Plan and ensure that Integrated Data Mart Maintenance is taking place. Provide technical support to the Integrated Data Mart Users. Participate in the development of data capturers. Administrate the Integrated ECD data. Manage, verify, clean and store ECD data into the database. Backup the data constantly. Based on approval by the Line Manager, provide the required data to the stakeholders. Create credible data report out as and when requested. Participate in the creation of ECD data flow policy. Participate in the development of both electronic and physical filing system. Manage Project of Phase Two of Integrated Data Mart Development. Overseer the development of the second phase of the Integrated Data Mart. Plan and organize workshops regarding Integrated Data Mart to train both ECDI staff and relevant stakeholders. Ensure that the service provider adhere to service level agreement. Ensure that both ECDI staff and stakeholders are kept up to date with the progress of phase two of Integrated Data Mart. Establish Partnerships with Higher Education Institutions, Gauteng Municipalities, Other Gauteng Government Departments, NGOs, and Further Education & Training Institutions. Participate in organizing municipality meetings by sending out invites and capture minutes of the meeting. Participate in organizing NGO meetings by sending out invites and capture minutes of the meeting. Participate in organizing Inter-Departmental meetings by sending out invites and capture minutes of the meeting. Participate in the creation of name tags for University Meeting. Assist with the update of the contacts database of stakeholders.

ENQUIRIES: Ms Phumelele Tloubatla Tel No: (071) 474 7074

POST 30/327: ASSISTANT DIRECTOR: EDUCATOR TRAINING AND DEVELOPMENT SUPPORT REF NO: HO2019/08/53
Directorate: Education Training and Special Projects

SALARY: R376 596 per annum

CENTRE: Head Office

REQUIREMENTS: An appropriate 3-year degree/teaching diploma or minimum of REQV 13 with minimum 3 years teaching experience, plus relevant management experience. Knowledge of legislation, Policies, Strategies and Collective agreement pertaining to skills development, Budget and the GDE internal procedures and route. Excellent project management, Data collection, collation and interpretation, Document management, report writing, Presentation skills and computer Literacy skills. Knowledge of procurement process and the PFMA.

DUTIES: Development of draft Strategy, Manage the consultation process with all stakeholders. Extract data provided by the national, Provincial and offices to compile the WSP. Review of WSP against Sector Skills Plan and Departmental Employment Equity plan to ensure compliance. Formulation of
learning outcomes for identified training need. Identification of suitable training interventions for identified training needs. Promote, coordinate and facilitate all formal and informal in-service training programs. Compile data on educator supply and learning demands on based on national, provincial and district needs. Develop an Operational plan to guide the activities around resourcing teacher centers. Develop and implement a management plan for monitoring of all teacher centers. Development of draft policy. Manage the consultation process with all stakeholders. Manage stakeholder participation. Manage the roll out of the NTA at provincial, District and Cluster level.

ENQUIRIES:
Mr Sbonelo Mnguni Tel No: (066) 482 0434

POST 30/328: ASSISTANT DIRECTOR: (INSTITUTION ICT SUPPORT) REF NO: HO2019/08/54
Directorate: IT Systems Development and Technical Support

SALARY: R376 596 per annum
CENTRE: Head Office
REQUIREMENTS: An appropriate, three-year National Diploma/Degree in Information Technology plus minimum 3 Years Strong IT Technical Support experience. A sound working knowledge of LAN/WAN Support. Microsoft Platform (MS Office and Windows). Project Management. Application Support. Knowledge of Legislative Frameworks within the Public Sector. Knowledge of IT Policies, Technical Support, Strong IT Technical Skills, Ability to detect and resolve users queries on time. To be able to work independently as well as teamwork, telephone etiquette, good customer relationship management, understanding of how the government systems and application operate, e.g. SA SAMS.

DUTIES: To manage and constantly monitor the continuous functioning of the LAN and WAN environment. Troubleshooting; monitoring WAN and LAN connectivity with 8 hours, and ensured 80% uptime and functionality. Smart Classroom Devices Connectivity. APN / Broadband Connectivity. Wi-Fi connectivity. Tracked and monitored network connectivity incidents and escalations daily/weekly incidents for quicker resolution. Ensured network connectivity and access for Online Admission application (APN solution configurations for distributed modems). technical support, Incident Management and Monitoring. Daily tracked, monitored, updated, escalated and followed-up incidents to supervisor. Effective Desktop Support. Antivirus & Windows Patch Management, Ensured Anti-virus software updates, Service packs and latest Patches per school visit, and reporting to Supervisor Bi-weekly. Hardware and Software Support. Ensured installed, configured, repaired and maintained hardware and software in all ICT devices. ICT Asset Management, Updated ICT Asset Register per month, application support, Principal Communication Tool, Ensure Public schools are accessible electronically (e-mail connectivity). SA-SAMS Support, SA-SAMS Patch Management, ensured all SA SAMS databases are Patched with the latest version, within 1 month after Patch release. Data Management and Feedback Files uploading. Reporting, ensured quality, edited and proof-read reports on a weekly, monthly and quarterly basis and on stipulated time. Effective management and functioning of the Sub-Directorate. Office Activities. Supervised and allocated daily tasks to the technicians, participated in staff meetings and executed any other tasks assigned by the Management. Policy, Procedure and Standard Regular/annual Processes and OLAs review. Continuous monitoring of the best practices and reporting.

ENQUIRIES:
Mr Thabo Ledwaba. Tel No. (011) 639 8493

POST 30/329: ASSISTANT DIRECTOR: POLICY & PROCEDURE, ON INCAPACITY LEAVE FOR ILL HEALTH RETIREMENT REF NO: HO2019/08/55
Directorate: HRTS

SALARY: R376 596 per annum
CENTRE: Head Office
REQUIREMENTS: An appropriate three-year National Diploma/Degree in HR Management / Public Administration plus minimum 3 years’ experience in a Chief Personnel Officer post within Human Resource environment. Public Finance Management Act. Treasury Regulations, Public Service Act and Regulations. BAS, PERSAL and SAP/ Public Procurement procedures and financial related policies. Good communication skills, customer services, computer Literacy,
conflict and problem-solving skills, Ability to work independently and Excellent Communication Skills.

**DUTIES**: Ensure the implementation of PILIR transaction on PERSAL and Database. Oversee the PILIR administration processes, and liaise with Regional HR transversal regarding the management of PILIR documents and workflow. Provide assistance and advice to management, Regions and staff members regarding PILIR issues. Compiling of submissions for deviations. Provide reports and statistics. Ensuring that the PILIR database link is up to date. Ensure current and up to date records on PILIR. Ensuring compliance regarding the Policy and procedure on incapacity leave and ill health Retirement. Interpret and explain the PILIR policies and procedures to the departmental personnel. Quality Assure and ensure timeous submission and retrieval of application to and from the Health Risk Manager. Respond to any PILIR queries or concerns relating to individual cases, MEC queries, Audit query, in a timely, friendly and efficient manner in accordance with Departmental standards. Provide advisory support, promote, monitor, and ensure compliance on Policy and Procedure on Incapacity leave and Ill-health Retirement. Participate in the collation of the transversal HR needs from the circuits/client and respond thereto. Conduct client satisfaction surveys for PILIR matters. Guide and advice personnel on Transversal Human Resource Services. Supply PILIR audit sample request. Respond to the internal and external audit management letters. Participate in the development and implementation of compliance intervention plans to address findings. Ensure effective, efficient supervision of staff and management of resources. Ensure, guide, train and advise staff on Transversal Human Resource Services to enhance the correct implementation of Leave policies and practices. Compile and submit the work plan, performance development plans, job descriptions and performance agreements of staff.

**ENQUIRIES**: Ms Doris Malefo Tel No: (011) 843 6865

**POST 30/330**: ASSISTANT DIRECTOR: ESTABLISHMENT AND COMPENSATION (DATA MAINTENANCE) REF NO: HO2019/08/56

**SALARY**: R376 596 per annum

**CENTRE**: Head Office


**DUTIES**: Ensure the implementation of PILIR transaction on PERSAL and Database. Oversee the PILIR administration processes, and liaise with Regional HR transversal regarding the management of PILIR documents and workflow. Provide assistance and advice to management, Regions and staff members regarding PILIR issues. Compiling of submissions for deviations. Provide reports and statistics. Ensuring that the PILIR database link is up to date. Ensure current and up to date records on PILIR. Ensuring compliance regarding the Policy and procedure on incapacity leave and ill health Retirement. Interpret and explain the PILIR policies and procedures to the departmental personnel. Quality Assure and ensure timeous submission and retrieval of application to and from the Health Risk Manager. Respond to any PILIR queries or concerns relating to individual cases, MEC queries, Audit query, in a timely, friendly and efficient manner in accordance with Departmental standards. Provide advisory support, promote, monitor, and ensure compliance on Policy and Procedure on Incapacity leave and Ill-health Retirement. Participate in the collation of the transversal HR needs from the circuits/client and respond thereto. Conduct client satisfaction surveys for PILIR matters. Guide and advice personnel on Transversal Human Resource Services. Supply PILIR audit sample request. Respond to the internal and external audit management letters. Participate in the development and implementation of compliance intervention plans to address findings. Ensure effective, efficient supervision of staff and management of resources. Ensure, guide, train and advise staff on Transversal Human Resource Services to enhance the correct implementation of Leave policies and practices. Compile and submit the work plan, performance development plans, job descriptions and performance agreements of staff.

**ENQUIRIES**: Ms Doris Malefo Tel No: (011) 843 6865
POST 30/331 : ASSISTANT DIRECTOR: EXAMINATION MATERIAL AND SCRIPT ARCHIVE REF NO: HO2019/08/57
Directorate: Examination Management
Sub-directorate: Examination Material and Script Archive

SALARY : R376 596 per annum
CENTRE : Head Office
REQUIREMENTS : An appropriate three-year National Diploma/Degree qualification plus minimum 3 years’ experience in examination development and production at a supervisory level. Good communication (written & verbal) and interpersonal skills. Knowledge of the PFMA, strategic planning and other legislative frameworks applicable to the Public Sector will be a strong recommendation. Leadership, management, conflict management and customer service management skills. Must be computer literate and have the ability to work under pressure. A valid driver’s license will be an added advantage.

DUTIES : Coordinate and facilitate the development of examination material. Liaise with other Provinces regarding examination related matters. Assist in the provision of operational planning services. Communicate with relevant stakeholders on matters relating to examinations policy and development. Oversee the day-to-day management of the directorate with Batho Pele Principles underpinning office systems. Handle and follow the procedures related inbound and outbound candidates both local and international. To provide a specialist administrative function in the safe-area of the unit. Keep track of the flow of material and complete the manual and electronic record. Write weekly reports and have knowledge of PMDS processes and compile composite records thereof. Compile submissions to senior management as and when necessary. Allocate resources (human, physical and financial) for the administration of exams. Liaise with service providers regarding examination related matters / material.

ENQUIRIES : Mr. Jonathan Williams Tel No: 010 345 0930

POST 30/332 : ASSISTANT DIRECTOR: ORGANISATION AND GOVERNANCE (GET) REF NO: HO2019/08/58
Directorate: Public Ordinary Schools

SALARY : R376 596 per annum
CENTRE : Head Office
REQUIREMENTS : An appropriate three-year National Diploma/Degree in Public Management / Public Administration plus minimum of 3 years’ relevant experience. 3-year Qualification in Finance will be an added advantage. Knowledge of legislative framework (Public Finance Management Act and other relevant legislation). Knowledge of financial management and procurement processes, wide range of office management and administrative tasks. Demonstrative computer literacy, (Computer skills in Ms-office: Word, Excel, Access, PowerPoint, Outlook and Internet), Project Management; Reporting Writing Skills: Communication (written and verbal), Planning and organizing, People Management, Problem Solving, Stakeholder and client liaison, Excellent interpersonal skills: People orientated. A valid driver’s license is essential.

DUTIES : Rendering administrative support functions to Organisation and Governance sub-directorate. Proof Reading Submissions on School Fee Exemption and Expulsion Investigations. Ensure compliance in terms of all procurement processes. Supervision of SAC and SAO. Typing of submissions and letters for Expulsion and School Fee Exemption. Stats report on Expulsions and SGB queries. Section 21 application. Evaluation applications submitted requesting the allocation of Section 21 functions. Type and process submissions on Section 21 applications. Track the submission sent for the approval of the requested functions. Walk in school fee Exemption Appeals. Attend to walk in School Fee Exemption Appeals. Submit a report on the progress of the appeals received. Type Submissions for HOD’s signature.

ENQUIRIES : Ms. Mmule Madonsela Tel No: (011) 355 0297

POST 30/333 : ASSISTANT DIRECTOR: CONDITIONS OF SERVICE REF NO: JS2019/08/60
Sub Directorate: HR Transaction Services

SALARY : R376 596 per annum
**CENTRE**: Johannesburg South District  
**REQUIREMENTS**: An appropriate three-year National Diploma/ Degree in Human Resource Management or related three-year qualification plus minimum of 3 years’ human resource administration experience at a supervisory level. Knowledge and understanding of current education and public service legislations, regulations and policies. Excellent communication (verbal and written) and interpersonal skills. Demonstrative ability to use human resource information systems for planning, monitoring and reporting. Ability to work under pressure, use of PERSAL and provide expert advisory support to business. Computer literacy in MS Excel, MS Word MS Access and MS Office. A valid South African driver's license.

**DUTIES**: Ensure implementation of HRM operations at district, in a matrix environment; responsible for the sub-directorate conditions of service in accordance with the relevant prescripts and collective agreements within the education sector. Ensure the implementation of the approved post and staff establishment. Responsible for employee records at the district. Ensure the successful implementation of operational plan as sponsored by Head Office. Provide input to the HRTS budget. Fulfil the internal monthly reporting requirements and provide analysis to the management. Interpret HR policies and prescripts. Supervise staff and manage their performance and development according to the PMS.

**ENQUIRIES**: Mr. Patrick Sesane Tel No: (011) 247 5944

**POST 30/334**: ADMINISTRATION CLERK REF NO: HO2019/08/62  
(3 Years Fixed Term Contract)  
Directorate: Human Capital Development

**SALARY**: R173 703 per annum (plus 37% Lieu benefits)

**CENTRE**: Head Office, GCRA  
**REQUIREMENTS**: Grade 12 (Matric). Good interpersonal and communication skills to interface with people from various backgrounds. Reasonable experience in using computer applications in office management including Ms Word, Excel, PowerPoint and Outlook. Good organizational and basic events management skills. Knowledge of Batho Pele principles, policy development and research.

**DUTIES**: Responsible for handling of incoming and outgoing documents. Performance of administrative tasks such as draft agendas and taking minutes, movement and disposal of assists, petty cash requisitions and subsistence travel claims. Collation and Co-ordinate both quarterly reports of assists/ loss control and performances of staff, Co-ordinate training and Development Including Bursaries. Provide office administration support to the Directorate, including filing, tracking and processing of documents and correspondence. Maintain an electronic and manual records keeping system for project reports.

**ENQUIRIES**: Ms. Cylian Matlala Tel No: (011) 355 1137

**DEPARTMENT OF E-GOVERNMENT**

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

**APPLICATIONS**: All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, 2107/ Private Bag X112, Marshalltown, 2107 or Applicants can apply online at: www.gautengonline.gov.za.

**CLOSING DATE**: 06 September 2019

**NOTE**: Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID (not older than 6 months) must be attached. General information: Short-listed candidates must be available for interviews at a date and time determine by the Gauteng Department of e-Government. Successful candidates maybe be subjected to competency assessment and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application.
unsuccessful. The Gauteng Department of e-Government reserves the right to fill or not fill the above-mentioned posts.

**OTHER POSTS**

**POST 30/335** : ASSISTANT DIRECTOR: COMMITTEES REF NO: REFS/004508 (X2 POSTS)
Branch: HOD’s Office

**SALARY** : R376 596 per annum (plus benefits)

**CENTRE** : Johannesburg

**REQUIREMENTS** : Matric certificate plus NQF level 6 qualification in Secretarial or Office Administration with 2-3 years’ experience in Administration and Executive Support/ Secretariat. Knowledge of administrative and clerical procedures and systems is essential.

**DUTIES** : Co-ordinate and facilitate all executive and management meetings. Provide secretariat and logistical support services to all executive and management meetings. Circulation of agenda and minute taking. Ensure proper records management and information management systems for documenting and retrieval of minutes and documents. Dealing with queries (meetings and document queries). Recording the proceedings of the meetings.

**ENQUIRIES** : Ms. Portia Makotwane Tel No: (011) 689 8898

**POST 30/336** : SENIOR PRACTITIONER: DESKTOP SUPPORT REF NO: REFS/004507 (X3 POSTS)
Directorate: Infrastructure

**SALARY** : R316 791 per annum (plus benefits)

**CENTRE** : Johannesburg

**REQUIREMENTS** : Matric plus a minimum of National Diploma in Information Technology with 2 -3 years’ experience in IT/Desktop Support environment. Microsoft MCSE or MCSA will be an added advantage. Working knowledge of Microsoft Windows as well as various software packages including Microsoft Office. Excellent IT skills and computer literacy. Previous Experience within a customer service role.

**DUTIES** : To provide support end-user devices, software and applications. Responsible for resolving support requests as well as meeting customer satisfaction and continuous service delivery demands. To diagnose and resolve software and hardware incidents, including operating systems (Windows and Mac) and across a range of software applications. Assist all our users with any logged IT related incident when called upon. Take ownership of issues by carrying out problem analysis to implement temporary or permanent fixes with the aim of restoring service to the customer as soon as possible; escalating incidents to other support teams where necessary. Accurately record, update and document requests using the IT service desk system. Install and configure new IT equipment. Resolve incidents and upgrade different types of software and hardware. Resolve incidents with printers, copiers and scanners. Maintain a first-class level of customer service ensuring that all customers are treated efficiently and in an appropriate manner. Maintain excellent verbal communication skills with the ability to communicate effectively with staff. To create, maintain and publish relevant support documentation in order to assist all staff in the quick resolution of their incidents and service requests and enable users to become more self-sufficient.

**ENQUIRIES** : Ms, Portia Makotwane Tel No: (011) 689 8898

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 30/337** : CLINICAL MANAGER GRADE 1 (X1 POST)
Directorate: Family Medicine

**SALARY** : R1 173 900 per annum (All-inclusive package)

**CENTRE** : Sedibeng District Health Services
**REQUIREMENTS**

An appropriate qualification that allows registration with HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 5 years appropriate experience as a Medical Practitioner after registration with HPCSA in the Public Service. Management and research experience in Health will be an added advantage. Strategic capability and leadership. Change management, planning and organizing, client orientation and focus, people orientated. Independent decision-making and problem-solving skills and teamwork. Computer literacy. Good knowledge of applicable legislation, regulations and provincial policies.

**DUTIES**

Ability to work smarter and under pressure. Driver’s license is essential. Functioning as a Clinical Manager in a District Hospital. Provide and inspire clinical services to deliver quality care. Plan, manage, monitor and evaluate activities of all Medical and Allied service. Liaise with internal and external stakeholders related to patient care. Conduct clinical audits. Manage equipment planning. Participate in various clinical and non-clinical committees in Hospital. Analyse data, patient files and prepare reports for management and ensure adherence to clinical governance. Perform any other duties delegated by Supervisor/Manager. Take part in the Gauteng turnaround strategy, PHC Reengineering and Establishment of the Sub-Districts.

**ENQUIRIES**

Dr. A. Kalain Tel No: (016) 428 7193

**APPLICATIONS**

Quoting the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark,1900 or hand deliver at 2nd Floor, Cnr Frirkie Meyer & Pasteur Blvd, HR Managers office.

**NOTE**

Applications must be submitted on form z83, obtainable from any Public Service Department. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than three (3) months old). NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Failure to submit all the requested documents will result in the application not being accepted. The 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. Preference will be given to people with disability.

**CLOSING DATE**

06 September 2019
ENQUIRIES: Dr M Thoabala Tel No: (012) 841 8305
APPLICATIONS: Applications to be sent to Mamelodi Hospital, Hand delivery to 19472 Serapeng Street Tsamaya Road or Private Bag x 0032, P.O Rethabile Mamelodi East, 0122.
NOTE: Applications must be submitted with a Z83, CV, Certified copies of ID and Qualifications. Mamelodi Regional Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.
CLOSING DATE: 09 September 2019
POST 30/339: MEDICAL SPECIALIST - PAEDIATRICS REF NO: FERH/MED/08 (X1 POST)
Directorate: Medical
SALARY: R1 106 040 - R1 173 900 per annum (All inclusive package)
CENTRE: Far East Rand Hospital
REQUIREMENTS: Senior certificate (Grade 12/Matric) and MBCHB degree or equivalent. Current registration and registration certificate with HPCSA as a medical specialist in paediatrics (MMED, FCP.SA). Appropriate knowledge as a paediatrician. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines. Must have atleast a code 8 valid driver’s licence and be computer literate. The following will be an added advantage: experience as a medical specialist, current certificate in advances cardiac life support (ACLS), paediatrics advanced life support (PALS), advanced trauma life support (ATLS), ECG, BLS, surgical skills and neonatal resuscitation course.

DUTIES: Provision of 24 hours paediatric services. Manage critically ill patients in Neonatal ICU and all the paediatrics units. Participate in commuted overtime. Supervision and training of medical officers, community service and medical interns. Ensure proper and accurate record keeping as legally and ethically required. Ensure effective outreach to district hospitals in the Far East rand. Assist the clinical head with the administrative responsibilities. Provision of quality, cost effective services in keeping up with the Batho Pele principles. Assist the HOD and ensure that the department is compliant to Ideal Hospitals and Lean Management principles. Perform clinical audits. Participate in conducting of morbidity and mortality meetings (M&M)

ENQUIRIES: Dr P Lobo Tel No: (011) 812 8546
APPLICATIONS: Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x 50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
NOTE: Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). 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. Verification of qualifications and registration to professional bodies, financial information and criminal record check.
CLOSING DATE: 06 September 2019
POST 30/340: MEDICAL SPECIALIST – OBSTETRICS & GYNAECOLOGY REF NO: FERH/MED/09 (X1 POST)
Directorate: Medical
SALARY: R1 106 040 - R1 173 900 per annum (All inclusive package)
CENTRE: Far East Rand Hospital
REQUIREMENTS: Senior certificate (Grade 12/Matric) and MBCHB degree or equivalent. Current registration and registration certificate with HPCSA as a medical specialist in Obstetrics & gynaecology (MMED, FCOG.SA). Appropriate knowledge in obstetrics & gynaecology. Good written & verbal communication skills. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines. Must have atleast a code 8 valid driver’s licence and be computer literate. The following will be an added advantage: experience as medical specialist, current certificate in
advances cardiac life support (ACLS), ESMOE, Advance Sonar & O&G skills. Must have a CTG.

**DUTIES**
Provision of 24 hours paediatric services. Manage critically ill patients in ICU and all the obstetrics & gynaecology units. Participate in commuted overtime. Supervision and training of medical officers, community service and medical interns. Ensure proper and accurate record keeping as legally and ethically required. Ensure effective outreach to district hospitals in the Far East rand. Assist the clinical head with the administrative responsibilities. Provision of quality, cost effective services in keeping up with the Batho Pele principles. Assist the HOD and ensure that the department is compliant To Ideal Hospitals and Lean Management principles. Perform clinical audits. Participate in conducting of morbidity and mortality meetings (M&M).

**ENQUIRIES**
Dr P Lobo Tel No: (011) 812 8546

**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.

**NOTE**
Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). 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. Verification of qualifications and registration to professional bodies, financial information and criminal record check.

**CLOSING DATE**
06 September 2019

**POST 30/341**
**MEDICAL SPECIALIST- GENERAL PAEDIATRIC REF NO: HRM 71/2019**
Directorate: Paediatrics

**SALARY**
R1 106 040 per annum (plus benefits)

**CENTRE**
Steve Biko Academic Hospital

**REQUIREMENTS**
FCPaed or MMed (Paediatrics)

**DUTIES**
This is a specialist training post on the joint staff establishment with the University of Pretoria. Candidates will deliver patient care and service, mainly but not exclusively in General Pediatrics, Including after hours and weekends.

**ENQUIRIES**
Prof R.J Green Tel No: (012) 354 5276/5277

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

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

**CLOSING DATE**
13 September 2019

**POST 30/342**
**MEDICAL SPECIALIST- PAEDIATRIC NEUROLOGY REF NO: HRM 72/2019**
Directorate: Paediatrics

**SALARY**
R1 106 040 per annum (plus benefits)

**CENTRE**
Steve Biko Academic Hospital

**REQUIREMENTS**
FCPaed or MMed (Paediatrics), Experience with managing children with neurological disabilities, including administration of “Botox” injections.

**DUTIES**
This is a specialist training post on the joint staff establishment with the University of Pretoria. Candidates will deliver patient care and service, mainly but not exclusively in Pediatric Neurology, Including after hours and weekends.

**ENQUIRIES**
Prof R.J Green Tel No: (012) 354 5276/5277

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

**NOTE**
Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
POST 30/343

MEDICAL OFFICERS: GRADE 1 - 3 (X3 POSTS)

Directorate: Family Medicine

SALARY

Grade 1: R884 670 – R884 670 per annum (All-inclusive Package)
Grade 2: R938 964 – R1 026 693 per annum (All-inclusive Package)
Grade 3: R1 089 693 – R1 362 366 per annum (All-inclusive Package)

CENTRE

Sedibeng District Health Services

REQUIREMENTS

Basic medical degree (MBBCH or equivalent) and currently registered with the Health Professionals Council of South Africa (HPCSA) as a Medical practitioner. Driver’s license is essential. Profile: Experience working in district Primary Health Care (PHC) services. Experience in general medical practice, PHC, HAST and use of current clinical protocols and guidelines in patient management. Clinical skills in patient-centered consultation, history taking, examination, investigation and management and ensuring continuity of patient care. Good professional attitude/conduct, good communication skills, good professional ethics, team work ability, good medical record keeping. Willingness to work/participate in outreach programs in any PHC facility in the district health services.

DUTIES

Appropriate treatment, in accordance with relevant and applicable guidelines of all acute, chronic and emergency conditions at the PHC level as well as ensuring proper referrals between clinics and hospitals within the district health services. Follow correct procedures for the down referrals of clients. Support the provision of PHC services in the Community Health Centers, clinics and District hospitals within the district health services (DHS) by providing optimal clinical care, mentoring and supervision of health care professionals, participate in outreach programs and multidisciplinary teams including ward-based outreach teams (WBOT) and community oriented primary care (COPC). Provide after hour medical services in any designated facility through participation in commuted overtime. Support skills development of students and junior doctors through training and participation in CPD/CME. Perform any other duties delegated by Supervisor/Manager. Take part in the Gauteng turnaround strategy, PHC Reengineering and Establishment of the Sub-Districts.

ENQUIRIES

Dr. A. Kalain Tel No: (016) 428 7193

APPLICATIONS

Quoting the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark,1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.

NOTE

Applications must be submitted on form z83, obtainable from any Public Service Department. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than three (3) months old). NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Failure to submit all the requested documents will result in the application not being accepted. The 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. Preference will be given to people with disability.

CLOSING DATE

06 September 2019

POST 30/344

DEPUTY DIRECOR: RADIOGRAPHY REF NO: CO/DDR/34/2019

Directorate: Specialized Services

SALARY

Grade 1: R857 559 per annum (all-inclusive remuneration package), of which a portion could be structured according to the individual’s needs.

CENTRE

Central Office, Johannesburg

REQUIREMENTS

A diploma/degree in Diagnostic Radiography. Registration with the HPCSA. Computer literacy (MS Word, Excel and PowerPoint). A driver’s licence. Extensive experience as a Radiographer, of which at least 5 years must have been in a management position. Leadership qualities. The ability to work independently or with minimal supervision. Prepared to work irregular hours and after hours. The ability to maintain being a service professional and strive to exceed customer expectations. Proactive in dealing with demands.

DUTIES

Develop Radiography Services in accordance with relevant acts, policies and procedures. Monitor and implement quality assurance measures for
radiography. Maintain a comprehensive database of all radiographic equipment in the Province. Manage tenders and contracts as required. Plan, implement and monitor all aspects of procurement as appropriate. Support professional development for radiography on undergraduate and postgraduate levels. Develop, implement and monitor HIS related to radiography. Liaise with and provide support and guidance to all relevant stakeholders. Support Radiography Managers at all levels of care. Provide advisory support when radiation protection/safety risks are identified.

**ENQUIRIES**
Ms E Burger Tel No: (082) 4941138

**APPLICATIONS**
Applicants must quote the relevant reference number and direct applications to the HR Recruitment, 45 Commissioner Street, Life Centre Building, Gauteng Health Offices or posted to Private Bag X085 Marshalltown 2017, for attention of Recruitment and Selection

**NOTE**
A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. "The Gauteng Department of Health supports the appointment of persons with disabilities". It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representativity will receive preference. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process.

**CLOSING DATE**
06 September 2019

**POST 30/345**
DEPUTY MANAGER (NURSING/TRAVEL CLINICS) REF NO: CO/DMTC/16/2019
Directorate: Public Health
Environmental Health Sub Directorate

**SALARY**
R843 618 per annum

**CENTRE**
Central Office, Johannesburg

**REQUIREMENTS**
Basic qualification: Diploma/Degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Current registration with SANC as a Professional Nurse. A Post Basic qualification in Nursing Administration or Nursing Education. Experience in Travel Clinics will be an added advantage. A minimum of 10yrs/recognizable experience in Nursing after registration as a Professional Nurse in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge of nursing care processes and procedures,
Nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, International Health Regulation, disciplinary code and grievance procedure, etc. Skills: Leadership, Organizational, Decision making band Problem Solving Abilities within the limit of the Public Sector and institutional policy framework. Interpersonal Skills including Public Relations, Negotiating and Conflict Handling. Financial and budgetary Knowledge pertaining to the relevant resources under management. Computer Skills in Basic Programs.

**DUTIES:**
Coordination of optimal, holistic provisioning of travel medicine and health within set standard and a professional, legal framework. Manage effectively the utilization and supervision of resources (Human Resources, Financial Resources and Services). Coordination of the provision of training and research. Provision of effective support in nursing services. Maintain Professional Growth and self-development.

**ENQUIRIES:**
Mr Z Futshane Tel No: (064) 8608687

**APPLICATIONS:**
Applicants must quote the relevant reference number and direct applications to the HR Recruitment, 45 Commissioner Street, Life Centre Building, Gauteng Health Offices or posted to Private Bag X085 Marshalltown 2017, for attention of Recruitment and Selection

**NOTE:**
A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. "The Gauteng Department of Health supports the appointment of persons with disabilities". It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representativity will receive preference. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process.

**CLOSING DATE:**
06 September 2019

**POST 30/346:**
**MEDICAL OFFICER - ORTHOPAEDICS REF: FERH/MED/07 (X1 POST)**
Directorate: Medical

**SALARY:**
R821 205 - R884 670 per annum (All inclusive package)

**CENTRE:**
Far East Rand Hospital

**REQUIREMENTS:**
Senior certificate (Grade 12/Matric) and MBCHB degree or equivalent. Current registration and registration certificate with HPCSA as an independent medical doctor. Must be post community service with at least six (6) months experience in Orthopaedics department. Basic knowledge of diagnosis and management of orthopaedics pathologies emergencies, and management of medical
conditions. Good communication and leadership. Basic knowledge of current and public service legislation and policy, medical ethics, epidemiology and statistics. Good decision making, analytical, communication skills and computer literacy.

**DUTIES**
Assess and manage patients load in the Orthopaedic outpatient, Wards, clinics and high care including after hours. Consult with colleagues and junior staff. Participate in quality assurance/ audits and teaching juniors. Doing commuted overtime is compulsory. Participate in the academic programs in the orthopaedic department. Assisting, developing and implementing of new services and utilisation of new equipment.

**ENQUIRIES**
Dr P Lobo Tel No: (011) 812 8546

**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.

**NOTE**
Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). 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. Verification of qualifications and registration to professional bodies, financial information and criminal record check.

**CLOSING DATE**
06 September 2019

**POST 30/347**
**MEDICAL REGISTRAR REF NO: HRM 73/2019**
Directorate: Radiation Oncology

**SALARY**
R821 205 per annum (plus benefits)

**CENTRE**
Steve Biko Academic Hospital

**REQUIREMENTS**
Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA). Experience in Oncology- Medial/Paediatric oncology experience desirable. Research track recommended. Previous Radiation Oncology experience recommended.

**DUTIES**
Experience in the management of cancer and radiation oncology patients and ward.

**ENQUIRIES**
Dr. S Bassa Tel No: (012) 354 2747

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

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

**CLOSING DATE**
13 September 2019

**POST 30/348**
**MEDICAL OFFICER REF NO: HRM 74/2019**
Directorate: Radiation Oncology

**SALARY**
R821 205 per annum plus benefits

**CENTRE**
Steve Biko Academic Hospital

**REQUIREMENTS**
Medical Officer- Radiation Oncology. Registration with the HPCSA. MBCh. Experience in Oncology- Paediatric/Medical oncology experience required.

