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 HIGH EDUCATION AND TRAINING (MNAMBITHI TVET COLLEGE IN LADYSMITH): Kindly note that the post of Assistant Director: Human Resources and Administration with Ref No: MTVET26/2019 advertised in Public Services Vacancy Circular 30 dated 23 August 2019, the Salary of the post has been amended from Salary Level 10 (R470 040) to Salary Level 09 (R376 596 per annum) as per the Job Evaluation confirmed by Department of Higher Education & Training. This is a Persal appointment therefore it includes benefits. The closing date remains the 06 September 2019.

DEPARTMENT OF TRANSPORT: Kindly note that the post of Deputy Director General: Rail Transport with Ref No: DOT/HRM/2019/44 advertised in Public Service Circular 30 dated 23 August 2019, the requirements has been amended as follows. A Bachelor degree in BSc Civil Engineering or Transport Economics or Transport Planning at NQF Level 7 Plus a Post Graduate Qualification at NQF Level 8 as recognised by SAQA with at least 8 - 10 year's experience on Senior Management Level. An appropriate Master's Degree will be added advantage. Mr Peter Malula, Department of Transport Tel No: 012 309 3357.

GAUTENG: DEPARTMENT OF EDUCATION: Kindly note that the posts were. The post of Assistant Director: Policy & Procedures, on Incapacity Leave for Ill Health Retirement in the HRTS Directorate. Ref No: HO2019/08/55. Advertised in Public Service Vacancy Circular 30 dated 23 August 2019 The Requirements should read as follow: An appropriate three-year National Diploma/Degree in HR Management / Public Administration plus minimum 3 years'
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## PROVINCIAL ADMINISTRATIONS

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

APPLICATIONS: Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of 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: 20 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. Note: The successful candidate may be required to undergo a competency test and will be subjected to a security clearance.

OTHER POSTS

POST 31/01: DEPUTY DIRECTOR REF NO: DBE/46/2019
Branch: Planning Delivery and Oversight Unit
Chief Directorate: National Education Evaluation and Development Unit

SALARY: R869 007 per annum

CENTRE: Pretoria

REQUIREMENTS: An appropriate three year relevant (NQF level 6) post matric qualification or equivalent qualification in education; Four (4) years teaching experience in the FET Phase; four (4) years’ experience at supervisory/managerial level or as a Deputy Principal; Must be registered with SACE; Sound knowledge of the education policy and legislation environment; Extensive knowledge of GET and FET curriculum and must be a specialist in the FET Phase; An understanding of Whole-School Evaluation (WSE), Integrated Quality Management System (IQMS) and standard setting process; Proven experience of both qualitative and quantitative research methodology; Strong language competency in English; Strong communication (verbal and writing) skills; Sound analytical skills; Strong report writing and presentation skills, including MS PowerPoint presentation; Knowledge of matrix and project management; Computer skills in MS Office (Word, PowerPoint, Advanced Excel, Access and Outlook); Ability to work under pressure and meet deadlines; Ability to work independently without supervision to meet targets; Willingness to work extensive hours and be prepared to travel; A valid driver’s licence; Possession of own transport that is capable of reaching schools in harsh road conditions; A passion to making a positive contribution to South African education.

DUTIES: Liaise with district officials and school management teams to prepare for evaluations; Conduct independent evaluation in sampled schools, districts and provincial offices following prescribed evaluation protocol and evaluation instruments; Provide a clear assessment of the state of teaching and learning in all schools, districts and provincial offices evaluated, this will include collecting and analysing data; As an integral part of a school evaluation process, observe educators in practice using approved instruments; Write, edit and analyse reports as well as provide recommendations for improvement; Collate reports from different members of the evaluation team; Analyse evaluation reports to identify emerging trends within districts and schools; Verify the findings of a school self-evaluation; Contribute to standards setting in education; Perform any other functions as deemed appropriate by the Chief Director.
ENQUIRIES : Ms M Mahape Tel No: (012) 357 3291/ Ms N Sathege (012) 357 3290

NOTE : The successful candidate may be required to undergo a competency test and will be subjected to a security clearance.
ANNEXURE B

DEPARTMENT OF COOPERATIVE GOVERNANCE

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

APPLICATIONS: Applications may be posted to URS Response Handling, P O Box 11506, Tijgerpoort, 0056; submitted electronically via email: cogta48@ursonline.co.za or via fax: Tel No: (086) 415 5709

CLOSING DATE: 20 September 2019

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

OTHER POST

POST 31/02: ASSISTANT DIRECTOR: DISASTER RESPONSE COORDINATION REF NO: 26718/01

SALARY: R376 596 per annum (Level 09)

CENTRE: Centurion

REQUIREMENTS: A three-year Bachelor’s degree or a three-year National diploma in Development Studies/Environmental/Social Sciences/Disaster Management or equivalent qualification. Minimum of 3 to 5 years’ experience in a Disaster Risk Management field or related field. A valid driver’s licence. The successful candidate is expected to travel extensively. Generic competencies: Planning and organising, Coordination, Problem solving and decision making, Project management, Client orientation and customer focus, Team leadership, Diversity management, Communication (verbal and written), Technical competencies: Policy and legislation relevant to the Disaster Risk Management function in South Africa, the region and internationally, Provincial and Local Government Environment, Intergovernmental Relations.

DUTIES: The successful candidate will perform the following duties: Coordination of Disaster response process: Coordinate the mobilisation of resource across sectors. Conduct disaster assessments and the classification process. Maintain the disaster incident reporting system. Update and maintain the database on disaster declaration and recordings. Monitor the disaster grant-funding system. Assist in the review and updating of guidelines on classification and declaration processes. Assess the response plans and contingency plans of Organs of State. Coordination of disaster recovery process: Evaluate the value of the project implementation. Analyse and assess the progress of implementation of reconstruction and rehabilitation projects. Monitor professional service providers for damage assessments and cost verification. Develop relevant standard operating procedures. Inculcate good practice on disaster recovery particularly on the “building back better principle”. Monitor and evaluate the implementation of disaster intervention measures: Facilitate the establishment of the integrated institutional structures to enable effective disaster response. Monitor the implementation of immediate integrated and appropriate responses and relief measures. Capture and populate data in the M&E system. Assist in ensuring compliance with regard to the Division of
Revenue Act (DORa) and related frameworks on grants expenditure reporting, transfer of grants, annual review of grant frameworks and DORa.

ENQUIRIES

Ms M. Pitso Tel No: (012) 848 4606
DEPARTMENT OF DEFENCE

ANNEXURE C

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

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

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

OTHER POST

POST 31/03: DEPUTY DIRECTOR: AUDIT MANAGER REF NO: IAD/39/2019

SALARY: R869 007 per annum (Level 12) (all-inclusive salary package)

CENTRE: Internal Audit Division, Eco Glades 1 Block Aries, 70 Ribbon Grass Rd, Highveld, Centurion, Pretoria

REQUIREMENTS: Bachelor’s Honour’s Degree/Postgraduate Diploma/Bachelor’s Degree in Internal Auditing, Finance or related fields (NQF Level 8). PIA, CIA or CGAP will be an advantage. Job Related Work Experience: Five (5) years credible and applicable experience in Internal Audit of financial statements in Private and Public Sector. Three (3) years management experience of which it should have in middle management experience. Membership of the Institute of Internal Auditors is recommended. Skills: Auditing skills. Strategic management and strategic planning skills. Well-developed communication (written and verbal) skills. Problem solving. Financial Administration and networking skills. Computer literate. Organisational skills. Good inter-personal relations, Interviewing skills, analytical and research skills. Knowledge: Audit knowledge Extensive knowledge of government policies, Modified Cash Standards, departmental policy, departmental decisions and activities as well as on the wider intra-departmental activities in government. Knowledge of government and the Department of Defence (DOD) strategic direction. Project Management and Total Quality Management.
DUTIES: The successful incumbent will amongst others be responsible for the following:
- Review of financial statements, documents, data and accounting entries.
- Assess compliance with financial regulations and controls by testing the financial reporting systems, general ledger, accounting balances, cash flow statements, statement of financial performance, statement of financial position and internal controls systems.
- Identify areas of non-compliance, evaluating manual and automated financial processes, identifying process weaknesses and inefficiencies and operational issues.
- Provides financial control information by collecting, analysing and summarizing data and trends.
- Provision of independent and objective internal audit service.
- Review DOD operations and systems and check compliance thereof.
- Ensure compliance with internal audit policies, procedures and applicable laws and regulations.
- Liaise with relevant stakeholders.
- Develop, monitor and manage the Department's audit universe.
- Identify and evaluate risk exposures relating governance, risk management and control processes.
- Participate in the development of a risk register.
- Coordinates a Risk Register upon which plans will be developed.
- Develop a risk-based annual audit plan to determine the priorities of the Department.
- Develop and record a plan for each engagement, including the scope, objective, timing and resource allocations.
- Track audit coverage and report on progress to the Director.
- Review and appraise the soundness, adequacy and the application of the accounting, financial and operational controls.
- Perform audits on projects.
- Develop and record a plan for each engagement, including the scope, objectives, timing and resource allocation.
- Developing and implementing of a three-year audit strategic plan.
- Provide consulting and advisory services as requested and as required.
- Examine the accuracy of internal records, information systems, management procedures and internal controls.
- Participate on systems implementation, and other information technology committees.
- Promote governance and a culture of professionalism.
- Train and develop staff, lead and guide audit teams on engagements.
- Perform Quality Assurance on all audit work carried out.

ENQUIRIES: Mrs Adri Rocher at Tel No: (012) 649 1065
DEPARTMENT OF EMPLOYMENT AND 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.

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. Successful 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 31/04: DEPUTY DIRECTOR: IT PROJECT MANAGER REF NO: HR 5/1/2/3/36

SALARY: R733 257 per annum (All inclusive)

CENTRE: Compensation Fund, Pretoria


DUTIES: Initiate, Plan and Manage IT Projects. Manage project integration for quality purposes. Co-ordinate and manage IT projects according to the IT Project management framework. Manage project quality assurance. Management of resources in the sub-directorate.

ENQUIRIES: Ms M Thongoane Tel No: (012) 406 5665

APPLICATIONS: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.
FOR ATTENTION: Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund

CLOSING DATE: 13 September 2019 at 16:00

POST 31/05: PRINCIPAL INSPECTOR: EMPLOYER AUDIT REF NO: HR 4/4/7/36

SALARY: R470 040 per annum

CENTRE: Provincial Office: Mpumalanga


DUTIES: Monitor the implementation of UIA and COIDA strategy programs. Implement the systems that provide expect advice on sector specific UIA & COIDA matters. Control the process that monitor and evaluate impact of UIA & COIDA programs. Monitor the implementation of Advocacy Campaigns on COIDA regularly and when there are amendments.

ENQUIRIES: Mr. SE Mashinini Tel No: (013) 655 8929

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

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

CLOSING DATE: 16 September 2019 at 16:00

POST 31/06: EMPLOYMENT SERVICES PRACTITIONER III REF NO: HR 4/4/4/08/02

SALARY: R470 040 per annum

CENTRE: Provincial Office: Gauteng stationed at Labour Centre: Pretoria


DUTIES: Co-ordinating and maintain the relationship within Employment Services stakeholders. Manage the provision of effective career guidance and psychometric assessment services for the Department. Oversee the provisioning of technical advice and administration service regarding PES legislations to the client. Provide administrative support to PES Labour Centres. Manage all the resources of the division.

ENQUIRIES: Ms M A Phasha Tel No: (012) 309 5000

APPLICATIONS: Chief Director Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivers at 77 Korte Street, Braamfontein.

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

CLOSING DATE: 16 September 2019 at 16:00

POST 31/07: ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND EMPLOYMENT RELATIONS REF NO: HR4/4/9/87

SALARY: R376 596 per annum

CENTRE: Provincial Office: Mmabatho

Standards. Skills: Administration and financial management, Project management, Interpersonal, Communication (verbal and written), Computer literacy, Analytical, Problem solving, Conflict management People management.

**DUTIES**: Coordinate and monitor the implementation of human resources management policies in the Province. Monitor and provide advice on the implementation of Employment Relations policies and prescripts. Coordinate and manage the implementation of programmes of Employment Equity. Monitor the administration of service benefits. Manage staff and all the resources of the Sub-Directorate.

**ENQUIRIES**
Mr. M Mapete Tel No: (018) 387 8100

**APPLICATIONS**
Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery at University Drive Provident House, Mmabatho.

**FOR ATTENTION**
Sub-directorate: Human Resources Management, Mmabatho

**CLOSING DATE**
16 September 2019 at 16:00

**POST 31/08**

**ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: HR4/4/4/08/01**

**SALARY**
R376 596 per annum

**CENTRE**
Provincial Office: Braamfontein

**REQUIREMENTS**

**DUTIES**
Manage the implementation of risk analysis and monitoring thereof. Manage Compliance to risk control measures. Manage the provision of risk management services to Provincial Office and Labour Centres. Manage resources in the section.

**ENQUIRIES**
Ms RE Tema Tel No: (011) 853-0300

**APPLICATIONS**
Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivers at 77 Korte Street, Braamfontein.

**FOR ATTENTION**
Sub-directorate: Human Resources Management, Gauteng

**CLOSING DATE**
16 September 2019 at 16:00

**POST 31/09**

**ASSISTANT DIRECTOR: FLEET MANAGEMENT SERVICES REF NO: HR4/4/1/201**

**SALARY**
R376 596 per annum

**CENTRE**
Provincial Office: East London

**REQUIREMENTS**

**DUTIES**
Monitor accounts and bookings support services in the Province in line with the relevant prescripts. Provide fleet monitoring and inspection in the Province. Monitor implementation of accident processes and procedures in the Provinces Monitor maintenance of all vehicles in the Province.

**ENQUIRIES**
Mr WG Dumalisile Tel No: (043) 701 3032

**APPLICATIONS**
Chief Director: Human Resources Operations: Private Bag X 9005, East London 5201, or Hand deliver at Department of Labour, No.3 Hill Street, East London.

**FOR ATTENTION**
Sub-directorate: Human Resources Management, East London

**CLOSING DATE**
16 September 2019 at 16:00
**POST 31/10** | BUSINESS ANALYST REF NO: HR 5/1/2/3/35  
---|---  
**SALARY** | R376 596 – R443 601 per annum  
**CENTRE** | Compensation Fund, Pretoria  
**DUTIES** | Gather and document business process improvement requirements. Customise requirement statements for proposed improvements. Analyse business processes for new developments and improvements of systems. Process improvements through systems implementation and enhancements.  
**ENQUIRIES** | Ms M Thongoane Tel No: (012) 406 5665  
**APPLICATIONS** |  
**FOR ATTENTION** | Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund  
**CLOSING DATE** | 13 September 2019 at 16:00  

**POST 31/11** | SENIOR PRACTITIONER: PERFORMANCE AUDIT REF NO: HR 5/1/2/3/33 Re-Advert  
---|---  
**SALARY** | R316 791 – 373 157 per annum  
**CENTER** | Compensation Fund, Pretoria  
**ENQUIRIES** | Mr S Zwane Tel No: (082) 310 4510  
**APPLICATIONS** |  
**FOR ATTENTION** | Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund  
**CLOSING DATE** | 13 September 2019 at 16:00  

**POST 31/12** | SENIOR STATE ACCOUNTANT: TREASURY & INVESTMENT MANAGEMENT REF NO: HR 5/1/2/3/32  
---|---  
**SALARY** | R316 791 – 373 157 per annum
CENTRE: Compensation Fund, Pretoria


DUTIES: Prepare investments reconciliations and accounting journals for the recording of financial instruments in the general ledger. Prepare investment property reconciliations and accounting journals for the recording of property transactions in the general ledger. Prepare cash flow report and accounting journals for transfer of funds. Render administrative and ad-hoc functions in the sub-directorate.

ENQUIRIES: Mr L Moni Tel No: (012) 319 9279
APPLICATIONS: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.
FOR ATTENTION: Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund
CLOSING DATE: 13 September 2019 at 16:00

POST 31/13: STATE ACCOUNTANT: FINANCIAL REPORTING REF NO: HR 5/1/2/3/31

SALARY: R257 508 – R303 339 per annum
CENTRE: Compensation Fund, Pretoria


ENQUIRIES: Ms M Munonde Tel No: (012) 406 5604
APPLICATIONS: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.
FOR ATTENTION: Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund
CLOSING DATE: 13 September 2019 at 16:00

POST 31/14: VETTING OFFICER REF NO: HR 5/1/2/3/30

SALARY: R257 508 – R303 339 per annum
CENTRE: Compensation Fund, Pretoria


ENQUIRIES: Ms M Munonde Tel No: (012) 406 5604
APPLICATIONS: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.
FOR ATTENTION: Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund
CLOSING DATE: 13 September 2019 at 16:00

**DUTIES**
Provide effective information security practice and compliance in the Fund. Protect and safeguard the Funds information. Coordinate information security awareness in the Fund. Administer and facilitate pre-screening and vetting clearance applications process

**ENQUIRIES**
Mr T Makhubela Tel No: (012) 319 5686

**APPLICATIONS**
P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.

**FOR ATTENTION**
Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund

**CLOSING DATE**
13 September 2019 at 16:00

**POST 31/15**
**ACCOUNTING CLERK: GENERAL LEDGER REF NO: HR 5/1/2/3/29**

**SALARY**
R173 703 – 204 612per annum (Level 05)

**CENTRE**
Compensation Fund, Pretoria

**REQUIREMENTS**

**DUTIES**
Administer processing of Journals. Perform general ledger activities. Collate information for preparing Financials. Perform year-end tasks

**ENQUIRIES**
Mr M Mamabolo Tel No: (012) 319 9354

**APPLICATIONS**
P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.

**FOR ATTENTION**
Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund

**CLOSING DATE**
13 September 2019 at 16:00

**POST 31/16**
**RISK MANAGEMENT COMMITTEE CHAIRPERSON REF NO: HR 4/19/08/61HO**
(Three (3) Years Contract)

**SALARY**
Members will be remunerated according to rates approved by the Department.

**CENTRE**
Department of Employment and Labour: Head Office

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

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

ENQUIRIES : Mr. T Zwane Tel No: (012) 309 4561
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office
CLOSING DATE : 16 September 2019 at 16:00
ANNEXURE E

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

APPLICATIONS: Director-General, Department of Environmental Affairs, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town.

FOR ATTENTION: Human Resource Management

CLOSING DATE: 16 September 2019

NOTE: Must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered. 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. The persons appointed to this position will be subjected to a security clearance. The department reserves the right not to make an appointment. No faxed, e-mailed and late applications will be considered. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. For more information regarding the requirements and duties in respect of each position, please visit our website at www.environment.gov.za. Click on vacancies and ensure you follow the correct link to the position of interest.

MANAGEMENT ECHELON

POST 31/17: DIRECTOR: COASTAL CONSERVATION STRATEGIES REF NO: OC24/2019

SALARY: R1 057 326 per annum (All inclusive remuneration package, conditions apply)

CENTRE: Cape Town

REQUIREMENTS: A Bachelor’s Degree in Natural or Physical Sciences, or Environmental Management or equivalent qualification (NQF level 7). A minimum of 5 years’ experience at middle managerial level. Knowledge of coastal management legislation policies and statutory instruments. Experience and knowledge of policy development and implementation. Knowledge of government administrative procedures and processes, departmental procedures and prescripts, and financial management. Good strategic capability and leadership, analytics skills and understanding of environmental issues. Experience in strategic planning, organizational transformation. Computer literacy and good communication skills (both verbal and report writing) with advanced experience in stakeholder engagement.

DUTIES: Manage and coordinate the implementation of the National Environmental Management Integrated Coastal Management Act. Manage and coordinate the implementation of coastal legislation, and lead the implementation of integrated coastal management programmes including: implementation of access to the coast; coastal spatial planning and coastal climate change adaptation and response; processing coastal permits and authorisations; commenting on coastal environmental authorisations; coastal awareness and advocacy; monitor and evaluate the coastal projects; implementing effective stakeholder engagement; and actively participate in formal stakeholder structures and forums. Provide strategic leadership, good corporate governance. Manage the staff, budget and functioning of the directorate.

ENQUIRIES: Adv R Razack Tel No: (021) 819 2426

OTHER POST

POST 31/18: CONTROL ENVIRONMENTAL OFFICER GRADE A: LAND BASED SOURCES OF MARINE POLLUTION REF NO: OC25/2019

SALARY: R495 219 per annum

CENTRE: Cape Town

REQUIREMENTS: An appropriate 4 year Degree in Natural or Environmental Management/Sciences or equivalent qualification and 6 years post qualification experience in related field. Extensive knowledge and skills of the South African coast, marine and coastal pollution management, integrated coastal management, coastal processes, coastal management principles and national and international coastal policies and legislation; Knowledge of coastal water quality and environmental monitoring techniques and management;
Knowledge and understanding of data and information management. The ability to interpret and apply coastal and related legislation and policies, including the NEM: ICMA Act, NEMA, NEM: Waste Act, National Water Act, Minerals Act, international treaties and conventions, national and provincial laws, and departmental protocols. Knowledge and understanding of the functioning of coastal ecosystems and the impacts of human activity on those systems. Knowledge of Integrated Environmental Management and Environmental Impact Assessment. Knowledge of UNEP commitments, GPA programme, Regional Seas Conventions and related projects. Knowledge of government administration and financial procedures. Knowledge of project management. The candidate must have a valid driver’s license (Code B) and be willing to travel extensively. Excellent communication, presentation and writing skills are essential.

**DUTIES**

The candidate will be responsible for developing management tools to support the implementation of Section 69 under the Integrated Coastal Management Act (Act 24 of 2008). Regulate the discharge of effluent into estuaries and coastal waters. Initiate assessment of applications and draft recommendations on assessed applications, including amendment applications. Develop and maintain a database on all marine outfalls and authorisations issued and assist in monitoring compliance to permit conditions. Facilitate the implementation of the Coastal Waters Discharge Permit Regulations (2019) and the General Discharge Authorisation. Establish committees with other Regulatory Departments to facilitate matters of mutual interest. Support the development of coastal discharge permitting tools and coastal water quality guidelines. Develop and promote coastal water quality guidelines in consultation with the Directorate: Coastal Research and Chief Directorate: Specialised Monitoring Services. Ensure draft permitting tools and guidelines are published for comment and final implementation. Support initiatives undertaken to manage land-based sources of pollution in line with the National Coastal Management Programme (NCMP). Ensure the implementation of the Source to Sea programme by addressing marine litter at source. Represent the Directorate’s interests in EIA, other licensing processes and water quality monitoring and management initiatives. Provide technical and operational advice on coastal management issues relating to land-based sources. Maintain and facilitate the Department’s interests and obligations under relevant international and regional agreements and programmes. Conduct public awareness and outreach activities on land-based sources of pollution, in particular on marine litter, plastic pollution and micro-plastics.

**ENQUIRIES**

Dr. Y. Peterson Tel No: (021) 819 2450
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**: 16 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 31/19**: IT GOVERNANCE MANAGER REF NO: COO12/2019

**SALARY**: R733 257 per annum (An all-inclusive MMS remuneration package)

**CENTRE**: Pretoria

**REQUIREMENTS**:
A recognised three-year Degree/National Diploma in Information Technology (IT) or a relevant equivalent qualification. 3 – 5 years relevant experience. A thorough understanding of relevant legislations, best practices and frameworks. Project management and communication (written and spoken) skills. Knowledge of KING III and COBIT Governance framework. Must have ITIL and COBIT certification. TOGAF Certification will be added advantage.

**DUTIES**:

**ENQUIRIES**:
Ms N Dlamini Tel No: (012) 399 8725

**POST 31/20**: CONTROL BIODIVERSITY OFFICER GRADE A: BIODIVERSITY PLANNING AND STEWARDSHIP REF NO: BC05/2019

**SALARY**: R495 219 per annum

**CENTRE**: Pretoria

**REQUIREMENTS**:
A four (4) year degree in Natural Sciences or equivalent relevant qualification. Six (6) years post qualification experience in the related field. An understanding of biodiversity management as it relates specifically to biodiversity planning,
including policies, strategies, programmes and the national legislative framework relevant to biodiversity management and planning. Knowledge of Finance, Planning and Project management. Good Communication Skills (verbal and written). Organising and planning, leadership, and coordination skills.

DUTIES: Coordinate and facilitate the implementation of the National Environmental Management: Biodiversity Act (NEMBA); with specific reference to the planning provisions of the Act; support the development of policies, legislation, strategies and tools relating to biodiversity planning; Liaise with relevant stakeholders on all biodiversity planning matters with specific reference to ecosystem conservation and management. Promote mainstreaming of biodiversity tools, processes and programmes into other sectors and provide inputs to Environmental Impact Assessments (EIAs) and associated policy tools. Provide scientific and technical support in coordinating the expansion of the conservation estate outside of protected areas including the implementation of biodiversity stewardship programme; Support the establishment of National Botanical Gardens. Provide scientific and technical support in conservation and management of ecosystems, including threatening processes for ecosystems and biodiversity offsets. Support the mainstreaming of biodiversity conservation into local government planning and decision making systems.

ENQUIRIES: Ms P Kershaw Tel No: (012) 399 9585

POST 31/21: CONTROL ENVIRONMENTAL OFFICER GRADE A: CLIMATE CHANGE M&E MITIGATION RESPONSE ANALYSIS REF NO: CCAQ05 /2019

SALARY: R495 219 per annum
CENTRE: Pretoria
REQUIREMENTS: A four (4) year degree in Natural Sciences or equivalent relevant qualification. Six (6) years post qualification experience in Climate Change and ozone or relevant field. Knowledge of Information management techniques, methodologies, systems and the latest technologies. Knowledge of the use of sophisticated information and communication technology; Scientific practise, procedures and protocols; Data and Information management techniques, Information and data synthesis techniques; Understanding of the emissions inventory database guidelines; Sound knowledge of Industrial and energy generation processes. Sound knowledge of data uncertainty and risk assessment. Understanding of environmental issues, especially those relating to climate change and Ozone layer protection. Knowledge and understanding of Government’s environmental quality and protection related policies, priorities and strategies. Sound organising and planning skills. Exceptional scientific report writing skills. Good communication skills.