**DUTIES**
Experience in the management of cancer and radiation oncology patients, out patients and ward.

**ENQUIRIES**
Dr. S Bassa Tel No: (012) 354 2747

**APPLICATIONS**
Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. 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**
13 September 2019
POST 30/349

MEDICAL OFFICER REF NO: MO/ITM/KPTH/19

Directorate: Internal Medicine

SALARY
R821 205 - R884 670 per annum (all inclusive)

CENTRE
Kalafong Provincial Tertiary Hospital

REQUIREMENTS
MBChB registration with the HPCSA as an Independent Medical Practitioner. Applicants must have an interest in Internal Medicine.

DUTIES
Do ward work and out patients work, perform after hour calls as required by the Department of Internal Medicine. Active participation in Academic teaching and research as required by the University of Pretoria.

ENQUIRIES
Prof. D. G Van Zyl Tel No: (012) 373 1015

APPLICATIONS
Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

NOTE
Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE
06 September 2019

POST 30/350

MEDICAL OFFICER GRADE 1 REF NO: MO/DERMA/KPTH/07/19

Directorate: Dermatologist

SALARY
Grade 1: R821 205 - R884 670 per annum (all inclusive)

CENTRE
Kalafong Provincial Tertiary Hospital

REQUIREMENTS
MBChB or equivalent. Registration as a Medical Practitioner with HPCSA.

DUTIES
Management of patient patients with dermatological consultation both in the OPD and wards. Diagnosis and management of dermatological conditions on in and outpatient basis. Performance of appropriate diagnostic and surgical procedures. Academic meetings, lectures, congresses. Assistance in clinic administration. Assistance in clinical record keeping.

ENQUIRIES
Dr. FM Maleka Tel No: (012) 318 6799

APPLICATIONS
Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

NOTE
Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE
06 September 2019
POST 30/351: MEDICAL OFFICER- GRADE 1 & 2- REF NO: ODI/15/08/2019
Directorate: Clinical Service

SALARY
Grade 1: R821 205 – R938 964 per annum (inclusive package) excluding commuted overtime (X3 Posts).
Grade 2: R938 964 – R 1 026 693 per annum (inclusive package) excluding commuted overtime (X1 Post).

CENTRE
Odi District Hospital

REQUIREMENTS
Basic medical degree (MBCHB) or equivalent and currently registered with the Health Professional Council of South Africa (HPCSA) as a medical practitioner. Grade 1: Less than 5 years appropriate experience as a Medical Officer. Grade 2: A minimum of 5 years appropriate experience as a Medical Officer after registration with HPCSA. Recommendations: Experience working in District health services including clinics. Experience working in general medical practice, Mental health, obstetrics, HAST, and emergency Unit and use of current national clinical protocols. Required clinical skills includes: Consultation, history taking, examination, clinical assessment, management procedures and ensuring continuity of patient care. Good professional attitude/ conduct, good communication skills, good professional ethics, team work and good medical record keeping.

DUTIES
Supervision of junior doctors (undergraduate students, community service doctors). Attendance of relevant administrative meetings like mortality and morbidity meetings and completion of MEDICO legal documents timeously (e.g. Death certificate, mental health forms, J88 forms and medical reports when requested by financial institutions. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards. Willing to do commuted overtime duties rendered after hours (night, weekend and public holiday) to provide continuous uninterrupted care of patients.

ENQUIRIES
Dr. MMM Ramochele Tel No: (012) 725 2436/ Cell No: 083 898 6971

APPLICATIONS
Applications to be sent to Odi District Hospital. Hand post and other means of posting delivery to Odi District Hospital, Klipgat road, Mabopane, CEO's office or posted to: Odi District Hospital, Private Bag X509, Mabopane, 0190.

FOR ATTENTION
HRM

NOTE
Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualification/s and ID document. Correspondence will be limited to short-listed candidates only. If you have not been conducted within three months after closing date, please accept that your application was unsuccessful. NB!! The Hospital reserve the right to do background check for any relevant records of a candidate to determine suitability.

CLOSING DATE: 13 September 2019

POST 30/352: DEPUTY DIRECTOR: SURVEILLANCE OFFICER REF NO: CO/DDSO/35/2019
Directorate Public Health

SALARY
R733 257 per annum and annual benefits (all-inclusive remuneration package which can be structured according to individual's need.

CENTRE
Central Office, Johannesburg

REQUIREMENTS
An appropriate degree in health-related field. Must have worked in surveillance programme for more than 5 years. A master's degree in public health will be an added advantage. Possess good understanding of the health sector at all managerial spheres (national, provincial and district level). Demonstrate ability and competence to interpret legislation, policy, and strategy as well as capacity to priority vaccine preventable diseases surveillance. Must have appropriate working experience and pure understanding of this area. An experience in surveillance for all priority vaccine preventable diseases and adverse events following immunisation investigations and reporting is expected. Must be able to work independently, have good interpersonal relations, good organisational and coordination skills. Must demonstrate potential to work under extreme pressure. Must have a valid driver's licence. Must be computer literate and have the ability to produce reports using excel, word and power point. Reporting Structure Will report directly to Director: Public Health.
DUTIES : Monitor and respond on the targeted Expanded Programme on Immunisation priority childhood preventable diseases surveillance indicators ensuring that AFP cases are identified, detected, investigated, notified and reported according to the World Health Organisations and South Africa Department of Health (EPI - SA) indicators. Conduct support and monitoring visits to all reporting priority units to ensure active and passive surveillance is conducted. Conduct monthly meetings with districts to provide feedback. Ensure training of districts’ surveillance officers to inform them of the latest developments in AFP. Submission of surveillance report (weekly and annual) to the Director and EPI Sub-Directorate.

ENQUIRIES : Dr. Chika Asomugha Tel No: (082) 330 1490

APPLICATIONS : Applicants must quote the relevant reference number and direct applications to the HR Recruitment, 45 Commissioner Street, Life Centre Building, Gauteng Health Offices or posted to Private Bag X085 Marshalltown 2017.

FOR ATTENTION : Recruitment and Selection

NOTE : A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representativity will receive preference. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process.

CLOSING DATE : 06 September 2019

POST 30/353 : ASSISTANT MANAGER SPECIALTY NURSING REF NO: ASSMSPEC/002/CMJAH/2019

Directorate: Nursing Division: Operating Theatre

SALARY : R614 991 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 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 Operating Theatre 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 Operating Theatre 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 Manager in his absence.

**ENQUIRIES**

Mr. B.R. Ditshwane Tel No: (011) 488 4281

**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**

06 September 2019

**POST 30/354**

ASSISTANT MANAGER NURSING PNB4 (HAST) (X1 POST)

Directorate: HIV Prevention

**SALARY**

R614 991 per annum (plus benefits)

**CENTRE**

Sedibeng District Health Services

**REQUIREMENTS**

A basic R425 qualification (i.e. Diploma/Degree) in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration with SANC as a Professional Nurse and proof of current registration. A Post basic nursing qualification, with duration of at least one-year accreditation with the SANC in one of the specialties (Primary Health Care) referred to in glossary of terms. A minimum of 10 (ten) years, appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 (five) years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one year post basic qualification in Primary Health Care including NIMART competency and experience in the HAST programme. A degree and or diploma in Nursing Management/Administration in the HAST will be an added advantage. A Diploma/Degree in Nursing Management/ Administration will be an added advantage. A valid driver’s license is essential.

**DUTIES**

Supervise and monitor implementation of the prevention pillar for 90-90-90 HAST strategy. This includes monitoring of quality of quality HIV testing services, availability of condoms, voluntary male medical circumcision, mapping of HTA population and supporting the implementation of Prep for HIV negative key populations in the district with supporting partners. Ensure planning and implementation of HAST protocols and guidelines. Identify gaps
in the prevention pillar and develop operational plans. Liaise and monitor all funded NGO’s implementing HIV testing services for quality assurance in the district. Compile and verify monthly, quarterly and annual performance review reports. Support, monitor and evaluate the HAST district implementation plan (DIP) for the district.

ENQUIRIES
Ms. S. Sejake Tel No: (016) 950 60019

APPLICATIONS
Quoting the relevant reference number, direct applications to the HR Manager- Sedibeng DHS Private Bag x023 Vanderbijlpark,1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.

NOTE
Applications must be submitted on form z83, obtainable from any Public Service Department. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than three (3) months old). NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Failure to submit all the requested documents will result in the application not being accepted. The 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. Preference will be given to people with disability.

CLOSING DATE
06 September 2019

POST 30/355
ASSISTANT MANAGER NURSING PNB4 (PHC) (X1 POST)
Directorate: Sedibeng District Health Services

SALARY
R614 991 per annum (plus benefits)

CENTRE
Emfuleni Sub-District

REQUIREMENTS
A basic R425 qualification (i.e. Diploma/Degree) in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration with SANC as a Professional Nurse and proof of current registration. A Post basic nursing qualification, with duration of at least one-year accreditation with the SANC in one of the specialties (Primary Health Care or Advanced Midwifery) referred to in glossary of terms. A minimum of 10 (ten) years, appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 (five) years of the period referred to above must be appropriate/recognizable experience at management level. A Diploma/Degree in Nursing Management/ Administration will be an added advantage. A valid driver’s license is essential.

DUTIES
Coordinate the delivery of comprehensive PHC services within the sub-district according to norms and standards. Liaise with Local Government and community structures regarding service delivery. Ensure quality assurance implementation within the sub-district. Develop a joint sub-district plan and operational plan according to strategic objectives with Local Municipality staff. Coordinate all activities within the sub-district. Lead the sub-district cluster meetings. Work in collaboration with Quality Assurance department to ensure implementation and monitoring the Six-Key Priority Areas. Take part in the Gauteng Turnaround Strategy. Monitor and Evaluate the performance of health facilities on National Core Standards and Ideal Clinic Realization and Maintenance. Advocate and ensure promotions, nursing ethics and professionalism. Implement reporting requirements according to formats. Implement Performance Management and Development System. Sign performance contract on annual basis. Take part in Gauteng turnaround strategy, PHC Reengineering and Establishment of the Sub-District.

ENQUIRIES
Ms. D. Ramoloi Tel No: (016) 950 6002

APPLICATIONS
Quoting the relevant reference number, direct applications to the HR Manager- Sedibeng DHS Private Bag x023 Vanderbijlpark,1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.

NOTE
Applications must be submitted on form z83, obtainable from any Public Service Department. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than three (3) months old). NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Failure to submit all the requested documents will result in the application not being accepted. The 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. Preference will be given to people with disability.

**CLOSING DATE**: 06 September 2019

**POST 30/356**

**OPERATION MANAGER: GYANE AND OBSTETRICS POST NATAL WARD REF NO: HRM 75/2019**

Directorate: Nursing

**SALARY**: PN-B3 R562 800 per annum plus benefits

**CENTRE**: Steve Biko Academic Hospital

**REQUIREMENTS**: Grade 12. Basic Qualification accredited with the South African Nursing Council in terms of Government notice 425 i.e. Diploma/Degree in Nursing as a Professional Nurse, plus a post basic qualification with the duration of at least 1 year Diploma in Post Basic Midwifery and Neonatal Nursing Science. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional nurse with the South African Nursing Council in General Nursing. Diploma/Degree in Nursing Management will be an added advantage. Service Certificates are compulsory. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic qualification in advance midwifery and Neonatal Nursing Science. Strong leadership, good communication and sound interpersonal skills are necessary. Computer literate. Verified proof of experience. South African Nursing Council annual practicing certificate. Valid EB driver’s license.

**DUTIES**: Co-ordination of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework. Manage effectively the utilization and supervision of Human, Financial and services resources. Co-ordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain Professional growth/ethical standards and development of self and subordinates.

**ENQUIRIES**

Ms A.M Mowayo Tel No: (012) 354 1300

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

**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**: 13 September 2019

**POST 30/357**

**ASSISTANT MANAGER (GENERAL) REF NO: HRM 20/2019 (X1 POST)**

Directorate: Nursing Services

**SALARY**: R562 800 per annum (plus benefits) Day and Night Duty

**CENTRE**: Sterkfontein Hospital

**REQUIREMENTS**: Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Must have Nursing Administration as a Qualification. A minimum of 8 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Must have extensive experience in Psychiatry Post Registration as a Professional Nurse. At least 3 years of the period referred to above must be appropriate/recognizable experience in Management of a Psychiatric Unit. Knowledge of SCM and HRM procedures, the MHCA 17 of 2002, public sector relevant legislative frameworks. Strong management, leadership, sound interpersonal and good communication skills. Computer literacy and a valid driver’s license and current registration with SANC. Ability to drive and implement change and initiate projects to improve the rehabilitation of mental health care users.

**DUTIES**: To supervise comprehensive, quality nursing care programs according to the needs of the patient based on Batho Pele Principles; Patients’ Rights Charter and National Core Standards. Manage effectively the utilization and supervision of resources and assist in recruitment and mentoring of nurses. Develop nursing protocols 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 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 Service Manager in her absence. Take charge of the hospital during the day, night, public holidays and weekends.

ENQUIRIES : Ms. M.M. Sono Tel No: (011) 951-8202
APPLICATIONS : Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
NOTE : Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.
CLOSING DATE : 06 September 2019
POST 30/358 : CHIEF OCCUPATIONAL THERAPIST REF NO: COT/CMJAH/001/2019
Directorate: Occupational Therapy

SALARY : R466 119 per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : A diploma/degree as an Occupational therapist with a minimum of 3 years appropriate experience as the Occupational Therapist after registration with the HPCSA. Registration with the HPCSA as an Occupational Therapist. Experience in managing a sub-section. Must be able to organise workshops.
ENQUIRIES : Ms. V. Yip Tel No: (011) 488 4458
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 HPCSA, 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 : 06 September 2019
POST 30/359 : OPERATIONAL MANAGER GENERAL STREAM GR.1 (NIGHT) REF NO: BGH 2019/AUG/01
Directorate: Nursing

SALARY : R444 276 per annum (plus benefits)
CENTRE : Bertha Gxowa Hospital
REQUIREMENTS : Basic qualification accredited with the SANC in terms of government notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registering as professional nurse with SANC in general nursing. Two or more years’ experience in as a unit supervisor, Critical decision-making skills and exposure as a unit manager. Competencies Leadership, Management, Coordination and communication skills and Computer Literacy. Shift work mandatory.
ENQUIRIES : Mrs. P.Z.N. Mofokeng Tel No: (011)278 7640
APPLICATIONS: Applications should be submitted at the Bertha Gxowa Hospital. Admin Building ground floor, Germiston.

NOTE: The Department of Health is committed to the achievement and maintenance of diversity and Equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, SANC and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.

CLOSING DATE: 06 September 2019

POST 30/360: OPERATIONAL MANAGER GENERAL STREAM Gr.1 (DAY) REF NO: BGH 2019/ AUG/02
Directorate: Nursing

SALARY: R444 276 per annum (plus benefits)

CENTRE: Bertha Gxowa Hospital

REQUIREMENTS: Basic qualification accredited with the SANC in terms of government notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registering as professional nurse with SANC in general nursing. Two or more years' experience in as a unit supervisor, Critical decision-making skills and exposure as a unit manager. Competencies Leadership, Management, Coordination and communication skills and Computer Literacy. Shift work mandatory.


ENQUIRIES: Mrs. P.Z.N. Mofokeng Tel No:(011)278 7640

APPLICATIONS: Applications should be submitted at the Bertha Gxowa Hospital. Admin Building ground floor, Germiston.

NOTE: The Department of Health is committed to the achievement and maintenance of diversity and Equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, SANC and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.

CLOSING DATE: 06 September 2019

POST 30/361: OPERATIONAL MANAGER NURSING: GRADE 1 GENERAL UNIT (NEUROLOGY WARD) REF NO: HRM 76/2019
Directorate: Nursing

SALARY: PN-AS R444 276 per annum plus benefits

CENTRE: Steve Biko Academic Hospital

REQUIREMENTS: Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. Diploma/Degree in Nursing as a Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. Diploma/Degree in Nursing Management will be an added advantage. Verified proof of experience. Strong Leadership, good communication and sound interpersonal skills are necessary. Computer literate. Service Certificate. Valid EB driver’s license.

DUTIES: Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Co-ordinate and monitor the implementation
of the nursing care. Co-ordinate and monitor the implementation of the nursing care plan and the evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders’ i.e. inter-professional, inter-sectoral, and multi-disciplinary teamwork. Participate in the analysis, formulation implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Maintain professional growth/ethical standards and development of self and subordinates.

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

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

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

CLOSING DATE:
13 September 2019

POST 30/362:
PROFESSIONAL NURSE- ICU SPECIALTY (X 2 POSTS)
Directorate: Nursing

SALARY:
R383 226 - R444 276 per annum

CENTRE:
Far East Rand Hospital

REQUIREMENTS:
Grade 12 certificate or equivalent. Basic nursing degree/diploma accredited by the South African Nursing Council (SANC) plus One (1) post basic nursing qualification in critical care nursing and registered with SANC. A minimum of Four (4) years’ experience appropriate/recognisable experience after registration as a professional nurse with SANC. Must be willing to work shifts (Day & night)

DUTIES:
Provision of optimal comprehensive and holistic nursing care according to area of specialty. Ensuring that patient care provided is patient centred within the scope of practise of nurses and legal framework. Implementation of all quality assurance standards and other health care mandates during his or her shift. Promotion of professionalism and leading by example at all times. Co-ordination of activities of other health team members. Will be a team shift leader relieving the operational manager.

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.

NOTE:
Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts 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. Verification of qualifications and registration to professional bodies, financial information and criminal record check.

CLOSING DATE:
06 September 2019

POST 30/363:
ASSISTANT DIRECTOR ICT REF NO: ASD-ICT/003/CMJAH/2019
Directorate: Information Communication and Technology

SALARY:
R376 596 per annum (plus benefits)

CENTRE:
Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS:
Diploma/Degree in Information systems / informatics / information communication and Technology / information technology with 5 to 10 years relevant experience in system development or related field. Must have knowledge of a wide range of work procedures such as Administration procedures relating to specific working environment including norms and standards, Computer and training knowledge. Ability to operate a computer (both hardware and software), maintaining discipline, problem solving and analytical thinking skill, reporting procedures, training and procurement
directives and procedures. Knowledge of system development and administration, system of quality assurance, information management, and application support and project management will be an added advantage. Must have supervisory experience. The following attributes are essential and will also serve as added advantage: knowledge of enterprise system, Cisco routers and switching technology, project management, disaster recovery, information management, application development life cycle, service management, VOIP telephony system. Must have the following skills, planning and organising. Project management. Excellent communication (verbal and written) good human relations. Ability to meet commitments and produce results, conflict management, self-assured and confident in own abilities, ability to remain calm and level headed under pressure and willing to work irregular hours when required.

**DUTIES**

The incumbent will be responsible for reporting to the Deputy Director ICT the incumbent will maintain high availability of ICT services including the local area network and wide area network, servers, persal, BAS, SAP, Information systems, etc. Use management software to identify and locate faults and problem areas. Perform server administration, network monitoring and general desktop support. Support system supplications used in the department and ensure operational efficiency and improvement of IT service in the hospital. Effectively plan, manage, assign and coordinate the day to day tasks and activities of the ICT. Operations team inclusive of processes, procedures, risk management and financial governance, ensure backup and disaster recovery systems are adequate, in place and operational. Ensure periodic review and audits are performed across all key ICT operational infrastructure and systems, perform procurement activities in support of general ICT operational to meet business. Ensure confidentiality and reliability of hospital information and intellectual property, oversee identified deficiencies for IT policies, standards and best practices to ensure that architectural criteria and practices continue to meet strategic needs of the department. Develop and maintain computing standards relative to an overall strategy to provide an appropriate degree of standardization, develop and implement governance.

**ENQUIRIES**

Mr. N. Ramosa Tel No: (011) 488 4700

**APPLICATIONS**

Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7, No. 17 Jubilee Road, Parktown 2193.

**NOTE**

The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D (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**

06 September 2019

**POST 30/364**

CLINICAL TECHNOLOGIST GRADE 1-3 REF NO: HRM 77/2019

Directorate: Pulmonology

**SALARY**

R317 976 per annum plus benefits

**CENTRE**

Steve Biko Academic Hospital

**REQUIREMENTS**

B-tech or National Diploma in Clinical Technology- Specialized Category Pulmonology. Registration with the HPCSA as a Clinical Technologist-Specialized Category Pulmonology. **Grade 1:** One to 10 years relevant experience after registration with the HPCSA as a Clinical Technologist in Pulmonology. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA as a Clinical Technologist in respect of SA qualified employees. **Grade 3:** Minimum of 20 years relevant experience after registration with the HPCSA in the relevant Profession in respect of RSA qualified employees. Job purpose: To perform/provide a professional and specialized clinical technology service in the department of Pulmonology to the various clinical platforms at Steve Biko academic Hospital. Professional person with integrity and the ability to perform under pressure, independently and in a team. Self-driven and result orientated. Good communication, report writing, presentation and interpersonal skills. Computer literate. Honest,
patient, hardworking and reliable. Willingness to train students and present lectures.

**DUTIES**

Effectively perform selected diagnostic, and/or therapeutic and/or corrective lung function procedures on adult and pediatric patients. Effectively perform clinical technology quality control procedures. Utilize resources effectively and efficiently in the workplace. Effectively contribute to the training of students. Daily calibration and sterilization of equipment. Must participate in CPD activities as required by the HPCSA.

**ENQUIRIES**

Mr. VH Sujan Tel No: (012) 354 1564

**APPLICATIONS**

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

**NOTE**

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

**CLOSING DATE**

13 September 2019

**POST 30/365**

CLINICAL TECHNOLOGIST (PULMONOLOGY) GRADE 1 REF NO: CHBAH 207 (X2 POSTS)

Directorate: Pulmonology

**SALARY**

R317 976 per annum (plus benefits)

**CENTRE**

Chris Hani Baragwanath Academic Hospital (CHBAH)

**REQUIREMENTS**

An appropriate B Tech degree or National Diploma in Clinical Technology in Pulmonology. Registration with the relevant Health Professions Council of South Africa as a Clinical Technologist and proof of payment for the period 2019/20. Computer literacy (Ms Word, Ms Excel). Good written and communication skills. Ability to work as a member of a multidisciplinary team. Knowledge in both adult and paediatric pulmonology health care procedures. Demonstrates effective interpersonal skill, strategic planning organizational skills.

**DUTIES**

Provision of clinical services in compliance with policies, procedures and standard as set out by the institution, provincial and national authorities. Responsibility for continuous professional development and facilitation of all Clinical Technology (Pulmonology) operational activities in the institution. Contribute to the development of the Clinical Technology (Pulmonology) department and profession. Perform administrative, operational and clinical duties as delegated. Participation in research activities and training of clinical technologist students. Co-ordinate, monitor, maintain and motivate for purchasing and repair of all pulmonology equipment in the department. Implement effective record keeping, accurate statistics collection and analysis within IPC, OHS and Quality Assurance framework. Work as a member of the disciplinary team. Contribute to an annual operational plan for the sub-section. Submit monthly reports to the HOD. Attend relevant meetings and training as approved by manager.

**ENQUIRIES**

Mr. MW. Madondo Tel No: (011) 933 9412

**APPLICATIONS**

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

**NOTE**

Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. 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, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). 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 may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

**CLOSING DATE**: 13 September 2019

**POST 30/366**: FINANCIAL CONTROLLER (CASE MANAGEMENT) REF NO: CHBAH 206 (X2 POSTS)

**Directorate**: Finance

**SALARY**: R257 508 per annum (Level 07) (Plus Benefits)

**CENTRE**: Chris Hani Baragwanath Academic Hospital (CHBAH)

**REQUIREMENTS**: Grade 12 with 3-5 years’ experience and competency in ICD 10 coding is imperative. Computer literacy (Ms Office Package). Knowledge and understanding of the Public Finance Management Act (PFMA), Uniform Patient Fee Schedule (UPFS), Treasury Regulations and Administrative Procedure Manual. Must have an understanding of the different patient classification’s policy framework and guidelines. Competent in ICD 10 coding. Must have good to excellent report writing skills. Ability to conduct presentations and be involved in training of the ICD 10 coding within the hospital. Ability to communicate well with people at different levels and from different backgrounds. Sound organizational skills. Ability to handle information confidentially. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette and interpersonal relations skills. Must be self-motivated. Ability to work under pressure and be prepared to rotate and operate as a reliever to other sections within the finance department. Problem solving and decision-making skills. Knowledge of regulations and the legislative framework related to Revenue Section or Patient Administration and the ability to interpret them. Ability to handle tasks of multidisciplinary nature. Knowledge and application of the Batho Pele Principles. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement. Experience in case management and MEDICOM will be an added advantage.

**DUTIES**: Report directly to the Senior Case Manager. Responsible for confirmation/authorization of medical aid patients telephonically/online for all admissions and outpatient consultations, of all private and externally funded patients within 36 hrs of admission/accessing medical care within the facility. Ensure accurate ICD 10 coding and Prescribed Minimum Benefit (PMB) application to minimize claim rejections. Visit wards daily to check/identify private, foreign and medical aid patients in all business units. Responsible for filling in of charge sheet to charge all services rendered to patients and assist Billing Clerks to raise correct claim rand amount towards revenue collection. Audit all claims for ICD 10 coding and UPFS accuracy before being submitted for payment to funders to minimize rejections. Submit monthly statistics reports on Hospital ICD10 coding compliance of all business units to Senior Case Manager. Ensure accurate compiling of hospital ICD 10 coding. Conform to National Core Standard requirements. Attend training and workshops as and when required and/or requested to do so. Perform any reasonable tasks within the directorate as may be required. Co-ordination of provision of effective ICD10 Coding training and research. Maintain professional growth/ethical standards and self-development. Management of personnel performance and review thereof.

**ENQUIRIES**: Ms T Mlungwana Tel No: (011) 933 9699/0169

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

**NOTE**: Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. 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
Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). 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 may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE: 13 September 2019

POST 30/367: LOGISTICAL SUPPORT OFFICER REF NO: LSO/08/2019

Directorate: Supply Chain Management Unit

SALARY: R257 508 – R303 339 per annum (Level 07) (plus benefits)

CENTRE: Kalafong Provincial Tertiary Hospital

REQUIREMENTS: National Diploma in Supply Chain Management/ Logistical Management or related field, a degree or post graduate in Logistic Management or related will be an added advantage. Minimum of 5 years’ experience in supply chain management. Knowledge: Extensive comprehension of the SCM legislations (BBBEE, PPPFA, PPR, National Treasury Practice Notes, The Guide to Accounting Officer) , Public Finance Management Act, Treasury Regulation, Public Service Act, Public Service Regulation, Basic condition of employment, Labour Relations Act, Occupational Health and Safety Act. Human Resource management policies, Fraud and Corruption prevention Act, Public service charter, Grievance Act, Risk management policy, BAS, SRM, SAP. Skills: Microsoft excel, word, outlook and PowerPoint, ability to make presentation, report writing, verbal communication, Effective Leadership, planning and organising, Performance monitoring, working under pressure, Ability to meet targets and execution of complex tasks within stipulated timelines, Ability to interpret and apply legislations to scenarios, Ability to institute corrective / progressive discipline, Ability to analyse complex data, Innovative and creativity, Ability to work independently and as a team.

DUTIES: Supervision of employees in line with labour / employment related prescripts. Develop and monitor implementation of operational plan and sectional plans. Frequent assessment of SCM performance in line with Treasury Regulation. Development of supervisees through in-house and external training. Management of acquisition processes. Management of the warehouse/ physical processes. Management of goods received verification processes. Management of the assets processes. Interaction with internal and external stakeholders. Frequent compilation of SCM relevant reports and reporting. Compilation of the performance agreement and perform frequent assessment reviews. Perform risk assessment and develop the risk strategy and ensure effective implementation and monitoring. Develop Standard operation procedures. Frequent data / information and documents analysis, Attend to audit matters, Record management, Execution of tasks/assignment with precision, proficiency and integrity. NB: Successful candidate will be subjected to rotation system in accordance with the relevant policies.

ENQUIRIES: Ms PM Sekhudu Tel No: (012) 318-6724

APPLICATIONS: Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand delivery at Kalafong Security Gate and sign in register book Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

NOTE: Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating
the requirements mentioned above; and certified copies of ID and qualifications (not older than 3 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Kalafong Tertiary Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE: 06 September 2019

POST 30/368: CLINICAL ASSOCIATES (X3 POSTS)
Directorate: Family Medicine

SALARY: R257 508 per annum (Plus Benefits)
CENTRE: Sedibeng District Health Services
REQUIREMENTS: Grade 12 plus a three-year university degree in Bachelor of Clinical Medical practice. Candidate must be registered with the HPCSA as a Clinical Associate and have a current receipt. Candidate must have good communication skill both verbal and written and able to function as part of a team. Profile: Experience working in district Primary Health Care (PHC) services. Experience in general medical practice, PHC, HAST and use of current clinical protocols and guidelines in patient management. Clinical skills in patient-centered consultation, history taking, examination, investigation and management and ensuring continuity of patient care. Good professional attitude/conduct, good communication skills, good professional ethics, team work ability, good medical record keeping. Willingness to work/participate in outreach programs in any PHC facility in the district health services. Take part in the Gauteng turnaround strategy, PHC Reengineering and Establishment of the Sub-Districts.

DUTIES: Perform patient-centered consultations across all ages in district PHC clinics. Apply clinical reasoning in the assessment and management of patients. Be able to provide emergency care to patients. Perform investigative and therapeutic procedures appropriate for district primary health care. Prescribe appropriate medication within scope of practice. Facilitate communication and provide basic counselling. Integrate understanding of family, community and health system in practice.

ENQUIRIES: Dr. A. Kalain Tel No: (016) 428 7193

POST 30/369: ADMINISTRATION OFFICER REF NO: PWH/AO/08/19
Directorate: Admission Department

SALARY: R257 508 – R303 339 per annum (Level 07)
CENTRE: Pretoria West District Hospital
REQUIREMENTS: Tertiary qualification (Admin Diploma/ Degree or equivalent) with 0-2 years or Matric or Grade 10 with admin experience more than 10 years. Computer literacy-ability to interpret directives interpersonal relationship-problem solving patient affairs experience will be an added advantage.

DUTIES: Manage support services, Linen, cleaner and accommodation departments. Cleaning-ensuring cleaning consumables, equipment and stationary are ordered on time stock control and proper distribution. Random walkabouts and reporting. Laundry services-ensures that linen and patient clothing are available at all times, proper linen movement from service points to provincial laundry. (Procuring linen and patient clothing) Condemn torn linen and prepare document for replacement and have equipment maintenance register. Accommodation- ensure tenants complete contract at the beginning of the year. Report any damages to FMU. Reconcile monthly payments on BAS and PERSAL Responsible for demand plan and operational plan in all units. Human resource- Effective management of support, leave management and contracting employee on job description and assessing them quarterly. Compliance with OHS, infection control and NOS. Weekly report and monthly
report for management and hospital board, Attend annual scheduled meetings.

**ENQUIRIES**  :  J Mamaila Tel No: (012) 380 1475

**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. First preference will be given to employees who are working within (GDOH). Disable Persons are encouraged to apply.

**CLOSING DATE**  :  06 September 2019

**POST 30/370**  :  **HUMAN RESOURCE OFFICER REF NO: 004488**

**Directorate:** Human Resource

**SALARY**  :  R257 508 per annum (plus benefits)

**CENTRE**  :  SG Lourens Nursing College

**REQUIREMENTS**  :  A Bachelor’s degree or an appropriate recognised 3-year National Diploma in Human Resource or relevant 3-year qualification with minimum of 3 years relevant experience in HR environment and/or Grade 12 plus 5-10 years relevant experience in HR. Good Interpersonal Skills; Supervisory Skills in PILIR/LEAVE management; Customer relations; Self-discipline and Confidentiality as the attributes/values required. Excellent Communication Skills (Verbal and written) Computer Literacy Skills; MS Excel; MS Word; MS Outlook (with certificates); Problem Solving Skills; Ability to work in a team and Independently. Willingness to work after hours when needed. Knowledge of Public Service Regulations, Policies and Procedures within HR in the Public sector. Knowledge of PERSAL; CORE: A valid driver’s license.

**DUTIES**  :  Manage incapacity leave, assist in the implementation of retention and placement strategies of the College. Orientate new staff of the relevant Policies and Prescripts in the Public sector to ensure efficient compliance thereof. Monitor, Manage and control the Post Establishment relating to monthly Payroll, monthly updating of (Compensation of Employees) COE spreadsheet. Render an effective Human Resource advisory service to management and students, Comply with the Performance Management and Development system (Contracting, Quarterly Reviews and Final Assessment) for students. Assist in coordination of Work Skills Plan.

**ENQUIRIES**  :  Ms J Malobola Tel No: (012) 319 5601

**APPLICATIONS**  :  must be submitted to SG Lourens Nursing College, Private Bag x 755 Pretoria 0001 or Hand Deliver: Corner Soutpansberg and Theodorehove road Pretoria OR apply online at www.gautengonline.gov.za

**NOTE** :  Applicants will be subjected to a pre-employment Medical Surveillance. The institution reserves the right not to appoint. Persons with disabilities will receive preference.