DUTIES: Quantify effects and co-benefits of climate change mitigation actions. Prepare Biennial Update Report (BUR) chapters for mitigation response and climate finance. Develop and implement Monitoring, Reporting and Verification (MRV) guidelines for climate change mitigation actions. Compile and oversee the development of the annual climate change indicators report. Oversee annual data collection and populate the M&E system with the latest information on climate change mitigation actions and climate finance information.

ENQUIRIES: Ms R Molotsoane Tel No: (012) 399 9147

POST 31/22: SENIOR LEGAL ADMINISTRATION OFFICER MR6: LAW REFORM REF NO: LACE03/2019

SALARY: R473 820 per annum
CENTRE: Pretoria
REQUIREMENTS: An LLB degree coupled with at least 8 years post qualification experience in the provision of legal services. Knowledge of environmental law, Constitutional law and Administrative law. Experience in drafting legislation both primary and subordinate legislation. An ability to analyse and comment on draft legislation, and understand the implications of draft legislation. Ability to provide legal opinions and advice, interpret legislation, good analytical and legal research skills, good verbal and written communication skills in English, good drafting skills, computer literacy, an ability to work in a team, a pro-active, problem-solving and positive attitude and an ability to adhere to timeframes are essential.
**DUTIES**: Supervision of and quality control of work done by lower level officials. Draft legislation and comment on policies and draft legislation. Provide legal support relating to the interpretation and drafting of legislation. Provide legal support, legal advice and opinions on the interpretation and implementation of environmental legislation and relevant law of general application such as the Constitution and Promotion of Administrative Justice Act, 2000. Taking Bills through Parliament and assist in the Cabinet and Parliamentary processes. Draft or provide input on ministerial submissions and Ministerial briefings, draft responses to media queries and parliamentary queries. Provide legal support in meetings. Candidates may be required to do a written test.

**ENQUIRIES**: Mr R Netsianda Tel No: (012) 399 8871

**POST 31/23**: SENIOR LEGAL ADMINISTRATION OFFICER MR6: LAW REFORM AND APPEALS REF NO: LACE 04/2019

**SALARY**: R473 820 per annum (Total package)

**CENTRE**: Cape Town

**REQUIREMENTS**: LLB degree coupled with at least 8 years post qualification experience. Experience in the provision of legal services. Knowledge of environmental law, Constitutional law and Administrative law. Extensive experience in the drafting of legislation both primary and subordinate legislation is a requirement. Good research, analytical, drafting skills, presentation and listening skills. Must have an eye for detail and an ability to supervise and guide subordinates. Output driven with an ability to adhere to deadlines. Problem solving skills and an ability to continuously improve on the quality of the work produced or the effectiveness of systems and procedures. Excellent written and verbal communication skills in English. Must be able to travel and must have a driver’s license and be able to work after hours or over weekends when necessary. Good negotiating skills.

**DUTIES**: Supervising of and quality control of work done by lower level officials. Provide legal support in the field of integrated environmental management. Interpreting legislation. Providing legal advice and legal opinions in respect of the implementation of environmental legislation or the implications of draft legislation on environmental law, particularly in respect of the Oceans and Coasts and Environmental Programmes branches of the Department. Drafting and vetting of primary and subordinate legislation. Provide legal support at meetings. Legal research. Represent the Department at committees and meetings. Comment on draft legislation received from other Departments. Input into media statements or respond to media or parliamentary queries. Taking Bills through Parliament and assisting in the Cabinet and Parliamentary processes. Drafting and vetting correspondence. Responsible for ensuring that work complies with the timelines and prescripts set by the legislation and departmental service standards. Administer and provide legal support in respect of internal appeals and conduct research, analyze information and advice and draft appeal decisions for the Minister. Provide assistance during judicial review proceedings related to Departmental legislation or internal appeals, including inputs into court papers and consultation with counsel.

**ENQUIRIES**: Adv N.Vink Tel No: (021) 8192417

**NOTE**: People with disabilities are encouraged to apply. Candidates will be required to write a written test.

**POST 31/24**: WEB ADMINISTRATOR: ELECTRONIC COMMUNICATION REF NO: COO13/2019

**SALARY**: R316 791 per annum

**CENTRE**: Pretoria

**REQUIREMENTS**: A Bachelor’s degree Degree/National Diploma in Communication Studies (Journalism, Public Relations, etc), Web Design, Multimedia or equivalent relevant qualification. Minimum of 3 years’ experience in managing content of a website backed by considerable knowledge and understanding of HTML, CSS and website design in general. Image editing and minimum graphic design skills. Experience in the use of CMS. Knowledge of web design and content management principles. Understanding of Search Engine Optimisation (SEO). Sound editing skills, fluency in Apple Mac, communication and project management skills. Ability to upload documents on the website and the intranet, take videos, edit and upload on the website.
**DUTIES**

To maintain the Departments website and intranet through coordination of information through the following Key Performance Areas: Coordinate and upload information on the Departmental website and intranet. Develop web pages for Departmental events. Provide support on the development and improvement of the Departments website and intranet. Capture videos during Departmental events. Edit videos when required to do so. Provide support on the development and publication of all audio-visual material. Implement social media content plan.

**ENQUIRIES**

Ms M Tladi Tel No: (012) 399 9962

**NOTE**

All applicants will be required to go through a practical test related to the above requirements of the post.
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 Mapule Mahlangu– Recruitment

CLOSING DATE: 13 September 2019 before 12h00 No late applications will be considered.

NOTE: Requirement of applications: Applications must be submitted on form Z83, obtainable on the internet at http://www gpaa.gov.za (Originally signed). The relevant reference number must be quoted on all applications. Application should consist of 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 31/25: MANAGER: FUNERAL BENEFIT AND PENSIONER MAINTENANCE REF NO: M/ FB & PM/2019/08-1RA

The main purpose of this position is to manage the Funeral Benefits and Pensioner Maintenance for GPAA

SALARY: R733 257 - R863 748 per annum (Level 11) (All-inclusive package). Funeral Benefits and Pensioner Maintenance.

CENTRE: Pretoria Office

REQUIREMENTS: A relevant three-year Bachelor’s Degree or equivalent three year qualification (360 credits) with six (6) years appropriate proven experience in the field of Retirement Fund or Employee Benefits Administration of which three (3) years was in a managerial role. Excellent knowledge of applicable legislation and familiarity with the various types of death benefits and pensioner maintenance responsibilities administered by GPAA. Computer literacy that includes a good
working knowledge of Microsoft Office products and a good understanding of the CIVPEN system. Knowledge of Employee Benefits and applicable legislation within Funeral/Pensioner Maintenance Benefits Section. Commercial awareness. Knowledge of GEPF services and products. Knowledge of CIVPEN (on previous advert). Knowledge of relevant Legal requirements, particularly BCEA and GPAA policies and procedures, including Public Service Act. Good analytical skills. Strong leadership and managerial skills. Good planning and organizing skills. Decision making and problem solving skills. Good communications skills, both verbal and written. Good interpersonal skills. Ability to establish controls to monitor tasks. Customer orientated. Persuasiveness and flexibility. Ability to take responsibility. Ability to work under pressure. Ability to delegate. Integrity, reliability and honesty. Quality and result orientated.

**DUTIES**: The successful candidate will be responsible for the management of the Funeral Benefits and Pensioner Maintenance Section, which inter alia include but is not limited to: Manage the administration process. Oversee the manner in which Funeral Benefits and Pensioner Maintenance are processed, ensuring that they are in compliance with the rules of the relevant funds/schemes. Prepare monthly reports and statistics regarding the performance of the section to management. Provide interpretation and advice on the application of the Rules of applicable Funds. Build a mutually beneficial relationship with all internal and external structures in order to better manage and eliminate unnecessary delays in payment of Funeral/Death Benefits and Pensioner Maintenance benefits and ensure positive and sound internal and external client relationships. Support the EB Operations Component and other divisions by providing information / reports and resolving all queries from members and other stakeholders pertaining to Funeral/Death and Pensioner Maintenance Benefits in a timely, complete, professional and accurate manner. Compile various communications to be distributed to internal and external stakeholders from the Funeral Benefits and Pensioner Maintenance area, ensuring accuracy and professionalism of communication. Monitor that exceptions related to the Funeral Benefits and Pensioner Maintenance process are appropriately dealt with; in accordance with the relevant policies and procedures. Provide input to the strategic management of the section Compile comprehensive operational plans, quarterly and annual reports. Keep abreast with changes in relevant guidelines and other legislation, to make recommendations where policies and procedures need to be amended. Develop, enhance and implement policies, processes and procedures that are relevant to the section and enhance service delivery. Collaborate with internal and external stakeholders to implement new systems and processes, enabling integration to other areas. Manage all resources of the Unit Manage the performance of direct and indirect reports in accordance with the GPAA performance management policy and procedure. Identify training and development needs, implementing plans to address requirements, as appropriate. Manage discipline and absenteeism in accordance with organizational codes and procedures. Facilitate communication through appropriate structures and systems. Manage compliance with agreed budgets in consultation with the Senior Manager, ensuring that costs are contained. Participate in management forums within GPAA, contributing expertise to enable sound decision making. Provide detailed, accurate information for internal and external audit purposes and action audit issues identified. Implement controls within the section which minimize potential risk to stakeholders.

**ENQUIRIES** : Mapule Mahlangul Tel No: (012) 399 2639

**NOTE** : Employment Equity target for the post is Coloured/Indian/White/African males and Indian females or people with disabilities. Candidates of the specified groups are encouraged to apply. One position of Manager: Funeral Benefits and Pensioner Maintenance is currently available at the Government Pensions Administration Agency.
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 : 13 September 2019, 12 noon
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.

ERRATUM: Kindly note that the post of Chief Executive Officer with Ref No: GPW 19/35 advertised in Public Service Vacancy Circular 30 dated 23 August 2019 with the closing date of 06 September 2019, one of the requirements for the post, should read as follows: “The candidate envisaged for appointment must be a dynamic leader with a strong financial background and business acumen”.

OTHER POSTS

POST 31/26 : SHIFT LEADER: SECURITY REF NO: GPW 19/39 (X2 POSTS)
SALARY : R257 508 per annum (Level 07)
CENTRE : Pretoria
DUTIES : The successful candidate will be responsible for supervision of Security Officers’ implement security operational policies, procedures and standing
instructions, Monitor the extent of adherence/compliance with security procedural measures, Evaluate and improve the effectiveness of such procedural security measures, Investigate and report any security breaches to the Security Management Team (SMT), Identify health, safety and security risks and threats during his/her shift and report to the Security Manager Team, Report any security systems faults or defects, Supervise security surveillance and monitoring duties at the control room during his/her shift, Ensure security patrol are conducted to all GPW premises. Enforce access and exit security control measures at all GPW premises, Ensure security registers availability and entries are eligible and concise, Supervise the management and tracking of keys and locks, monitor the maintenance of the key register and track the locking and unlocking of offices and venues.

**ENQUIRIES** : Mr D Mokoena Tel No: (012)-764-4000

**POST 31/27** : **ARTISAN (PRODUCTION) GRADE A (ELECTRICAL) REF NO: GPW 19/40**

**SALARY** : R190 653 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : Grade 10 or equivalent qualification plus a completed apprenticeship in Electrical, Knowledge of commercial printing processes and Grade 12 will be an added advantage.

**DUTIES** : The ensuring of proper maintenance, installations, operation, repair and testing of commercial or printing electrical equipment, Maintenance of general electrical equipment for e.g. lighting, distribution board and power reticulation, Preventive maintenance of printing equipment, Adhere to all planned and corrective maintenance, Report any machine/equipment deficiencies, Adhere to occupational health and safety practices and promote good housekeeping on an ongoing basis.

**ENQUIRIES** : Mr K Rahlogo Tel No: (012) 748 6312

**POST 31/28** : **ARTISAN (PRODUCTION) GRADE A (MECHANICAL) REF NO: GPW 19/41**

**SALARY** : R190 653 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : Grade 10 or equivalent qualification plus a completed apprenticeship in Mechanical, Knowledge of commercial printing processes and Grade 12 will be an added advantage.

**DUTIES** : The ensuring of proper maintenance, installations, operation, repair and testing of commercial or mechanical printing equipment, Maintenance of general Mechanical printing Equipment, Preventive maintenance of printing equipment, Adhere to all planned and corrective maintenance, Report any machine/equipment deficiencies, Adhere to occupational health and safety practices and promote good housekeeping on an ongoing basis.

**ENQUIRIES** : Mr K Rahlogo Tel No: (012) 748 6312
The GTAC is an equal opportunity employer and encourages applications from women and people with disabilities in particular. Our buildings are accessible for people with disabilities.