**CLOSING DATE**  :  06 September 2019

**POST 30/371**  :  **FINANCIAL CONTROLLER REF NO: 2019/AUG/07 (X1 POST)**

**Directorate:** Finance

**SALARY**  :  R257 508 per annum (Level 07) (plus benefits)

**CENTRE**  :  Bertha Gxowa Hospital

**REQUIREMENTS**  :  Applicants must be in possession of Grade 12 with 5-10 years’ experience in Revenue or recognized three-year tertiary qualification in Accounting/Finance/Auditing with at least 2 years’ experience in Revenue Management. A Valid driver’s licence. Computer Literacy (Ms Word Ms Excel, Ms PowerPoint). Must have experience in SAP, SRM, E-Receiving, BAS and PAAB system. Knowledge and understanding of PFMA; UPFS; Treasury Regulation; Public Service Act. Report Writing skills; interpersonal skills; Communication skills; Ability to maintain confidentiality; must be able to plan, organize and Coordinate the activities of the unit; Ability to work under pressure and to handle conflict; Team leadership; Strategic thinking; Be creative and innovative.

and mentoring of staff. Attend to auditors and develop and monitor audit action plan. Effective risk management. Evaluate performance of subordinates quarterly and annually. Perform any other relevant administrative duties delegated by manager.

**ENQUIRIES** : Ms. T. Ntsumele Tel No: (011) 278 7684

**APPLICATIONS** : Applications should be submitted at the Bertha Gxowa Hospital. Admin Building ground floor, Germiston.

**NOTE** : The application must be submitted on form Z83, obtainable from any Public Service Department or from website, which must be completed in full and certified copies of qualifications, ID, driver’s license and C.V should be attached. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. If you do not receive any response within 3 months, please accept that your application was not successful. The appointed employee will be subjected to an OHS Medical Surveillance as required in the HBA regulation within the OHS Act 85 of 1993.

**CLOSING DATE** : 06 September 2019

**POST 30/372** : PROFESSIONAL NURSE: GENERAL NURSING REF NO: TDH 008 /2019 (X1 POST)

**Directorate: Nursing**

**SALARY** : R256 905 per annum (plus benefits)

**CENTRE** : Tshwane District Hospital

**REQUIREMENTS** : Basic R425 (i.e. Diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a professional nurse. No experience required after registration with the South African Nursing Council.

**DUTIES** : Provision of a high quality nursing care that is holistic and is patient centred. Ensuring that nursing care provided is within the scope of practice of nurses and the legal framework. Maintain a professional and ethical practice as well as an enabling environment for ethical practice. Maintain a constructive working relationship with nursing and other stakeholders. Demonstrate effective communication with patients, community, supervisors and report writing skills. Identify risk factors and maintain a therapeutic environment for patients and staff in the ward. Utilize physical, financial and human resources to fulfill operational and developmental functions in accordance with legislation and policies. Participate in research, training of staff, students, personal development and CPD (Continuing Professional Development). Willing to work shifts including night duty

**ENQUIRIES** : Mrs Mothaga DS Tel No: (012) 354 – 7600

**APPLICATIONS** : Applications must be sent directly to: Tshwane District Hospital, Private Bag X179, Pretoria, 0001 OR hand deliver to Cnr Dr Savage and Steve Biko Road, Pretoria.

**CLOSING DATE** : 06 September 2019

**POST 30/373** : MATERIAL RECORDING CLERK REF NO: HRM 78/2019

**Directorate: Supply Chain Management**

**SALARY** : R173 703 per annum (plus benefits)

**CENTRE** : Steve Biko Academic Hospital

**REQUIREMENTS** : Grade 12. 2 years’ experience of Supply Chain Management or related, procedures and policies. An applicable 3 year Tertiary Degree/Diploma will be an added advantage. Proven Computer Literacy in MS Office Package (MS Word, MS Excel and MS Outlook), Data Management skills and filing Skills. Ability to maintain good interpersonal relationships. Ability to work under tight deadlines and pressure. A valid Driver’s license.

**DUTIES** : Perform administration duties with regard to Supply Chain Management services including warehouse management. Completion of SAP related forms. Capturing of Data. Capture data on the SAP/SRM systems. Receiving and issuing of stock and equipment, Asset management, warehouse management and stocktaking.

**ENQUIRIES** : Mr. D Moraswi Tel No: (012) 354 5159

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

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

CLOSING DATE: 13 September 2019

POST 30/374: HUMAN RESOURCE CLERK REF NO: HRM 79/2019
Directorate: Human Resource Management

SALARY: R173 703 per annum plus benefits
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: Senior Certificate (grade 12) and / or National Diploma in Human Resource Management. Good interpersonal and communication skills. Ability to work under pressure. Computer Literacy with extensive knowledge of Microsoft programmes (word and excel). Knowledge of legislative frameworks i.e. Employment Equity Act; Skills Development Act; Basic Conditions of Employment Act; Public Service Act and Public Regulations as amended. Planning and organizing skills; Communication skills. (PERSAL Certificates will be an added Advantage).

DUTIES: Administer the operations and functions of Human Resource in the institution. Implement conditions of service and benefits. Monitor the establishment. Implement Recruitment and Selection policies and procedures. Maintain confidentiality. Maintain record keeping. Capture transactions on Persal system and process other documents to Government daily. Provide accurate information/advice to all stakeholders. Address Human Resource administration enquiries, and perform any other duty delegated by the supervisors. Able to work under pressure and meet deadlines. Accept responsibilities given by supervisors from time to time and also report to the supervisor. Attend sectional meeting.

ENQUIRIES: Mrs. KMV Ntseke Tel No: (012) 354 5359
APPLICATIONS: to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

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: 13 September 2019

POST 30/375: HUMAN RESOURCE CLERK (HRD & PMDS) REF NO: HRM 80/2019
Directorate: Human Resource Management

SALARY: R173 703 per annum plus benefits
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: 3-year Degree/Diploma in Human Resource Development/Management with 1 year working experience in Human Resources or Grade 12 with at least 3 years working experience in Human Resources. Knowledge of the Public Service Act and Regulations, Skills Development Act, Skills SAQA, NQF, PMDS. Presentation and facilitation Skills and Computer Literacy. (Experience in HRD/PMDS will be an added advantage).

DUTIES: Coordinate and facilitate training and induction programmes. Liaise with external training providers. Conduct training needs analysis. Advice employees in regards to career development. Assist with skills development audits. Administer Internships/ Learnership programmes. Facilitate needs directed courses, seminars and workshops. Serve as a secretary during training committee meetings. Assist departments with PMDS matters. Ensure that departments submit PMDS contracts and quarterly reviews. Assist in monitoring the implementation of PMDS. Advise management and Staff on PMDS issues. Assist and Advice management and staff on employment equity issues.

ENQUIRIES: Mrs. MR Mamadi Tel No: (012) 354 2237
APPLICATIONS: to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

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: 13 September 2019
POST 30/376 : MATERIAL RECORDING CLERK REF NO: MRCLERK/08/19 (X1 POST)
Directorate: Supply Chain Management Unit

SALARY : R173 703 – R 204 612 per annum (Level 05) (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Grade 12 with three (3) years’ experience in Supply Chain Management or National Diploma in SCM or related field with one (1) year experience in Supply Chain Management, A valid driver’s licence. Proven computer literacy, good interpersonal and communication skills, verbal and written reporting skills, problem solving, and ability to work under pressure and meet deadlines. Willing to rotate within the Supply Chain Management section. Knowledge of PFMA, Treasury regulations, PPPFA, BBBEE, Other SCM policies, other public-sector legislations.

DUTIES : Receiving and issuing of stock (FIFO/FEFO), check correctness of quality and quantity. Record movement of inventory on VA11, VA10 and RLSO1. Safeguarding of inventory, Reconciliation of journals. Replenishment of stock. Capturing of documents in the system (RLSO1, RLSO2), Sourcing of quotation. Be able to work independently. NB: Successful candidate shall be subjected to rotation system.

ENQUIRIES : Ms PM Sekhudu Tel No: (012) 318-6724
APPLICATIONS : Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

NOTE : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 3 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Kalafong Tertiary Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representative in terms of race, disability and gender will receive preference.

CLOSING DATE : 06 September 2019

POST 30/377 : KEY BOARD OPERATOR (ADMINISTRATION CLERK) REF NO: KEYB/KPTH/07/19
Directorate: Nursing Services (Secretary in the Nursing Manager’s Office)

SALARY : R173 703 – R204 612 per annum (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Grade 12, Bachelor degree or National Diploma in Business Administration, Public Relations, Office Administration, Assistant Management, Secretarial Courses, Human Resources or equivalent NQF level 6 certificates in Public Administration. Must be willing to work extra hours and under pressure. This is an entry level 5 post. Minimum 12 months experience in the areas mentioned above will be an added advantage. Experience in minute-taking. Good interpersonal communication skills (verbal and written). Able to work with confidential documents. Approachable and sensitive to the feelings of others. Well organised and be detail oriented. Ability to work well as a team. Time management and Strong customer service.

DUTIES : Manage Nursing Manager’s diary. Communication inside and outside Nursing Departments with relevant stakeholders. Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals. Arrange for Nursing Services for all categories, conferences and take minutes of meetings Greet visitors and caller, handle their inquiries, and direct them to the appropriate persons according to their needs. Locate and attach appropriate files to incoming correspondence requiring replies.
Schedule meetings as per year calendar planner. Make copies of correspondence and other printed material. Open, read, route and distribute incoming mail and other material, and prepare answers to routine letters and check mails. Schedule and confirm appointments for clients, customers or supervisors. Set up and maintain paper or manual and electronic filing system for records, correspondence and other material. Establish work procedures, schedule, and keep track of daily work. Learn to operate new office technologies as they are developed and implemented. Operate electronic mail systems and coordinate the flow of information both internally and with other organizations. Order supplies for Nursing Manager’s office. Provide services to customers, such as order placement and account information. Review work done by others to check and correct spelling and grammar, ensure that company format policies are followed and recommend revision.

**ENQUIRIES**
Ms M V Mathabatha Tel No: (012) 373-6930

**APPLICATIONS**
Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.gov.za. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

**NOTE**
Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified n interviews on the date, time and place determined by the Department

**CLOSING DATE**
06 September 2019

**POST 30/378**
**MATERIAL RECORDING CLERK REF NO: MRC/004/CMJAH/2019**
Directorate: Supply Chain Department

**SALARY**
R173 703 per annum (plus benefits)

**CENTRE**
Charlotte Maxeke Johannesnburg Academic Hospital

**REQUIREMENTS**
Grade 10 or equivalent with more than 10 year’s relevant experience or Grade 12 or equivalent with more than 10 years’ experience or a relevant Diploma or Degree with 0-2 years’ experience. Knowledge of wide range of work procedures such as Finance, HR matters, Safety, Training, and Stores. Administration procedures relating to specific working environment including norms and standards. Planning and organising. Reporting procedures. Procurement directives and procedures. Computer literacy. Skills: Mathematics, organising, ability to operate computer (both hardware and software) interpersonal relationship, problem solving, maintaining discipline. Formulation and editing, conflict resolution, research and analytical thinking. The following will be an added advantage: Grade 12 with 5 to 10 years' experience / Grade 12 or equivalent with 2 to 5 years’ experience in Supply Chain Diploma or Degree. Knowledge of PFMA, PPPFA, Treasury regulation and any other related Supply Chain Management Prescript. Knowledge of SAP R3/SRM, MEDICOM, PAS 1and code list. Good written, verbal, interpersonal communication, problem solving numerical skills. Customer care service oriented. High level of confidentiality and professionalism. Ability to work under pressure and deliver on tight deadlines.

**DUTIES**
Count items of incoming delivery to verify specification, description against invoice, orders, and delivery notes to ensure the accuracy of the orders. Examine and unpack incoming stock in the delivery persons to ensure all items are intact. Recording shortage and reject damage items. Contacting suppliers directly if a problem discrepancy is found and keeping careful records. Storing of stock in the appropriate space ready for routing to various end user department (FIFO). Trace and track stock ensure timely delivery. Investigate and resolve situations where items received are not properly documented in the daily receipt. Compile spread sheet of all deliveries and submission of documents (delivery notes, invoices, signed RLS 02, purchase order copy) to internal finance department to facilitate payment process. Cooperate with end user’s department to provide stock receipt information as requested. Ensure that all documents and material received at transit in are of satisfactory quality. Visually monitor inventory levels and communicate low level and replenishing clerk. Cycle count inventory and assist with developing actions to correct inventory problems. Assist the supervisor in stock take, web cycle clearance, stock recon, expired stock and audit. Comply with safety regulations and
maintain clean and orderly warehouse Invoice and follow up on outstanding external funder’s debt, attend to rejected claims resolve queries, manage own ledger, ensure allocations of payments make copies scan and faxing outstanding claims. Submit stats of ledger on a weekly and monthly basis.

ENQUIRIES : Mr. M. Mbunda Tel No: (011) 488 5929

APPLICATIONS : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7, No. 17 Jubilee Road, Parktown 2193.

NOTE : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D (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 : 06 September 2019

POST 30/379 : CLEANING SUPERVISOR REF NO: CS/005/CMJAH/2019
Directorate: Nursing Theatre

SALARY : R145 281 per annum (plus benefits)

CENTRE : Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS : Abet where applicable. Between 5-10 years’ experience of working in a hospital Cleaning unit. Knowledge of a limited range of work procedures in Cleaning, equipment and working procedure in respect of working environment. Courier services. Interpersonal relationship, Numerical skills, organising, literacy and Good communication skill. Routine verbal exchange of information requiring helpfulness and politeness. Should be willing to work shifts, rotate and public holidays. Be able to work in a team and under stressful conditions. Appropriate knowledge of cleaning procedure (as per core). Knowledge of basic cleaning and operating of cleaning equipment. The following will be and added advantage: Sound communication, leadership skills (ability to supervise). Awareness of Batho Pele Principles and basic computer literacy. Be prepared to do manual physical labour.

DUTIES : To monitor cleaning activities ensuring quality service delivery. Scheduling of off duties according to departmental staffing needs. Organizing and allocating resources to ensure that the unit is kept spotlessly clean and hygienic. Supervision of subordinates to ensure compliance to cleaning, infection prevention and control as well as waste management standards. Be able to follow disciplinary procedures when needed. Control absenteeism. Complete Performance Management and Development System for staff. Be able to perform the needed Administration duties as required. Give daily reports and stock control to ensure quality service delivery.

ENQUIRIES : Ms. J. Schlebusch Tel No: (011) 488 4022

APPLICATIONS : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7, No. 17 Jubilee Road, Parktown 2193.

NOTES : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D, and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.

CLOSING DATE : 06 September 2019

POST 30/380 : ENROLLED NURSING ASSISTANT GRADE 1 – REF NO: HRM 19/2019
Directorate: Nursing

SALARY : R132 525 per annum

CENTRE : Sterkfontein Hospital

REQUIREMENTS : Grade 12 or equivalent qualification. Certificate as Enrolled Nursing Assistant. Current registration with the South African Nursing Council. At least 2 years’ experience working as ENA. Passion for working with mentally ill patients
Ability to work within a team, good interpersonal and communication skills. Knowledge of the National Core Standards, Public Service Regulations and Patient Rights Charter. Previous Psychiatric experience will be an added advantage.

**DUTIES**: Assist patients with activities of daily living, i.e. maintain good hygiene, nutrition, measure and record vital signs. Assist with the preparation of patients for diagnostic surgical and other medical procedures. Escort patients for clinical procedures. Maintain professional conduct as required by the Public Service Code of Conduct and SANC. Attend in-service training as required. Preferably male nurses of any race, to meet equity and address the needs of the patients.

**ENQUIRIES**

Ms. M.M. Sono Tel No: (011) 951-8202

**APPLICATIONS**

Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications and valid driver’s licence to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.

**NOTE**

Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.

**CLOSING DATE**

06 September 2019

**POST 30/381**

**GENERAL ASSISTANT REF NO: GA/ KPTH/2019 (X4 POSTS)**

Directorate: Supply Chain Management Unit

**SALARY**

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

**CENTRE**

Kalafong Provincial Tertiary Hospital

**REQUIREMENTS**

Grade 12 and Computer literacy, NQF level 6 certificates in Supply Chain Management, valid driver’s licence, and a minimum of 12 months experience in SCM will be an added advantage. Be a team player, organising skills, Be able to work under pressure, numeracy and literacy. Interpersonal proficiency, communication skills (written / verbal), Knowledge of PFMA, Treasury Regulations, SCM policies, other public-sector legislations.

**DUTIES**

Delivering of stock to end-user. Packing stock on the shelves. Cleaning of stores. Assist in managing stock in the warehouse. Provide support to all managers within SCM. Delivering of procured asset to relevant end-user and collection of condemned assets. NB: Successful candidate shall be subjected to rotation system.

**ENQUIRIES**

Ms PM Sekhudu Tel No: (012) 318-6724

**APPLICATIONS**

Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

**NOTE**

Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications(not older than 3 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Kalafong Tertiary Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representative in terms of race, disability and gender will receive preference.

**CLOSING DATE**

06 September 2019

**POST 30/382**

**CSSD OPERATORS REF NO: CSSD/KPTH/07/19 (X3 POSTS)**

Directorate: Nursing Services

**SALARY**

R102 534 – R120 780 per annum (plus benefits)

**CENTRE**

Kalafong Provincial Tertiary Hospital
REQUIREMENTS: Grade 10-12 or equivalent. Must be able to cope with the physical demands of the position. Experience in cleaning/grounds/household etc. Loading/offloading and packaging will be an added advantage. Minimum of twelve (12) months experience in any Department will be an added advantage. Ability to read and write. Be able to work in a team and under pressure. Willing to work shifts, weekend, public holidays and nights. Good interpersonal, communication skills (verbal and written). Well organised and be detail oriented. Ability to work well as a team. Time management and Strong customer service.

DUTIES: Responsible to ensure that instruments and equipment received are complete and in good working order. Responsible for cleaning, packaging and autoclaving sterilization of instruments and non-instrument packs. Packaging and sterilization of various towelling, gowns and small packs. Effective handling of cooled down items to be packed in sterile store area. Adhere to safety regulations. Maintain growth/ethical and self-development. Perform duties as required per job description and working schedule. Maintenance of general hygiene i.e. sweeping, mopping, cleaning and tidiness of the CSSD unit and Operating Theatre as delegated by the Supervisor. Deliver and fetch theatre trolleys: collect and issue sterile stock. Sorting of instruments, bowls and linen. Unpack and wash trolleys from theatre. Cleaning and sterilize the instruments and machines: wash used instruments in instrument milk. Wash and sterilize instruments and instruments trays. Stripping and cleaning of respirators. Wash anesthetic masks and dry. Ensure that machine is clean and in good order. Check sterile stock on shelves. Restore shortage of stock. Check expiry date is stamped on packages. Packaging and repackaging of instruments, bandages and gowns: sort out torn linen. Unpack clean linen from linen room. Fold towels and gowns. Pack instruments, bowls and packs under the supervision of Professional Nurse. Pack sterile stock. Pack clean bowls, brushes and anesthetic suctions. Wrap instruments sets and ensure that packages are properly sealed. Keep records of all equipment issued out of theatre and wards. Assist with statistics of sets and packs used for the day. Checking, folding and wrapping of special drapes for thoracic theatre. Cleaning of autoclaves: load and unload autoclaves. Change graph paper on autoclaves. Do attest and Bowie Dick test and put attest in the incubator every morning (Training will be provided).

ENQUIRIES: Ms M V Mathabatha Tel No: (012) 373-6930

APPLICATIONS: Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

NOTE: Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified n interviews on the date, time and place determined by the Department.

CLOSING DATE: 06 September 2019

POST 30/383: FOOD SERVICE AID REF NO: PWH/FSA/09/19
Directorate: Food Service Unit

REQUIREMENTS: R102 534 – R120 780 per annum (Level 02) (plus benefits)

CENTRE: Pretoria West District Hospital

APPLICATIONS: Abet, NQF level 2 or Grade10, experience in the food industry will be added as an advantage. Good communication (Verbal & Written) skills. Applicants should have a basic knowledge, understanding of food safety and various hygiene practices necessary in the food service unit. Applicant should have an understanding of the Batho Pele principles in relation to the food service unit. Must have interpersonal skills, reliability, team work, flexibility and some level of problem solving. Must be willing to work shifts, public holidays and weekends.

DUTIES: Ensure proper and effective catering service. Perform daily mass production cleaning (floors, storages, utensils and equipment) tasks, hygiene, waste segregation and sanitation in the kitchen. Assist with preparation of food for normal with therapeutic diets including snacks, cooking, dishing up for patient’s food according to portion control measures. Perform specific duties regarding FIFO and receiving storage. Perform routine task, operate kitchen

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machinery, care and report lost/faulty equipment as well as any observed risks. Relieve other staff members on request and execute any lawful additional task issued by supervisory person. Rotate to different areas in the food service unit and undergo food service work related trainings.

ENQUIRIES : Ms. H Ndlala Tel No: (012) 380 1292/4.
APPLICATIONS : Applications can be delivered to: Pretoria West District Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital Department, Private Bag X02, Pretoria West. 0117.
NOTE : Applicants must be submitted on a Z83 form with Attached CV, certified copies of all qualifications, and ID. First preference will be given to males.
CLOSING DATE : 06 September 2019

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

CLOSING DATE : 20 September 2019. No late applications will be considered.
APPLICATIONS : Please apply online at www.gautengonline.gov.za
NOTE : Requirement of applications: People with disabilities are encouraged to apply.

MANAGEMENT ECHELON

POST 30/384 : CHIEF FINANCIAL OFFICER REF NO: REFS/004499
SALARY : R1 251 183 – R1 495 956 per annum (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : A Matric plus CA/ Post Graduate Degree in Financial Management as recognised by SAQA. Six (6) to ten (10) years’ experience in financial Management and at Senior Management level with B Com Article. Knowledge and experience of the Public Financial Management Act. Knowledge of the Division of Revenue Act. Knowledge and experience of financial management and dissemination of financial information. In-depth preparation and analysis of financial reports. Ability to work under pressure and meeting of deadlines.
DUTIES : Monitor the financial management system. Meet reporting requirement as required in terms of financial management legislation such as PFMA, Treasury Regulations and Dora. Maintain system of internal control, which comply with internal and external audit requirement. Manage working capital, assets and liabilities. Pay suppliers within 30 days of receipt of invoice by the Department.
ENQUIRIES : Mr. J Zulu Tel No: (076) 412 4184

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.

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.

OTHER POSTS

<table>
<thead>
<tr>
<th>POST 30/385</th>
<th>SOCIAL WORK MANAGER: PROBATION AND CANALISATION REF NO: SD/2019/08/04</th>
</tr>
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<tbody>
<tr>
<td>SALARY</td>
<td>R794 889 - R 1 100 325 per annum (within the OSD Framework)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>West Rand Region</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Degree in Social Work with 10 years’ appropriate/recognizable experience in Social Work canalisation, child protection and statutory social work after registration as a Social Worker with the SACSSP. Submission of valid registration certificate with the SACSSP Council. A valid driver's license. Knowledge of all relevant Public Service prescripts, Policy on Financial Awards to Service Providers, The Constitution of Republic of South Africa, Legislation International Instruments as well as Policies relevant to social dynamics, human behaviour, social systems and Social Work empowerment interventions. Skills and Competencies: Planning and organizing, administration, networking, communication (written and oral), co-ordination, analytical thinking, computer Illiterate, monitoring and evaluation, problem solving, report writing, financial management, project management and ability to compile complex report skills. Experience in canalisation will be an added advantage.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Facilitate and manage the statutory service delivery, focusing mainly on Probation and Canalisation. Manage cases of children and youth in conflict with the law, preparation of court cases and oversee the allocation of cases to Probation Officers for investigation. Ensure the effective implementation and monitoring with adherence to policies and legislative mandates. Facilitate stakeholder capacity building and manage stakeholder relations. Facilitate registration and maintain database of institutions providing care and support to children in conflict with the law. Provide supervision to policy developers. Perform the administrative functions required in the unit.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr S Makgorogo Tel No: (011) 950 7782/ (011) 950 7700</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 16 Human Street, Krugersdorp, or posted to Private Bag X 2068, Krugersdorp, 1740.</td>
</tr>
<tr>
<td>FOR ATTENTION</td>
<td>The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.</td>
</tr>
<tr>
<td>CLOSING DATE</td>
<td>06 September 2019</td>
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</tbody>
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<tr>
<th>POST 30/386</th>
<th>ASSISTANT DIRECTOR: SERVICE POINT REF NO: SD/2019/08/05</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R376 596 per annum</td>
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<tr>
<td>CENTRE</td>
<td>West Rand Region</td>
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<tr>
<td>REQUIREMENTS</td>
<td>A three-year Tertiary qualification in Public Management/Monitoring and Evaluation with 3-5 years' supervisory experience in service delivery monitoring environment in the public sector. Valid driver’s license. Knowledge and understanding of Legislative and Policy frameworks on the transformation of service delivery systems in the public service. Knowledge and understanding of Departmental decentralization model, service point monitoring systems, procedures and processes. Skills and Competencies. Good planning, coordinating, Analytical, report writing, communication, leadership, community development and interpersonal relations skills. The individual must be development orientated, honest, innovative and thorough in details.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Monitoring of administrative support services, provisioning of fleet management, human resource management, supply chain management and oversee the provision of switchboard services. Monitoring of service delivery improvement programmes including the implementation of queue marshalling and referral systems. Monitoring the provision of signage to service points,</td>
</tr>
</tbody>
</table>
management of queries and promote service points in the communities. Allocate staff in service points. Develop staff performance contract, conduct quarterly performance reviews, leave plans, staff grievances and disciplinary matters.

ENQUIRIES
Mr RS Makgorogo Tel No: (011) 950 7803

APPLICATIONS
Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 16 Human Street, Krugersdorp, or posted to: Private Bag x 2068, Krugersdorp 1740.

FOR ATTENTION
Mr RS Makgorogo Tel No: (011) 950 7803

NOTE
The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

CLOSING DATE
06 September 2019

POST 30/387
SENIOR ADMINISTRATIVE OFFICER: RESEARCHER
REF NO: SD/2019/08/06

SALARY
R316 791 per annum

CENTRE
Head Office

REQUIREMENTS
Degree in Social Sciences with 1-2 years’ experience as a researcher. Basic knowledge of research practice and methodology. Basic knowledge of complex research design and methodology. Skills and Competencies. Self-driven, innovation creative, basic research advocacy, basic research problem identification and basic project management skills.

DUTIES
Designing small scale complex research projects. Developing small scale research proposals. Providing advice on the implementation of small research projects. Monitoring the execution of small scale research projects. Presenting small scale research briefing sessions to role players. Communicating small scale research findings within the Department. Compiling small scale research reports. Interpret and report small scale research findings and recommendations in the department. Scheduling and implementing departmental small scale research projects and business plan.

ENQUIRIES
Mr M Mbedana Tel No: (011) 227 0139

APPLICATIONS
Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Head Office, 69 Commissioner Street or Private bag X 35, Johannesburg, 2000.

FOR ATTENTION
Ms M Skosana, Tel No: (011) 227 0069

NOTE
The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

CLOSING DATE
06 September 2019

POST 30/388
PERSONAL ASSISTANT (RESEARCH AND POLICY COORDINATION)
REF NO: SD/2018/08/07

SALARY
R257 508 per annum plus benefits

CENTRE
Johannesburg Head Office

REQUIREMENTS
Secretarial Diploma or equivalent qualification with 3-5 years’ experience in rendering a support service to Senior Management. Knowledge on the relevant legislation/policies/prescripts and procedures. Computer literacy (Microsoft Word, Excel, Outlook and PowerPoint, Project Office) is essential. Skills and Competencies Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette, High level of reliability, ability to do research and analyse documents and situations. Basic knowledge on financial administration.

DUTIES
Register all incoming and outgoing mail and documents. Qualities assure the standard required on incoming and outgoing documents. Route incoming mail and documents. Return documents to staff for correction, amendment and implementation. Follow up on the submission of required documents with managers and staff. Maintain a register of incoming and outgoing mail and documents. Distribute information to managers and staff. Notify managers about scheduled and unscheduled meetings in the component. Liaise with other components regarding the submission of documents. Coordinate the distribution of reports to line managers and staff. Quality assures submitted data against set criteria and standards. Submit consolidated reports as per the set timelines. Maintain records of all consolidated and submitted records. Record commitments made by the Director/Chief Director. Secure and change appointment as required. Confirm appointments and commitments. Assist in the scheduling of appointments in the order of priority and importance.
ENQUIRIES : Ms T Mbhense Tel No: (011) 355 7703
APPLICATIONS : Applications can be delivered to The Gauteng Department of Social Development, Head Office, 69 Commissioner Street or Private Bag X 35, Johannesburg, 2000. Failure to do so will lead to disqualification.
NOTE : The Department also urges all designated / preferred groups applying for positions to please direct your applications to the Employment Equity Officer for attention Ms B. Khutsoane. All applicants is also encouraged to number the pages of their CV and the attached certified documents. The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
CLOSING DATE : 06 September 2019
POST 30/389 : SOCIALWORK (X22 POSTS)
SALARY : R257 592 – R298 614 per annum (within the OSD Framework)
CENTRE : Ekurhuleni Region Ref No: SD/2019/08/08 (X19 Posts)
        Johannesburg Metro Region Ref No: SD/2019/08/09 (X1 Post)
        Sedibeng Region Ref No: SD/2019/08/10 (X1 Post)
        JW Luckhoff CYCC Ref No: SD/2019/08/11 (X1 Post)
REQUIREMENTS : Degree in Social Work. Current registration with SACSSP and the registration certificate. Knowledge and understating of legislation, policy, procedures and processes related to social work. Knowledge and understanding of Departmental Social Work Strategy, procedures and policies. A valid driver's license. Knowledge and skills: To challenge structural sources of poverty, inequality, oppression, discrimination, exclusion and to intervene at the points where people interact with their environments in order to promote social well-being. The ability and competence to assist, develop, advocate for, empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities.
DUTIES : Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically. Monitor and evaluate the effectiveness of the recommended interventions, report on progress and identify further/amended interventions to address the identified conditions. Study professional journals and publications in order to ensure that recognisance is taken of new developments. Monitor and study the social services legal and policy framework continuously. Engage in continuous professional development activities as prescribed. Perform all the administrative functions required of the job.
ENQUIRIES : Ekurhuleni Region: Ms N Pete Tel No: (011) 820 0332
            Johannesburg Metro Region: Ms C Dukwana Tel No: (011) 355 9502
            Sedibeng Region: Ms Lorna Harmse Tel No: (016) 930 2055
            JW Luckhoff Child and Youth Care Centre: Ms J Fouche Tel No: (010) 344 1280
APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Ekurhuleni Region 40 Catlin Street, Germiston,1400 or posted to -Private Bag x1008, Germiston, 1400 for Attention Ms N Pete
            Johannesburg Metro Region: 91 Commissioner Street, Private Bag x1
            Johannesburg, 2000 for Attention Ms C Dukwana, Sedibeng Region 3 Moshoeshoe Street or posted to Private bag x029, Vanderbijlpark, 1900
            JW Luckhoff Child and Youth Care Centre: Vaal dam road, Heidelberg for Attention Ms J Fouche
NOTE : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
CLOSING DATE : 06 September 2019
PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF HEALTH

OTHER POSTS

POST 30/390 : HEAD CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: GS 60/19
(MATERNAL-FETAL MEDICINE)
Component: Obstetrics and Gynaecology Greys Hospital

SALARY : R1 728 807 per annum (All-inclusive package), consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted overtime which is subject to the needs of the Department
Employee must sign the commuted overtime contract form annually.

CENTRE : Pietermaritzburg

REQUIREMENTS : A qualification in Health Science: PLUS Current registration with the Health Professions Council of South Africa as a Specialist Obstetrician and Gynaecologist A minimum of three (3) years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline Certification in Maternal- Fetal Medicine Knowledge, Skills, Training And Competence Required: Sound clinical knowledge and experience in Obstetrics and Gynaecology Surgical skills Maternal-Fetal Medicine sub-specialist skills including: Maternal- management of high risk pregnancies, management of medical and surgical complications of pregnancy, infectious diseases, complicated obstetrics. Fetal- Structural fetal anomalies, Genetic conditions including aneuploidy, Multifetal pregnancy, Functional fetal impairment, Ultrasound and invasive procedures Knowledge of Human Resource Management, Information Management and Quality Assurance Programmes Knowledge of current Health and Public Service Legislation, Regulations and Policies Knowledge of medical ethics, Knowledge of budget control, epidemiology and statistics

DUTIES : A Head Clinical Unit (Maternal – Fetal medicine) is essential to ensure an optimal Obstetrics and Gynaecology service to Area 2. The incumbent will be responsible for the delivery, supervision and support of Maternal – Fetal Medicine services within Greys hospital and Area 2 including: The running of a specialized fetal assessment clinic – for diagnosis and management of fetal anomalies. Provision of genetic services to the above clinic patients Screening and management of all high risk pregnancies Assisting with staff development, evaluation and progress reporting. Assisting with the maintenance of standards of care and implementation of quality improvement programmes within the department. Conduct self-directed study to acquire knowledge and skills Development of protocols and guidelines for the discipline of Maternal-Fetal Medicine within the Western half of KwaZulu Natal – specific to the level of care provided (from clinic level to tertiary care) Development of efficient simple referral guidelines and system for Area 2 for Maternal-Fetal Medicine Training and skills development with regards to Ultrasound in the whole area. Training and skills development – particularly in postgraduate obstetric and undergraduate training. Continuing Medical Education Program for area 2 Outreach to local referring hospitals to ensure understanding of, the development of skills in and competency in Maternal-Fetal Medicine Research – incorporating delineation of common Maternal-Fetal Medicine problems within the Western half of KwaZulu Natal with the subsequent development of relevant protocols Assist the Head of Department by: Providing administrative assistance Assisting with staff development, evaluation and progress reporting. Assisting with the maintenance of standards of care and implementation of quality improvement programmes within the department. Conduct self-directed study to acquire knowledge and skills.

ENQUIRIES : Dr T.D. Naidoo Tel No: (033) 897 3292
APPLICATIONS : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.
FOR ATTENTION : Mrs. M. Chandulal
NOTE : The following documents must be submitted: Application for employment form (Form Z83), which is obtainable from any Government Department OR from the website – www. Kznhealth.gov.za Certified copies of highest educational qualifications and professional registration certificates (proof of current
registration with HPCSA) – not copies of certified copies. Curriculum Vitae and Certified ID copy The Reference number must be indicated in the column provided on the form Z83 eg. Reference number GS 60/19 NB: Failure to comply with the above instructions will disqualify applicants 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 appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC),(This department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department)

**CLOSING DATE** : 06 September 2019

**POST 30/391** : HEAD CLINICAL UNIT (MEDICAL) GRADE 1: REF NO HGHD 06/ 2019

**(Directorate: Paeds)**

**SALARY** : Grade 1: R1 728 807 – R1 834 890 per annum (All-inclusive package)
Grade 2: R1 890 863 – R2 066 988 per annum (All-inclusive package)
Plus Rural allowance on a claim basis

**CENTRE** : Harry Gwala Health District Office – (District Specialist Team)

**REQUIREMENTS** : For the above Post: Appropriate specialist Qualification i.e. MBChB Degree plus Master’s Degree registrable with the Health. Professions Council of South Africa (HPCSA); PLUS Current registration with the relevant professional statutory body; PLUS At least 7 years’ experience as a specialist. It would be required of the successful candidate to sign a performance agreement. Non-South African citizens who are not permanent residents will be considered for an annual renewable contract and will be responsible for providing proof of verification of qualifications. Unendorsed valid Code B driver’s license (code 08). A one year renewable contract is offered to all retired medical specialists (including academics, private and public specialists).


**DUTIES** : General: Represent own specialist discipline as a member of a District Clinical Specialist Team responsible for the delivery of quality health care for mothers, new-borns and children at all levels within a health district. Promote equitable access to an appropriate level of care for all mothers, new-borns and children throughout the district. Maintain personal competency in own clinical discipline whilst ensuring that no more than 10-20% of time is spent on clinical care at the regional or tertiary hospitals is optional. Support service delivery: Support clinics, community health centres and district hospitals with all aspects of service delivery related to own specialist discipline. Promote clinical effectiveness in all facilities through supporting outreach programmes and development, dissemination or implementation of clinical protocols and standard treatment guidelines. Provide education and training: Facilitate and participate in the development, training and mentorship under post-graduate medical, nursing and allied health professionals; this may require involvement with local academic training institutions. Support health systems and logistics: Work with the district management team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of services. Provide support to ensure appropriate infrastructure, equipment, resources and sundries for the provision of quality clinical care. Monitor and evaluate services. Initiate, support and participate in risk management activities for patients (e.g. critical event analysis, morbidity and mortality meeting) practitioner (e.g. infection control) and the organisation (e.g. performance reviews). Initiate, support and participate in the clinical audits and quality improvement cycles. Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Initiate support and participation in relevant research: this may require involvement with local academic training institutions. Collaborate, communicate and report
**DUTIES**

Represent own specialist discipline as a member of district clinical specialist team responsible for the delivery of quality health care at all levels within Harry Gwala health district. Promote equitable access to an appropriate level of care through coordination of quality, regular and reliable medical services in the PHC clinics and Community Health Centre for Harry Gwala Health District. Provide supervision and support to Medical officers, sessional doctors, community service doctors and PHC nurse practitioners. Provide technical advice and support to District Director and District Management.

**REQUIREMENTS**

For the above Post: Appropriate specialist Qualification (i.e. MBChB plus a Master’s Degree in Family Medicine registrable with the Health Professions Council of South Africa (HPCSA); PLUS Current registration with the relevant professional statutory body; PLUS At least 7 years’ experience as a specialist. It would be required of the successful candidate to sign a performance agreement. Non- South African citizens who are not permanent residents will be considered for an annual renewable contract and will be responsible for providing proof of verification of qualifications. Unendorsed valid Code B driver’s license (code 08). A one year renewable contract is offered to all retired medical specialists (including academics, private and public specialists). Competencies: Knowledge: Own clinical discipline. Relevant legislation, regulations and policies. Quality assurance and improvement programmes. Programme planning, and evaluation. Information management, Human resources and financial management. Skills: Leadership. Communication, Problem solving, Computer literacy, behavioural attributes: stress tolerance. Self-confidence. Objective. Ethical. Emphatic.

**SALARY**

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<tr>
<th>Grade</th>
<th>Salary</th>
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<tbody>
<tr>
<td>1</td>
<td>R1 728 807 – R1 834 890 per annum (All-inclusive package)</td>
</tr>
<tr>
<td>2</td>
<td>R1 890 363 - R2 066 988 per annum (All-inclusive package)</td>
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<td>Plus Rural allowance on a claim basis.</td>
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**APPLICATIONS**

Applications must be directed to: Harry Gwala Health District Office, Private Bag x502, Ixoopo, 3276 OR Hand delivers to: 111 Main Street, Ixoopo under KFC building, Room 99, District office.

**FOR ATTENTION**

Reference number: HGHD 07/2019

**NOTE**

This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref HGHD 33/2019. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. And only shortlisted candidates will be advised of the outcome of interview. Persons with disability are encouraged to apply. Please note that due to financial constraints, there will be no payment of transport fees to the interview venue.

**CLOSING DATE**

10 September 2019
team. Conduct quality improvement and Audit programs. Contribute to training and development programs in the district especially IMCI and PHC etc. Ensure maintenance of optimal referral patterns, clinical protocols and medical processes within the District, based on epidemiological research, disease profiles and community needs. Ensures effective and active participation in Clinical Governance meetings in the District. Consult personally as a Family Physician in the PHC clinics and Community Health Centre. Working with Multidisciplinary District Health management and Health Care team. Foster effective teamwork and collaborate within the district specialist team. Enable engagement with the local community and relevant non-government organisations. Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary hospitals as relevant as well as the provincial Department of Health. Present regular reports on activities, health services and programmes. Assist with strategic and operational planning of services in the district and/or catchment area of the regional. Assist with the co-ordination and supervision of discipline related services within the district. Assist with the recruitment and management of relevant human resources.

ENQUIRIES: Mrs. GLL Zuma: District Director Tel No: 039 834 8200
APPLICATIONS: Applications must be directed to: Harry Gwala Health District Office, Private Bag x502, Ixopo, 3276 OR Hand delivers to: 111 Main Street, Ixopo under KFC building, Room 99, District office.
FOR ATTENTION: Mr. ZN Dotyeni: Assistant Director: HRM
NOTE: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref HGHD 33/2019. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. And only shortlisted candidates will be advised of the outcome of interview. Please Note That Due To Financial Constraints, There Will Be No Payment of S&T Claims covering transport fees to the interview venue.

CLOSING DATE: 10 September 2019

POST 30/393: MEDICAL MANAGER REF NO: EMS/06/2019

SALARY: Grade 1: R1 173 900 per annum (Excluding commuted overtime) Grade 2: R1 342 230 per annum (Excluding commuted overtime) This package inclusive of 70% basic salary and 30% Flexible portion that can be structured in terms of Applicable rules, other benefits: Medical Aid (Optional) 13th Cheque plus 18% Rural allowance.

CENTRE: Emmaus Hospital

REQUIREMENTS: Senior Certificate (Grade 12)/ STD 10, MBCHB qualification, registration certificate plus registration with the HPCSA as a Medical Practitioner. Current proof of registration with HPCSA as a Medical Practitioner. Proof of experience endorsed by Human Resource Officer / certificate of services. A minimum of 4 years’ experience practicing as a Medical Officer after registration with the HPCSA, 2 years must be in management or supervision. NB: Attach proof of certificate of service for previous and / or current employment verified, signed and stamped by HR Department/ employer. Recommendation Computer Literacy Knowledge & Skills Policy formulation skills. Knowledge of current health and public service legislation and policies. Sound of clinical knowledge, experience in the respective disciplines. Excellent human relations, communication skills, leadership and team building skills. Ability to develop policies. Computer Literacy. Sound management, negotiation/ planning, organizing decision making interpersonal, conflict management and problem solving skills. Sound knowledge and clinical skills
DUTIES: To ensure co-ordination of various clinical and support services so that functions are performed within a multi-disciplinary approach to promote optimal patients care. To provide leadership to the medical/ paramedical team and liaise with Senior Management Team on matters thereof. Ensuring that a full Primary Health Care (PHC) Package is provided with emphasis on newly introduced programs. Management of financial resources and ensuring cost effective service delivery. Participate in Human Resource strategies in the institution and ensure that development, training and continued education of staff is achieved. To provide leadership in the development of Maternal and Child Health Care Oral and Dental services, Rehabilitative services, Pharmaceutical services as well as management of non-communicable diseases. Maintain optimal utilization of human resources and drive procurement of medical equipment. Performance management appraisal for all staff under medical component. Ensure 24 hours 7 days a week medical coverage. Ensure establishment and functioning of the clinical and therapeutic committees. Participate in senior management and strategic activities as well as National Core Standards. Ensure medical coverage in all our fixed clinics. Conduct clinical audit and review, provide clinical governance and ensure hospital efficiency. Develop clinical protocols and policies for medical services and ensure that these are in accordance with current regulations and guidelines. Promote effective communication and team approval within the entire medical component. Advise hospital management on all developments in clinical component. Maintain discipline and deal with grievances and labour relation issues in terms of laid down policies and procedures in medical and allied Health section. Formulate strategic plans in keeping with the requirements of the institution. Monitor and implement quality improvement plan. Perform clinical duties as the institution demands. Deputise the Chief Executive Officer as required.

ENQUIRES APPLICATIONS: Mrs. M.A.N Mzizi, Tel No: (036) 488 1570 (ext. 8203)

APPLICATIONS: Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry (Ms. A.N Ngubane) Emmaus Hospital.

FOR ATTENTION: Human Resource Manager

NOTE: Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive detailed CV and certified copies of qualification certificates, service certificate including ID and (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 successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence And Travelling Allowance Will Be Paid For Interview Attendance. “This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.”

CLOSING DATE: 06 September 2019 at 16:00

POST 30/394: MANAGER – MEDICAL SERVICES REF NO: GJC 08/2019 (X1 POST)

SALARY: R1 173 900 per annum (all-inclusive package) Other Benefits: 13th cheque, rural allowance of 22% annual salary and commuted overtime

CENTRE: GJ Crookes Hospital

REQUIREMENTS: Senior Certificate. Appropriate qualification in Health Science MBCHB. Current registration 2019 with HPCSA as a Medical Officer. 3 years’ experience after registration with the HPCSA as a Medical Officer, 2 years of which must be in management or supervision. Certificate of service and Verification of experience from Human Resources on an official letterhead must be attached to the application. Knowledge: Knowledge and understanding of relevant Acts, Policies and regulations used in the KZN department of health. Sound management, negotiation, planning,
**DUTIES**: Provision of a safe, ethical, legal and high quality medical care at GJ Crookes Hospital and attached Clinics. Provide support to all medical, therapeutically and professional staff. Formulate policies and procedures for medical services and ensure that these are in accordance with the current statutory regulations and guidelines. Manage Clinical risks, provide clinical governance and ensure hospital efficiency. Maintain discipline and deal with grievances and labour relations issues in terms of the laid down policies and procedures in Medical and Allied Health sections. Participate in the Human Resources strategies in the institution and in the unit to ensure that development, training and continued education of staff is achieved. Management of financial resources and ensuring cost effective service delivery. Formulate strategic plans in keeping with the requirements of the institution. Deputise the Chief Executive Officer as required. Monitor and implement quality improvement plan. Monitor and evaluate patients care delivery. Monitor and manage staff performance. Monitor and implement medical equipment management plan. Performing clinical duties as the situation demands

**ENQUIRIES**

Mr. JL Majola Tel No: (039) 978 7046

**APPLICATIONS**

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

**FOR ATTENTION**

Mr. JL Majola

**NOTE**

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

**CLOSING DATE**: 06 September 2019 at 16h00

**POST 30/395**: MEDICAL SPECIALIST REF NO: GJGM 31/2019 (X1 POST)

Component: Internal Medicine

**SALARY**

Grade 1: R1 106 040 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance
Grade 2: R1 264 623 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance
Grade 3: R1 467 651 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance

**CENTRE**

General Justice Gizenga Mpanza Regional Hospital (Stanger Hospital

**REQUIREMENTS**

**Grade 1** Requirements: A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professions Council of South Africa as a Specialist in Internal Medicine. **Grade 2** Minimum Requirements: A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Five (5) years post registration experience as a Medical Specialist in Internal Medicine. **Grade 3** Minimum Requirements: A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Ten (10) years post registration experience as a Medical Specialist in Internal Medicine. Recommendation Research and management experience is desirable Knowledge, Skills and Experience Required Outstanding clinical skills in field of Internal Medicine (all round) preferably obtained in Public Service Environment. Ability and practical experience to setup and provide training program for under and post graduates. Develop and review clinical protocols and guidelines for speciality. Quality Management (improvement, assurance, audits, etc) Leadership, people management, problem solving, decision making and communication skills. Mentoring, coaching, facilitation, and teaching skills. Knowledge of relevant protocols, policies, legislation and guidelines. Compulsory

**DUTIES**: Provide specialist Internal Medicine services and outreach services to PHC/District Hospital. Chronic Diseases; Improve quality, set standards of care, effective health promotion and education campaign to reduce burden of diseases. Intern Medicine/Community Doctor Services, Supervision. Undergraduate training and development in conjunction with UKZN. Post graduate Internal Medicine development strengthening. Training programme for under - and post graduates. Clinical Quality: Audits, morbidity and mortality reviews, clinical guidelines, protocols, quarterly reports, ME of inappropriate admissions, referrals for speciality. Play a leadership role in conducting ward rounds, multi-disciplinary meetings and mortality meetings for teaching purposes. Teleconferencing participation with the entire team. Patient Satisfaction: Satisfaction surveys, community consultation and active participation in development of services, waiting times, open days at PHC, customisation of services. System: appropriate level of care, referrals pathways, seamless and integrative service delivery system (Hospital- PHC and other (regional) specialities, including Hast optimising referrals system for speciality. Health Information and Research: Disease profile, setting up of database for chronic conditions, conduct relevant research. NB. Performance of Commuted Overtime is compulsory and will be worked in the discipline based on the needs of the institution.

**ENQUIRIES**

Dr BD Ramjiwan (Head of Department Tel No: 032- 437 6263 or 0845138309

**APPLICATIONS**

Applications to be forwarded to: Human Resources Department, The Human resource manager, GJG Mpanza Regional Hospital, Private Bag x10609, Stanger 4450

**FOR ATTENTION**

Mr. S. Govender

**NOTE**

The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy. Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. GJGM31/2019 .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**

06 September 2019

**POST 30/396**

**MEDICAL SPECIALIST REF NO: MEDSPECPAEDHEAMONCO/2/2019 (X1 POST)**

Department: Paediatrics Medical (Haematology / Oncology)

**SALARY**

Grade 1: R1 106 040 per annum (all-inclusive Salary package) excluding commuted overtime

Grade 2: R1 264 623 per annum (all-inclusive salary package) excluding commuted overtime

Grade 3: R1 467 651 per annum (all-inclusive salary package) excluding commuted overtime.

**CENTRE**

Inkosi Albert Luthuli Central Hospital

**REQUIREMENTS**

MBChB or equivalent; Current registration with the HPCSA as a Specialist in Paediatrics. Experience: Grade 1 No Experience required. Grade 2 Experience: Five (5) Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Paediatrics). Registration and experience in the Subspeciality Paediatric Haematology or Paediatric Oncology. Grade 3: Experience: 10 Years appropriate experience
as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Paediatrics). Registration and experience in the Subspeciality Paediatric Haematology or Paediatric Oncology. Knowledge, Skills Training and Competencies Required: Broad knowledge of working in general Paediatrics and Ethics. Good communication and supervisory skills. Appropriate specialist assessment, diagnosis and management of patients. Familiarity with procedures and management protocols. Working with multi-disciplinary teams. Supervision and teaching of Undergraduates and post-graduates. Behavioural attributes: Stress tolerance. Ability to work within a team. Self-confidence. Capacity to build and maintain relationships.

**DUTIES**

The core function of this post is to facilitate the delivery of Paediatric Haematology and Oncology services for the hospital and province. The clinical service may include other selected subspecialty services. Service includes outpatient consultations and management of in-patient at IALCH. The duties will include training of registrars, undergraduate and postgraduate students. Duties also include participating in the Outreach programme and appropriate research. The incumbent will assist with Paediatric services as determined by the Clinical HOD Paediatric Medicine. The incumbent is expected to perform after hour’s calls and relief duties and be part of multi-disciplinary team when necessary.

**ENQUIRIES**

Dr R Thejpal Tel No: (031) 2401536; 0825624491

**APPLICATIONS**

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

**NOTE**

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

**CLOSING DATE**

13 September 2019

**POST 30/397**

Assistant Director: Pharmaceutical Services Ref No: EST/10/2019

**SALARY**

R897 936 per annum (All-inclusive salary package). Additional Benefits: 12% Rural Allowance

**CENTRE**

Estcourt District Hospital

**REQUIREMENTS**

Grade 12 or equivalent certificate. A Bachelor Degree in Pharmacy. Registration certificate with the South African Pharmacy Council (SAPC) plus proof of current registration. Three year experience after registration with SAPC as a Pharmacist Knowledge, Skills, Training and Competencies Required: Knowledge in all the regulation and legislation that govern pharmaceutical service. Strong interpersonal, communication and presentation skills. Ability to make independent decision. High level of numeracy and accuracy. Ability to prioritize issues and other related matters and to comply with time frames.

**DUTIES**

Overall management of the Pharmacy Department of the hospital support for attached clinics including financial, human resource and drug supply management. Develop protocols, procedures and guidelines for an efficient and cost-effective pharmaceutical service. Provide medicine related information to clinical department and staff. Ensure a 24 HR access to drugs at the hospital. Monitor patient’s treatment and medicine usage through clinical audits. Perform standby/ on-call duties after hours. Ensure weekly allocation
of staff to cover Pharmacy critical areas, wards and clinic visits. Ensure maintenance of minimum standards of service through Quality Improvement Programs. Supervision & Training/Tutoring of Interns and pharmacist assistants. Resolve problems/conflicts in departments. Ensure ward rounds & ward stock management. Co-ordinate and chair the Pharmacy and Therapeutics Committee for the hospital. Monthly review of expenditure vs budget. Be responsible for procurement, control and security of drug stock and equipment and ensure proper procedures for ordering, authorizing, storage and control of drug supplies. Develop, Implement and Monitor standard operating procedures and policies for all aspects of the Pharmaceutical service in accordance with the applicable legislation, regulation and Good Pharmacy Practice Applications: Applications must be submitted on Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za the completed documents and signed form should be accompanied by a recent updated CV as well as certified copies of all qualifications and ID documents (no copies of certified copies allowed. Certification should not be more than 3 months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only if you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Applications should be sending by courier or hand delivered to Estcourt Hospital, the HR Department, No 1 Old main Road, Estcourt, 3310 NB: People With Disabilities Are Encouraged Applying. Successful Candidates Will Be Subjected To Medical Assessment.

ENQUIRIES: Dr. E.M. Kekana Tel No: (036) 342 7040
APPLICATIONS should be forwarded to: 01 Old Main Road, Estcourt District Hospital, Human Resource Department, Private Bag X 7058, Estcourt, 3310
CLOSING DATE: 06 September 2019
POST 30/398 : ASSISTANT DIRECTOR: PHARMACEUTICAL SERVICES, BULK STORES PHARMACY DEPARTMENT, REF NO: PHAMR 41/2019 (X1 POST)
SALARY: R897 936 – R1 042 095 per annum (All inclusive Package), Plus: 13th Cheque, 12% Inhospitable Area Allowance, Medical Aid: Optional, Housing Allowance (Employee must meet prescribed requirements)
CENTRE: Edendale Hospital
REQUIREMENTS: Senior Certificate. A Bachelor of Pharmacy Degree/Diploma. Registration certificate with South African Pharmacy Council (SAPC) as a Pharmacist, plus three years’ experience after registration with the SAPC as a Pharmacist. Current registration (2019-2020) with the SAPC as a Pharmacist. A certificate of service obtained from the HR Department must be attached. Extensive knowledge of Public sector Pharmacy, as well as relevant acts, regulations, the District Health System, the EDL, Good Pharmacy Practice, policies and procedures, the National Drug Policy, Knowledge of and experience in the management of an outpatient, inpatient service and pharmacy store. Sound planning communication, interpersonal, problem-solving, management, leadership and organizational skills. Knowledge of the Principles of drug therapy and the functions and operations of a Drug and Therapeutics Committee. Sound knowledge of Good Manufacturing Practice, budget control; and experience in internal and external ordering procedures. Knowledge of the Principles of Drug Supply Management and good Clinical Practice. Experience in managing Human Resource matters, training and financial management. Knowledge and skills in managing quality improvement programmes. Ability to work independently and as part of a team with other role-players. Computer literacy, including stock control program Rx solutions. Leadership of the relevant section including financial management, budgetary control, drug supply management and Human Resource management (training, orientation, discipline, performance management, monitoring and evaluation). Deputise for the Managers of other pharmacy sections and the Pharmacy Manager, when required. Devise protocols, procedures and guidelines for an efficient and cost-effective pharmaceutical service. Implement and monitor policies and procedures for staff and sections under his/her control. Drug supply management: Manage and supervise the selection, procurement, storage, distribution, and utilization of all pharmaceuticals including manufacturing and pre-packs. Ensure effective monitoring, management and communication of out of stock pharmaceuticals. Perform regular stock takes and financial reports according to requirements
and legislation. Monitor and report on feeder clinics expenditure Exercise control over expenditure and budget utilisation and ensure non-wastage of pharmaceuticals and other resources. Maintain accurate records and statistics. Compilation and presentation of data and statistics for management purposes, research and reporting purposes. Engage in effective communication with health care workers, patients and caregivers. Provide medicine information, counselling and education to healthcare professionals and patients. Assist in providing and supervising of training programmes (Pharmacist Interns and Pharmacist Assistant Support Personnel). Pharmaceutical support to wards, departments and clinics attached to Edendale, with scheduled compliance checks. Participation in Quality Improvement Programmes, Pharmacy and Clinical Audits. Ensure that Pharmacy department and clinics complies to National Core standards requirements. Manufacture, compound and reconstitute sterile and non-sterile pharmaceutical products. Perform standby duties and overtime over weekends, after-hours, and Public Holidays. Be willing to work additional hours if necessary.

ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE
CLOSING DATE
POST 30/399
SALARY
CENTRE
REQUIREMENTS
DUTIES

Mrs. N. Hansa Tel No: (033) 395-4089/4138
All applications to be posted to: The Chief Executive Officer, Edendale Hospital, Private Bag X 509, Plessislaer, 3216.
Mr. L. Makhaye
Employment Equity: Preference will be given to the following candidates as per Employment Equity target: Any person with disability regardless of race and gender, African Male, Coloured Male, Indian Male.
06 September 2019
CHIEF EXECUTIVE OFFICER REF NO: G65/2019
Cluster: District Health Services
R869 007 per annum (Level 12) (An all Inclusive MMS Salary Package)
Kwadabeka Community Health Centre
A degree/advanced diploma in a health related field, registration with relevant professional council; PLUS A degree/diploma in health management OR A degree/advanced in a management field. PLUS At least 5 (five) years management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver’s licence (Code 08).
Competencies: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PMFA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership, programme and project management, financial management change management, people management and empowerment. Progress Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.
To plan, direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the Community Health Centre to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximise revenue through collection of all income due to the Community Health Centre, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and
Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care, establish community networks and report to the Community Health Centre. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution’s risk to ensure optimal achievement of health outcomes.

ENQUIRIES

APPLICANTS

FOR ATTENTION

NOTE

Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver’s Licence (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. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. NB: 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.

CLOSING DATE

POST 30/400

SALARY

CENTRE

REQUIREMENTS

DUTIES

R869 007 per annum (Level 12) (An all Inclusive MMS Salary Package)

Osindisweni Hospital

A degree/advanced diploma in a health related field, registration with relevant professional council; PLUS A degree/diploma in health management OR a degree/advanced in a management field. PLUS At least 5 (five) years management experience in the health sector. Experience as a health service manager or significant experience in management in a health service Environment. Unendorsed Valid Code B Driver’s Licence (Code 08). Competencies: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PMFA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership, programme and project management, financial management change management people management and empowerment Progress Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

To plan, direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the Hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximise revenue through collection of all income due to the Hospital, ensure that adequate policies, systems and procedure are in place to enable prudent
management of financial resources, planning of financial resource mobilisation, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care, establish community networks and report to the Hospital. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution’s risk to ensure optimal achievement of health outcomes.

ENQUIRIES:  Ms P Msimango Tel No: (031) 2405308
APPLICATIONS:  All applications should be forwarded to: The District Manager: EThekwini District Office: KZN Department of Health, Private Bag X54318, Durban, 4000 OR Hand delivered to: Highway House 83 Jan Smuts Highway Mayville Durban
FOR ATTENTION:  Mr NC Mbatha Recruitment Tel No: (033) 3952299
NOTE:  Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver’s Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. NB: 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.

CLOSING DATE:  06 September 2019
POST 30/401:  DEPUTY MANAGER NURSING (LEVEL 1 & 2 HOSPITALS) REF NO: UNTU 10/2019
SALARY:  R843 618 per annum (All inclusive salary packages) (This Inclusive package of 70% basic salary and 30% portion that can be structured in term of applicable rules) Plus 8% Rural Allowance.
CENTRE:  Untunajambili Hospital
REQUIREMENTS:  Diploma/ Degree in General Nursing and Midwifery Senior Certificate. Certificate of registration with SANC as General Nurse and Midwife Minimum of 9 years recognizable experience in nursing after registration as Professional nurse with SANC in General Nursing At least four (4) years of the period referred to above must be appropriate/ recognizable experience at management level. Code eight (8) drivers license Registration with South African Nursing Council (2019 receipt) Certificate/s of service obtainable from
your Human Resource Office Recommendation: Proof of Computer literacy (Ms Office suite) Diploma/ Degree in Nursing Administration.

DUTIES:
Planning and organizing skills. Knowledge of legislative prescript concerning Public Service Nursing Financial Management. Conflict management skill. Computer literate. Human Resource Management. Problem Solving Skills Good communication and interpersonal skills. Assist in the formulation and implementation of quality improvement plan. Establish the strategic direction of the nursing component to ensure alignment with its Business plan. To manage and control budget in accordance with PFMA Act no: 1 of 1999 by ensuring Effective and efficient control of medical supplies, equipment and miscellaneous store. Effectively manage and utilize human resource in the Nursing component Manage and formulation of policies and procedures for nursing services. Maintain discipline in all labour related issues, grievances in terms of the laid down procedure and policies. Give clear and effective communication to relevant stakeholder allowing for efficient delivery. Service within the multi-disciplinary approach Execute duties and functions with proficiency, support of the aim and strategic objectives of the department of Health and perform duties/ functions within the prescripts of all applicable legislation. Ensure proper planning of leave for supervisees. Ensure effective employee performance management. Identify training needs and implement intervention strategies. Ensure all records are maintained and updated regularly. Ensure implementation of NCS in the nursing component.

ENQUIRIES:
Mrs CN Ndandane Tel No: (033) 4441259

APPLICATIONS:
Please Post to Hr Manger Mrs L.A Mkhize Private Bag X216, Kranskop, 3268

NOTE:
Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of qualifications/certificates, Professional Registration Certificates, Identity Document and Driver’s Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T Claims will not be paid to candidates who will be attending interview.

CLOSING DATE: 06 September 2019

POST 30/402: MEDICAL OFFICER GRADE 1 REF NO: SAH 04/2019 (X1 POST)

SALARY: R821 205 per annum (All inclusive package)

CENTRE: ST Andrews Hospital Medical and Surgical Services

REQUIREMENTS:
Grade 1: Senior Certificate PLUS Appropriate qualification in Health Science-MBCHB PLUS Current registration with HPCSA as a Medical Practitioner OR1 year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Skills: Ability to diagnose and manage common medical and surgical problems including emergencies in the major clinical disciplines. Surgical and Anesthetic skills. Sound knowledge and experience in the respective medical discipline. Sound knowledge of Human Resource Management, Information Management and Quality Assurance Programme. Knowledge of current health and public service legislation, regulations and policies. Sound Medical ethics and emphasis on budget control, epidemiology
and statistics. Sound teaching and supervisory skills. Good communication and interpersonal skills.

**DUTIES**

Providing a holistic patient care, inclusive of preventive measures, treatment and rehabilitation. Assist with human resource development for medical staff. Conduct patient orientation and induction for new staff. Conduct continuous professional development by organizing information seminars. Ensuring correct patient management through the implementation of quality standards and practice and treatment protocols. Ensuring the development, maintenance and updating of clinical procedures. Ensuring effective utilization of all resources in the clinical field within the sphere of functioning. Provide Medical Services at the department appointed to. Clinical responsibilities including examine, investigate, diagnose and oversee that treatment of patients in the relevant department. Provide guidance, training, evaluation and mentorship of junior medical staff. Participate in community health programmes. Monitor the cost effectiveness of medical examinations with due regard of effective patient care, and ethical decision making. Assist the evaluation of existing standards and effectiveness of health care. Assist with application of sound labour relations policy in accordance with relevant legislation and guidelines.

**ENQUIRIES**

Dr Sk Lumeya Tel No: (039) 4331955 Ext 214

**APPLICATIONS**

Should Be Forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag X1010 Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding 4680.

**FOR ATTENTION**

Human Resource Manager

**NOTE**

African Male and People with Disability may feel free to apply

**CLOSING DATE**

06 September 2019

**POST 30/403**

MEDICAL OFFICER UROLOGY REF NO: MO URO/2/2019 (X1 POST)

**Department:** Urology

**SALARY**

Grade 1: R821 205 per annum (All Inclusive Salary Package) excluding Commuted Overtime.

Grade 2: R938 964 per annum (All-inclusive Salary Package) excluding Commuted Overtime.

Grade 3: R1 089 693 per annum (All-inclusive Salary Package) excluding Commuted Overtime.

**CENTRE**

Inkosi Albert Luthuli Central Hospital

**REQUIREMENTS**

An appropriate qualification in the appropriate Health Science PLUS Current Registration with the Health Professions Council of South Africa as an independent medical practitioner. Completion of Community Service. Recommendation: Experience in Urology. FCS – 1A (Primary), ATLS, ACLS or PALS will be a distinct advantage. **Grade 1:** No experience required from South African Qualified employees. One (1) year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** Five (5) years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. Six (6) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Ten (10) years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. Eleven (11) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Knowledge of operative and post-operative management of the surgical patient. Any training in the field of general surgery will be a distinct advantage. Experience will be given to those who have completed some or all of their surgical training. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills. Experience in Urology. Ability to assist the Urology staff in the smooth running of the Department. Ability to function in a multi-disciplinary setting.

**DUTIES**

Provide appropriate medical care to all urologic patients. Assist in teaching undergraduates. Attend all academic activities and teaching/training sessions in the department. Performance of after hour duties.
ENQUIRIES: Dr EH Abdel Goad Tel No: (031) 2401179
APPLICATIONS: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

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

CLOSING DATE: 13 September 2019
POST 30/404: MEDICAL OFFICER REF NO: GJC 05/2019 (X2 POSTS)

SALARY: Grade 1: R821 205 per annum
Grade 2: R938 964 per annum
Grade 3: R1 089 693 per annum
Other Benefits: Rural allowance 22% of annual salary, and commuted overtime allowance.

CENTRE: GJ Crookes Hospital
REQUIREMENTS: Senior certificate. MBChB Degree or equivalent qualification; Plus Current registration with HPCSA as a Medical Practitioner. Registration with HPCSA as a Medical Practitioner. Proof of previous experience if any. Valid driver’s license. Knowledge: Sound knowledge of clinical and surgical skills associated within the practice of a District Level Hospital, i.e. caesarean sections and spinal anaesthetics, ectopic pregnancies, circumcisions and evacuations, etc. Knowledge and skills in medicine including HIV and TB, paediatrics, surgery, obstetrics and gynaecology, orthopaedics, psychiatry, emergency medicine and anaesthetics. Good communication and interpersonal skills. Teaching and supervision of junior doctors and students. Knowledge of all applicable legislation.

DUTIES: Clinical and administrative duties / responsibilities for the respective clinics under GJ Crookes Hospital. (Provide out-reach services to PHCs). Implement quality standards and practices and treatment protocols as to ensure correct and effective management of patients. Examination, diagnosis and treatment of patients in the hospital and clinics. Diagnosing and facilitating referrals to higher level of care. After hours participation in call rosters. (Commuted overtime is compulsory) Perform emergency procedures and administer anaesthesia. Application of family medicine to patients and relatives. Facilitation of staff training and ongoing medical education. Normal working hours 07H30 to 16H00 with half hour break in between.