APPLICATIONS: Potential candidates may apply online on the GTAC website at https://www.gtac.gov.za/careers. Please visit the GTAC website at www.gtac.gov.za for more information. NB only online applications will be acceptable.

CLOSING DATE: 13 September 2019 at 12h00 PM.

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

MANAGEMENT ECHELON

POST 31/29: DIRECTOR: KNOWLEDGE MANAGEMENT MUNICIPAL FINANCE IMPROVEMENT PROGRAMME REF NO: G015/2019 (Term: 30 Months Fixed Term Contract)

SALARY: R1 057 326 per annum (Level 13) (all-inclusive package)

CENTRE: Pretoria

REQUIREMENTS: A post graduate degree in Information Systems / Knowledge Management. At least 8-10 years’ experience in knowledge management, information and communication technologies, 5 years at management level. A minimum of 4 years’ experience in public service is required, preferable at local government level. Experience in public finance management reform initiatives / public sector interventions and risk management and business continuity would be an advantage. Competencies required; Administrative Operations: Knowledge, capabilities and practices associated with the support of administrative and management activities to facilitate organisational and mission goals and objectives. This competency requires knowledge of the appropriate rules, regulations, processes and associated systems within various enabling functions which may include human resource management, resources management, employee support services, documentation, and procurement and finance management. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Reference to the comfort level someone has with using computer programs and other applications associated with computers (MS Office, Internet and email). Includes the ability to learn new applications associated with the business. Financial Management: Knowledge and ability to apply financial management practices, processes, controls and systems associated with budgeting and expenditure management, revenue management, financial and chartered accounting, supply chain management, asset management and financial risk and audit management. Government Knowledge: Knowledge of South African government systems and processes, the local government legal framework and the role and responsibilities of National and Provincial government within that framework. Legislative Knowledge: Deep knowledge of the Municipal Finance Management Act, Municipal structures Act, Municipal Systems Act, and Property Rates Act and related reforms and Treasury regulations pertaining to public finance budgeting, revenue management, asset management and supply chain management, and constitutional provisions on support, interventions and capacity building. Project Management: Knowledge of the project management principles, methods, or tools for appraising, conceptualising, structuring, scheduling, coordinating and managing projects and resources, including monitoring, evaluating and reporting on project impact, costs, work and
contractor performance. Project Governance: Knowledge of project risk management analysis and risk controls design, and conducting due diligence exercises and project audits.

**DUTIES:**

MFIP Knowledge and Information Management: Design, establish and enhance the MFIP knowledge management and information (KIM) systems and processes. Manage the knowledge and learnings resulting from the implementation of the MFIP programme, support the capturing and analyses of lessons learnt. KIM Technology enablement implementation, Support & Maintenance: Develop and deploy technology solutions and platforms to enable the MFIP to achieve its strategic and operational objectives. Advise on the maintenance and enhancement of KIM systems deployed on the MFIP. MFIP Content and Learning Management: Design and oversee the implementation of a content and learning management strategy and plan for the MFIP. Develop content creation systems, procedures and guideline. MFIP strategy, budget, governance and management: Provide inputs to the MFIP Strategic and Annual Performance plans and manage the development, implementation, monitoring and reporting on the programme’s performance indicators and operational plan. Provide advice inputs on the establishment and maintenance of the MFIP programme management framework and internal controls including policies and procedures. Provide inputs on the MFIP Budget, and manage the preparation, compliance and performance monitoring, record keeping and reporting on the programme budget and expenditure. MFIP services research and quality management: Advice on the performance and continuous improvement of MFIP services and service delivery including, researching and benchmarking services against best practices. Advise on the development and continual improvement of methodologies and approaches for the delivery of MFIP services. MFIP stakeholder and client relationships and advice: Establish and maintain stakeholder and client relationships and provide technical advice and support in line with project agreement and as identified. Manage the provision of formal and ad hoc technical advice and support to stakeholders and institutions throughout the MFIP project cycle. MFIP projects management: Manage the development of assigned MFIP advisors work plans and reporting structures, and monitor and address performance to ensure that specified outputs are delivered. Manage assigned MFIP project budgets and expenditure including: monitoring and reporting on budget risks and recommending remedial strategies, resolution of financial management enquiries, returns and reports, inclusive of AG communications. Manage the quality assurance of assigned MFIP- KIM projects and quality control of all aspects of KIM work on assigned MFIP- KIM projects. MFIP projects review, reporting and closure: Manage the monitoring, evaluation and reporting on assigned MFIP – KIM projects including: project status reports including narrative on project affairs and progress (monthly and quarterly), project exception reports. Manage the close-out of projects including the preparation and submission of project close-out reports to enable closure of project budgets and cost recoveries. MFIP capacity development: Provide support with the publishing and distribution of MFIP practice guides and circulares to project client’s partners and technical advisors. Advice on the distribution of knowledge, research and review publications and reports to stakeholders, clients, partners and advisors. Develop and roll-out MFIP programme knowledge and information sharing events and other knowledge dissemination activities.

**ENQUIRIES:**

Kaizer Malakoane Tel No: (012) 315 5442.
ANNEXURE J

DEPARTMENT OF HOME AFFAIRS

The Department of Home Affairs is an equal opportunity and affirmative action employer. It is our intention to promote representivity (race, gender, disability) through the filling of positions. To further the objectivity of representivity within the Department, Women and People with Disabilities are encouraged to apply.

APPLICATIONS: Applications must be sent in time to the correct address as indicated before the closing date. Applications sent to a wrong address and/or received after the closing date or those that do not comply with the requirements, will not be taken into consideration. Salary Level 11 and below, except Regional It Officer (RITO): Attention: Director-General Postal Address: Private Bag X114, Pretoria, 0001, Physical Address: 230 Johannes Ramokhoease (Proes) street, Cnr Thabo Sehume (Andries), Pretoria, 0001.

Salary Level 13 and above and Regional It Officer (RITO): Only emailed applications for this posts will be accepted, kindly ensure that you submit your application to the correct email address as stated at the bottom of the relevant advert.

CLOSING DATE: 13 September 2019

NOTE: Applications must be submitted on the Application for Employment Form (Z.83), obtainable from any Public Service department or at www.gov.za and must be accompanied by a comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, together with a certified copy of highest qualification. Shortlisted applicants who will be invited for interviews, will be requested to bring all supporting documentation on the day of the interview. All shortlisted candidates for posts on Salary Level 9 and above will furthermore undergo a competency assessment, which applies transversally across the Public Service. All recommended candidates, irrespective of the Salary Level, will be subject to Employment Suitability Checks (Credit, Criminal, Citizenship, Employment Reference and Qualification Verification Checks). Kindly note that, for e-mailed applications, should you not receive an acknowledgement of receipt/ confirmation advice, this could mean that your application did not reach us due to the size of the attachments exceeding 2.5MB. Should this occur, we suggest you resend your application in 2 or 3 parts, splitting the attachments accordingly.

We are looking for committed, passionate and talented individuals to form part of a new leadership team, equipped with the right skills to deliver a modern world-class service. If you committed on delivering on the National Development Plan’s (NDP’s) priorities, ascribe the Department’s shared value set, have what it takes to serve the needs of South Africa’s citizens, residents and visitors and your credentials meet the requirements of any of the following positions - kindly respond before the closing date.

APPLICATIONS: Applications must be sent in time to the correct address as indicated before the closing date. Applications sent to a wrong address and/or received after the closing date or those that do not comply with the requirements, will not be taken into consideration. Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, a certified copy of highest qualification together with an Application for Employment Form (Z.83), obtainable from any Public Service department or at www.gov.za, by the closing date.

MANAGEMENT ECHELON

POST 31/30: DEPUTY DIRECTOR-GENERAL: INFORMATION SERVICES (CHIEF INFORMATION OFFICER) REF NO: HRMC 40/19/1

Branch: Information Services

SALARY: R1 521 591 - R1 714 074 per annum (Level 15) (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: Head Office, Pretoria

REQUIREMENTS: An undergraduate qualification at (NQF level 7) and a postgraduate qualification of (NQF Level 8) as recognised by SAQA in Computer Sciences.
requirement for writing skills. In-depth knowledge of departmental priorities, the development of IT strategies and business solutions, and the E-government policy framework consultation paper developed by GITo. Extensive knowledge of implementing complex ICT infrastructure and applications projects is imperative. World-class knowledge and understanding of all relevant legislation, regulations and prescripts (including human resources and Corporate Governance) as well as how this post contributes to the implementation of the NDP. Insight into sector needs and business requirements. Advanced programme and project management capability. Sound communication skills. A valid driver’s licence. Willingness to travel extensively and work extended hours. A once-in-a-lifetime opportunity to work at the cutting edge of information management and security exists for a highly knowledgeable and experienced leader in IT. The successful candidate will be able to apply her/his well-earned skills to ensure the strategic positioning of the Branch and Department. The Information Services Branch is committed to the implementation of and adherence to the NDP, IT policies and strategies, regulations, standards, norms, guidelines, best practice and procedures (including those from the GITo Council and DPSA), and it therefore requires a person au fait with such.

**DUTIES**

The successful candidate will be responsible for, amongst others, the following specific tasks: Designing and implementing an IT strategy that is aligned to business strategy. Establishing and ensuring maturity levels of IT Governance structures that facilitate decision-making. Developing appropriate architecture frameworks, standards and policies aligned to the Department. Promoting human capital development within the Branch, including sourcing skilful and competent resources. Developing modern supporting Information Management and Technology solutions. Fostering value-adding, trusted relationships with all stakeholders. Advising the Accounting Officer on matters that have strategic and financial implications. Ensuring innovation in the implementation of service delivery solutions. Keeping the departmental strategic plan top-of-mind, ensuring effective resource management and controlling business agreements and SLAs. Effectively managing people, including developing strategic skills and fostering world-class delivery. Effectively promote and practice good Corporate Governance.

**ENQUIRIES**

Ms C Mocke Tel No: (012) 406 4153 / 082 301 8580

**APPLICATIONS**

Quoting the relevant reference number, direct your CV, certified copy of highest qualification together with an Application for Employment form (Z83), obtainable from any Public Service Department or at www.gov.za, by the closing date to: E-mail: ISRecruitment@dha.gov.za

**POST 31/31**

DEPUTY DIRECTOR-GENERAL: COUNTER CORRUPTION AND SECURITY SERVICES REF NO: HRMC 40/19/2
Branch: Counter Corruption and Security Services

**SALARY**

R1 521 591 - R1 714 074 per annum (Level 15) (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**

Head Office, Pretoria

**REQUIREMENTS**

and work extended hours is essential. This role will suit a strong decision maker with keen influencing skills who will provide strategic leadership, direction and executive support in the provision of Counter Corruption and Security Services within the Department of Home Affairs (DHA).

**DUTIES:**
The successful candidate will be responsible for, amongst others, the following specific tasks: Develop and prepare the strategic plan for the Department of Home Affairs (DHA). Ensure the development and implementation of the Counter Corruption Strategy, as well as compliance with the legislative and regulatory framework governing Security and Counter Corruption. Provide strategic leadership and expert advice on the interpretation and implementation of the legislation and regulations relating to Counter Corruption and Security. Align and integrate Counter corruption and Security initiatives, processes and policies to achieve improved efficiency and effectiveness in service delivery. Ensure the development of preventative strategy or measures in order to mitigate identified trends and risks. Ensure the successful investigation and analysis of all identified criminal, employee relations and law enforcement cases. Oversee liaison with all relevant law enforcement agencies to enable the successful prosecution of all cases. Ensure effective resource management within the business unit. Be accountable for the duties as sub-programme manager in terms of the Public Finance Management Act (PFMA) of 1999 and Treasury Regulations. Prepare, monitor and control annual budget so that expenditure is in line with financial requirements and strategy.

**ENQUIRIES:**
Ms C Mocke Tel No: (012) 406 4153 /082 301 8580

**APPLICATIONS:**
Quoting the relevant reference number, direct your CV, certified copy of highest qualification together with an Application for Employment form (Z83), obtainable from any Public Service Department or at www.gov.za, by the closing date to: E-mail: CCrecruitment@dha.gov.za

**POST 31/32:**
PROVINCIAL MANAGER (X2 POSTS)

**SALARY:**
R1 251 183 - R1 495 956 per annum (Level 14) (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:**
Province: Northern Cape: Provincial Manager’s Office Ref No: HRMC 40/19/3a (X1 Post)
Province: North West: Provincial Manager’s Office Ref No: HRMC 40/19/3b (X1 Post)

**REQUIREMENTS:**
An undergraduate qualification at (NQF level 7) as recognized by SAQA. A relevant post graduate qualification will be an added advantage. 5 years' experience at a senior managerial level in a related field. Knowledge of the Constitution of the Republic of South Africa, the Public Service Act and Public Service Regulations. Basic knowledge of applicable Human Resource legislations and prescripts. Knowledge and understanding of the Public Finance Management Act. In-depth knowledge and understanding of the Citizenship Act, Births, Marriages and Death Act, the Identification and Identity Documents Act, and the Travel Document and Passport Act. Knowledge and understanding of the Immigration Act and Regulations, the Refugee Act and Regulations. Computer literacy. A valid drivers' licence, willingness to travel extensively and work extended hours is essential. A service leader, highly skilled in operations management at senior level is needed for this role.