ENQUIRIES: Dr. B Shange Tel No: (039)-978 7001
APPLICATIONS: Should be posted to: The Acting Human Resource Manager, GJ Crookes Hospital, Private Bag X5501, Scottburgh, 4180
FOR ATTENTION: Mr. JL Majola
NOTE: Application for Employment Form (form Z83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za. Certified copies of educational qualifications – not copies of certified copies, curriculum vitae, certified copy of Identity Document, certified copy of driving licence. The reference number must be indicated in the column provided on the Z83. The appointment is subject to the positive outcome obtained from the NIA to the following checks: (security checks, Credit records, qualification, citizenship and previous experience verifications). Please note that due to the large number of applications received, applications will not be acknowledged,
however, please be informed that if no notification of appointment is made within three months of the closing date applicants should accept that their application was unsuccessful.

**CLOSING DATE** : 06 September 2019 at 16h00

**POST 30/405** : MEDICAL OFFICER: RENAL REF NO: MO RENAL/2/2019 (X1 POST)
Department: Renal

**SALARY** :
- Grade 1: R821 205 per annum (All Inclusive Salary Package) excluding Commuted Overtime.
- Grade 2: R938 964 per annum (All-inclusive Salary Package) excluding Commuted Overtime.
- Grade 3: R1 089 693 per annum (All-inclusive Salary Package) excluding Commuted Overtime.

**CENTRE** : Inkosi Albert Luthuli Central Hospital and DFR

**REQUIREMENTS** :
- Registration with the Health Professions Council of South Africa as a medical practitioner. Current registration as a Medical Practitioner with HPCSA, Senior Certificate. MBCHB degree. Appropriate qualification. Proof of completion of Community Service. Driver's licence. **Grade 1**: No experience required. The appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2**: Five (5) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3**: Ten (10) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner The appointment to Grade 3 requires a minimum of eleven years (11) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge skills and experience required: Sound clinical knowledge of Internal medicine with ability to manage medical emergencies. Knowledge of ethical medical practice. Ability to assess, diagnose and manage in-patients and out-patients in general nephrology, peritoneal dialysis, haemodialysis and renal transplantation.

**DUTIES** :
- Dr. S Hariparshad Tel No: (031) 240 1258

**ENQUIRIES** :

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

**NOTE** :
- An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T Claims.
CLOSING DATE: 13 September 2019

POST 30/406: PHARMACIST GRADE 1, 2 / 3 REF NO: PHARM 40//2019 (X1 POST)

SALARY:
- Grade 1: R693 372 – R735 918 per annum, Plus, (All inclusive Package)
- Grade 2: R751 026 - R 797 109 per annum, Plus, (All inclusive Package)
- Grade 3: R821 205 – R 871 590 per annum, Plus, (All inclusive Package)
- 13th Cheque, 12% Inhospitable Area Allowance, Medical Aid: Optional, Housing Allowance (Employee must meet prescribed requirements)

CENTRE: Edendale Hospital

REQUIREMENTS:
- Senior Certificate. A Bachelor of Pharmacy Degree / Diploma in Pharmacy qualification; plus Registration certificate with South African Pharmacy Council (SAPC) as a Pharmacist. Current registration (2019-2020) with the SAPC as a Pharmacist. Experience: Grade 1: Appropriate Qualification in the relevant discipline that allows appropriate qualification and registration with the SAPC as a Pharmacist. One (1) year relevant experience after registration as a Pharmacist with a recognised foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Grade 2: Appropriate Qualification in the relevant discipline that allows appropriate qualification, registration plus five (5) years after registration with the SAPC as a Pharmacist. Six (6) years relevant experience after registration as a Pharmacist with a recognised foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. A certificate of service obtained from the HR Department must be attached. Grade 3: Appropriate Qualification in the relevant discipline that allows qualification, registration certificate plus thirteen (13) years after registration with the SAPC as a Pharmacist. Fourteen (14) years relevant experience after registration as a Pharmacist with a recognised foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. A certificate of service obtained from the HR Department must be attached.

- Knowledge of Public Sector Pharmacy, as well as relevant acts and regulations, District Health System, Essential Drug List, National Drug Policy and National Core Standards. Knowledge of and or experience in the management of an Outpatient and Inpatient Department, ARV services, Pharmacy stores and the CCMDD program. Sound communication, interpersonal, management, leadership and organizational skills. Knowledge and understanding of antiretroviral therapy. Ability to manage and co-ordinate productivity and be part of an interactive team. Knowledge of the principles of drug therapy and the functions and operations of a Pharmacy and Therapeutics Committee. Computer literacy, including stock control program Rx Solutions. Understanding of Antimicrobial Stewardship and implementation and practice thereof. Willingness to learn and undergo training, and to participate in Continuing Professional Development.

- Duties: Deputize for assistant manager and other pharmacists, when required. Provide a comprehensive pharmaceutical service to patients, wards, and departments. Assist in the development and revision of departmental policies and procedures. Liaise with other health professions with regard to drug information, rational drugs use, and Standard Treatment Guidelines. Supervise and train staff in accordance with department policies and procedures. Assist the assistant manager in the co-ordination of activities of the Hospital Pharmacy and Therapeutics Committee. Assist the manager and assistant managers with relevant audits. Compiling reports for submission to the Pharmacy Manager. Ensure the necessary ordering procedures are in place for wards and departments and to ensure appropriate medicine usage, cost-effectiveness and to reduce pilferage. Ensure stock control and security of pharmaceutical stock. Assist with implementation of Infection Prevention and Control policies and audits. Attend to performance management, discipline and counselling of staff. Monitoring and control of sterile / manufacturing units. Perform ward checks monthly and clinic visits when necessary. Perform overtime, and standby duty.

ENQUIRIES: Enquiries: Mrs. N. Hansa Tel No: (033) 395-4089/4138
APPLICATIONS: All applications to be posted to: The Chief Executive Officer, Edendale Hospital, Private Bag X 509, Plessislaer, 3216.
FOR ATTENTION: Mr. L. Makhaye
NOTE: Employment Equity: Preference will be given to the following candidates as per Employment Equity target: Any person with disability regardless of race and gender, African Male, Coloured Male, Indian Male.
CLOSING DATE: 06 September 2019
POST 30/407: ASSISTANT MANAGER NURSING: PHC MANAGER/SUPERVISOR: KWADABEKA COMMUNITY HEALTH CENTRE REF NO: KDC 17/2019
Cluster: Satellite Clinic Services

SALARY: R614 991 per annum (An all Inclusive) plus 13th Cheque, Medical Aid (optional), Home Owners Allowance, etc, (employee must meet the prescribed requirements) and 8% in hospitable allowance of basic salary.

CENTRE: Kwadabeka Community Health Centre

REQUIREMENTS:
Minimum Requirements: Senior Certificate/Grade 12 or equivalent; Degree/Diploma in General Nursing and Midwifery that allows registration with SANC as a Professional Nurse (i.e. Basic R425 qualification or equivalent); A post-basic qualification with a duration of 1 year in Curative Skills in Primary Health Care (Clinical Nursing Science, Health Assessment, Treatment and Care) accredited with the SANC; A minimum of 10 years appropriate/recognizable nursing experience 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 nursing experience after obtaining the post-basic qualification with a duration of 1 year in Curative Skills in Primary Health Care (Clinical Nursing Science, Health Assessment, Treatment and Care) accredited with the SANC; At least 3 years of the period referred to above must be appropriate/recognizable experience at management level; 2019 Certificate to Practice (SANC registration) from SANC as a General Nurse and Primary Health Care Nurse (mere proof of registration will not be accepted); Unendorsed, valid code B/C drivers’ license; and Proof of current and previous work experience endorsed by the Human Resource Manager or Delegated person. Competencies: In-debt knowledge of nursing legislation, related legal and ethical practice and legislative framework governing the Public Service. Thorough knowledge of quality assurance standards as directed by the National Core Standards, Patient’s Rights Charter, Batho Pele Principles, etc. Appropriate understanding of Nursing Scope of Practice and nursing standards as determined by Primary Health Care Re-engineering. Effective communication with patients, supervisors and other health care professionals and junior colleagues. Display a concern for patients by promoting, advocating and facilitating proper treatment and care. Ability to ensure that PHC Clinics are effectively managed and that they adhere to Batho Pele Principles. Ability to work as a part of a multidisciplinary team at all levels. Ability to plan, supervise, organize, lead, control, delegate, make decisions, solve problems, discipline and co-ordinate effectively. Demonstrate basic computer literacy as a support to enhance service delivery.

DUTIES: Plan, direct, co-ordinate and manage the efficient and effective delivery of comprehensive primary health care service package through working with the clinic management of affiliated clinics. 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. Co-ordinate, supervise and manage PHC services in the operational areas including mobile clinic team, family health team, school health team and community care givers. Facilitate and monitor essential PHC components of community participation and inter-sectoral collaboration. Ensure appropriate capacity development and supervisor of PHC facilities, units and teams operating in service areas. Facilitate and ensure an integrated approach in planning and implementing services at all facilities and teams to provide comprehensive PHC services from household’s level to the PHC services including the referral system and ensuring full community participation. Analyze the operational imperative set in the National PHC Package of service, National Health Norms and standards, Provincial Strategies and Annual Plans, policies and guidelines to ensure translation into interventions and services to reach clearly defined targets and objectives in the service areas. Monitor PHC outputs and services on a monthly basis to review performance, provide feedback to the PHC Units, Facilities and managers as well as sub-district, CHC and District Management. Monitor and audit compliance with norms and standards, clinical protocols and good practice elements to identify risks to communities, individuals and the Department and ensure adverse events reporting as per protocol. Ensure staff development and implementation of quality improvement plans, infection prevention and control and ensure that all other relevant standards are met.
Ensure effective, efficient and economical management and utilization of allocated resources. Ensure implementation, monitoring and evaluation of EPMS in the operational areas.

ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE

Mrs N Masondo Tel No: (031)-240 5310
All applications should be forwarded to: The Human Resource Manager: KwaDabeka Community Health Centre: KZN Department of Health, PO Box 371, Clermaville 3602 or hand delivered to KwaDabeka Community Health Centre, 4 Khululeka Road, KwaDabeka Township (next to KwaDabeka Elangeni FET College)
Human Resource Manager
Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver’s Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

CLOSING DATE
POST 30/408
SALARY
CENTRE
REQUIREMENTS
DUTIES
06 September 2019
OPERATIONAL MANAGER NURSING: SPECIALITY THEATRE REF NO: 35/2019 (X1 POST)
R562 800 per annum plus benefits, 13th Cheque, Medical Aid optional.
Greytown Hospital
Matric/ senior certificate (grade 12) or equivalent qualification, Degree/ Diploma in General Nursing and Midwifery and Neonatal Nursing Science. Registration with South African Nursing Council as a Professional Nurse and Midwifery. Proof of current registration as a Professional nurse with SANC (2019 receipt). A minimum of nine (09) years appropriate/ recognizable experiences as a Professional Nurse and Midwifery, with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognized experience after obtaining the one (01) year post basic qualification in Advance Midwifery and neonatal Nursing Science. Proof of previous and current work experience endorsed and stamped by Human Resource. Certificate of service endorsed and stamped by HR. Knowledge of Nursing care process and procedure, nursing statues and relevant legal frame work such as Nursing Act Health, Patients’ Rights etc. Good knowledge of maternal health protocol an guideline. Basic understanding and knowledge of HR and Finance policies. Good report writing and facilitating skills. Good communication skills-verbal and written. Good leadership, organization, decision making and problem solving skill. Good interpersonal relation including negotiation, conflict handling, an team building skill. Financial and budgetary knowledge.
Monitoring the provision of quality holistic, comprehensive and specialized maternity service as per the set standard and in conjunction with other team members. Conduct or assist in ESMOE fire drills within the unit and keep the required evidence. Monitor infection control measure within the unit. Plan and monitor the use of budget for the unit. Plan and monitor the use of budget for the unit. Ensure perinatal meeting run efficiently and effectively. Ability to analyse, present and formulate action plans based on PPIP program. Monitor,
analyse and evaluate maternity/perinatal statistics and guide the team in the formulation and implementation of action plans. Overseer implementation and monitoring of all MCWH programmes relating to the maternal and new-born health. Provide support to nursing service component. Attend the District Perinatal meeting in the absence of the Assistance manager. Proper data management to improve data flow and data quality. Display concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirement an work as part of multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Improve the quality of care through the reduction of public complaints and waiting times. Basics undertaking and knowledge of Human Resource, labour and financial policies. Implement staff development and performance by implanting EPMS and other related human resource policies. Reinforce and encourage staff education, in-service training, orientation and practice development initiatives in the unit. Ability to plan and organize own work and that support personnel to ensure proper nursing care. Maintain professional growth/ethical standards and self-development. Maintain the code of conduct, Public Service an Professional Body. Manage assets, consumables and service effectively.

ENQUIRIES: Ms. PPL Nkala Tel No: (033) 4139 410
APPLICATIONS: forwarded to: Human Resource Manager, Private bag X 5562, Greytown, 3250
FOR ATTENTION: Mr. LP Ntombela Tel No: (033) 413 9410
CLOSING DATE: 06 September 2019

POST 30/409: OPERATIONAL MANAGER REF NO: ED 04/2019 (X2 POSTS)
Component: Mobile Clinic

SALARY: R562 800 per annum Other Benefits; 13th Cheque Medical Aid (Optional), Housing Allowance: Employee must meet prescribed Requirements and Rural Allowance 12%

CENTRE REQUIREMENTS: Edumbe Community Health Centre
Senior Certificate (Grade 12) Diploma/Degree in General Nursing and Midwifery. One year post basic qualification in Primary Health Care, Current registration with SANC as Professional Nurse and Midwifery. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing and Midwifery, of which five(5) years must be recognizable experience after obtaining one(1) year post basic qualification in Primary Health Care. Certificate of service stamped and signed by Human Resource Department must be attached. Unendorsed valid Code B driver’s license. Proof of current/previous work experience endorsed and stamped by the employer/s must be attached. Job Purpose to provide effective Planning, Monitoring, Evaluation and reporting services in the institution as well as for feeder clinics. Knowledge, Skills, Training And Competencies Required:
- Knowledge and insight into Nursing process and procedures. Knowledge of nursing statutes and other relevant Public Services Act/legislations. Decision making and problem solving skills. Interpersonal skills in dealing with conflicts management. Knowledge and implement Batho Pele principles. Supervisory and analytical thinking skills. Stress tolerance, flexibility, empathy and ability to communicate constructively. Disaster management skills. Team building and supervisory skills.

DUTIES: Key Performance Area: Provide effective management and professional leadership ensuring that ward unit are organized and covered with Professional staff. To provide quality patient care. Provide effective supervision of ward/unit ensuring implementation of nursing standard, policies and procedures. Manage and direct efficient utilization of resources to enhance service delivery. Exercise control of discipline, grievance and any other Labour related issues in terms of laid down procedures. Maintain client satisfaction through monitoring and setting of service standards. Implement and monitor National Core Standards. Implement EPMD. Advocate for patients in facilitating proper treatment care and adherence to Patient Rights Charter and Batho Pele Principles. Ensure to keep accurate records. Compile unit statistics monthly.

ENQUIRIES: Ms BTN Kunene Tel No: (034)-9958500
APPLICATIONS: All applications should be forwarded to: The Human Resource Manager, Edumbe Community Health Centre P/Bag x 322 Paulpietersburg, 3180 Human Resource Management Edumbe Main Street Paulpietersburg.
FOR ATTENTION: Mrs. EP Mdlalose
NOTE: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's license (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

CLOSING DATE: 09 September 2019

POST 30/410: OPERATIONAL MANAGER NURSING (PHC) REF NO: GAM CHC 10/2019 (X2 POSTS)

SALARY: R532 449 – R599 274 per annum. Other Benefit(s) 13th Cheque Medical Aid (Optional) GEHS (employee must meet prescribed requirements) 12% rural allowance

CENTRE REQUIREMENTS: UGU Health District: Gamalakhe CHC: Port Edward And Braemer Clinic

Senior Certificate / Matric Degree/ Diploma in General nursing and Midwifery that allow registration with SANC as a Professional Nurse. A post basic qualification with a duration of at least one (01) year accredited with SANC in Clinical Nurse Science, Assessment, Diagnosis, Treatment and Care. Proof of current registration with SANC (2019 receipt). A minimum of 09 years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Proof of previous and current work experience endorsed and stamped by Human Resource Department (certificate of service). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. Skills: Knowledge of SANC Rules and Regulations Knowledge of Legislative Framework and Departmental prescripts Leadership, organizational, Decision making, problem solving and interpersonal skills Basic financial management skills Knowledge of Human Resource Management Personal Attitude, Responsive, Professionalism, Supportive, Assertive and Team player role. Communication skills and decision making skills. Leadership and supervisory skills.

DUTIES: Assist in planning, organising and monitoring of objectives of the specialised unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Ability to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including Monitor Provision of quality comprehensive service delivery at emergency unit. Participate actively in Operation Sukuma Sakhe programme. Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, community and multidisciplinary team. Monitor safe patient service and improve client satisfaction. Participate in the attainment of National Core Standards. Contribute to the realization of Ideal Clinic (ICRM) status. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the unit and give guidance. Demonstrate an understanding of Human Resource and Financial Management Policies and procedures. Monitor and evaluate the care and management of all patients through clinical audits. Ability to supervise Medical and Surgical emergencies and refer appropriately.
Monitor implementation of PHC Re-Engineering Monitor implementation and performance on indicators on daily, weekly and monthly basis; provide feedback to management, analyse data and draw up quality improvement plan and implementation plan. Exercise control of discipline and any other Labour Related issues in terms of laid down procedures. Ensure compliant management is functional in the Clinic. Ensure functionality of the Clinic committee programme so that community involvement and participation is achieved.

ENQUIRIES:
Mrs. N.O Ndwendwe Tel No: (039) 318 1113

APPLICATIONS:
The CHC Manager: Gamalakhe Community Health Centre, Private Bag X 709, Gamalakhe, 4249.

FOR ATTENTION:
Human Resource Department

CLOSING DATE:
06 September 2019

POST 30/411:
OPERATIONAL MANAGER NURSING–WARD BASED PRIMARY HEALTH CARE OUTREACH TEAMS (WBPHCTS) AND SCHOOL HEALTH TEAMS (SHTS) COORDINATOR REF NO: OMWB 01/2019 (X1 POST)
Directorate: Dundee Hospital

SALARY:
Grade 1: R532 449 – R633 432.00 per annum Plus 12% Inhospital Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)

CENTRE:
Dundee Hospital PHC

REQUIREMENTS:
Matric Senior Certificate (Grade 12), Diploma / Degree in nursing or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwife. A Post Basic Nursing Qualification with a duration of at least one (1) year accredited with SANC in Clinical Nursing Science, Assessment, Diagnosis, treatment and Care. A minimum of 9 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General nursing of which at least 5 years must be appropriate experience after obtaining the one year post basic qualification in Primary Health Care. Current proof of registration with SANC 2019. Valid Driver's license EB (Code 8) or C1 (Code 10). Proof of current/ previous work experience and stamped by the employer(s) must be attached. Knowledge, Skills and Competencies Required: Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Knowledge of nursing care process and procedures, nursing and other relevant legal Frameworks. Ability to formulate patient care related policies, vision, mission and objectives of the clinic. Communication and interpersonal skills including public relations, negotiating, coaching, 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 implementation and supervision of Ward Based Primary Health Care Outreach Teams (WBPHCOT), Integrated School Health Programme (ISHP) policy and Community Health Workers (CHWs) in line with PHC re-engineering framework and National Health Insurance (NHI). Responsible for overall supervision of quality comprehensive community based outreach services and interventions at household, community and school level. Coordinate community based services through household mapping (incl. impoverished wards), profiling, diagnose and classify household according to the Community Based Model (CBM). Improve outcomes by focusing on the prevention, promotion, curative and rehabilitative approach through implementation of comprehensive based outreach services to achieve self-reliance. Provision of resources such as identification of teams, materials, equipment, space for teams, vehicles and data collection tools. Develop knowledgeable, empowered and self-driven cadres through training and capacity building of the outreach teams. Ensure communication is being improved through entry strategies, stakeholder’s engagement, community dialogues and OSS interventions. Support the realization and maintenance of Ideal Clinic programme (ICRM) and National Core Standards (NCS) in the facilities and ensure that facilities targets are met. Facilitate the implementation of Health Promotion (HP) programmes in schools, PHC facilities and at household level, i.e. Health Promoting Schools, Health Promoting Clinics and Health Promoting Homes. Ensure a clear referral pathway from community to clinic and vice versa.
ENQUIRIES: Mrs I.D Khumalo Tel No: (034) 2121111 ext 259
APPLICATIONS: Applications should be delivered to: KwaZulu-Natal Department of Health, Dundee Provincial Hospital, 121 McKenzie Street, Dundee, 3000 Postal Address Dundee Provincial Hospital, Private Bag X2011, Dundee, 3000.
CLOSING DATE: 06 September 2019
POST 30/412: OPERATIONAL MANAGER GRADE 1 (GENERAL STREAM) OPD REF NO: UNTU 04/2019
SALARY: R444 276 per annum plus 13th cheque other benefits: housing allowance (employee must meet prescribed requirement) medical aid (optional) and rural allowance is 8%
CENTRE: Umutunjambili Hospital
REQUIREMENTS: Matric/Senior Certificate (grade 12 certificate) Certificate copy of identity document. Degree/diploma in General Nurse Science/Midwifery Certificate or registration with South Africa Nursing Council as a professional nurse. At least 7 years of the period referred to above must be appropriate /recognizable experience as a professional nurse with SANC in general nursing. Current registration receipt with SANC 2019.Certificate of service from current and previous employers stamped by human resource. Recommendations for the post diploma in Psychiatry Driver’s license Computer literacy demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other member of the multidisciplinary team including the writing of report when required. Good Human relation displaying concern for patients, promotion and advocating proper treatment and care including willingness and awareness to respond to patient’s needs, requirements and expectations (Batho Pele). Demonstrate basic understanding of HR and Financial policies and practices. Experience in working in casualty and resuscitation unit and outpatient. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organize own work, time and that of support personnel to ensure proper nursing care in the unit. Disaster management skills.
DUTIES: Work as part of multi-disciplinary team to correlate nursing theory and practice that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by Umutunjambili Hospital. Ensure compliance to professional and ethical practice .Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Co-ordinate all human resource development activities for nursing and inter-sector collaboration programs in the community for the institution .Ensure integration in the management of Non communicable and communicable disease. Ensure fast queues are implemented for all qualifying groups. Compile unity statistics monthly Maintain client satisfaction through monitoring and setting of service standards.
ENQUIRIES: Mrs CN Ndandane Tel No: 0334441259
APPLICATIONS: Please Post To Hr Manger Mrs L.A Mkhize Private Bag X216 Kranskop 3268
NOTE: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of qualifications/certificates, Professional Registration Certificates, Identity Document and Driver’s Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders
must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T Claims will not be paid to candidates who will be attending interview.

**CLOSING DATE** : 06 September 2019

**POST 30/413** : CLINICAL NURSE PRACTITIONER REF NO: GJC 06/2019 (X2 POSTS)

**SALARY** : R383 226 per annum. Other Benefits: 13th cheque, Rural allowance 12% of annual salary, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

**CENTRE** : GJ Crookes Hospital: Umzinto Clinic & Mqangeni Clinic

**REQUIREMENTS** : Grade 12 (senior certificate). Current SANC receipt (2019). Diploma/Degree in General nursing and midwifery plus 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Current registration with SANC as a General Nurse, Midwifery. A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing, Midwifery plus one year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Knowledge: Knowledge of Nursing Care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Mental Health Act, Occupational Health and safety Act, Batho Pele Principles, Patients’ Rights Charter, Labour Relations Act. Leadership, organizational skills, decision making skills and problem solving skills. Good communication and interpersonal skills. Basic computer skills.

**DUTIES** : Provide quality comprehensive Primary Health care by promoting preventative, curative and rehabilitative services for the clients and community. Perform clinical nursing practice in accordance with the scope of practice and nursing standards for primary health care. Utilize human, material and physical resources effectively and efficiently. Administrative service such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Provide safe and therapeutic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Develop and ensure implementation of nursing care plans. Participate in clinical records audits. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patients' needs and expectations according to Batho Pele Principles. Promote quality of nursing care as directed by standards at primary health care facilities. NB: Candidates should separate applications if they are interested to apply in both clinics.

**ENQUIRIES** : Dr. B Shange Tel No: (039) 978 7001

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

**FOR ATTENTION** : Mr. JL Majola

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

**CLOSING DATE** : 06 September 2019 at 16h00

259
POST 30/414

PROFESSIONAL NURSE SPECIALTY (ADVANCED MIDWIFERY) REF NO: GJC 07/2019 (X1 POST)

SALARY
R383 226 per annum Other Benefits: 13th cheque, Rural allowance 12% of annual salary, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

CENTRE
GJ Crookes Hospital – Umzinto Clinic

REQUIREMENTS
Grade 12 (senior certificate), Current SANC receipt (2019). Diploma/Degree in General nursing and midwifery plus 1 year post basic qualification in Advanced Midwifery. Current registration with SANC as a General Nurse and Advanced Midwife. A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing, Midwifery. knowledge: Knowledge of Nursing Care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Mental Health Act, Occupational Health and safety Act, Batho Pele Principles, Patients’ Rights Charter, Labour Relations Act. Leadership, organizational skills, decision making skills and problem solving skills. Good communication and interpersonal skills. Basic computer skills.

DUTIES
Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Work as part of the multi-disciplinary team to ensure good nursing care at primary health care level. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patients’ needs and expectations according to Batho Pele Principles. Promote quality of nursing care as directed by standards at primary health care facilities. Diagnose and manage obstetric emergencies in the absence of a doctor i.e. Eclampsia, APH etc. Identify high risk clients during ante-partum and post-partum periods manage them or refer them accordingly to policy. Develop mission and vision and objectives for obstetric unit. Develop, implement and review obstetric policies and procedures. Facilitate facility perinatal Mortality review or meetings. Know South African Nursing Council rules and regulations pertaining to obstetrics.

ENQUIRIES
Dr. B Shange Tel No: (039)-978 7001

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

FOR ATTENTION
Mr. JL Majola

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

CLOSING DATE
06 September 2019 at 16h00

POST 30/415

PROFESSIONAL NURSE: SPECIALTY NURSING STREAM – CRITICAL CARE REF NO: PN (SPEC NURS STREAM) CRIT-CARE /2/2019 (X1 POST)

SALARY
Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Other Benefits: 13th cheque, Housing Allowance: employee to meet prescribed requirements. Medical Aid: optional.

CENTRE
Nkosi Albert Luthuli Central Hospital

REQUIREMENTS
Degree/Diploma in General Nursing and 1 year post basic qualification Critical Care speciality (R212). Registration with SANC as Professional Nurse – Critical Care. Current registration with SANC as General Nurse and Critical Care. A minimum of 4 years appropriate/recognisable post registration
experience as a General Nurse. Recommendation: Diploma in Basic Midwifery (R2488). **Grade 1:** experience: A minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing is required. **Grade 2:** experience: A minimum of 14 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC in General nursing is required. At least 10 years of the period referred to above must be appropriate/recognisable experience in the Critical Care Speciality after obtaining the 1 year post basic qualification in the relevant speciality.

Knowledge, skills, training and competencies required: Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient’s needs, requirements and expectations (Batho Pele). Ability to plan and organise own work and that of support personnel to ensure proper nursing care.

**DUTIES:**
Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by IALCH and relevant prescripts. Internal rotation of staff within the relevant speciality will be exercised according to patients need. Night duty will be implemented. Acts as shift leader in Unit when necessary. Perform duties as delegated by the supervisor of the area.

**ENQUIRIES:**
Ms NO Mkhize Tel No: (031) 240 1063

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

**NOTE:**
An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APR0/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T Claims.

**CLOSING DATE:** 13 September 2019

**POST 30/416:** PROFESSIONAL NURSE (SPECIALTY) GRADE 1 OR 2, OTHOBOTHINI COMMUNITY HEALTH CENTRE REF NO: OTH CHC 10/2019

**SALARY:** Grade 1: R383 226 per annum (OSD)
Grade 2: R471 333 per annum (OSD)
Other Benefits: 13th Cheque, 12 % rural allowance, Medical aid (optional), Housing Allowance (employee to meet prescribed requirements)

**CENTRE REQUIREMENTS:** Othobothini Community Health Centre (Jozini)

Basic R425 qualification (diploma/ degree that in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. 1 year post basic qualification in Occupational Health Nursing Science accredited with SANC. **Grade 1:** A minimum of 4 years appropriate / recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/ recognizable experience after registration as a Professional nurse with SANC in General Nursing. Proof of current registration with SANC (2019), knowledge, skills, attributes and abilities: Sound knowledge of Nursing Act, Occupational Health
and Safety, Compensation for Occupational Injuries and Diseases, and other related prescripts. Knowledge of delivering Occupational Health service to employees on minor ailments when necessary. Ability to formulate Occupational Health and patient care related policies. Knowledge of infection control, risk and waste management. Good leadership, communication, report writing, problem solving and decision making. Knowledge of Batho Pele Principles and National Core Standards. Knowledge of pharmaceutical management.

**DUTIES:**
Ensure compliance with baseline medical surveillance, periodical medical examination, and exit medical examination to Othobothini CHC staff. Provision of quality minor ailment care: preventive and promotive, curative and rehabilitative service (EDL). Provide risk assessment to employees exposed to biological agents. Provide Occupational Post Exposure Prophylaxis. Provide optimal, holistic nursing care with set standards and within professional/ legal framework. Provide educational service through clinical teaching, training and continuous evaluation of employees. Ensure clinical record keeping as laid down by relevant legislation. Compile statistics for submission to Institutional EXCO and District Office. Develop Plans (Operational, Procurement, Business, etc.). Work as part of a multi-disciplinary team to ensure high quality nursing care and ensure that targets are met.

**ENQUIRIES:**
Mr N. Shude Tel No: (083) 4788 799

**APPLICATIONS:**
Please forward applications quoting reference number to: The Human Resources Manager, Othobothini CHC, Private Bag X 012, Jozini, 3969 or hand deliver to Othobothini CHC HR Department.

**NOTE:**
Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- www.kzhealth.gov.za. Certified copies of ID, Std 10 certificate, educational qualifications, and certificate of service / proof of experience signed by HR office (certified copies) must be submitted together with your CV. People with disabilities should feel free to apply. Applicants in possession of foreign qualifications must attach an evaluation/ verification certificate from the South African Qualifications Authority (SAQA). Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful.

**CLOSING DATE:**
06 September 2019

**POST 39/417**: CLINICAL NURSE PRACTITIONER (PHC STREAM) REF NO: DARN 03/2019 (X1 POST)

**CENTRE:** Ilembe Health District Office

**REQUIREMENTS:**
Grade 1 - Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate), Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; Current registration with SANC as General Nurse with Midwifery plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). A minimum of 4 years appropriate/recognizable nursing experience as a General Nurse. Grade 2 - Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC),Current registration with SANC as General Nurse and Midwifery, plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years must be appropriate/recognizable PHC experience after obtaining a one year basic qualification in Primary Health Care. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Acts, Mental Act, OH&S Act, Batho Pele and Patients’ Rights Charter, Labour Relations Act, grievance
procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counselling. Good insight of procedures and policies pertaining to nursing care. Recommendations: A Valid Code EB driver's license (Code 08). Proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR Office must be attached for those applying for grade 2.

**DUTIES**

Provide quality comprehensive Primary Health Care by providing promotive, preventative, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping basic medical equipment, surgical pharmaceutical and stock. Assist in orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Supervision of patients’ reports and intervention, keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Motivate junior staff regarding development in order to increase level of expertise and assists patients to develop a sense of self-care. Support the realization and maintenance of Ideal Clinic Programme in the facility. Increase data management and record management.

**ENQUIRIES**

Mrs. R Bhagwandin (PHC Supervisor) Tel No: (032) 4373600

**APPLICATIONS**

Applications to be forwarded to: The Acting District Director: Ilembe Health District Office P/Bag x10620 Stanger 4450, for attention: Human Resource Department

**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. DARN 03/2019.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**

06 September 2019

**POST 30/418**

PROFESSIONAL NURSE (SPECIALTY) – PAEDIATRICS REF NO: UMP 11/2019 (X2 POSTS)

**SALARY**

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

**CENTRE**

Umphumulo Hospital

**REQUIREMENTS**

Diploma / Degree in General Nursing and Midwifery. Registration with the S.A.N.C. as a Professional Nurse and midwife. A post basic nursing qualification in Child Nursing Science, with a duration of at least one year accredited with the South African Nursing Council. Current (2019) council receipt Grade 1: A minimum of four (4) years appropriate / recognizable experience as a Professional Nurse Grade 2: A minimum of fourteen
years appropriate / recognizable experience as a Professional Nurse of which at least ten (10) years must be appropriate / recognizable experience in pediatrics after obtaining the post basic qualification of Child Nursing Science. Proof of current and previous experience endorsed by the HR department. Understanding of nursing legislation and related legal and ethical nursing practices. Ability to perform clinical nursing practice in accordance with the scope of practice and nursing standards. Good communication and interpersonal skills. Decision making and problem solving skills. Knowledge of Code of Conduct and Labour Relations and related policies. Ability to formulate patient related policies Basic understanding of HR and Financial policies and procedures. Basic computer literacy.

**DUTIES**: Provide effective management and professional leadership. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Implement maternal and child health care programmes, e.g. PMTCT, MBFI, IMCI, CHIP, KINC, IYCF, etc. Participate in perinatal mortality meetings. Ensure that the unit complies with national core standards. Ensure the provision of accurate statistical information for data management. Ensure that there is constant monitoring and evaluation of the key child indicators of the unit and maintenance of appropriate statistics. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Maintain clinical competence by ensuring that scientific principles of nursing are implemented. Maintain accurate and complete patient records. Ensure proper utilization of resources and exercise care over government property. Maintain a high quality of nursing and patient care in Paediatric services. Supervision of subordinates in execution of their duties.

**ENQUIRIES**: Mr. N. A. Mbhele Tel No: (032) 4814199

**APPLICATIONS**: Please forward application quoting the reference number to The Human Resource Department, Umphumulo Hospital, Private Bag X9219, Maphumulo 4470 or hand delivered to Umphumulo Hospital, Human Resource Department.

**FOR ATTENTION**: Mr S. M. Naidoo

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

**CLOSING DATE**: 06 September 2019 (Late applications will not be accepted)

**POST 30/419**: PROFESSIONAL NURSE SPECIALTY: ADVANCED MIDWIFERY REF NO: SAH 05/2019 (X1 POST)

**SALARY**: Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
CENTRE: ST Andrews Hospital: Maternity Ward

REQUIREMENTS:

**Grade 1:** Diploma/ Degree in General Nursing and Midwifery PLUS 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. A minimum of 4 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. Current registration with SANC as a General Nurse and Advanced Midwifery and Neonatal Nursing Science. 

**Grade 2:** Diploma/ Degree in General Nursing and Midwifery PLUS 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. A minimum of 14 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. At least 10 years of the period mentioned above must be recognizable experience in the specific specialty, after obtaining the one year post basic qualification in the relevant specialty. Current registration with SANC as a General Nurse, Midwifery and Advanced Midwifery and Neonatal Nursing Science.

Skills:
- 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 obstetric 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:
Mrs Mr Singh Tel No: (039) 433 1955 Ext 211

APPLICATIONS:
Should Be Forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag X1010 Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding 4680.

FOR ATTENTION:
Human Resource Manager

NOTE:
People with Disabilities and African Males Are Encouraged To Apply

CLOSING DATE:
06 September 2019

POST 30/420:
CLINICAL NURSE PRACTITIONER (PHC) GRADE 1 & 2 REF NO: EZA 03/2019 (X1 POST)

Re-Advertisement

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

Other Benefits: 13th Cheque, Medical Aid (optional), Home Owners Allowance(subject to employee meeting prescribed requirements) plus 8% Rural Allowance

CENTRE:
Ezekheni Nr 2 Clinic

REQUIREMENTS:
Senior certificate/Grade 12 or equivalent qualification. Degree /Diploma in General Nursing and Midwifery. Current registration certificate with SANC as a Professional Nurse in General Nursing and Midwifery (2019).Post Basic Diploma in Clinical Nursing Science, Health assessment, Treatment and care (PHC) with a duration of at least one (1) year. Certificate of Service Endorsed by Human Resource Department. Appropriate/recognisable experience after registration in the Post Basic Qualification is recognised to determine the salary on appointment. Only certificate of service from the previous employer/s is recognised for this purpose. **Grade 1.** A minimum of four/4 years appropriate/recognizable Nursing experience after registration as Professional Nurse in General Nursing with the SANC in General Nursing plus Clinical Nursing Science, Health assessment, Treatment and Care. **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 must be appropriate/recognisable experience after obtaining the one year Post Basic qualification in Clinical Nursing Science, Health assessment, Treatment and Care. The ideal candidate must possess: Knowledge and experience of Public Service Policies, Acts and Regulations. Sound Management, negotiation, inter-personal and problem solving skills. Good verbal and written communication skills. Knowledge of Labour Relations and disciplinary procedures. Clinical competencies. Knowledge of nursing care delivery approaches. Analytical thinking, decision-making and conflict management skills.

DUTIES:
- Provision of nursing comprehensive of service according to PHC CORE packages. Provision of quality comprehensive community health care (preventative and promote curative and rehabilitative) services. Provision of administration services. Involvement with community meetings and committees. Provision of educational services through clinical teaching, training and continuous evaluation of employees. Responsible for screening, diagnosis and management of patients at Primary Health Care level. Initiate treatment, implementation of programme and evaluation patients clinical conditions. Initiate community protection, involvement in Operation Sukuma Sakhe projects. Work as part of multidisciplinary team to ensure quality nursing care and target on priority programmes are achieved. Involved in clinical audits. Data management. Advocate for professionalism and ethics. Ensure the efficient and effective control of surgical sundries, pharmaceuticals, equipment and miscellaneous stores. Deal with grievances and Labour relation issues in terms of laid down policies/procedures. Evaluate and follow up patients during clinic visits. Attend and participate in doctor's visits. Participate in out-reach services.

ENQUIRIES:
Mrs C.I.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 from the South African Qualification Authority (SAQA) to their application. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above that of the advertised are free to apply. Please note that no S&T payments will be considered for payment to candidates that are invited for interview.

CLOSING DATE:
09 September 2019

POST 30/421:
CLINICAL NURSE PRACTITIONER – (PHC STREAM) REF NO: CNP 04/2019 (X3 POSTS)
Directorate: Dundee Hospital

SALARY:
Grade 1: R383 226 – R444 276 per annum
Grade 2 R471 333 – R579 696 per annum
Plus 12% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)

CENTRE: Rorkesdrift Clinic, Wasbank and Dundee Hospital Mobile 1

REQUIREMENTS: Senior certificate/ Grade 12 or equivalent qualification. Diploma / Degree in General Nurse and Midwifery. Current registration certificate with SANC as a Professional Nurse in General Nursing and Midwifery (2019). Post-Basic Diploma in Clinical Nursing Science, Health assessment, Treatment and care (PHC) with duration of at least one (1) year. Appropriate/ recognizable experience after registration in the Post Basic Qualification. Proof of previous experience and current working experience signed and stamped by the Human Resource Manager must be attached. Experience Grade 1: A minimum of 4 years appropriate/ recognizable experience as nursing after registration with SANC in general nursing.at least one year Post Basic Nursing qualification in Advance Midwifery and Neonatal Nursing Science. Experience Grade 2: A minimum of 14 years appropriate/ recognizable experience as nursing after registration with SANC in general nursing. At least 10 years Post Basic qualification in Advance Midwifery and Neonatal Nursing Science. Valid Driver’s License code 8 or 10.

Knowledge, Skills and Competencies Required:
- Leadership, organizational, decision-making and problem solving abilities within the limit of public sector and institutional policy framework.
- Knowledge on nursing care processes and procedures, nursing statutes and other relevant legal framework.
- Interpersonal skills including public relations, negotiating, conflict handling and counseling skills.
- Knowledge of Labour relations and disciplinary procedures.
- Insight into procedures and policies pertaining nursing care, computer skills in basic programmes.

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

ENQUIRIES: Mrs I.D Khumalo Tel No: (034) 2121111 ext 259

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

CLOSING DATE: 06 September 2019

POST 30/422: PROFESSIONAL NURSE SPECIALTY: OPERATING THEATRE REF NO: SAH 06/2019 (X1 POST)

CENTRE: ST Andrews Hospital

REQUIREMENTS: Grade 1: Diploma/ Degree in General Nursing and Operating Theatre Technique PLUS 1 year post basic qualification in Operating Theatre Technique. A minimum of 4 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. Current registration with SANC as a General Nurse and Operating Theatre. Grade 2: Diploma/ Degree in General Nursing and Operating Theatre Technique PLUS 1 year post basic qualification in Operating Theatre Technique. A minimum of 14 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. At least 10 years of the period mentioned above must be recognisable experience in the specific speciality, after obtaining the one year post basic qualification in the relevant speciality. Current registration with SANC as a General Nurse, Midwifery and Operating Theatre. SKILLS: 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 obstetric and emergencies and high risk conditions. To
eexecute 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**
Mrs Mr Singh Tel No: 039 433 1955 Ext 211

**APPLICATIONS**
Should Be Forwarded: The Chief Executive Officer. St Andrews Hospital,
Private Bag X1010 Harding, 4680. Or Hand Delivery: 14 Moodie Street,
Harding 4680.

**FOR ATTENTION**
Human Resource Manager

**NOTE**
People with Disabilities and African Males are encouraged to apply

**CLOSING DATE**
06 September 2019

**POST 30/423**
PROFESSIONAL NURSE – (SPECIALTY) MATERNITY REF NO: PROF
03/2019 (X1 POST)

**SALARY**
Grade 1: R383 226 – R444 276 per annum
Grade 2 R471 333 – R579 696 per annum
Plus 12% Inhospitalable Allowance, 13th cheque, medical Aid (Optional) and
housing allowance (employee must meet prescribed requirements)

**CENTRE**
Dundee Hospital

**REQUIREMENTS**
**Grade 1:** Standard Ten (10) / Grade 12 Certificate. Diploma /Degree in
General Nurse and Midwifery. Plus 1 year post basic qualification in Advanced
Midwifery and Neonatal Nursing Science. A minimum of 4 years appropriate/
recognizable experience as nursing after registration with SANC in general
nursing. Current registration with SANC (2019) as a General nurse and
midwife. Proof of previous experience and current working experience signed
and stamped by the Human Resource Manager must be attached. **Grade 2:**
Standard Ten (10) / Grade 12 Certificate. Diploma / Degree in General Nurse
and Midwifery. Plus 1 year post basic qualification in Advanced Midwifery and
Neonatal Nursing Science. A minimum of 14 years appropriate/ recognizable
experience as nursing after registration with SANC in general nursing. At least
10 years of the period mentioned above must be recognizable experience in
maternity services, after obtaining the one year post basic qualification in the
relevant speciality. Current registration with SANC (2019) as a General nurse
and midwife. Proof of previous experience and current working experience
signed and stamped by the Human Resource Manager must be attached.
Knowledge, Skills And Competencies Required: Demonstrate a
comprehensive understanding of Nursing Legislation and Related Legal and
Ethical Nursing Practices. Leadership, Organizational, Decision making,
Supervisory and problem solving abilities within the limit of the Public Sector
and institutional Policy. Financial and budgetary knowledge pertaining relevant
resources under management. Ability to plan and organize own work.

**DUTIES**
Provision of optimal, holistic specialized nursing care with set standards within
a professional framework. Work as part of multi-disciplinary team to ensure
good nursing care that is cost effective, equitable and efficient. Diagnose and
manage obstetric emergence in the absence of the Doctor. Advocate for
clients using Batho Pele principles. Act as a leader of the unit when necessary.
Effective utilization of stock. Attend meetings held within and outside the
institution as directed by the supervisor.

**ENQUIRIES**
Mrs. N.T Mkhize, Tel No: (034) 212 1111 Ext 268
Applications should be delivered to: KwaZulu-Natal Department of Health, Dundee Provincial Hospital, 121 McKenzie Street, Dundee, 3000 Postal Address Dundee Provincial Hospital, Private Bag X2011, Dundee, 3000

Closing Date: 06 September 2019

Post 30/424

Professional Nurse Specialty Grade 1 & 2: Ref No: HRM40/2019 (X7 Posts)

Directorate: Department of Obstetrics and Gynaecology

Salary

Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 579 – R579 696 per annum

Other Benefits: Medical Aid (optional), housing allowance: employee must meet prescribed requirements.

Centre

King Edward VIII Hospital (KEH)

Requirements

Matric/ Senior Certificate or Equivalent qualifications. Degree / Diploma in General nursing or equivalent that allow as registration with SANC as professional nurse and post basic. Experience Grade 1: A minimum of 4 years appropriate/recongizable experience in nursing after registration as Professional Nurse with SANC in General Nurse. Experience Grade 2: A minimum of 14 years appropriate/recongizable experience in nursing after registration as professional nurse with SANC in nursing of which 10 years must be appropriate/recongizable experience in the specialty after obtaining one year post basic qualification in the relevant field (advanced midwifery). Certificate of service endorsed by Human Resource Department. Knowledge, Skills, Training And Competencies Required: Knowledge of nursing care process and procedures, nursing statutes and other relevant legal framework such as nursing act, Health and Safety Act, patient and right charter, Batho Pele principles, public service Regulations, Labour Relations Act, Disciplinary Code and procedure, Grievance Procedure. Good skills in communication, report writing, facilitation, co-ordination, problem-solving, planning and organizing, team building, decision making and computer literacy.

Duties

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

Enquiries

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

Applications

hand delivered applications should be posted in to the red box marked “applications” next to the ATM in the administration building OR posted to Human Resource Manager, King Edward VIII Hospital, Private Bag X02, Congella, 4013.

Note

an application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website – www.kznhealth.gov.za. Certified copies of Highest Educational Qualifications and Professional Registration certificates (not copies of certified copies).Updated Curriculum Vitae with certificates of service. Certified copy of Identity Document. Current paid up receipt with the registration body. The Reference Number must be indicated in the column provided on the form Z83, e.g. HRM 14/2019. Failure to comply with the above instructions will disqualify applicants. Please note that due to the large number of applications we envisage to receive, applications will not be acknowledged. However, all applicants will be advised of the outcome of their applications in due course. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship) verification of Educational Qualifications by SAQA, verification of previous experience from Employers.
and verification from the Company intellectual Property Commission (CIPC). (This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Please Note That Due To Financial Constrains No S&T Claims Will Be Considered For Payments To Candidates That Are Invited For The Interview. African male and people with disability are encouraged to apply)

**CLOSING DATE** : 06 September 2019

**POST 30/425** : **CLINICAL NURSE PRACTITIONER GR 1, 2 REF NO: GAM CHC11/2019** *(X2 POSTS)*

**SALARY** : Grade 1: R362 559 per annum  
Grade 2: R 445 917 per annum  
Other Benefits: 13th Cheque Medical Aid (Optional) Housing allowance (employees must meet prescribed requirements) 12 % rural allowance Uniform allowance.

**CENTRE REQUIREMENTS** : UGU Health District: Gamalakhe CHC

STD 10 Certificate Degree / Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Registration Certificate as General Nurse and Primary Health Care Nurse. Current SANC receipt (2019). Previous and current proof of experience endorsed by Human Resource must be attached (with complete dates, months and year)  
Experience: **Grade 1** A minimum of 4 years appropriate / recognizable experience in nursing, after registration as a Professional Nurse with SANC in General Nursing and Midwifery. **Grade 2** A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and midwifery of which 10 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills And Competencies  
Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Mental Health Act, OH&S Act, Batho Pele and Patients’ Rights Charter, Labour Relations Act, Grievance procedures, etc. Leadership, organizational, decision making and problem solving abilities. Report writing skills, and time management skills good communication, interpersonal relations, counselling and conflict management skills. Interpersonal skills including public relations, negotiating, conflict handling and counselling Financial and budgetary knowledge. Good in-sight of procedures and policies pertaining to nursing care. Computer skills in basic programs Knowledge on HIV/AIDS plus TB programme.

**DUTIES** : Co-ordinate HAST programme Implement, monitor and evaluate national strategic plan on HIV, STI’s and TB. Provide quality comprehensive community health care by promoting preventative, curative and rehabilitative services for the clients and the community. Provide administrative services such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Execute disciplinary code and grievance procedure at her/his level. Assist on in conducting orientation and induction to all new staff members. Implement and maintain clinical competencies to ensure scientific of nursing process, policies and standards are maintained. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Promote scientific quality nursing care by functioning as a therapeutic team, coordinating between CHC and community and preventing medico-legal hazards. Ensure proper utilization and management of resources. Maintain client satisfaction through quality services, innovation and professional nursing care by holding Batho Pele principles and standards set by the accreditation unit. Ensure that all administrative functions required in the component are performed to the required standards including performance management development system (EPMDS).Encourage research by assisting in departmental projects and always ensuring that the community needs, are taken into account. Ability to handle obstetric and emergencies and high risk conditions. Participation in multidisciplinary teams (OSS) and outreach services with all stakeholders including NGO’s, other governmental departments. Participate on Sub-District assessments of National Core Standards and Ideal Clinics. Be prepared to work under pressure as the CHC operates for 24 hours. Assist the unit manager with overall management and
necessary support for effective functioning in the facility. Participate in clinical records audits. Advocate for Nursing Professionalism and Ethics.

ENQUIRIES: MS GB Tshiseka Tel No: (039) 318 1113
APPLICATIONS: The CHC Manager: Gamalakhe Community Health Centre, Private Bag x 709, Gamalakhe, 4249.
FOR ATTENTION: Human Resource Department
CLOSING DATE: 06 September 2019

POST 30/426: CLINICAL NURSE PRACTITIONER GR 1, 2 REF NO: GAM CHC 12/2019

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

CENTRE: UGU Health District:
Gamalakhe CHC: Gcilima Clinic

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

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

ENQUIRIES: MRS N.O. Ndwendwe Tel No: (039) 318 1113
APPLICATIONS: The CHC Manager: Gamalakhe Community Health Centre, Private Bag x 709, Gamalakhe, 4249.
FOR ATTENTION: Human Resource Department
CLOSING DATE: 06 September 2019

POST 30/427: ASSISTANT DIRECTOR: FINANCE REF NO: APP 08/2019 (X1 POST)
Re-advertised

SALARY: R376 596 – R454 920 per annum
CENTRE: Appelsbosch Hospital
REQUIREMENTS: Senior Certificate (Grade 12) Degree/ National Diploma in Financial Management or equivalent qualification. A minimum of 3 to 4 years’ supervisory experience in financial field. Proof of previous and current work.

DUTIES: Manage day-to-day financial control of services within the budget and formulate strategic short term and long term fiscal plan. Monitor and interpret cash flows, predict future trends and advise accordingly Conduct reviews and evaluations for cost reduction opportunities and develop financial management mechanisms that minimize financial risk. Manage overall supply chain operation including the purchasing and inventory of all materials. Compile and present regular report to the Hospital Management on expenditure, financial projections and any variations from budget and prepare detailed budget report for the approval of Chief Financial Officer (CFO).Ensure the effective, efficient and economical utilization of resources allocated to the institution including the development of staff. Ensure implementation of the total quality management framework and compliance to National Core Standards. Coordinate, review, analyses and quality assure the financial supporting information for planning purposes. Supervise staff i.e. assist staff in compiling EPMD documents, training, discipline and management of grievances in the component. Manage functionality of all finance and SCM component (Budget, Expenditure, Revenue, Assets and Stores).Ensure clearance of suspense account and proper debt management. Ensure proper voucher control and payroll certification. Conduct analysis on expenditure trends and do budget estimates and link with service delivery outcomes.

ENQUIRIES: Mr TL Gwele Tel No: 032 294 8000 Ext: 259
APPLICATIONS: Be Forwarded To: The Chief Executive Officer, P/Bag x 215 Ozwathini, 3242
FOR ATTENTION: Human Resource Manager
NOTE: Equity Target: African Male
CLOSING DATE: 13 September 2019

POST 30/428: ASSISTANT DIRECTOR: SYSTEMS: KWADABELKA COMMUNITY HEALTH CENTRE REF NO: KDC 15/2019
Re-advertised and thus all who applied before including those that were interviewed before are encouraged to re-apply

SALARY: R376 596 per annum (Level 09) (An all Inclusive) plus 13th Cheque, Medical Aid (optional), Home Owners Allowance, etc (employee must meet the prescribed requirements)

CENTRE: Kwadabeka Community Health Centre
REQUIREMENTS: Minimum Requirements: Senior Certificate/Grade 12 or equivalent; Degree/ Diploma in Public Management/ Public Management/Administration; At least 5 years’ experience in the systems environment and of which 3 years must be at supervisory experience; Unendorsed, valid code B/C drivers’ license; and Proof of current and previous work experience endorsed by the Human Resource Manager or Delegated person. Competencies: Knowledge of relevant acts and regulations inclusive of Patient Fees Manual. Knowledge of policy formulation and analysis. Knowledge of PFMA and Treasury Instructions. Knowledge of contract management. Ability to multi-task and manage change. Ability to develop policies and understand HR practices and staff relations. Being innovative and showing concern for excellence, ethical conduct, drive and enthusiasm. Good interpersonal relationship. Sound management, negotiation, interpersonal, decision-making and problem-solving skills. Good verbal and written communication skills. Computer literacy in MS Word and Excel.

DUTIES: Manage the following areas to ensure optimal usage and cost-effectiveness: patient’s records administration and auxiliary services, safety and waste management, mortuary services, general registry and portering services, telecommunications, transport, laundry services, staff residence and maintenance services. Implement and monitor effective institutional policies and practices within the day to day operational areas. Ensure compliance with
statutory regulations and bye-laws. Provide technical advice to the management team in respect of operations. Ensure that standby and emergency facilities are properly maintained. Ensure that an effective, up-to-date disaster and major incident management plan is maintained. Contribute as a member of the multidisciplinary team towards the effective management of the CHC. Ensure effective co-ordination, management and quality of work of all functional components of systems department with the institution. Analyze alternatives for performing needed work including contracting out services and evaluate and recommend procedures/practices to improve operational efficiency. Ensure an effective, efficient and economical utilization of resources allocated to the institution including development of staff. Oversee the provisioning of hotel services provided by private companies to ensure compliance with service level agreement. Ensure that safer program requirements are adhered to by staff. Implement and monitor implementation of policies, protocols and practices in all areas. Conduct risk and security analysis to inform the development of institutional risk management plan. Monitor and evaluate staff performance through EPMDS. Ensure proper management of material and human resources.

ENQUIRIES: Dr. J Ramdeen Tel No: (031)-714 3703
APPLICATIONS: All applications should be forwarded to: The Human Resource Manager: KwaDabeka Community Health Centre: KZN Department of Health, PO Box 371, Clemenville 3602 or hand delivered to KwaDabeka Community Health Centre, 4 Khululeka Road, KwaDabeka Township (next to KwaDabeka Elangeni FET College)

FOR ATTENTION: Human Resource Manager
CLOSING DATE: 06 September 2019

POST 30/429: PROFESSIONAL NURSE: GENERAL NURSING STREAM- (MATERNITY) REF NO: PN (GENERAL NURSING STREAM) MATERNITY)/ 1/2019 (X1 POST)

SALARY: Grade 1: R256 905 per annum
Grade 2: R315 963 per annum
Grade 3: R383 226 per annum
other benefits: 13th cheque, Housing Allowance: employee to meet prescribed requirements. Medical Aid: optional.

CENTRE: Inkosi Albert Luthuli Central Hospital

REQUIREMENTS: Degree / Diploma in General Nursing and Midwifery. Registration as a Professional Nurse –General with South African Nursing Council. Current registration with SANC as General Nurse. Experience required: Grade 1: No experience required. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in general nursing is required. Grade 3: A minimum of 20 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC in general nursing is required. Knowledge. Skills, training and competencies required: Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient’s needs, requirements and expectations (Batho Pele). Ability to plan and organise own work and that of support personnel to ensure proper nursing care.

DUTIES: Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by IALCH. Internal rotation of staff and night duty will be exercised according to patient’s needs.

ENQUIRIES: Mrs NO Mkhize Tel No: (031) 240 1063
APPLICATIONS: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

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

**CLOSING DATE**: 13 September 2019

**DEPARTMENT OF TRANSPORT**

*The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer*

**APPLICATIONS**

Forward your application, quoting the relevant reference number to: Head: Transport, Human Resource Management Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applications may alternatively be hand-delivered to the Office of the Department of Transport, 172 Burger Street, Pietermaritzburg.

**CLOSING DATE**: 06 September 2019 (at 16h00). Applications received after the closing date and time will not be considered.

**NOTE**

Applications must be submitted on the prescribed application form Z83 (which must be originally signed and dated) and must be accompanied by a detailed CV and originally certified copies (not copies of certified copies) of required educational qualifications (including academic record / statement of results) set out in the advertisement (certificates are required, however, if a certificate is only to be issued at a graduation in the future, the statement of results together with a letter from the educational institution, indicating the date of the graduation, will be accepted), certified copies of identity document as well as valid driver’s licence (where a driver’s licence is a requirement). Applicants must provide proof of supervisory or management experience (where it is a requirement) and certified copies of acting appointment letters for occupying acting positions. Curriculum Vitae (CV) dates of starting and leaving employment must be given as DD/MM/YY. Applications lacking evidence of relevant experience will not be considered. Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications i.e. all the documentation must be submitted for each post applied for. Non-RSA Citizens/Permanent Resident Permit holders must attach a copy of their Permanent Residence Permits to their applications. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof of such evaluation to their application. Under no circumstances will faxed or e-mailed applications be accepted. Receipt of applications will not be acknowledged due to the volume of applications and should you not receive an invitation to attend an interview within three (3) months of the closing date should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Shortlisted candidates will be required to submit an original SAP91 form with their fingerprints on the day of their interview. It will be expected of candidates to be available for
selection interviews on a date, time and place as determined by the Department. The Department of Transport reserves the right not to fill these post(s).

OTHER POST

POST 30/430: DEPUTY DIRECTOR: COMMUNITY LIAISON REF NO: P 13/2019
Re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

SALARY: R733 257 per annum (all Inclusive, flexible remuneration package)

CENTRE: Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg

REQUIREMENTS: An appropriate recognised Bachelor’s Degree/National Diploma in Social Science (NQF Level 6); plus a minimum of 3 year’s Junior Management experience in the field of Public Participation; plus a valid driver’s licence (minimum Code B). Knowledge, Skills, Training and Competencies Required: Specialised understanding of principals and policy research, analysis, objective and development processes, project management and financial management. Broad and in-depth expert knowledge of Developmental policies and practices, budgeting and managerial functions. Understanding PFMA & Treasury Regulations as well as engineering design standards, geometric and structural. Knowledge of the Labour Relations Act, Public service reporting procedures and work environment. Knowledge of computer based information systems e.g. (FMS, Cosmos and other software packages MS excel, MS word, Power Point, Ms Access, Engineering packages Geopak, Bill, PIMS). Knowledge on how to operate a variety of electronic equipment e.g. multi media projector. A clear conceptual understanding of the developmental principals in Civil Engineering Industry. Specialist in the field of Rural development Engineering and Emerging contractors. Interpretation and application of policy skills. Research, policy formulation and managerial skills. Ability to develop training material. Problem solving, analytical and innovative thinking skills. Strategic planning and co-ordination skills. Computer skills. Team building and motivation skills. Excellent communication skills (verbal, written and networking). Project management skills. Presentation and facilitation skills. Negotiation and motivation skills. The ideal candidate should have a demonstrated interest in Developmental Engineering and related field skills, be an innovative thinker be receptive to suggestions and ideas, and have honesty and integrity. He/she should also be team leader, reliable, creative/ innovative, believe in openness and transparency, be approachable and a quality controller.

DUTIES: Planning, Management and co-ordination of both internal and external liaison activities, formulation and co-ordination of Community Liaison and Public Participation, in conjunction with the various bodies such as Transportation Committees, Tribal Authorities, Regional, District Offices and other similar bodies. Formulation of strategy for the propagation of the Department’s profile befitting the aspirations of the majority of the people in the Province of KwaZulu Natal. Determine the most effective work procedures and methods to achieve organizational goals. Exercise control over all functions and development of personnel under his supervision in order to determine if organizational goals are achieved and take corrective action if deemed necessary. Control budget for Sub Directorate. Planning and implementing institutional capacity building programmes activities with relevant role players. Develop reports for the relevant programmes as required. Monitor the implementation of Developmental Policies and Procedures with regard to road construction and Public Participation.

ENQUIRIES: Ms VL Mdletshe Tel No: (033) 355-8706
FOR ATTENTION: Mr C McDougall
NOTE: It is the intention of this Department to consider equity targets when filling this position.
Applications must be forwarded for attention: The Director General, Office of the Premier, Private Bag X9483, Polokwane, 0700 or hand deliver to the Office of the Premier at 40 Hans van Rensburg Street, Polokwane, Mowaneng Building, Office No. A013, General Records: Registry, Ground Floor.

Closing Date: 13 September 2019 at 16h00.

Note: The Office of the Premier is an affirmative action employer. Suitable women and persons with disabilities remain the target group and are encouraged to apply. The successful candidates must be willing to sign an oath of secrecy with the organization and is also expected to sign a performance agreement. All appointments are subject to the personnel suitability check (criminal records, credit record check and security vetting). The Office reserves the right not to make any appointment(s) to the posts advertised. The employment decision shall among other determinations be informed by the Employment Equity Plan of the Office. Senior Management Service (SMS) will be subjected to a compulsory competency-based assessment. 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 Office of the Premier. 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 assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Late applications, e-mails or faxed applications for the advertised posts will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. Please accept that your application has not been successful if you do not hear from this Office three (3) months after the closing date. However, should there be any dissatisfaction, applicants are hereby advised to within 90 days, seek reasons for the above administrative action in terms of Section 5, sub section 1 and 2 of Promotion of Administrative Justice Act 3 of 2000. Applications which are forwarded / submitted to the wrong address will not be considered.

Management Echelon

POST 30/431: CHIEF DIRECTOR: ADMINISTRATION SUPPORT REF NO: OTP: 06 / 19 / 01 (X1 POST)
Branch: Corporate Management

Salary: R1 251 183 per annum (Level 14) (all-inclusive package)
Centre: Polokwane (Head Office)
Requirements: NQF 7 (Relevant Bachelor’s Degree requiring a minimum period of study of three years or equivalent qualification) as recognized by the South African Qualifications Authority (SAQA). At least ten (10) years’ experience of which five (5) years must have been in Senior Management Services (SMS) position. Experience in Human Resource Management will be an added advantage. A valid vehicle driver’s license.


Enquiries: should be directed to: Mesdames Mokgalaka S / Moyaba ME / Kekana PL / Mgbo PM or Mr. Chidi CS at Tel No: (015) 287 6665 / 6027 / 6293 / 6441 / 6308 respectively.

POST 30/432: DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: OTP: 06 / 19 / 02 (X1 POST)
Directorate: Supply Chain Management

Salary: R1 057 326 per annum (Level 13) (all-inclusive package)
Centre: Polokwane (Head Office)
**REQUIREMENTS**

NQF 7 (Relevant Bachelor’s Degree requiring a minimum period of study of three years) in Accounting / Financial Management / Commerce / Supply Chain Management or relevant field. At least ten (10) years’ experience in Supply Chain Management of which five (05) years’ must have been in Middle Management Services (MMS) position. A valid vehicle driver's license.

**DUTIES**

The successful candidate will be required to: Manage and provide advice on the Departmental demand and acquisition. Manage provision transport management services. Manage provision of transaction and inventory management services. Provide supply chain management, performance management and information.

**ENQUIRIES**

should be directed to: Mesdames Mokgalaka S / Moyaba ME / Kekana PL / Mgbo PM or Mr. Chidi CS at Tel No: (015) 287 6665 / 6027 / 6293 / 6441 / 6308 respectively.

**POST 30/433**

**DIRECTOR: RECORDS AND KNOWLEDGE MANAGEMENT REF NO: OTP: 06 / 19 / 03 (X1 POST)**

Directorate: Records and Knowledge Management

**SALARY**

R1 057 326 per annum (Level 13) (all-inclusive package)

**CENTRE**

Polokwane (Head Office)

**REQUIREMENTS**

NQF 7 (Relevant Bachelor’s Degree requiring a minimum period of study of three years). At least ten (10) years’ experience in Integrity and Security Management of which five (05) years’ must have been in Middle Management Services (MMS) position. A valid vehicle driver’s license.

**DUTIES**

The successful candidate will be required to: Coordinate and Monitor establishment of the minimum anti-corruption capacity within provincial departments. Coordinate the implementation of anti-corruption education and awareness programmes. Monitor the implementation of recommendations made on completed cases. Coordinate and manage anti-corruption committees and forums. Develop and monitor the implementation of the whistle blowing mechanisms. Coordinate and monitor the development of information and management systems.

**ENQUIRIES**

should be directed to: Mesdames Mokgalaka S / Moyaba ME / Kekana PL / Mgbo PM or Mr. Chidi CS at Tel No: (015) 287 6665 / 6027 / 6293 / 6441 / 6308 respectively.

**POST 30/434**

**DIRECTOR: INTEGRITY AND SECURITY SERVICES REF NO: OTP: 06 / 19 / 04 (X1 POST)**

Directorate: Records and Knowledge Management

**SALARY**

R1 057 326 per annum (Level 13) (all-inclusive package)

**CENTRE**

Polokwane (Head Office)

**REQUIREMENTS**

NQF 7 (Relevant Bachelor’s Degree requiring a minimum period of study of three years). At least ten (10) years’ experience in Youth Development of
which five (05) years’ must have been in Middle Management Services (MMS) position. A valid vehicle driver’s license.

**DUTIES**
Responsibilities: The successful candidate will be required to: Provide leadership and high-level of strategic direction and policy in the directorate. Manage the development and conducting of research and policy development. Manage, promote and support projects and programs. Develop and maintain good relations within the departments and all stakeholders.

**ENQUIRIES**
should be directed to: Mesdames Mokgalaka S / Moyaba ME / Kekana PL / Mgbo PM or Mr. Chidi CS at Tel No: (015) 287 6665 / 6027 / 6293 / 6441 / 6308 respectively.