**DUTIES:**
The successful candidate will be responsible for, amongst others, the following specific tasks: Provide strategic advice and guidance to Civic and Immigration Services Front Offices in the Province. Develop strategy for Civic and Immigration Services. Responsible for strategic decision making and risk management regarding Civic and Immigration Services at Provincial level. Monitor and report to the Deputy Director-General’s Civic Services on the performance of the Province against the objectives of the DHA Strategic Plan. Direct and enable the growth of the footprint at Regional Offices, District Offices, Permanent Service Points and Thusong centres. Ensure provisioning of services and functions in accordance with all relevant legislation for Civic and Immigration Services. Ensure effective management and implementation of Inspectorate and Permitting services and functions in compliance with the Immigration and Refugee Act. Ensure the preparation, development and implementation of Civic and Immigration Services business and operational plans of the Province. Interaction with Provincial and local government (i.e.
Premier, Member of Executive Council (MEC’s), Head of Departments (HOD’s) and community based structures. Manage and implement strategic objectives and innovation. Participate in the development of the strategy for the Department. Ensure the development and implementation of business plans in conjunction with Head Office in order to meet the strategic objectives of the Department. Responsible for strategic decision making and providing expert advice. Ensure effective and efficient risk management within province in order to mitigate security and fraud risks. Manage various strategic projects and programmes identified to meet short, medium and long term objectives of the Unit. Ensure effective monitoring and coordination of the Province so as to provide strategic advice and update the Minister and Departmental Heads regarding capacity requirements, demand trends and service delivery. Develop strategy to address representation, service delivery requirements and global trends. Develop and review policies, procedures and standard level agreements. Manage and oversee the implementation of governance processes, frameworks and procedures. Ensure compliance with legislation, regulations, DHA policies and procedures within the Province. Participate in management and other government forums. Manage and monitor quality, risk, standards and practices against prescribed frameworks. Develop and oversee the implementation of written policies, standards, and guidelines. Ensure adherence to department policies, processes and procedures. Ensure effective governance and compliance within the Province. Provide leadership and strategic direction within the Province in identifying policy gaps, determine policy goals and draft policy documents as needed. Ensure good governance within the Province in line with the King Report and other related legislation. Ensure effective management of compliance with legislation, regulations, DHA policies and procedures within the Province. Ensure compliance with all audit requirements within the Province. Ensure the development of quality and risk management frameworks, standards and practices. Draft and submit annual, monthly and weekly reports that are required or delegated by Ministry, DG, DDG or other Business Units. Ensure the implementation of effective risk and compliance management practices. Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements. Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to required format. Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation. Interpret and implement all organisational circulars, policy and other communications that impact on the operation of the business unit. Implement compliance with all duties of the employer in terms of the applicable legislative framework falling within office duties. Establish and implement a quality control, norms and standards framework for human resource stakeholder interaction and service delivery. Establish and manage relationships with all relevant stakeholders. Liaise with internal and external stakeholders on strategic issues and challenges that emanates. Build partnerships with various internal and external stakeholders in order to enforce compliance. Ensure that various stakeholders enquiries or complaints are directed to relevant officials for resolution. Coordinate, support and track the resolution of various stakeholder enquiries or complaints. Manage Resources (Human, Financial and Physical) within the Province. Report on the performance of the unit against operational plan, business requirements and targets. Develop the business plan for the Province and ensure effective prioritisation and resource planning. Agree on the training and development needs. Implement effective talent management processes within the Province (attraction, retention, development). Manage the implementation of compliant performance management. Ensure that employees are equipped with the required skills and resources to perform optimally. Manage compliance of the Province against finance, asset management, supply chain and procurement regulations and policy requirements. Manage the financial resources of programmes and projects in charge of in accordance to the PFMA. Identify and monitor financial risks in relation to the projects in the Province.

ENQUIRIES : Ms C Mocke Tel No: (012) 406 4153 /082 301 8580
APPLICATIONS : Quoting the relevant reference number, direct your CV, certified copy of highest qualification together with an Application for Employment form (Z83), obtainable from any Public Service Department or at www.gov.za, by the closing date to: E-mail: Civicsrecruitment@dha.gov.za
POST 31/33 : CHIEF DIRECTOR: APPLICATION MANAGEMENT REF NO: HRMC 40/19/4
Branch: Information Services
Chief Directorate: Application Management

SALARY : R1 251 183 - R1 495 956 per annum (Level 14) (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 : Head Office, Pretoria


DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Oversee the management of programming processes in the Department. Develop the corporate Information Systems plan. Oversee the effective application analysis and programming activities. Lead the designing of new systems, feasibility studies, time and cost estimates. Liaises with Business on strategic solutions design and acquisition matters. Ensure rigorous testing methodologies and tools are utilized in testing systems. Ensure the effective and compliant control of access to systems in terms of the Protection of Information Act and the Promotion of Access to information Act. Oversee the development and implementation of a disaster recovery plan. Oversee the development of Application Management policies, procedures, standards, systems and practices. Oversee the analysis of business needs and improvement. Oversee the analysis of business and process engineering policies in support of the identified business needs. Lead relevant projects within the business units and ensure implementation to best practice standards, time, quality and budget. Manage the effectiveness of application systems, develop and implement preventative measures for IS solutions defects. Oversee the application configuration management and report services. Lead and ensure the availability of applications in accordance with SLAs. Ensure effective collaboration between development, production and infrastructure services. Oversee the management of IT solutions delivery and systems improvement. Develop plans for feasibility assessment, requirements specification, design, metrics and performance measures. Lead and manage key solutions delivery metrics. Oversee the facilitation of technical gathering, gap analysis, functional design and systems implementation. Ensure the identified applications delivery gaps, opportunity plans are executed to close the gaps. Oversee the development and implementation of end to end delivery methodology for applications testing. Oversee the management and implementation of a rigorous testing methodology and capability. Interact with Business Units to hold Joint Application Development (JAD) sessions for capacity planning and for upcoming developments. Provide strategic leadership and direction to the Chief Directorate. Participate in the development of the department strategic planning. Develop the Chief Directorate Business Plan in order to meet the strategic objectives of the Department. Create and build partnerships with various internal and external (national and international) stakeholders in support of the execution of the function. Ensure alignment with the National Strategic Objectives, policy and standards. Ensure the formalization of a systems architecture plan in line with
industry standards. Ensure the implementation of effective risk and compliance management practices. Report on all risk and financial indicators including financial losses, overpayment, etc. Ensure compliance and adherence to regulatory requirements and liaise with all relevant stakeholders within and external to the Organisation to ensure accurate implementation. Manage physical, human and financial resource within the Unit.

ENQUIRIES: Mr BT Mavuso Tel No: (012) 406 2671
APPLICATIONS: Quoting the relevant reference number, direct your CV, certified copy of highest qualification together with an Application for Employment form (283), obtainable from any Public Service Department or at www.gov.za, by the closing date to: E-mail: ISRRecruitment@dha.gov.za

POST 31/34: CHIEF DIRECTOR: PREVENTION AND ANALYSIS REF NO: HRMC 40/19/5 Branch: Counter Corruption and Security Services Chief Directorate: Prevention and Analysis

SALARY: R1 251 183 - R1 495 956 per annum (Level 14) (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: Head Office, Pretoria

REQUIREMENTS: An undergraduate qualification in Management at NQF level 7 as recognised by SAQA. A relevant postgraduate qualification will be an added advantage. 5 years’ experience at a senior managerial level in a related field. Knowledge of the Constitution of South Africa. Sound knowledge and understanding of Strategic Intelligence Act, Protection of Information Act, Criminal Procedure Act, Public Service Act and Minimum Information Security Standard (MISS). Knowledge of the Public Finance Management Act. All relevant Departmental, Human Resources frameworks and other Public Service Acts, Regulations and Prescripts. Strategic capability and leadership. Honesty and integrity. Program and project management. Ability to decide and initiate action. Communication, problem solving and analysis. Integrity management. Diplomacy and computer literacy. A valid drivers’ licence, willingness to travel extensively and work extended hours is essential.

DUTIES: The successful candidate will be responsible for, amongst others, the following specific tasks: Oversee and facilitate the implementation of the strategy of the Counter Corruption and Security Services in the Department. Develop business plans in order to meet the strategic objectives of the Departmental Strategic Plan. Responsible for strategic guidance, decision making and expert advice in terms Counter Corruption and Security Services. Ensure implementation of the business plans within the Unit. Monitor and report to the DDG on the performance of the Unit against the objectives of the Department’s Strategic Plan and the agreed service delivery standards. Manage various strategic projects and programmes identified to meet short, medium and long term objectives of the Board. Ensure innovation and service delivery within the Department. Ensure the identification and analysis of criminal trends, and security risk in processes, systems, facilities or structures that contribute to irregularities or unlawful conduct or bridges. Ensure the development of a preventative strategy or measures in order to mitigate identified trends and risks. Engage all relevant Business Units to ensure the effective planning, coordination and implementation of prevention initiatives within the Department. Ensure the successful investigation and analysis of all identified criminal cases, employee relations cases and law enforcement cases. Ensure the liaison with all relevant law enforcement agencies to enable the successful prosecution of all cases. Report on findings on criminal trends recommendations based on findings, the status of cases in progress and outcomes of the finalised cases. Ensure the effective management of the vetting process within the Department. Ensure the development and management of criminal information database for utilisation of relevant statistical management data. Create and build partnerships with various internal and external (national and international) stakeholders in support of the execution of the function. Ensure the implementation of integrity management policies, procedures, standards, systems and practices. Ensure effective human, physical and financial resource management within the Unit. Ensure
ENQUIRIES
APPLICATIONS

Mr V Nxasana Tel No: (012) 406 4024
Quoting the relevant reference number, direct your CV, certified copy of highest qualification together with an Application for Employment form (Z83), obtainable from any Public Service Department or at www.gov.za, by the closing date to: E-mail: CCrecruitment@dha.gov.za

POST 31/35

CHIEF DIRECTOR: POLICY AND STRATEGY MANAGEMENT REF NO:
HRMC: 40/19/6
Branch: Institutional Planning and Support
Chief Directorate: Policy and Strategy Management

SALARY

R1 251 183 - R1 495 956 per annum (Level 14) (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

Head Office, Pretoria

REQUIREMENTS


DUTIES

The successful candidate will be responsible for, amongst others, the following specific tasks: Manage and ensure the strategic positioning and governmental alignment within the Department. Ensure the development of the Review Governmental Strategies, the Medium Term Strategy Framework, the governmental programme of action and other decisions, directives and National imperatives to determine the strategic impact on the Department. Responsible for strategic guidance and expert advice in terms of Strategy and Policy. Development within the Department Ensure implementation of the Strategic Plan, Annual Performance Plan and Business Plans of the department and the Unit. Monitor and report to the DDG: IPS on the organisational performance against the strategic objectives. Monitor the performance of the Unit against the objectives of the Departmental Strategic Plan and Government Imperatives. Manage various strategic events, projects and programmes identified to meet short, medium and long term objectives of Parliament. Ensure high quality policy development and management of policies. Manage the communication and coordination of policy issues within Department. Manage policy maintenance within the Department. Ensure alignment of the Departmental policies with strategy, environment, legislation and other requirements. Manage, monitor, evaluate and report on Organisational Performance. Ensure the development of monitoring and evaluation framework and the Departmental Monitoring and Evaluation Guidelines. Manage the coordination and support of Monitoring and Evaluation processes and cycle according to approved policies and guidelines Provide guidance and contribute to building Monitoring and Evaluation capacity. Manage the reporting system, including quarterly reviews, in order to comply with external reporting requirements related to performance. Maintain effective relationships with stakeholders with the view to enhance the Monitoring and Evaluation function Ensure innovation and service delivery within the Unit. Ensure the effective review and definition of a high quality DHA 3 to 5 year’ Strategic Plan and Annual Performance Plan in line with the departmental budget and governmental programme of action. Identify strategic
organisational performance barriers, challenges, gaps and enablers and make recommendations in EXCO on strategic initiatives to enhance organisational performance. Ensure the development and maintenance of a register of service delivery standards. Ensure research and benchmarking of international best practice and models in conjunction with the Business Intelligence & Research Unit. Ensure the review and alignment of the organisational operating model with the Strategic Plan and Best Practice in the Industry. Ensure effective and efficient alignment of policies with DHA Strategy and Legislative requirements. Ensure and monitor compliance and adherence to DHA wide policies across the entire department. Facilitate the development of technical expertise within the unit and keep abreast of technical developments. Create and build partnerships with various internal and external (national and international) stakeholders in support of the execution of the function. Drive innovation within the Department and the Unit. Manage the overall performance of the Unit against the agreed service delivery standards. Ensure the implementation of policies, procedures, standards, systems and practices. Develop and implementation of policy and procedure, directive acts and regulations. Develop and review communications policies and code of practice for the Chief Directorate. Implement governance processes, frameworks and procedures. Build relationship with external auditors and other assurance providers. Ensure compliance with policies, procedures, and prescripts. Determine appropriate resources to achieve objectives. Monitor progress on execution of operational plans. Ensure compliance with all audit requirements, quality and risk management frameworks, standards and procedures. Monitor and ensure compliance with legislation, regulations and DHA policies and procedures. Plan the production of annual reports in line with corporate strategy. Manage resources (Physical, Human and Financial). Ensure that budget spending is maximized in line with strategic objective. Monitor and report on the utilization of equipment. Ensure that the preparations of the budget are in line with strategic plans & department objectives. Ensure proper implementation of the budget by monitoring, projecting & reporting on expenditure. Co-ordinate memorandum of understanding, service level agreements and expenditure review. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Ensure that the Unit is adequately staffed. Ensure risk and compliance management. Develop and implement governance processes, frameworks and procedures within the directorate associated with statutory financial responsibilities. Monitor and ensure compliance with legislation, regulations, Departmental policies and procedures within the directorate. Ensure compliance with all audit requirements within the directorate. Represent the directorate at management and other government forums. Monitor quality, risk, standards and practices against prescribed frameworks. Ensure good governance within the department in line with Kings Report and other related legislation.