**POST 30/436**
**DIRECTOR: DEPARTMENT GOVERNMENT INFORMATION TECHNOLOGY OFFICE (DGITO) REF NO: OTP: 06 / 19 / 06 (X1 POST)**
Directorate: Department Government Information Technology Office (DGITO)

**SALARY**
R1 057 326 per annum (Level 13) (all-inclusive package)

**CENTRE**
Polokwane (Head Office)

**REQUIREMENTS**
NQF 7 in Computer Science or Information Technology (Relevant Bachelor’s Degree / Advanced Diploma requiring a minimum period of study of three years). At least ten (10) years’ experience in Information Technology of which five (05) years’ must have been in Middle Management Services (MMS) position. Computer literate. A valid vehicle driver’s license.

**DUTIES**
Responsibilities: The successful candidate will be required to: Oversee the development of policies and provide strategic direction in the Directorate. Oversee the development and maintenance of applications. Oversee the provision and maintenance of the ICT infrastructure. Oversee and utilize Human Resources in accordance with relevant Directives and Legislation. Oversee budget and ensure effective communication within the Division.

**ENQUIRIES**
should be directed to: Mesdames Mokgalaka S / Moyaba ME / Kekana PL / Mgbo PM or Mr. Chidi CS at Tel No: (015) 287 6665 / 6027 / 6293 / 6441 / 6308 respectively.

**POST 30/437**
**DIRECTOR: OFFICE OF THE DIRECTOR GENERAL REF NO: OTP: 06 / 19 / 07 (X1 POST)**
Directorate: Office of the Director General

**SALARY**
R1 057 326 per annum (Level 13) (all-inclusive package)

**CENTRE**
Polokwane (Head Office)

**REQUIREMENTS**
NQF 7 (Relevant Bachelor’s Degree requiring a minimum period of study of three years or equivalent qualification). At least ten (10) years’ experience in Administration of which five (05) years’ must have been in Middle Management Services (MMS) position. A valid vehicle driver’s license.

**DUTIES**
The successful candidate will be required to: Provide Administrative Support to the Director General. Provide Secretariat support to the Director General. Manage the Director General’s office. Liaise with internal and external stakeholders.

**ENQUIRIES**
should be directed to: Mesdames Mokgalaka S / Moyaba ME / Kekana PL / Mgbo PM or Mr. Chidi CS at Tel No: (015) 287 6665 / 6027 / 6293 / 6441 / 6308 respectively.

**OTHER POST**
**POST 30/438**
**ADMINISTRATIVE OFFICER (DISABILITY ASSISTANT) REF NO: OTP: 06 / 19 / 08 (X1 POST)**
Chief Directorate: State Law Advisory Services (Legal Services)

**SALARY**
R257 508 per annum (Level 07) (all-inclusive package)

**CENTRE**
Polokwane (Head Office)

**REQUIREMENTS**
Grade 12 / NQF 4 or equivalent qualification. At least one (1) year experience working with visually impaired people. A valid vehicle driver’s license.

**DUTIES**
The successful candidate will be required to: Provide disability support services. Provide driver messenger services to persons with disabilities. Translate documents into accessible blind people format (braille). Provide sighted guide service and interpret the visual environment to people with visual disabilities. Provide administration services. Administer logistics for meetings. Administer travel logistics.
ENQUIRIES: should be directed to: Mesdames Mokgalaka S / Moyaba ME / Kekana PL / Mgbo PM or Mr. Chidi CS at Tel No: (015) 287 6665 / 6027 / 6293 / 6441 / 6308 respectively.
ANNEXURE CC

PROVINCIAL ADMINISTRATION: WESTERNCAPE
DEPARTMENT OF COMMUNITY SAFETY

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

CLOSING DATE: 09 September 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 30/439: ASSISTANT DIRECTOR: DEPARTMENTAL PROJECT OFFICE REF NO: CS 2019-24

SALARY: R376 596 per annum (Level 09)
CENTRE: Department of Community Safety, Western Cape Government

REQUIREMENTS: An appropriate 3-year National Diploma (or higher qualification); A minimum of 3 years’ experience in a project management environment. Competencies: Knowledge of the following: Programme and Project Management methodologies; Departmental strategic alignment processes; Technical aspects of the Executive Projects Dashboard; Project monitoring and evaluation concepts; Departmental Monitoring and Evaluation, budgeting and planning policies; Departmental performance management systems and processes; Modern systems of governance and administration; Policies of the government of the day; Written and verbal communication skills; Proven computer literacy; Planning, organising and people management skills; Team building and interpersonal skills; Leadership skills; Ability to resolve conflict.

DUTIES: Monitor the consistent application of programme and project management methodologies and standards (in conjunction with the provincial project office); Report on departmental programmes and projects correspondence with their original strategic intent and scope; Support the PPM processes in the department and provide technical assistance to programme/project managers; Support the BIZ Projects at the departmental level; Support the departmental programme/project assurance and reporting; Provide overall management and support to personnel.

ENQUIRIES: Mr F Davis at Tel No: (021) 483 8814

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

CLOSING DATE: 09 September 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 30/440: DEPUTY DIRECTOR: MANUFACTURING REF NO: DEDAT 2019-32

SALARY: R733 257 per annum (Level 11) (All-inclusive salary package)
CENTRE: Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS: An appropriate National Diploma or higher qualification with a minimum of 3 years’ experience on a managerial level; A valid code B driving licence. Recommendation: Project Management; Development of sector strategies; Stakeholder Management. Competencies: Extensive working knowledge of the following: Business and organisational structure of the department; Financial Management; Strategies to address sector development; Service level agreements; Relationship Management; HRM; Communication skills (written and verbal); Proven computer literacy skills in MS Office packages, Internet and Intranet; Project Management and administration skills; Presentation and report writing skills; Customer/client/liaison/networking skills; Conflict resolution and problem-solving skills; Ability to advise and support the department on stakeholder management processes; Ability to operate at a strategic level and manage engagements with internal and external stakeholders.

DUTIES: Develop and maintain operational Manufacturing industry programmes derived from the strategic framework for Trade and Sector Development; Establish and maintain network with key stakeholder and ensure horizontal and vertical alignment with the sector, Support and implement initiative for the market growth and promotion of the sector. Identify sector as well as sub-sector specific blockage and participate in the unblocking of opportunities in order to achieve the strategic economic outcome of the Department, Co-develop and support initiatives to improve global competitiveness, Project manage various manufacturing programmes to ensure alignment with local, provincial and national government programmes and policies, Ensure efficient and effective oversight and management for all financial resources and all performance requirements; Human Resource Management, Strategic capability and leadership.

ENQUIRIES: Ms I Van Schalkwyk at (021) 483 9494

DEPARTMENT OF HEALTH

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

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

OTHER POSTS

POST 30/441: MEDICAL SPECIALIST GRADE 1 TO 3 (PUBLIC HEALTH)
Directorate: Emergency and Clinical Support Services

SALARY: Grade 1: R1 106 040 per annum
Grade 2: R1 264 623 per annum
Grade 3: R1 467 651 per annum
(A portion of the package can be structured according to the individual’s personal needs).

CENTRE: Directorate: Specialised Services Support

REQUIREMENTS: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Public Health. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Public Health. Grade 2: A minimum of 5 years’ appropriate experience as a Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Public Health. Grade 3: A minimum of 10 years’ appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Public Health. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Public Health. Inherent requirements of the job: Valid (Code B/EB) driver’s licence and willingness to travel. Competencies (knowledge/skills): Ability to work in integrated multi-disciplinary teams across platforms. Leadership, administrative, communication and mentoring skills. Good problem solving skills. Computer literacy skills in MS Office packages and Internet.
literacy (Ms Word, PowerPoint and Excel). Knowledge of implementing a health systems approach to delivering integrated public health services. Ability to use a statistical database and ability to analysis and interpret data to enhance decision-making.

**DUTIES**

Implement and sustain projects such as First 1000 Days support, electronic waiting list for arthroplasty geographic based budgeting and support for continuous service improvement. Ensure appropriateness of Out Patients Department referrals from rural to central and tertiary hospitals. Develop and implement protocols for efficient health service functioning. Ensure Lean continuous improvements along community based services to tertiary services axis. Supervision of public health registrars. Involvement with new projects regarding service redesign and transformation, clinical governance framework and strategic provincial projects. Support theatre information systems development, diagnostic related groups modelling/costing and monitoring of mental health service pressures.

**ENQUIRIES**

Dr G Reagon Tel No: (021) 483-4859 or (021) 483-5776

**APPLICATIONS**

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

**NOTE**

No payment of any kind is required when applying for this post. "Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)."

**CLOSING DATE**

06 September 2019

**POST 30/442**

MEDICAL SPECIALIST GRADE 1 TO 3 (FAMILY PHYSICIAN)

Cape Winelands Health District

**SALARY**

Grade 1: R1 106 040 per annum
Grade 2: R1 264 623 per annum
Grade 3: R1 467 651 per annum
(A portion of the package can be structured according to the individual's personal needs).

**CENTRE**

Robertson Hospital

**REQUIREMENTS**

Minimum educational qualification: An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Family Medicine. Experience: **Grade 1**: None after registration with the HPCSA as Medical Specialist in Family Medicine. **Grade 2**: A minimum of 5 years appropriate experience after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Family Medicine. **Grade 3**: A minimum of 10 years appropriate experience after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Family Medicine. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Family Medicine. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. The successful candidate is expected to participate in commuted overtime. Competencies (knowledge/skills): Knowledge and understanding of the Health Care 2030. Excellent administrative and research skills. Good communication skills in at least two of the three official languages of the Western Cape. Computer literacy (Ms Word, PowerPoint and Excel).

**DUTIES**

The successful candidate will report to the Manager: Medical Services of Langeberg Sub-district Key Result Areas (KRA's) will include the following: To be a member of the Sub-District Health Services management team and support management in the planning of clinical services in the Sub District. Perform clinical management of patients (including emergency care, ward rounds, OPD, Theatre work, Obstetrics, after-hours duties) in order to ensure efficient delivery of the core package of services at a District Hospital, PHC facilities and Intermediate care facilities. Develop, maintain and monitor protocols for proper clinical governance of the PHC services in the Sub District, following a life course approach. Implement a Chronic Disease Management system including protocols and standards for qualitative care for
patients with chronic illnesses including non-communicable diseases, mental health illnesses and HIV+ patients on ART in the Sub-District. Conduct clinical audits, appropriate to the needs of the Sub District and liaise with specialists at the referral hospital to implement the Outreach and support policy of the Department. Supervision and Line Management of Medical Officers, including the maintenance of competence of medical practitioners for the Sub-district.

ENQUIRIES:
Dr E Steinmann Tel No: (023) 626-8574

APPLICATIONS:
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE:
No payment of any kind is required when applying for this post. "Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)."

CLOSING DATE:
06 September 2019

POST 30/443:
OPERATIONAL MANAGER NURSING (SPECIALTY: EMERGENCY CENTRE, THEATRE AND CSSD)
Cape Winelands District

SALARY:
R562 800 (PN-B3) per annum, (plus a non-pensionable rural allowance of 8% of basic annual salary)

CENTRE:
Ceres Hospital

REQUIREMENTS:
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science; Critical Care Nursing; Trauma and Emergency or Surgical Nursing Science; Critical Care Nursing; General or Medical and Surgical Nursing Science; Operating Theatre Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration (i.e. annual licensing receipt of 2019). Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the one-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Work after-hours, shifts, weekends and public holidays when required. Standby for theatre, call if required. Valid (code B/EB) driver’s licence. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector and basic computer literacy (MS Word, Excel and Outlook). Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpretation, leadership, decision-making and conflict resolution and organizational skills. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

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

ENQUIRIES:
Ms R Neethling Tel No: (023) 316-9600

APPLICATIONS:
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE:
No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test.

CLOSING DATE:
06 September 2019
POST 30/444

OPERATIONAL MANAGER NURSING (SPECIALTY ARE: ONCOLOGY) (OPD)

SALARY: R562 800 (PN-B3) per annum

CENTRE: Tygerberg Hospital, Parow Valley

REQUIREMENTS: Minimum educational qualification: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration as Professional Nurse with the South African Nursing Council (SANC) as Professional Nurse. A post basic nursing qualification with duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Oncology. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period above must be appropriate recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays when required. Competencies (knowledge/skills): Basic computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure.

DUTIES: Plan, manage, coordinate and maintain an optimal, specialised Nursing Service as an Operational Manager in an Oncology setting. Effective management and utilisation of Human and Financial Resources to ensure optimal operational function in the area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. To maintain ethical standards and promote professional growth and self-development.

ENQUIRIES: Ms F Marthinus Tel No: (021) 938-4055

APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE: No payment of any kind is required when applying for this post. Closing Date: 06 September 2019

POST 30/445

CHIEF ARTISAN GRADE A (ELECTRICAL)

Garden Route District

SALARY: R386 487 per annum

CENTRE: Garden Route District Office, George

REQUIREMENTS: Minimum educational qualification: Appropriate Trade Test Certificate. Experience: A minimum of ten years of experience after qualification with at least five years thereof of experience in a health facility environment. Inherent requirements of the job: Prepared to travel in the entire Western Cape Province. Valid (Code B/EB) driver’s licence. Perform standby and overtime duties. Ability to climb under/over obstacles, climb ladders and work at heights. Competencies (knowledge/skills): Technical design and analysis knowledge. Technical report-writing and Technical consulting. Production, process knowledge and skills. Thorough working knowledge of all relevant legislation, policies and prescripts applicable to health-related Engineering.

DUTIES: Co-ordinate the maintenance and repair requirements for health facilities of the two districts. Do maintenance and repairs to plants and equipment. Planning and scheduling of engineering projects. Compiling of specifications for engineering projects. Management and supervision of workshop and staff. Responsible for duties in the Garden Route and Central Karoo Districts.

ENQUIRIES: Dr T Marshall Tel No: (044) 803-2700/2752

APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE: 06 September 2019

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POST 30/446  ASSISTANT DIRECTOR: INFRASTRUCTURE SOURCING
Head Office, Cape Town

SALARY : R376 596 per annum
CENTRE : Directorate: Supply Chain Sourcing, Sub-directorate: Infrastructure Sourcing

Competencies (knowledge/skills): Sound management, report writing and analytical skills and ability to assimilate detailed information. Commodity exposure across a range of FM services, example plumbing, electrical, general building and mechanical maintenance, HVAC, fabric repairs. Demonstrate stakeholder engagement, influencing skills. Financial and commercial awareness. Proven experience managing complex projects. Ability to work under pressure and pay attention to detail and meet deadlines. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (Word, Excel and PowerPoint). Rigorous expenditure analysis and reporting skills. Human resource management.

DUTIES : Provide an integrated demand, acquisition and contract management service of infrastructure goods and services commodities for the Department through the development, implementation and maintenance of a transformative approach to sourcing in the Department of Health with a focus on: Commodity-based lifecycle costing: take ownership of spend management within your category through the design and execution of innovative category management plans. End-to-end management of the sourcing process: drive vendor performance management, vendor identification, evaluation. Supplier relationship and performance management: ensure that high standards of contractor performance are maintained. Internal stakeholder management. Delivery of optimal commercial benefits to the Department. Human resource management.

ENQUIRIES : Ms S van Breda Tel No: (021) 483-7810
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 06 September 2019

POST 30/447  ADMINISTRATION CLERK: FINANCE/ADMIN
Central Karoo District

SALARY : R173 703 per annum
CENTRE : Beaufort West Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA’s) of the post. Experience: Appropriate practical experience. Inherent requirement of the job: Valid (Code B) driver’s licence. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Proficiency in at least two of the three official languages of the Western Cape. Appropriate experience in an accounting/finance environment. Workable knowledge of PFMA, National and Provincial Treasury Directives.


ENQUIRIES : Mr H van Wyk Tel No: (023) 414-8200
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 13 September 2019
**POST 30/448**  :  **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**  
(Contract until 31 March 2020, with option to renew)  
Cape Winelands Health District

**SALARY**  :  R173 703 per annum, plus 37% in lieu of service benefits.

**CENTRE**  :  Stellenbosch Hospital

**REQUIREMENTS**  :  Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics/Mathematics Literacy and/or Accountancy as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA’s) of the post. Experience: Appropriate experience in Procurement environment and warehousing. Working experience of the LOGIS, WINRDM and EPS (Electronic Procurement System including IPS) systems. Inherent requirement of the job: Valid (Code B/EB) driver’s licence and willingness to travel to other sub-districts. Competencies (knowledge/skills): Computer literacy (Windows/Word/Excel and Outlook). Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Knowledge of the Public Finance Management Act (PFMA), National, Provincial Treasury Regulations and the Accounting Officer’s System of the Department of Health, including delegations. Ability to work under pressure.

**DUTIES**  :  Responsible for Demand Management within the Stellenbosch Sub-District, which includes the updating and monitoring of the Demand Management Plan. Responsible for Acquisition Management within the Stellenbosch Sub-district, which includes the purchasing and procurement of goods and services, in line with the sub district plan. Assist with management and maintenance of the contracts register, compilation of specifications, and act as Sub-district specification committee representative. Assist with the preparation of inputs for the interim and annual financial statements related to inventory, which includes performing system functions and assisting with stocktaking procedures. Execute compliance control related to Supply Chain Management/Finance and handle all queries and general tasks.

**ENQUIRIES**  :  Ms T September Tel No: (021) 808-6112

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

**NOTE**  :  No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a practical.

**CLOSING DATE**  :  06 September 2019

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**POST 30/449**  :  **CLEANER**  
West Coast District

**SALARY**  :  R102 534 per annum

**CENTRE**  :  Radie Kotze Hospital

**REQUIREMENTS**  :  Minimum requirement: Basic literacy and numeracy skills. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies. Willingness to render a shift service on weekends, public holidays, day and night duties and rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Ability to operate machinery and equipment. Render effective, efficient and safe hygiene and domestic services in Nursing Component. Render support services to Household supervisor. Contribute to effective management of domestic responsibilities. Contribute to effective utilisation and functioning of apparatus and equipment. Adhere to loyal service ethics.

**ENQUIRIES**  :  Ms B Smit Tel No: (022) 913-1175

**APPLICATIONS FOR ATTENTION**  :  to the District Office, Private Bag X15, Malmesbury, 7620.

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

**CLOSING DATE**  :  06 September 2019

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**POST 30/450**  :  **PORTER**  
Garden Route District

**SALARY**  :  R102 534 per annum

**CENTRE**  :  Mossel Bay Hospital
REQUIREMENTS:
Minimum requirement: Basic numeracy and literacy. Experience: Experience in a public health facility. Inherent requirements of the job: Willingness to work shifts, overtime and ability to report for duty at 6:45 (weekends included). Willingness to handle bodies (corpses). Ability to handle heavy objects. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES:
Accompany walking patients and transport sitting/non-walking patients per trolley or wheelchair between wards and treatment areas. Assist with loading of patients in/out of ambulances/vehicles. Assist with the transfer of patients to beds/trolleys and vice versa. Responsible for cleaning of wheelchairs and trolleys. Assist with the transportation of corpses from wards to the mortuary and entering details in the mortuary register. Direct or accompany visitors to various destinations and reply to requests from wards/clinics. Carry medical and other documentation (patient files, reports, etc) to wards/treatment and other admin areas.

ENQUIRIES:
Mr B Caffoen Tel No: (044) 604-6114
APPLICATIONS:
The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.

FOR ATTENTION:
Ms S Pienaar
NOTE:
No payment of any kind is required when applying for this post.
CLOSING DATE:
13 September 2019

POST 30/451:
PORTER
Garden Route District

SALARY:
R102 534 per annum
CENTRE:
Riversdale Hospital

REQUIREMENTS:
Minimum requirement: Basic literacy and numeracy. Experience: Appropriate knowledge and experience of a hospital environment. Inherent requirements of the job: Willingness to work shifts, including nightshift. Willingness to handle bodies (corpses). Ability and willingness to handle heavy objects. Good interpersonal relationships. Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES:
Accompany walking patients and transporting sitting/non-walking patients per wheelchair/trolley between reception, the wards, the pharmacy, the theatre, the Riversdale Clinic and the treatment centers. Direct or accompany visitors to various destinations. Assist with the loading of patients in/out of ambulances/vehicles and transfer of patients to beds/trolleys and vice versa. Carry medicine, medical and other documentation (patient files and reports) between reception, the wards, the pharmacy, Riversdale Clinic, administration and treatment areas. Assist with shifting of heavy medical equipment to and from rooms. Responsible for the cleanliness and reporting of defects of trolleys and wheelchairs. Assist with the transportation of corpses from wards to the mortuary.

ENQUIRIES:
Mr P M Moolman Tel No: (028) 713-8643
APPLICATIONS:
Garden Route District Office, Private Bag X6592, George, 6530.

FOR ATTENTION:
Ms Sandra Pienaar
NOTE:
No payment of any kind is required when applying for this post.
CLOSING DATE:
13 September 2019

POST 30/452:
HOUSEHOLD AID (X3 POSTS)
West Coast District

SALARY:
R102 534 per annum
CENTRE:
Swartland Hospital

REQUIREMENTS:
Minimum requirement: Basic numeracy and literacy skills. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies. Must be willing to render a shift service on weekends, public holidays, day and night and duties and rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape. Ability to operate machinery and equipment.

DUTIES:
Renders effective, efficient and safe hygiene and domestic services in Nursing Component. Renders support services to Household supervisor. Contributes to effective management of domestic responsibilities. Contributes to effective
utilisation and functioning of apparatus and equipment. Adheres to loyal service ethics.

ENQUIRIES: Ms S van der Westhuizen Tel No: (022) 487-9346
APPLICATIONS: To the District Director: West Coast District Office, Private Bag X15, Malmesbury, 7299.
FOR ATTENTION: Mr E Sass
NOTE: No payment of any kind is required when applying for this post
CLOSING DATE: 13 September 2019

DEPARTMENT OF HUMAN SETTLEMENTS

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
CLOSING DATE: 09 September 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 30/453: CONSTRUCTION PROJECT MANAGER (PRODUCTION LEVEL) REF NO: HS 2019-57

SALARY: Grade A: R718 059 - R766 278 per annum (OSD as prescribed)
Grade B: R809 631 - R872 220 per annum (OSD as prescribed)
Grade C: R925 734 - R1 090 458 per annum (OSD as prescribed)

CENTRE: Department of Human Settlements, Western Cape Government
REQUIREMENTS: National Higher Diploma (Built Environment field) with a minimum of 4 years and six months certified experience; BTech (Built Environment field) with a minimum of 4 years certified managerial experience; Honours Degree in any Built Environment field with a minimum of 3 years’ experience; Compulsory registration with the South African Council for the Project and Construction Management Professions (SACPCMP) as a Professional Construction Project Manager on appointment (Persons not yet registered must provide proof that they submitted their application for registration); A valid code B driving licence. Recommendation: Proven working knowledge with experience of the following: Project Management from conception to delivery in the built environment; Project coordination, integration, communication and control of project activities; Integration and professional beneficial utilisation of organisational resources and the application of project portfolio coordination management methods; Costing of human settlements projects; Procurement and tendering processes; Risk Management and quality assurance control; Occupational Health and Safety Act (OCHSA); Financial and Human Resource Management; Microsoft Project, Microsoft Planner and other relevant software packages. Competencies: Knowledge of the following: Housing Act, Western Cape Housing Development Act, National Housing Code and guidelines, Construction Industries Development Board (CIDB) guidelines, National Home Builders Registration Council (NHBRC) guidelines, National Building Regulations, Planning and Environmental regulatory requirements; Latest building legislation, building contracts and contract administration; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy skills in MS Office packages; Excellent technical report writing skills which include the ability to draft complex engineering reports, memorandums and submissions; Excellent planning and organising skills that involves keeping projects on target; Excellent implementation and monitoring skills; Excellent change management skills; Ability to operate at a strategic level and manage engagements with stakeholders, clients and partners.

DUTIES: Plan, manage and coordinate all aspects of subsidised human settlement development implementation within the region under the supervision of the
Chief Engineer; Project Accounting and Financial Management; Office Administration; Research and Development.

**ENQUIRIES**
Mr PVK Chandaka at Tel No: (021) 483 0652

**DEPARTMENT OF LOCAL GOVERNMENT**

**APPLICATIONS**
Only applications submitted online will be accepted. To apply submit your application online only: via [http://www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or [https://westerncape.gov.erecruit.co](https://westerncape.gov.erecruit.co)

**CLOSING DATE**
09 September 2019

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

**OTHER POSTS**

**POST 30/454**

**DEPUTY DIRECTOR: INTEGRATED DEVELOPMENT PLANNING REF NO:** LG 2019-20

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

**CENTRE**
Department of Local Government, Western Cape Government

**REQUIREMENTS**
An appropriate 3-year tertiary qualification (National Diploma or higher qualification); A minimum of 4 years relevant management experience; A valid code B driving licence. Recommendation: Municipal strategic management and planning experience; Change Management experience; Appropriate experience in development planning or local government planning processes, including Performance Management. Competencies: Knowledge of the following: Financial Management; IDP policy, legislation and guarding manuals; Communication skills (written and verbal); Proven computer literacy skills in MS Office packages; Project Management skills; Presentation and facilitation skills; Customer/client/liaison/networking skills; Financial Management skills; Negotiation skills.

**DUTIES**
Assess the quality of municipal integrated development plans; Monitor and report on annual municipal integrated development planning review and implementation; Assist in national and provincial budget planning and alignment with the municipal with municipal IDP’s; Provide integrated development planning support; Assist in sector planning support initiatives; Provide access to integrated development planning, training and capacity building; Maintain an integrated development planning document database in paper and electronically that is accessible to all spheres of government.

**ENQUIRIES**
Mr W Carelse at Tel No: (021) 483 2859

**POST 30/455**

**ASSISTANT DIRECTOR: SPECIALISED SUPPORT REF NO:** LG 2019-19

**SALARY**
R376 596 per annum (Level 09)

**CENTRE**
Department of Local Government, Western Cape Government

**REQUIREMENTS**
An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Commerce/Law/Auditing/Forensics; A minimum of 3 years’ relevant experience; A valid (Code B or higher) driving licence. Recommendation: Experience in conducting investigations into economic crime within the public sector; Experience in research, analysis and application of legislation; A professional designation relevant to the forensic profession (e.g. CFE, FP (SA)). Competencies: Knowledge of applicable policies, acts, prescripts, legislation and procedures; Interpretation of legislation; Analysing and fact-finding skills; Interviewing skills; The ability to take statements during investigations; Proven computer literacy; Project management skills; Written and verbal communication skills.

**DUTIES**
Case/Project planning and execution: Conducting a preliminary investigation; Analyse information and documentation and determine significance for Department/MEC (Member of the Executive Council) and form recommendations; Conducting the investigation: Execution of the investigation plan within agreed timeframes; Gathering and uplifting evidence
in terms of Law of Evidence and Criminal procedures to support allegations; Reporting on assigned cases: Draft reports based on evidentiary value which include appropriate findings, conclusions and recommendations; Addressing of comments and review notes timeously; Case closure and finalisation: Analyse and summarise matters and render advice to department/municipal officials based on lessons learnt.

ENQUIRIES : Ms J Louw at Tel No: (021) 483 3161

POST 30/456 : ASSISTANT DIRECTOR: INTEGRATED DEVELOPMENT PLANNING REF NO: LG 2019-21

SALARY : R376 596 per annum (Level 09)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma or higher qualification) in Town Planning/ Public Management/ Development studies; A minimum of 3 years’ experience in development planning or local government planning. Recommendation: Working knowledge of the following: Integrated Development Planning policy, legislation and guiding manuals; Financial Management. Competencies: Knowledge of the following: Integrated Development Planning legislation and guiding manuals; Municipal integrated development planning, people-centered development, community-based participation processes; Strategic management processes including strategic planning and performance management within government including inter-sphere and cross sector planning; Constitutional, institutional and developmental circumstances of municipalities; Project management; Public Service procedures and regulations; Human Resource Management; Labour Relations legislation; Skills Development Act; Financial Management regulations; Problem solving skills; Proven computer literacy; Written and verbal communication skills.

DUTIES : Assessing the quality of Integrated Development Plans; Monitor and report on annual integrated development planning, review and implementation; Assist in national and provincial budget planning alignment with municipal IDPS; Provide integrated development planning support; Assist in sector planning support initiatives; Provide access to integrated development planning training and capacity building to municipalities and related stakeholders; Maintain an integrated development planning document database in paper format and electronic media that is accessible to all three spheres of government.

ENQUIRIES : Mr W Carelse at Tel No: (021) 483 2859

POST 30/457 : REGISTRY CLERK/DRIVER: REGISTRY SERVICES REF NO: LG 2019-18

SALARY : R173 703 per annum (Level 05)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); A valid code 08 driving licence (Manual). Recommendation: Registry or Records Management experience; Proven MS Office experience; Records management/registry clerk course. Competencies: A good understanding of the following: Provincial Archive and Records Services of the Western Cape Act (Act no.3 of 2005); Public Services Act, Regulations and Code of conduct; Batho Pele principles; Registry policy and procedure manual; Managing data base and filing system; Communication (verbal and written); Ability to work under pressure and meet deadlines; Planning and organising.

DUTIES : Handling an organisation-wide Records Management; Control of the maintenance and application of the filling system; Disposal and transferring of all records; Control over and safe preservation of all records; Audit of records to promote history of the department.

ENQUIRIES : Ms N Mrawuzeli at Tel No: (021) 483 8147

DEPARTMENT OF THE PREMIER

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

CLOSING DATE : 09 September 2019
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as
determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 30/458 : ORGANISATION DESIGN LINE SUPPORT OFFICER: ORGANISATION DESIGN REF NO: DOTP 2019-79

SALARY : R316 791 per annum (Level 08)
CENTRE : Department of the Premier, Western Cape Government

REQUIREMENTS : Post-Grade 12 Certificate Course/Diploma (1-2 years’ post-school qualification) in Office Administration or Public Administration; A minimum of 6 years’ administrative experience. Recommendation: Experience in rendering a support service to senior management to the line function. Competencies: Knowledge of the following: Job evaluation, establishments, policies and procedures applicable in the work terrain; Proven computer literacy; Planning, organising and decision-making skills; Problem solving skills; Communication skills.

DUTIES : Compile and distribute all submissions relating to the 11 CSC (Corporate Services Centre) Provincial Departments to the Chief Directorate: People Management Practices for implementation; Compile and distribute submissions relating to the consultation of structures and job evaluations with the DPSA (Department of Public Service and Administration); Provide administrative support to the Directorate with regard to job evaluation; Ensure effective information management within the directorate.

ENQUIRIES : Ms K Herzfeld at Tel No: (021) 466 9502

POST 30/459 : HR PRACTITIONER: PEOPLE ANALYTICS REF NO: DOTP 2019-80

SALARY : R316 791 per annum (Level 08)
CENTRE : Department of the Premier, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma or higher qualification; A minimum of 2 years’ relevant experience. Recommendation: Working knowledge of People Management Systems; Proven presentation and research skills; Advanced MS Excel skills; Power BI skills; Statistical Data Analysis. Competencies: Knowledge of the following: Regulatory framework governing the PM function; Management systems and processes; Research and product design; Advanced computer literacy (MS Word, Excel, PowerPoint); Written and oral communication skills; Presentation skills; Excellent report writing skills; Analytical skills; Research skills.

DUTIES : Develop, implement and maintain a People Management monitoring and evaluation system; Analysing data on People Management Systems; Compile trends and analysis reports; Monitor, evaluate and report on the implementation of People Management policies and practices; Provide a knowledge and information management service in support of people management.

ENQUIRIES : Ms L Barron at Tel No: (021) 483 4923

POST 30/460 : ORGANISATION DEVELOPMENT PRACTITIONER: ORGANISATION DESIGN REF NO: DOTP 2019-81

SALARY : R316 791 per annum (Level 08)
CENTRE : Department of the Premier, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma (or higher qualification) in Behavioural Sciences (Industrial Psychology), Management Services or Public Administration/Management; A minimum of 1-year administrative experience; A valid code B driving licence. Recommendation: Exposure to job evaluation and Organisation Design Interventions; Working knowledge of Organisational Design Methodologies. Competencies: Knowledge of the following: Statutory framework governing the broad management of the Public Service; Wage grading or evaluate system; Organisation development theory, practice and techniques; Project Management; Planning and organising skills; Proven computer literacy skills; Written and verbal communication skills.
DUTIES: Assist with the design and development of Organisation Design intervention methodologies and instruments; Negotiate the draft terms of reference of Organisation Design intervention projects with clients and conclude a draft project plan and "project contract"; Execute organisation diagnostic interventions to understand clients' current functioning and to identify areas for further development/interventions; Design and plan appropriate Organisation Design interventions based on the organisation diagnosis; Document and report on Organisation Design interventions; Provide input into the directorate's information management system and database with specific reference to Organisation Design interventions; Execute and implement Organisation Design interventions by means of facilitation, group problem solving, capacity building and other appropriate Organisation Design techniques in respect but not limited to the following: Service Delivery (re)design; business Process (re)design; Organisational transformation and change management; OD intervention on individual, group, inter-group and management level.

ENQUIRIES: Mr R Kreuser at Tel No: (021) 466 9541/00

POST 30/461: HR CLERK: PERFORMANCE ADMINISTRATION REF NO: DOTP 2019-83

SALARY: R173 703 per annum (Level 05)

CENTRE: Department of the Premier, Western Cape Government

REQUIREMENTS: Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Relevant administrative experience. Working knowledge of Personnel Salary Administration System (PERSAL); Performance Management and probation process and procedures. Competencies: Basic understanding of HR related prescripts, policies and relevant resolutions; Performance Management and probation processes; Good (written and verbal) communication skills; Proven computer literacy (Ms Office: Word, Excel, PowerPoint and Outlook); Good interpersonal and organisational skills; Attention to detail; Ability to work well in a team.

DUTIES: Responsible for all administrative function related to performance management i.e. management of incoming and outgoing documents; Assist clients with PERMIS system related enquiries; Capturing of transactions on PERSAL (probation reports, payments, pay progressions, grade progression); Liaison with clients relating to performance related enquiries; Ensure that all incoming performance documents are captured on relevant systems and keep record; Ensure that probation reports are captured on PERSAL and on the probation case management system.

ENQUIRIES: Ms P Maseni at Tel No: (021) 483 6160

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

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

OTHER POSTS

POST 30/462: DEPUTY DIRECTOR: FACILITIES REF NO: DSD 2019-91

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

CENTRE: Department of Social Development, Western Cape Government
Horizon (X1 Post)
Clanwilliam (X1 Post)

REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma or higher qualification); A minimum of 5 years’ experience in a secure child care facility; A minimum of 5 years’ management level experience; A valid (code B) driving licence. Competencies: Knowledge of the following: Analytic, diagnostic,
assessment tools, evaluation methods and processes (Social Worker); Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Organising and planning skills; Written and verbal communication skills; Psycho social intervention skills; Conflict management skills.

**DUTIES**: Effective service delivery in terms of National, Provincial frameworks and international accords/models for residential care; Ensuring effective, efficient and economic use of appropriated funds and physical resources; Operational management of the facility.

**ENQUIRIES**: Mr C Jordan at Tel No: (021) 483 2197

**CLOSING DATE**: 06 September 2019

**POST 30/463**: ASSISTANT DIRECTOR: SALARY ADMINISTRATION AND DEBT MANAGEMENT REF NO: DSD 2019-77

**SALARY**: R376 596 per annum (Level 09)

**CENTRE**: Department of Social Development, Western Cape Government

**REQUIREMENTS**: An appropriate 3-year National Diploma (or higher qualification); A minimum of 3 years' relevant administrative experience. Competencies: Knowledge of the following: Relevant legislation, policies and prescripts; Public Finance Management Act; Treasury Instructions; Departmental delegations; Fraud Prevention Plan KST 36; Proven computer literacy; Project Management skills; Communication skills (written and verbal); Analytical problem solving skills; Ability to work independently and function under pressure.

**DUTIES**: Manage and supervise staff who perform the following complex functions: Payments (transfer, LOGIS (Logistical Information System, BAS (Basic Accounting System)); Bookkeeping; BAS System control; Credit Control; Salary administration (PERSAL); Debt management; Perform managerial/supervisory tasks.

**ENQUIRIES**: Mr J Smith at Tel No: (021) 483 8678

**CLOSING DATE**: 09 September 2019

**POST 30/464**: ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT REF NO: DSD 2019-80

**SALARY**: R376 596 per annum (Level 09)

**CENTRE**: Department of Social Development, Western Cape Government

**REQUIREMENTS**: Appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) with a minimum of 3 years’ experience in Supply Chain Management (Acquisition management). Competencies: Knowledge of the following: Policy Development; National and Provincial instruments and legislation pertaining to human resources; Budgeting processes; Public Financial Management; Human Resources Management function; Procurement policies/ procedures/ contract management; General support service such as transport management and policy and procedures governing these functions; Analytical thinking; Communication (Written, Verbal and Presentation) skills in at least two of the three official languages in the Western Cape; Computer literacy; Conflict resolution; Problem solving.

**DUTIES**: Develop and implement strategic sourcing plan; Manage and administer the Integrated Procurement System, Compile and maintain contract register and report on Commitments; Develop service level agreements for contact management and administration; Monitor and coordinate supplier performance; Generate, receive and process orders; Manage store and inventory (stocktaking, issuing etc.); Render systems controller function; Management of subordinates.

**ENQUIRIES**: Mr K Jackson at Tel No: (021) 483 8474

**CLOSING DATE**: 09 September 2019

**POST 30/465**: EDUCATION MANAGER REF NO: DSD 2019-92

**SALARY**: R376 596 per annum (Level 09)

**CENTRE**: Department of Social Development, Western Cape Government

**Horizon (X1 Post)**

**Clanwilliam (X1 Post)**

**REQUIREMENTS**: An appropriate 4-year teaching qualification in Education (or higher qualification); Registration with SACE; A minimum of 3 years’ experience as
an Educator/Educationalist. Recommendation: Experience as a manager in the Education sector. Competencies: Knowledge of the following: Applicable policies and procedures; Public Service procedure; People Management Practices; Employee relations; Ability to interpret and apply policies and procedures; Planning, presentation and facilitation skills; Written and verbal communication skills; Proven computer literacy; People management and empowerment; Information and Knowledge Management; Service delivery innovation; Problem solving and analysis.

DUTIES: Ensure effective implementation of educational programmes at facilities in accordance to curriculum requirements and departmental legislation; Manage the implementation of the education programme suitable to meet learning needs of at-risk learner; Ensure safety and disciplinary measures within the education environment; Participate in daily, weekly, quarterly and annual safety and security measures and procedures; People management and development; Administer the people management policy to the education team – leave management and administration, employee management; Effective operational planning and execution; Management of resources, monthly reports, statistics, registration with SACE, self-development.

ENQUIRIES: Mr M Benting at Tel No: (021) 931 0236 (Clanwilliam) / Ms M Jonkerman at Tel No: (021) 665 2634 (Horizon)

CLOSING DATE: 06 September 2019

POST 30/466: OCCUPATIONAL THERAPIST: PROFESSIONAL SERVICES REF NO: DSD 2019-85- (X2 POSTS AVAILABLE HORIZON AND CLANWILLIAM)

SALARY: Grade 1: R317 976 - R361 872 per annum
Grade 2: R372 810 - R426 291 per annum
Grade 3: R439 164 - R532 959 per annum
( Salary will be determined based on post registration experience as per OSD prescripts)

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: Grade 1: Appropriate qualification that allows for registration with the HPCSA in Occupational Therapy; Registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy: No experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of RSA qualified employees who perform Community Service, as required in South Africa or A minimum of 1-year relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa; A valid Code B driving licence. Grade 2: Appropriate qualification that allows for registration with the HPCSA in Occupational Therapy; Registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy; A minimum of 10 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of RSA qualified employees who perform Community Service, as required in South Africa; or A minimum of 11 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa; or A valid Code B driving licence. Grade 3: Appropriate qualification that allows for registration with the HPCSA in Occupational Therapy; Registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy; A minimum of 20 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of RSA qualified employees who perform Community Service, as required in South Africa; or A minimum of 21 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa; A valid Code B driving licence. Recommendation: Experience in all areas of Occupational Therapy; Administrative requirements to ensure efficient running of Occupational Therapy Services. Competencies: Knowledge of the following: Supervision Framework for Occupational Therapist; Human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being; Research
methodology; Information and Knowledge Management; Protocol and professional ethics; Therapeutic models and techniques, methods; Relevant legislation, policies and prescripts (norms and standards); Group / social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities; Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Written and verbal communication skills; Proven computer literacy; Planning and organising skills; Problem solving skills.

**DUTIES**: Render therapeutic services in groups in collaboration with the Multidisciplinary team in the context of holistic management. This would include the following actions: Screens independently or as a member of a team in accordance with appropriate/relevant procedures; Selects assessments from various sources to assess the resident(s) level of function related to performance areas, performance components, and performance contexts to gather information regarding function, dysfunction and environmental barriers; Develops together with the resident(s) an appropriate intervention plan that is based on the results of the occupational therapy assessment; Implements the intervention plan through the use of specified purposeful activities or therapeutic methods; Prepares a formal transition plan that is based on the identified needs of resident(s); Does formative evaluations of the resident(s) throughout the intervention phase; Discontinues services when the resident(s) has achieved determined goals as set out in intervention plan (outcomes of treatment); Continuous Professional Development; Keep up to date with new developments in the occupational Therapist profession; Perform all the administrative functions required of the job.

**ENQUIRIES**: Mr TN Matyida at Tel No: (021) 988 1138

**CLOSING DATE**: 06 September 2019

**POST 30/467**: ADMINISTRATIVE OFFICER: ADMINISTRATION REF NO: DSD 2019-93 (X2 POSTS AVAILABLE- HORIZON AND CLANWILLIAM)

**SALARY**: R316 791 per annum (Level 08)

**CENTRE**: Department of Social Development, Western Cape Government

**REQUIREMENTS**: An appropriate 3-year National Diploma/ B-degree (or higher qualification) with a minimum of 3 years' relevant experience. Recommendation: Supervision of staff. Competencies: Knowledge of the following: Relevant legislation governing the facility's administration and financial processes; Proven computer literacy; Written and verbal communication skills; Financial and administration skills; Planning and organising skills.

**DUTIES**: Provide effective office administration and management support services to the components in the facility; Assist and provide budget support of the facility; Monitor and administer the assets for the facility; Oversee general maintenance; Rendering of a transport service; Laundry and household services.

**ENQUIRIES**: Mr S Nqwazi at Tel No: (021) 826 6059

**CLOSING DATE**: 06 September 2019

**POST 30/468**: SOCIAL WORKER: SOCIAL WORK SERVICES REF NO: DSD 2019-84

**SALARY**: Grade 1: R257 592 – R298 614 per annum (OSD as prescribed)
Grade 2: R316 794 – R363 801 per annum (OSD as prescribed)
Grade 3: R384 228 – R445 425 per annum (OSD as prescribed)
Grade 4: R472 551 – R581 178 per annum (OSD as prescribed)

**CENTRE**: Department of Social Development, Western Cape Government Horizon (X4 Posts)
Clanwilliam (X4 Posts)

**REQUIREMENTS**: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. **Grade 1**: No experience; **Grade 2**: A minimum of 10 years' appropriate experience in Social Work after registration as a Social Worker.
with the South African Council for Social Service Professions; **Grade 3**: A minimum of 20 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4**: A minimum of 30 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Supervision framework for Social Workers; Human behaviour and social systems as well as skills to intervene at the points where people interact with their environment in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Verbal and written communication skills; Proven computer literacy; Report writing skills; Self-Management skills; Planning and organising skills; Client orientation and customer focus.

**DUTIES**

Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

**ENQUIRIES**

Mr M Benting at Tel No: (021) 931 0236 (Clanwilliam) / Ms M Jonkerman at (021) 865 2634 (Horizon)

**CLOSING DATE**

06 September 2019

POST 30/469

**POST 30/469**: ADMINISTRATIVE SUPPORT OFFICER: SUBSTANCE ABUSE REF NO: DSD 2019-74

**SALARY**

R257 508 per annum (Level 07)

**CENTRE**

Department of Social Development, Western Cape Government

**REQUIREMENTS**

Post Grade 12 Certificate Course/ Diploma/NQF level 5 (1-2 years’ post-school qualification); A minimum of 3 years’ relevant experience. Competencies: Knowledge of the following: Provincial and national strategies to address Sector Development; Micro Economic Development Strategy; Relevant legislation/policies/prescripts and procedures; Financial administration; Prevention of and treatment for Substance Abuse Act; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Ability to draft documentation like submissions and letters; Project administration skills; Procure goods and services; Maintain a record management system; Minute taking and decision making skills.

**DUTIES**

Render line administrative support services to the Provincial Substance Abuse forum; Develop and maintain processes and systems that will contribute towards improving efficiency of the Provincial Substance Abuse Forum; Co-ordinate monitoring and evaluation activities and maintain the relevant systems; Provide support to the chief directorate for supply chain management; Co-ordinate evidence/supporting documents for the chief directorate; Render advice and liaise with regard to administrative matters; Study the relevant Public Services and Departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

**ENQUIRIES**

Mr C Jordan at Tel No: (021) 483 4991

**CLOSING DATE**

09 September 2019

POST 30/470

**POST 30/470**: CHIEF REGISTRY CLERK: LOGISTICAL SERVICES REF NO: DSD 2019-79

**SALARY**

R257 508 per annum (Level 07)

**CENTRE**

Department of Social Development, Western Cape Government

**REQUIREMENTS**

Grade 12 (Senior Certificate or equivalent qualification) with a minimum of 6 years’ experience in a registry environment. Recommendation: Qualification in Archives or Record Management; Leadership/supervisory experience; The management of performance and development of staff. Competencies: Proven knowledge of the following: Social Development systems, Departmental policies and procedures, Public Service Legislation and procedures, Archives Act and related instructions, Labour saving devices; Managerial skills; Coordinate work; Problem solving skills; Interpersonal
relations/team work; Planning and organising skills; Communication (written and verbal) skills.

**DUTIES:**
Manage information contained in records; Retrieval of information and the safekeeping of records; Ensure files needed/requested for research purposes are searched for; Implement and maintain disposal programmes; Ensure archives (closed files) are not build on to (after being used for research purposes), in other words if a file has been archived no additional filling is allowed on that closed file; Ensuring that registers is open and maintained; Keep record of the movement of all records; Perform all supervisory function within a HR administration component.

**ENQUIRIES:**
Mr J Minyi at (021) 483 7696/7924

**CLOSING DATE:**
09 September 2019

**POST 30/471:**
**EDUCATION OFFICER**
**REF NO:** DSD 2019-94

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

**CENTRE**:
Department of Social Development, Western Cape Government
Horizon (X9 Posts)
Clanwilliam (X9 Posts)

**REQUIREMENTS**:
An appropriate 4-year qualification in Education or related; Registered with SACE; A minimum of 1 year experience as an Educationalist/ Educator.

**DUTIES**:
Implement educational programmes at facilities in accordance to curriculum requirements and departmental legislation; Implement induction programmes to newly admitted residents; Implementation of facility policies and procedures to enhance safe care/custody and development of residents; Participate in daily, weekly and annual safety and security measures and procedures; Performing of administrative functions; Management of resources, monthly reports, statistics, registration by SACE; self-development and attend meetings with stakeholders; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields; Study professional journals and publications in order to ensure that cognisance is taken of new developments.

**ENQUIRIES**:
Mr M Benting at Tel No: (021) 931 0236 (Clanwilliam) / Ms M Jonkerman at Tel No: (021) 865 2634 (Horizon)

**CLOSING DATE**:
06 September 2019

**POST 30/472**
**PROFESSIONAL NURSE: PROFESSIONAL SERVICES**
**REF NO:** DSD 2019-89

**SALARY**:
Grade 1: R256 905 - R297 825 per annum (OSD as prescribed)
Grade 2: R315 963 - R362 865 per annum (OSD as prescribed)
Grade 3: R383 226 - R485 475 per annum (OSD as prescribed)

**CENTRE**:
Department of Social Development, Western Cape Government
Horizon (X2 Posts)
Clanwilliam (X2 Posts)

**REQUIREMENTS**:
Grade 1: Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; No experience required. Grade 2: Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; A minimum of 10 years appropriate/ recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; A minimum of 20 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Recommendation: A valid code B driving licence; previous experience in a residential facility; Primary Health Care and Mental Health (Psychiatric) experience. Competencies: Knowledge of the following: Nursing care processes and procedures; Nursing statutes and any other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety.
Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act; Written and verbal communication Skills; Proven computer literacy.

**DUTIES**
- Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality care to residents);
- Implement standards, practices, criteria and indicators for quality nursing (quality of practice);
- Practice nursing and health care in accordance with the prescripts and regulations relevant to nursing and health care;
- Maintain a constructive working relationship with multi-disciplinary team members and other stakeholders;
- Utilise human, material and physical resources efficiently and effectively.

**ENQUIRIES**
- Mr EJ Buys at Tel No: (021) 986 9100 (Clanwilliam) / Ms M Jonkerman at Tel No: (021) 865 2634 (Horizon)

**CLOSING DATE**
- 06 September 2019

**POST 30/473**
- CHILD AND YOUTH CARE SUPERVISOR: PROFESSIONAL SERVICES
- REF NO: DSD 2019-86

**SALARY**
- Grade 1: R199 188 - R 224 190 per annum (OSD as prescribed)
- Grade 2: R237 849 - R 265 320 per annum (OSD as prescribed)

**CENTRE**
- Department of Social Development, Western Cape Government
- Horizon (X4 Posts)
- Clanwilliam (X4 Posts)

**REQUIREMENTS**
- Senior Certificate (Grade 12 or equivalent qualification) with a minimum of 10 years’ appropriate experience in Child and Youth Care Work after obtaining the required qualification; A valid Code B driving licence. Competencies: Knowledge of the following: Child Care Act; Relevant policies; Related Legislation, Batho Pele Principles and administrative procedures; New developments and methodologies in Child and Youth Care Work; Proven computer literacy in MS Office; Basic research and analytical skills; Written and verbal communication skills; Work effectively with Social Workers and members of multi-sectoral teams in social service delivery; Ability to interpret policies and legislation; Conflict Management skills.

**DUTIES**
- Facilitate and supervise the caring for and life space interventions of children;
- Build a positive relationship with residents; Create a caring and stimulating environment for residents; Monitor the implementation of the daily structured programmes; Form part of a multi-disciplinary team; Ensure that the recommended developmental and recreational programmes are implemented by providing continuous support, guidance and advice to subordinates; Monitor and participate in the evaluation of the recommended developmental and recreational programmes; Ensure reporting on progress with developmental and recreational programmes; Participate in the identification of incidents; Continuous Professional Development; Supervise and perform clerical/administration functions.

**ENQUIRIES**
- Mr M Benting at Tel No: (021) 931 0236 (Clanwilliam)/ Ms S Smith at Tel No (021) 202 9248 (Horizon)

**CLOSING DATE**
- 06 September 2019

**POST 30/474**
- ADMINISTRATION CLERK REF NO: DSD 2019-95

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

**CENTRE**
- Department of Social Development, Western Cape Government
- Horizon (X5 Posts)
- Clanwilliam (X5 Posts)

**REQUIREMENTS**
- Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Experience in a Secure Child Care Facility. Competencies: A good understanding of the following: Legislative framework, governing the Public Service; Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; working procedures in terms of the working environment; Planning and organising skills; Interpersonal skills; Basic numeracy skills; Written and verbal communication skills.

**DUTIES**
- Provide the following: General clerical support services; Supply chain clerical support services within the component; Human resource administration clerical support services within the component; financial administration support services in the component.

**ENQUIRIES**
- Mr S Nqwazi at Tel No: (021) 826 6059

**CLOSING DATE**
- 06 September 2019
POST 30/475

CUSTOMER CARE ASSISTANT: CUSTOMER CARE (GUGULETHU) REF NO: DSD 2019-78

SALARY: R173 703 per annum (Level 05)
CENTRE: Department of Social Development, Western Cape Government
REQUIREMENTS: Senior Certificate (Grade 12 or equivalent qualification); A minimum of 6 months’ clerical experience. Recommendation: Customer care experience. Competencies: A good understanding of the following: Customer care; Social welfare services; Internal and external marketing and communication processes; Functions, programs and projects of the Department of Social Development; Information in the Department of Social Development domain; Communication (written and verbal) skills; Proven computer literacy in MS Office packages; Sound organisng and planning skills; Conflict resolution skills; Ability to work under pressure and meet deadlines.
DUTIES: Perform front desk services by receiving and referring clients; Provide dispatch call service; Ensure register is signed and accurately completed; Facilitate all complaints and escalate accordingly; Compile a monthly report regarding enquiries or complaints as well as walk-in statistics; Provide information to clients regarding available services; Assist clients on how to access services from the department; Render general administrative support services and maintain the database.
ENQUIRIES: Ms V Benjamin at Tel No: (021) 001 2626
CLOSING DATE: 09 September 2019

POST 30/476

STAFF NURSE: PROFESSIONAL SERVICES REF NO: DSD 2019-90

SALARY: Grade 1: R171 381 - R192 879 per annum (OSD as prescribed)
Grade 2: R204 627 - R230 307 per annum (OSD as prescribed)
Grade 3: R242 166 - R297 825 per annum (OSD as prescribed)
CENTRE: Department of Social Development, Western Cape Government
Horizon (X1 Post)
Clanwilliam (X1 Post)
REQUIREMENTS: Grade 1: Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse. Grade 2: Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse; A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Enrolled Nurse. Grade 3: Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse; A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Enrolled Nurse. Competencies: Knowledge of the following: Nursing care processes and procedures, nursing statutes; Nursing Act; Health Act; Occupational Health and Safety Act; Patient Rights Charter; Batho-Pele principles; Public Service Regulations; Labour Relations Act; Disciplinary code and procedure; Grievance procedure act; Written and verbal communication skills.
DUTIES: Ensure maintenance of patient hygiene; Sustain nutritional status of patients; Facilitate the mobility of patients; Operate all relevant apparatus and equipment; Assist professional nurses with clinical procedures; Preparation of patients for diagnostic and surgical procedures; Effective utilisation of resources; Order stock and equipment in a cost effective manner; Report loss or damage immediately; Appropriate care and use of equipment and consumables; Upkeep of an updated inventory list; Maintain professional growth/ethical standards and self-development; Maintain the code of conduct as required in the public service and by the professional body; Seek learning opportunities; Provide evidence of self-development.
ENQUIRIES: Ms M Jonkerman at Tel No: (021) 865 2634 (Horizon) / Mr EJ Buys at Tel No: (021) 986 9100 (Clanwilliam)
CLOSING DATE: 06 September 2019

POST 30/477

CHILD AND YOUTH CARE TEAM LEADER: PROFESSIONAL SERVICES REF NO: DSD 2019-87

SALARY: Grade 1: R157 245 - R176 982 per annum, OSD as prescribed
Grade 2: R187 758 - R217 659 per annum, OSD as prescribed
CENTRE: Department of Social Development, Western Cape Government
Horizon (X8 Posts)
Clanwilliam (X8 Posts)

REQUIREMENTS:
- A Grade 12 (Senior Certificate or equivalent qualification); A minimum of 7 years’ appropriate experience in child and youth care work after obtaining the required qualification; A valid code B driving licence. Recommendation: Registration as a Child and Youth Care Practitioner with the SACSSP.
- Competencies: Knowledge of the following: Developmental programmes and interventions; Children’s Act and Child Justice Act; Rules and procedures of the Care Centre; Professional norms and standards; Professional ethics; Ability to intervene and resolve conflict; Proven computer literacy; Written and verbal communication skills; Report writing skills; Presentation and facilitation skills; Planning and organising skills.

DUTIES:
- Serve as a team leader for child and youth care workers during a shifts;
- Oversee the following: Admission and related activities of residents to the facility; Access of residents to medical services; Implementation of planned developmental, recreational and therapeutic programmes; Basic life space work; Continuous supervision; Facilitate handover of shifts; Undertake inspections during a shifts and report on incidents and problems identified;
- Perform administrative work relevant to the job; Oversee the completion of daily registers e.g. log books, medication registers, incident reports etc.;
- Ensure that attendance registers are signed and kept up to date;
- Perform all the clerical functions required; Render care services to residents; Continuous professional development.

ENQUIRIES:
Ms C Fledermaus at Tel No: (021) 511 9169 (Horizon)/ Mr M Benting at Tel No: (021) 931 0236 (Clanwilliam)

CLOSING DATE:
06 September 2019

POST 30/478:
CHILD AND YOUTH CARE WORKER: PROFESSIONAL SERVICES REF NO: DSD 2019-88

CENTRE:
Department of Social Development, Western Cape Government
Horizon (X124 Posts)
Clanwilliam (X80 Posts)

REQUIREMENTS:
- A Grade 12 qualification (Senior Certificate or equivalent qualification)
- Experience: Grade 1: No experience; Grade 2: Minimum of 10 years’ appropriate experience in Child and Youth Care Work after having obtained the required qualification. Recommendation: Relevant qualification that allows for registration with the South African Council for Social Service Professions (SACSSP); Registration with the SACSSP as a registered Child and Youth Care Worker.
- Competencies: Knowledge of the following: Developmental programmes; Clerical/ Administrative processes and procedures; Rules and procedures of the Care Centre; Planning and organising skills; Ability to intervene and resolve conflict; Problem solving skills; Planning and organising skills; Conduct him/herself in a respectful manner when dealing with clients; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Have the ability to work with children in conflict with the law.

DUTIES:
- Receive children and youth to the care facility after admission; This would include the following actions: Engagement; Assessment / Plan of Action; Implementation of Developmental and Recreational Programs; Monitor and evaluation of developmental and recreational programs; Referral of professional services (e.g. appointment register, observation book, occurrence book); Enhance participation of the learners at the Facility in sport, recreation, arts and culture programmes and services; Continuous Professional Development; Perform administrative work and clerical functions as required.

ENQUIRIES:
Mr EJ Buys at Tel No: (021) 986 9100 - Clanwilliam / Ms D Baugaard at Tel No: (021) 826 5972 - Horizon

CLOSING DATE:
06 September 2019
DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

APPLICATIONS
Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

CLOSING DATE
09 September 2019

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

OTHER POSTS

POST 30/479
DEPUTY DIRECTOR: IMMOVABLE ASSET MANAGEMENT
INFORMATION REF NO: TPW 2019-138

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

CENTRE
Department of Transport and Public Works, Western Cape Government

REQUIREMENTS
An appropriate 3-year National Diploma (or higher qualification) with a minimum of 3 years’ management experience. Competencies: Knowledge of the following: Business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership technique, production methods, and coordination of people and resources; legislative and regulatory requirements, policies and standards (mention those applicable); Skills: Monitoring and evaluation methods, tools and techniques, and Project Management.

DUTIES
Provision of immovable Asset management information and reporting; information and knowledge management for immovable Asset management; Ensure the implementation of immovable Asset Management Systems through policies and standard operating procedures; manage all projects allocated to sub directorate; manage information (data, knowledge, wisdom) by applying tools and technologies to inform decision making in government operations; produce reports; enhance service delivery; support transparency; support integration/collaboration across departments governments spheres; manage the human resources of the sub-directorate to achieve the predetermined performance indicators and service delivery imperatives, motivated, competent, appreciated, and performance orientated staff and sound labour relations.

ENQUIRIES
Ms A Ferreira at Tel No: (021) 483 9705

POST 30/480
DEPUTY DIRECTOR: GOVERNANCE REF NO: TPW 2019-143

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

CENTRE
Department of Transport and Public Works, Western Cape Government

REQUIREMENTS
An appropriate 3-year National Diploma (or higher qualification) in Finance/Internal Audit with a minimum of 3 years’ management experience. Competencies: Knowledge of relevant Legislative and Regulatory Requirements; Excellent Communication Skills; Problem Analysis, managing interpersonal Conflict and resolving Problems, Project Management Skills, Team membership.

DUTIES
Develop and establish and effective supply chain management system; Develop effective bid committees, established with clearly defined roles, functioning in accordance with departmental policies and procedures and complaint with applicable legislative requirements. Develop preferential procurement goals determined in accordance with departmental policies and procedures and complaint with applicable legislative requirements. Develop and implement an effective SCM performance management system in accordance with departmental policies and procedures and applicable legislative requirements, that measure the performance. Develop, implement and maintain control framework supply chain. Develop, implement and maintain risk management framework supply chain.

ENQUIRIES
Ms P Van der Merwe at Tel No: (021) 483 6915
POST 30/481  :  ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: TPW 2019-144

SALARY  :  R376 596 per annum (Level 09)
CENTRE  :  Department of Transport and Public Works, Western Cape Government
REQUIREMENTS  :  An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Finance, Internal Audit or Marketing Management; A minimum of 3 years’ relevant experience. Competencies: Knowledge of the relevant legislative and regulatory requirements; Project management skills; Proven computer literacy; Written and verbal communication skills.
DUTIES  :  Assist in the compilation of the procurement plan that clearly defines the preferential procurement goals, aligned to the strategic plan and budget, compliant with the applicable legislative requirements, and taking cognisance of: The needs assessment, the availability of funds and the market assessment and industry analysis; Execute the process for reviewing expenditures, setting and approving forecasting assumptions and for providing direction for developing demand forecasts across strategic sourcing and non-strategic sourcing items; Develop and implement a strategic sourcing strategy per strategic commodity.
ENQUIRIES  :  Ms P Van Der Merwe at Tel No: (021) 483 6915

POST 30/482  :  CHIEF WORKS INSPECTOR: MECHANICAL: EDUCATION FACILITIES, REF NO: TPW 2019-142

SALARY  :  R316 791 per annum (Level 08)
CENTRE  :  Department of Transport and Public Works, Western Cape Government
REQUIREMENTS  :  3-year National Diploma (T/N/S streams); or a N 3 and a passed trade test in the building environment; or Registration as an Engineering Technician; A minimum of 5 years’ on-site experience in a mechanical engineering pertaining to building construction environment; A valid code B driving licence. Recommendation: Appropriate experience in the mechanical environment and contract administration with regards to the installation and maintenance of Hot Water generation plants, Heating systems, plumbing, ventilation systems, air-conditioning, refrigeration, fire-fighting equipment and pumps and stand-by generators; Experience in preparation of specifications, plans and working drawings and the ability to interpret Bills of Quantities; Technical experience of mechanical matters; Quality control; Familiar with contract administration, Occupational Health and Safety Act and relevant regulations; Willingness to travel regularly. Competencies: Knowledge of the following: Facets of the construction industry and National Building Regulations: Latest SANS 1238:2005, 1287-1:2007, 1287-2:2007, 1424:2013, 10173:2003, 1744:2017 and SANS 10142 (Electrical wiring code); Compilation of specifications and tender regulations; Proven computer literacy; Technical report writing skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Customer focus and responsiveness; Quality management; Scope change management.
DUTIES  :  Plan and execute inspections for new and maintenance work on project sites and ensure that work is being done in compliance with relevant regulations and legislation; Identifying needs and requirements of new work and repairs through Facility Condition Assessments and the investigation of customer complaints and new services required; Analysing and compiling relevant project documentation for new and existing structures; Quality control of contractors activities on site; The assessments, preparation, compilation and submission of facility condition reports of education facilities; Maintain and report progress consistently to the department management information system and back up documents and information to the database.
ENQUIRIES  :  Mr OC Geduldt at Tel No: (021) 483 7851

WESTERN CAPE EDUCATION DEPARTMENT (WCED)

APPLICATIONS  :  Applications must be submitted by using the following URL https://wcedonline.westerncape.gov.za/home/, via Google Chrome or Mozilla Firefox.
CLOSING DATE  :  06 September 2019
NOTE  :  The applicants are advised to read the foreword available on the WCED website before applying for the post/s. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit.
Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

POST 30/483 : ASSISTANT DIRECTOR: COMPLIANCE (X2 POSTS)

SALARY : R376 596 per annum (Level 09) plus benefits
CENTRE : Cape Winelands EDO, Worcester Ref No: 244
          Metro Central EDO, Maitland Ref No: 246

DUTIES : Manage and coordinate the evaluation of the Approved Budget for Public Ordinary Schools and hostels. Manage and coordinate the evaluation of the Annual Financial Statements of the Public Ordinary Schools within the Education District. Manage the evaluation of the Bi-Annual Financial Statements (WCED 043) of the Public Ordinary and Public Special Schools within the Education District. Manage, coordinate and administer pre-forensic investigations. People Management functions.

ENQUIRIES : Mr J Benjamin Tel No: (023) 348-4601 (Cape Winelands EDO) and Ms S Nowers Tel No: (021) 514 6700 (Metro Central EDO)

POST 30/484 : ASSISTANT DIRECTOR: PLANNING AND INFORMATION MANAGEMENT REF NO: 266

SALARY : R376 596 per annum (Level 09) plus benefits
CENTRE : Metro South EDO, Mitchell's plain
REQUIREMENTS : A relevant National Diploma (NQFL 6) or degree plus 3 years administrative experience. Knowledge: Knowledge of WCG, WCED and general government information systems. Departmental policies and procedures. Intergovernmental Relations /Stakeholder Management. Knowledge of ICT strategy, processes and procedures. Skills: Written and verbal communication; Motivational; Interpretation of prescripts and policies; Organising and planning; Report writing; Data and Information Management; Computer literacy; Analytical thinking; Facilitation and Presentation skills.

DUTIES : Manage the district strategic annual business process. Coordinate the submission, monitoring, review and reporting on the implementation of the operational and business plans. Coordinate the integrated planning process with government departments, local government, municipalities, local business, NGOs within the district. Interface between the office of the District Director and internal/external stakeholders. Reporting on external and inter-governmental matters. Analyse, present and report on district data and information. Provide management and decision making information. Enable
access and utilisation of the Education Management Information Systems (EMIS) and related information Technology (IT) solutions. Oversee the maintenance of all Educational Management Information and related systems. Facilitate Knowledge and Information Management Systems user training and support in collaboration with the Directorate Information and Knowledge Management. Render support in terms of the publication and dissemination of institutional knowledge and information generated within education information systems. Coordinate surveys (e.g. DBE, WCED, etc.) to be conducted at district level. Provide secretarial support at District Management Meetings. Maintain all relevant district databases.

ENQUIRIES

: Mr G Stander Tel No: 021 370 2000 (Metro South EDO)