ENQUIRIES: Ms C Mocke Tel No: (012) 406 4153/082 301 8580
APPLICATIONS: Quoting the relevant reference number, direct your CV, certified copy of highest qualification together with an Application for Employment form (Z83), obtainable from any Public Service Department or at www.gov.za, by the closing date to: E-mail: ipsrecruitment@dha.gov.za

POST 31/36: DIRECTOR: PHYSICAL SECURITY REF NO: HRMC 40/19/7
Branch: Counter Corruption and Security Services
Chief Directorate: Security Services

SALARY: R1 057 326 - R1 245 495 per annum (Level 13) (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: Head Office, Pretoria
REQUIREMENTS: An undergraduate qualification in security related field at NQF Level 7 as recognized by SAQA. A relevant post graduate qualification will be an added advantage. 5 years’ experience at middle managerial level in a related field. Experience in conducting security risk assessments would be an advantage. Knowledge and understanding of all Legislations, Policies and Prescripts. Knowledge of Minimum Information Security Standard, Minimum Physical Security Standards, Intelligence Act, Criminal Procedures Act, Police Act, Anti-

**DUTIES**

The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure operational efficiency and service delivery improvement within Security Services. Ensure the effective implementation of security measures across the department. Develop identified policies and procedures in conjunction with the policy and strategy of the Unit. Effectively manage the performance of the directorate against agreed business requirements and targets. Create and build partnerships with various internal stakeholders in order to enhance service delivery. Ensure adequate availability of trained security officers to address physical security risks and compliance. Develop and monitor the implementation of Standard Operating Procedures, protecting Departmental employees and assets, ensuring a safe environment and optimum security of assets, services and information. Identify and implement mitigation measures of security risks and threats to the Department. Manage and implement strategic objectives and innovation within Security Services. Develop the business plan for the directorate and ensure effective implementation, prioritisation and resource planning. Coordinate, monitor and report on the performance against the agreed objectives, timeframes and priorities of the directorate. Develop technical expertise and ensure the implementation of innovation initiatives. Oversee the effective implementation of physical security processes and systems enhancement initiatives. Manage the implementation of people management strategies, policies and procedures within Security Services. Agree on the training and development needs of the directorate. Ensure that staff are motivated and committed to the vision and goals of the directorate. Manage physical, human and financial resources. Ensure that budget spending is maximized in line with strategic objective. Ensure capacity and development of staff that the Division is adequately staffed. Ensure good governance and compliance within Security Services. Develop and implement governance processes, frameworks and procedures within the Directorate. Ensure compliance with all audit requirements, quality and risk management frameworks, standards and procedures within the Directorate.

**ENQUIRIES**

Mr V Nxasana
Tel No: (012) 406 4024

**APPLICATIONS**

Quoting the relevant reference number, direct your CV, certified copy of highest qualification together with an Application for Employment form (Z83), obtainable from any Public Service Department or at www.gov.za, by the closing date to: E-mail: Ccrecruitment@dha.gov.za

**POST 31/37**

**DIRECTOR: FINANCE AND SUPPORT (X3 POSTS)**

**SALARY**

R1 057 326 - R1 245 495 per annum (Level 13) (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**

Eastern Cape: Provincial Manager's Office - King William's Town Ref No: HRMC 40/19/8a (X1 Post)

Mpumalanga: Provincial Manager’s Office – Nelspruit Ref No: HRMC 40/19/8b (X1 Post)

Northern Cape: Provincial Manager’s Office - Kimberley Ref No: HRMC 40/19/8c (X1 Post)

**REQUIREMENTS**

An undergraduate qualification in Financial Management / Accounting at NQF Level 7 as recognized by SAQA. A relevant post graduate qualification will be an added advantage. 5 years' experience at middle managerial level in a related field. Knowledge and application of Public Finance Management Act

**DUTIES**

The successful candidate will be responsible for, amongst others, the following specific tasks: Manage all finances in an efficient and effective manner. Manage the Province's budget and monitor expenditure in line with financial requirements and the Province objectives. Develop finance strategies to determine the right approach to the market to deal with issues that might arise from contracts issued or tenders. Ensure invoices received are properly checked for correctness and payment effected within 30 days of receipt. Manage and monitor budget processes and compilation of financial reports. Resolve and provide advice on all financial matters in the Province. Ensure compliance to policies, standards, and guidelines in line with recognised financial provisions (i.e. PFMA, Treasury Regulations, PPP (Preferential Procurement Policy Framework, Government Recognised and Accepted Accounting Practices (GRAAP). Manage financial and procurement systems (LOGIS and BAS). Manage the resources within the Province in an effective and efficient manner (human resource and assets). Manage and implement strategic objectives and innovation within the Province. Develop the business plan for the Province and ensure effective prioritisation and resource planning. Provide strategic direction within the Province. Develop technical expertise within the Province and keep abreast of technological advancements. Ensure the implementation of effective risk and compliance management practices. Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements. Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to required format. Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation. Interpret and implement all organisational circulars, policy and other communications that impact on the operation of the Province. Ensure that employees are equipped with the required skills and resources to perform optimally. Manage the financial resources of programmes, asset management and projects in accordance with PFMA and supply chain and procurement framework. Identify and monitor financial risks in relation to the projects in the Province.

**ENQUIRIES**

Mr G Hollamby Tel No: (012) 406 4377

**APPLICATIONS**

Quoting the relevant reference number, direct your CV, certified copy of highest qualification together with an Application for Employment form (Z83), obtainable from any Public Service Department or at www.gov.za, by the closing date to: E-mail: Financerecruitment@dha.gov.za

**POST 31/38**

**DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: HRMC 40/19/9**

Branch: Human Resources Management and Development

Chief Directorate: Planning and Strategy

**SALARY**

R1 057 326 - R1 245 495 per annum (Level 13) (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**

Head Office, Pretoria

**REQUIREMENTS**

An undergraduate qualification in Public Administration/ Management Services/Organization and Work Study /Production Management/Organizational Development at NQF Level 7 as recognized by SAQA. A relevant post graduate qualification will be an added advantage. 5 years’ experience at middle managerial level in Organizational Development environment. Knowledge of the Public Service Regulatory Framework. Understanding of

**DUTIES:**

The successful candidate will be responsible for, amongst others, the following specific tasks: Manage organisational design and job evaluation process in the functional unit. Ensure the alignment of Organizational Structure in line with Organizational Design Framework as prescribed by DPSA. Manage the development, review and maintenance of the Organizational Structure and post establishment. Manage the development and maintenance of the database of approved and funded posts. Ensure that work-study investigations are conducted and implemented. Manage the development of Business Process Maps and Standard Operating Procedures. Provide recommendation on submissions/reports for approval by the Delegated Authority. Represent the Department at National Coordination Committee for the grading of jobs. Manage business process management processes in the Unit. Ensure the benchmarking of new processes with other institutions for best practices. Ensure the coordination and analysis of the process maps in the Department. Ensure the coordination of process maps roll-out in the Department. Identify gaps on the current business processes for effective service delivery in the department. Manage and implement strategic objectives and innovation within the Unit. Develop the business plan for the unit and ensure effective prioritisation and resource organisational development and design. Coordinate and monitor the delivery of the business plan against the agreed objectives and timeframes. Provide advice and guidance on organisational development and design on aspects and matters. Identify projects and initiatives to improve business processes and procedures in order to facilitate effective services delivery. Ensure effective governance and compliance within the directorate. Develop and implement governance processes, frameworks and procedures within the Unit. Ensure compliance with all audit requirements within the Unit. Monitor quality, risk, standards and practices against prescribed frameworks. Manage human, physical and financial resources. Provide inputs into the compilation of the annual budget. Administer the budget and monitor that expenditure is in line with financial requirements and the Unit’s objectives. Agree on the training and development needs of the unit and ensure that these are acted on. Manage the implementation of the employment equity plan within the directorate. Implement effective talent management processes within the Directorate (attraction, retention, development). Manage the implementation of compliant performance management within the directorate. Manage grievances, discipline and terminations within the directorate.

**ENQUIRIES:**

Mr T Nkosi Tel No: (012) 406 4097

**APPLICATIONS:**

Quoting the relevant reference number, direct your CV, certified copy of highest qualification together with an Application for Employment form (Z83), obtainable from any Public Service Department or at www.gov.za, by the closing date to: E-mail: HRrecruitment@dha.gov.za

**POST 31/39:**

DIRECTOR: IT SERVICE DELIVERY MANAGEMENT REF NO: HRMC 40/19/10

Branch: Information Services
Chief Directorate: Service Management

**SALARY:**

R1 057 326 - R1 245 495 per annum (Level 13) (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:**

Head Office, Pretoria

**REQUIREMENTS:**

An undergraduate qualification in a related field at NQF level 7 as recognized by SAQA. A relevant post graduate qualification will be an added advantage. 5 years’ experience in middle management level in IT Service Delivery environment. Extensive Experience in IT Procurement. Extensive Experience on management of IT Contracts, Service Level Agreements ad OLAs. Extensive Experience on management of IT Assets life Cycle (Tangible and Intangible Assets). Sound knowledge and application of the GITO Guidelines.

**DUTIES:**

The successful candidate will be responsible for, amongst others, the following specific tasks:

- Provide direction and guidance on IT services to business units.
- Ensure the alignment of IT service strategy with the overall Departmental strategy. Manage the implementation of ITIL processes to focus on service delivery improvements. Ensure that all supplier relationship is underpinned by legally binding contracts. Oversee values and principles of PFMA, SITA Acts are adhered to. Ensure that IT structures that streamlines IT processes are implemented to eliminate redundancy. Manage, maintain and enforce compliance to IT Standards and relevant policies and procedures. Monitor IT SLA/OLA’s to ensure service continuance. Develop the operational plan for the directorate and ensure effective prioritisation and resource planning.
- Provide strategic direction within the directorate. Coordinate and monitor the delivery of the business plan against the agreed objectives and timeframes. Report on the performance of the directorate against the business plan to the CD. Manage training and development needs of the unit and ensure that these are acted on. Manage and develop effective talent management processes within the unit (attraction, retention and development). Manage the implementation of complaint performance management within the directorate. Decide on appropriate rewards and promotion on the basis of performance and contribution against agreed targets. Manage grievances, discipline and terminations within the unit. Manage and ensure employees are equipped with the required skills and resources to perform optimally. Develop and implement governance processes, frameworks and procedures within the unit. Monitor and ensure compliance with legislation, regulations, DHA policies and procedures within the unit. Manage the implementation of complaint performance management within the directorate. Decide on appropriate rewards and promotion on the basis of performance and contribution against agreed targets. Manage grievances, discipline and terminations within the unit. Manage and ensure employees are equipped with the required skills and resources to perform optimally. Work will all Information Services group with cross training on management of IT assets and Contracts and SLA for the team on a going improvements in customer service first call resolution. Identify gaps and support the remediation of best practices and regulatory controls on assets and Contracts. Ensure that staff is motivated and committed to the vision and goals of the directorate.

**APPLICATIONS**: Quoting the relevant reference number, direct your CV, certified copy of highest qualification together with an Application for Employment form (Z83), obtainable from any Public Service Department or at www.gov.za, by the closing date to: E-mail: ISRrecruitment@dha.gov.za

**ENQUIRIES**: Ms NR Nengovhela Tel No: (012) 406 4090

**SALARY**: R1 057 326 - R1 245 495 per annum (Level 13) (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**: Head Office, Pretoria

**REQUIREMENTS**: An undergraduate qualification in Information Technology /Business Management at NQF Level 7 as recognized by SAQA. A relevant post graduate qualification will be an added advantage. 5 years’ experience at middle managerial level in the related field. Basic experience of systems analysis, prioritizing changes, reporting services and testing procedures. Solid experience in programming languages. Proven experience of process management, engineering and design is required. Knowledge of different development and database tools, techniques and environments in order to

**DUTIES**

The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure operational efficiency and service delivery improvement within the department. Manage business analysis and process engineering policies in support of the identified business needs. Manage and coordinate relevant projects within the business units to ensure that projects are implemented to best practice standards, time, quality and budget. Oversee the effective implementation of process and system application, maintenance initiatives. Create and build partnerships with various internal and external stakeholders in order to enhance service delivery. Ensure effective collaboration and information sharing between development, production and infrastructure services. Monitor the effectiveness of application systems, develop and implement preventative measures for IS solutions defects. Ensure effective application configuration management and report services. Ensure availability of applications in accordance with SLAs. Ensure effective business continuity management and capacity management of applications. Ensure effective collaboration between development, production and infrastructure services. Ensure effective management of access and queries on applications e.g. maintenance of user roles and authorization configuration. Monitor and interpret audit logs for breaches in policy, performance monitoring or errors and take corrective action where required. Identify applications, maintenance procedures and initiatives to improve business processes in order to facilitate effective service delivery. Manage and implement strategic objectives and innovation within the directorate. Develop the Operational plan for the directorate and ensure effective prioritisation and resource planning. Provide strategic direction within the directorate. Develop identified policies and procedures in conjunction with the policy and strategy directorate. Coordinate and monitor the delivery of the Operational plan against the agreed objectives and timeframes. Report on the performance of the directorate against the APP, BP and Operational Plan to the CD/DDG. Develop technical expertise within the directorate and keep abreast of technological advancements. Ensure the implementation of innovative initiatives. Provide advice and guidance on Business analysis and process engineering aspects and matters. Manage the resources within the directorate in an effective and efficient manner. Provide inputs into the compilation of the annual budget. Administer the budget and monitor expenditure in line with financial requirements and the directorate's objectives. Manage external contractors and suppliers within the directorate in an effective and efficient manner. Liaise with internal business units to ensure that supply chain management and asset management are effectively managed. Submit proposals, plans and budgets in advance for all new system applications and maintenance projects that are required within the entire department. Manage the implementation of people management strategies, policies and procedures within the directorate. Effectively manage the performance of the directorate against agreed service levels, business requirements and targets. Agree on the training and development needs of the directorate. Manage the implementation of the employment equity plan. Implement effective talent management processes within the directorate (attraction, retention, development). Manage the implementation of compliance with performance management. Decide on appropriate rewards and promotion on the basis of performance and contribution against agreed targets. Manage grievances, discipline and terminations. Ensure that employees are equipped with the required skills and resources to perform optimally. Ensure effective governance and compliance within the directorate. Manage the implementation of developed governance processes, frameworks and procedures. Monitor and ensure compliance with legislation, regulations, Departmental policies and procedures. Ensure compliance with all audit requirements. Represent the directorate at management and other government forums. Monitor quality, risk,
standards and practices against prescribed frameworks. Ensure that communiqués of scheduled system maintenance are adhered.

ENQUIRIES
Mr BT Mavuso  Tel No: (012) 406 2871

APPLICATIONS
Quoting the relevant reference number, direct your CV, certified copy of highest qualification together with an Application for Employment form (Z83), obtainable from any Public Service Department or at www.gov.za, by the closing date to: E-mail: ISRecruitment@dha.gov.za

POST 31/41
DIRECTOR: SERVICE SUPPORT MANAGEMENT REF NO: HRMC 40/19/12
Branch: Information Services
Directorate: Service Support

SALARY
R1 057 326 - R1 245 495 per annum (Level 13) (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
Head Office, Pretoria

REQUIREMENTS

DUTIES
The successful candidate will be responsible for, amongst others, the following specific tasks: Develop and manage the Enterprise Operation Centre. Oversee IT service support operations in the department. Manage the development of service support strategies and plans (Help/ Service desk, change release and configuration management). Ensure that the services are delivered is according to the SLAs and quality standards with all clients. Oversee the development of all IT changes that could impact on the delivery of services in the department. Manage the re-engineering of the Services/ Help desk according to industry best practices. Develop and manage formal procedures for consistency and increased productivity with service providers manage the development of methodologies to improve resolution of logged calls to meet customer perceptions. Build strong relationships with internal and external stakeholders. Oversee the utilisation of technology tools and other resources are used to maximize help desk effectiveness. Ensure Development of Configuration Management Database, registration for new systems and upgrades. Oversee the coordination and monitoring of central libraries, tools, common codes for safekeeping of the CMS. Manage and implement strategic objectives and innovation within the functional unit. Oversee the Systems Change and Release management function. Develop the operational plan for the directorate. Provide strategic direction within the directorate. Manage the delivery of services against the agreed objectives and timeframes. Report on the performance of the directorate against the business plan to the CD. Develop technical expertise and keep abreast of technological advancements. Ensure the implementation of innovation initiatives. Provide advice and guidance on service delivery matters. Ensure the alignment of service delivery strategy with the overall DHA strategy. Manage the implementation of ITIL processes to focus on service delivery improvements. Ensure successful business transformation. Compile tactical plans aligned to business requirements to ensure effective strategy execution. Recommend and implement continuous performance improvement initiatives. Revisit, review and streamline all processes to ensure accuracy and efficiency in operations execution. Keep abreast with industry and specifically international Public Sector developments. Oversee successful system and process enhancements, updates and amendments in the unit. Monitor and participate
in the implementation of efficiency improvement projects. Ensure the implementation of effective risk and compliance management practices. Develop and implement governance processes, frameworks and procedures within the unit. Monitor and ensure compliance with legislation, regulations, DHA policies and procedures within the unit. Ensure compliance with all audit requirements within the unit. Represent the unit at management and other government forums. Monitor quality, risk, standards and practices against prescribed frameworks. Develops and implements written policies, standards, and guidelines related to IS operations. Confer with Contract and SLA Officers to gather suggestions for improvements and to detect knowledge management challenges. Manage human, financial and physical resource, strategies, policies and procedures within the directorate. Manage training and development needs of the unit and ensure that these are acted on. Manage and develop effective talent management processes within the unit (attraction, retention and development). Manage the implementation of complaint performance management within the directorate. Decide on appropriate rewards and promotion on the basis of performance and contribution against agreed targets. Manage grievances, discipline and terminations within the unit. Manage and ensure employees are equipped with the required skills and resources to perform optimally. Ensure that staff is motivated and committed to the vision and goals of the directorate. Manage service providers to ensure the delivery of services according to the SLAs and contracts.

ENQUIRIES
APPLICATIONS:
Ms NR Nengovhela Tel No: (012) 406 4090
Quoting the relevant reference number, direct your CV, certified copy of highest qualification together with an Application for Employment (Z83), obtainable from any Public Service Department or at www.gov.za, by the closing date to: E-mail: ISRecruitment@dha.gov.za

POST 31/42: DIRECTOR: DATA CENTRE OPERATIONS REF NO: HRMC 40/19/14
Branch: Information Services
Chief Directorate: Infrastructure Management

SALARY:
R1 057 326 - R1 245 495 per annum (Level 13) (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:
Head Office, Pretoria

REQUIREMENTS:

DUTIES:
The successful candidate will be responsible for, amongst others, the following specific tasks: Oversee the operation of the data centre through the product development cycle. Manage the implementation of performance, availability, response, trends and error rates of all servers and desktops are resolved. Ensure business continuity and configuration management to ensure sustainability and availability of servers and desktop. Oversee the operations of servers, desktops, power management of all hardware devices. Oversee the management and maintenance of the data centres, desktops, software, input and output devices. Ensure that server room security of the data centre such as fire safety have secure access. Ensure availability of systems 24/7 with periodic maintenance of upgrades, electrical installation, shutdowns, and
renovations. Oversee multiple tasks of high complexity, risk and exposure in accordance with the design of the facility and equipment supporting a Tier 3 Data Centre. Ensure the availability of Data Centre security through the administration of storage, user’s identification, and security procedures (i.e. password and user ID). Ensure that the data centre environment is well maintained and there is power safety. Execute the performance, availability, response, trends and error rates of all servers and resolve or escalate issues. Oversee the management of product level systems requirements and architectures to ensure successful deployment. Recommend the review problem management metrics to measure operation performance strength and weakness. Recommend vendors and service contractors to ensure the best value is being delivered to the department. Ensure the review and implementation of data centre operation’s policies. Manage and implement strategic objectives and innovation within the directorate. Develop the operational plan of the directorate and ensure effective prioritisation and resource planning. Provide strategic direction in the directorate. Manage and monitor the delivery of the operational plan against the agreed objectives and timeframes. Report on the performance of the directorate against the business plan to the Chief Director. Develop technical expertise within the directorate and keep abreast of technological advancements. Ensure the implementation of innovation initiatives. Ensure alignment of the Data centre operations’ strategy with the overall IS and DHA strategy. Ensure operational efficiency and service delivery improvement within the department. Manage the performance of the directorate against agreed service levels, business requirements and targets. Create and build partnerships with various internal stakeholders in order to enforce compliance. Develop identified policies and procedures in conjunction with the policy and strategy unit. Manage relevant projects in conjunction with Special Initiatives to ensure that projects are implemented to best practice and standards. Ensure collaboration with various IS units to ensure service delivery. Ensure that servers and desktops are maintained and data is effective management and protection. Manage the resources within the directorate in an effective and efficient manner. Provide inputs into the compilation of the annual budget. Administer the budget and monitor that expenditure is in line with financial requirements and the directorate’s objectives. Manage external contractors and suppliers within the directorate in an effective and efficient manner. Liaise with internal business directorate to ensure that supply chain management and asset management are effectively managed. Submit proposals, plans and budgets in advance for all project initiatives that are required within the directorate. Manage the multi-level administration of all users and groups. Review and correct programmes. Ensure the implementation of effective risk and compliance management practices. Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements. Report on all risk and financial indicators including e.g. financial losses and overpayment. Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the organization to ensure accurate implementation. Interpret and implement all organizational circulars, policy and other communications that impact on the operation of the business unit. Implement compliance with all duties in terms of the applicable legislative framework. Establish and implement a quality control, norms and standards framework for human resource stakeholder interaction and service delivery. Manage resource (human, financial and physical) within the directorate. Direct all staff within the directorate (Technicians, Engineers and Administrators). Agree on the training and development needs of the directorate and ensure that these are acted on. Ensure that employees have appropriate technical knowledge, capabilities and skills. Manage the implementation of the employment equity plan. Manage and implement effective talent management processes (attraction, retention, development). Manage the implementation of compliant performance management. Ensure that staff is motivated and committed to the vision and goals. Manage grievances, discipline and terminations of employees.

ENQUIRIES : Mr S. Hlophe Tel No: (012) 406 7117
APPLICATIONS : Quoting the relevant reference number, direct your CV, certified copy of highest qualification together with an Application for Employment form (Z83), obtainable from any Public Service Department or at www.gov.za, by the closing date to: E-mail: ISRecruitment@dha.gov.za
POST 31/43: CHIEF ENTERPRISE ARCHITECTURE REF NO: HRMC 40/19/15

Branch: Information Services
Chief Directorate: IS Governance

SALARY: R1 057 326 - R1 245 495 per annum (Level 13) (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: Head Office, Pretoria


DUTIES: The successful candidate will be responsible for, amongst others, the following specific tasks: Manage and ensure architectural vision to appropriately align IT to strategic business needs and goals. Manage multi-project management accountabilities in developing and architecting solutions in a collaborative environment. Oversee the design and delivery of proofs-of-concept for new or improved enterprise-wide technologies. Manage the implementation of architect’s solutions across multiple hardware/software computing environments and system components. Align architecture planning processes and IT with departmental goals. Liaise with Business analysts to ensure architecture strategies related to IT fits with organisation requirements. Provide strategic direction within the directorate. Report on the performance of the directorate against the operational plan. Develop the operational plan for the directorate and ensure effective prioritisation and resource planning. Ensures appropriate technical standards and procedures are defined. Ensures best practices are adhered to in the adoption of new technologies. Create and build partnerships with various internal stakeholders in order to enforce compliance. Plan and prioritise the portfolio of initiatives and ensure that the initiatives are defined in terms of their expected value to the business. Ensure the consistent monitoring of benefit realisation and customer satisfaction from IS initiatives implemented. Ensure that industry trends and dynamics are monitored and new technologies are subsequently evaluated for investment. Ensure compliance and adherence to regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation. Interpret and implement all organisational circulars, policy and other communications. Establish and implement a quality control, norms and standards framework. Manage the performance of the directorate against agreed service levels, business requirements and targets. Agree on training and development needs of the unit. Provide information relative to the identification and development of objectives, goals, and strategy relative to individual functional area. Implement effective talent management processes within the unit (attraction, retention, development). Manage the implementation of compliant performance management system.

ENQUIRIES: Mr BT Mavuso Tel No: (012) 406 2871

APPLICATIONS: Quoting the relevant reference number, direct your CV, certified copy of highest qualification together with an Application for Employment form (Z83), obtainable from any Public Service Department or at www.gov.za, by the closing date to: E-mail: ISRecruitment@dha.gov.za

POST 31/44: DIRECTOR: CENTRAL ADJUDICATION REF NO: HRMC 40/19/16

Branch: Immigration Services
Chief Directorate: Permits

SALARY: R1 057 326 - R1 245 495 per annum (Level 13) (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: Head Office, Pretoria
REQUIREMENTS:

DUTIES:
The successful candidate will be responsible for, amongst others, the following specific tasks: Manage adjudication of temporary residence visa and permanent residence permits. Manage the implementation of the enquiry management system. Manage statistical data and analyse trends from adjudication hubs. Advise the Accounting Officer/Executing. Liaise with legal services component on permitting cases. Manage and implement strategic objectives and innovation within the Directorate. Provide strategic direction within the Directorate. Develop the business plan for the Directorate and ensure effective prioritisation and resource planning. Coordinate and monitor delivery of the business plan against the agreed objectives and timeframes. Report on the performance of the directorate against the business plan. Provide advice and guidance on stakeholder management matters. Establish, maintain and ensure a good working relationship with the department and relevant stakeholders. Liaise with stakeholders on all matters pertaining adjudication. Develop relationships across diverse groups of stakeholders. Develop and implementation of policy and procedure, directive, Acts and Regulations. Implement governance processes, frameworks and procedures. Ensure compliance with all audit requirements, quality and risk management frameworks, standards and procedures. Ensure effective risk and compliance management. Develop and implement governance processes, frameworks and procedures within the Directorate associated with statutory financial responsibilities. Monitor and ensure compliance with legislation, regulations, DHA policies, procedures and circulars within the Directorate. Represent the Directorate at management and other government forum. Manage physical, human and financial resources within the Unit. Ensure that the preparations of the budget are in line with strategic plans & department objectives. Ensure proper implementation of the budget by monitoring, projecting & reporting on expenditure. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management.

ENQUIRIES:
Mr R Marhule Tel No: (012) 406 7206

APPLICATIONS:
Quoting the relevant reference number, direct your CV, certified copy of highest qualification together with an Application for Employment form (Z83), obtainable from any Public Service Department or at www.gov.za, by the closing date to: E-mail: imsrecruitment@dha.gov.za

OTHER POSTS
POST 31/45: DEPUTY DIRECTOR: SYSTEM CONTROLLER
REF NO: HRMC 40/19/17
Branch: Finance and Supply Chain Management
Directorate: Planning and Budgeting

SALARY: R733 257 - R863 748 per annum (Level 11) (All-inclusive salary package)
CENTRE: Head Office, Pretoria
REQUIREMENTS:
- A 3 year tertiary qualification in Accounting/Public Finance or related at NQF level 6 as recognised by SAQA. 3 years’ experience in supervisory/junior management level in the related financial environment. Understanding of the South African Constitution. Knowledge of the Public Service Regulations Act. Extensive knowledge of the Public Finance Management Act (PFMA) and National Treasury regulations. Understanding of departmental policy and legislation as well as Human Resources legislation and prescripts. Knowledge of Basic Accounting System and Budget control. Sound knowledge of the Departmental processes, procedures and financial reporting requirements.

**DUTIES**

The successful candidate will be responsible for, amongst others, the following specific tasks: Manage effective operations management within the functional Unit. Provide guidance and leadership to the Unit in the achievement of operational goals. Act as the point of contact between the Department, National Treasury and SITA to ensure system requirements and regulations are met. Ensure effective risk and compliance management. Provide access control for Users in functional areas such as security profiles, group profiles and resetting of user profiles. Create and maintain User IDs and Passwords of Users in the Department. Create and maintain the required BAS printers of the Department. Maintain the Departmental Chart of Accounts and Departmental Parameters. Provide informal and formal training to BAS Users of the Department and identify the BAS training requirements. Setting up of the BAS security access as well as with the preparation of conversions from the previous financial system to the new financial system. Setting-up of the security process which will include the creation of functional groups, User IDs and workflow groups. Activation of the relevant Transaction Processing Rules. Financial reports which include the trial balance report, expenditure control (commitments) report as well as the expenses per month report to ensure that the accounting records of the Department balance and are correct. Requesting of Code File Reports to ensure that all segments details required by Users is active within the Department. Adherence to the latest BAS notices as published on the BAS website to ensure procedures are adhered to. Develop and manage the implementation of compliant performance management. Report on the performance of the Unit against operational plan and targets.

**ENQUIRIES**

Ms A Singh Tel No: (012) 406 2882

**POST 31/46**

**SPECIALIST: CHANGE RELEASE REF NO: HRMC 40/19/18**

Branch: Information Services

**SALARY**

R733 257 - R863 748 per annum (Level 11) (All-inclusive salary package)

**CENTRE**

Head Office, Pretoria

**REQUIREMENTS**


**DUTIES**

The successful candidate will be responsible for, amongst others, the following specific tasks: Design and implement procedures for the distribution and installation of changes to IT systems. Effectively communicate and manage expectations of both internal and external customer requirements during the planning and rollout of new releases. Serve as a secretariat of the Change Control Board. Train and manage awareness on the change management processes including the induction of new staff into the IT environment. Constantly improve the change management processes concerning IT. Understand the impact that change may have on the end- to- end process and mitigate associated risks in conjunction with the project. Ensure involvement of both internal and external stake holders in order to improve change management processes. Ensure the effective alignment in the implementation of project initiatives. Analyse policies and procedures in conjunction with the policy and strategy of the unit. Recommend methods and procedural changes in the unit. Develop consistency in processes for customer support. Coordinate and manage relevant projects within the department to ensure that projects are implemented to best practice standards, time, quality and budget. Ensure that change management process is adopted in the Branch. Provide inputs into the compilation of the annual budget. Monitor expenditure is in line with financial requirements and the unit’s objectives. Manage external contractors and suppliers within the unit in an effective and efficient manner. Liaise with internal business unit to ensure that supply chain management and asset Implement governance processes, frameworks and procedures. Ensure compliance with
legislation, regulations, DHA policies and procedures within the unit. Represent the unit at management and other government forums. Monitor quality, risk, standards and practices against prescribed frameworks.

**ENQUIRIES**  
Ms NR Nengovhela Tel No: (012) 406 4090

**POST 31/47**  
SPECIALIST APPLICATION DEVELOPER REF NO: HRMC 40/19/19 (X2 POSTS)  
Branch: Information Services  
Chief Directorate: Applications Management

**SALARY**  
R733 257 - R863 748 per annum (Level 11) (All-inclusive salary package)

**CENTRE**  
Head Office, Pretoria

**REQUIREMENTS**  
A 3 year tertiary qualification in Computer Science/ Information Technology at NQF 6 as recognized by SAQA. 5 years’ experience at Specialist/ SL 9/10 in applications development environment. Sound experience in programming languages e.g. Java, .net, C++, PHP, Python, HTML, JavaScript, VB. Solid experience in systems development. Experience and relevant knowledge in different application development tools is required. Knowledge and ability to demonstrate thorough understanding of application development within a complex project and organization. Working knowledge of the following database e.g. SQL, Oracle, and MySQL. Knowledge of system development methodology and processes. Understanding of the development challenges presented when applications or components of applications are developed in isolation or in conjunction with interfacing applications. Verbal communication. Proficient in development environment. Dealing with pressures and setbacks. Excellent analytical and logical analysis skills. Team working and Independent working. Attention to detail and assertiveness. A valid drivers’ licence, willingness to travel extensively and work extended hours is essential. Perform on-call duties if required. Management of human and physical resources might be required.

**DUTIES**  
The successful candidate will be responsible for, amongst others, the following specific tasks: Coordinate the development and implementation of new systems according to specifications. Analyse user requirements specifications and develop technical, functional and non-functional specification. Ensure the interpretation and translation of user requirements into design specifications and functions specification. Manage and support the design and development of application components/functionality, integration and configuration requests. Ensure that the application development tasks are performed (entering time, updating work orders, updating knowledgebase, providing status reports, etc.). Ensure that applications development documentation are written and maintained (operation of program, user manuals and requirements). Oversee the creation of definitions of applications and use the specific definition of an application. Create a catalog of new and existing applications that are installed in the Department. Oversee the development of a release plan and coordinate the implementation of tested and approved systems. Provide technical leadership and advice on applications development matters. Measure the financial benefits of each application in comparison to the costs of the application's maintenance and operations. Make recommendations on managing cost by identifying duplication, redundancy and which systems can be replaced. Gather information about existing applications, the cost to build and maintain applications, quality of the application, and expected lifespan. Provide detailed reports on the performance of the applications in relation to the cost to own and the business value delivered. Provide input into applications strategy by planning future upgrades, enhancements, etc. Ensure the implementation of effective risk and compliance management practices. Develop and implement governance processes, frameworks and procedures within the unit. Monitor and ensure compliance with legislation, regulations, DHA policies and procedures within the unit. Ensure compliance with all audit requirements within the unit. Represent the unit at management and other government forums. Monitor quality, risk, standards and practices against prescribed frameworks. Manage human and physical resource as and when required. Manage training and development needs of the unit and ensure that these are acted on. Manage and develop effective talent management processes within the Unit (attraction, retention and development). Manage the implementation of complaint performance management within the directorate. Decide on appropriate rewards and promotion on the basis of performance and contribution against agreed targets. Manage grievances, discipline and
terminations within the unit. Manage and ensure employees are equipped with the required skills and resources to perform optimally.

ENQUIRIES: Mr L Kgopa Tel No: (012) 406 2554

POST 31/48: SPECIALIST: APPLICATION ADMINISTRATOR REF NO: HRMC 40/19/20
Branch: Information Services

SALARY: R733 257 - R863 748 per annum (Level 11) (All-inclusive salary package)
CENTRE: Head Office, Pretoria
REQUIREMENTS: A 3 year tertiary qualification in Information Technology /Computer Science at NQF 6 as recognized by SAQA 3 years’ experience in programming. Sound experience in programming languages e.g. Java, .net, C++, PHP, Python, HTML, JavaScript, VB. Experience of testing types e.g. Regression, Functional, Stress and Load testing. Experience and relevant knowledge in different programming tools. Knowledge and ability to demonstrate thorough understanding of application development within a complex project and organization. Working knowledge of the following database e.g. SQL, Oracle, and MySQL. Knowledge of system development methodology and processes. Understanding of the development challenges presented when applications or components of applications are developed in isolation or in conjunction with interfacing applications. A valid driver’s licence. Willingness to travel extensively and work extended hours.

DUTIES: The successful candidate will be responsible for, amongst others, the following specific tasks: Monitor the effectiveness of application administration to prevention measures for system defects. Provide recommendation on applications changes in accordance with legislation and business changes and ensure the implementation. Oversee the release of new systems and changes to current systems. Manage new services into production and migration control. Ensure information sharing between development, production, infrastructure services and business owners. Oversee the management and monitoring of application configurations. Ensure availability of applications in line with the Service Level Agreements (SLAs). Ensure the monitoring of the resolution of system problems and document resolutions for future reference. Ensure that tools are implemented to monitor and track application performance. Ensure that detailed chart flow and diagrams outlining systems capabilities and processes are properly managed. Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to required format. Ensure compliance and adherence to regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation. Interpret and implement all organisational circulars, policy and other communications. Report on the performance of the unit against operational plan, business requirements and targets. Develop and implement the work plan for the unit and ensure effective prioritisation and resource planning. Agree on training and development needs of the unit. Provides information relative to the identification and development of objectives, goals, and strategy relative to individual functional area. Implement effective talent management processes within the unit (attraction, retention, development). Manage the implementation of compliant performance management system. Ensure that employees are equipped with the required skills and resources to perform optimally. Manage the financial resources of programmes, asset management and projects of in accordance with PFMA and supply chain and procurement framework. Identify and monitor financial risks in relation to the projects in the unit.

ENQUIRIES: Ms R Maluleka Tel No: (012) 406 2553

POST 31/49: SPECIALIST: APPLICATION TESTER REF NO: HRMC 40/19/21
Branch: Information Services
Directorate: Solution Delivery

SALARY: R733 257 - R863 748 per annum (Level 11) (All-inclusive salary package)
CENTRE: Head Office, Pretoria
REQUIREMENTS: A 3 year tertiary qualification in Information Technology / Computer Science at NQF level 6 as recognised by SAQA. A Degree at NQF level 7 will be an added advantage. 3-5 years’ experience in System Testing and analysis. Experience in business analysis, conceptual and analytical thinking. Experience in any of the development languages such as C#, JavaScript, COBOL, VB6/VB.Net, ASP or C++. Knowledge of test types, methodology and processes.
of development methodology and processes. Knowledge of system development life cycle (SDLC). Knowledge of E government policy framework consultation paper developed by GITO. Knowledge of the State Information Technology Agency Act 88 of 1998. Knowledge of the Public Service Regulatory Framework. Understanding the testing challenges presented when applications are tested in isolation or in conjunction with interfacing applications. Project management, manpower forecasting and planning skills. Client orientation and customer focus. Financial management, policy formulation and interpretation. Conceptual and analytical thinking. A valid driver’s license and willingness to travel extensively. Willingness to work extended hours is required.

**DUTIES**

The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure effective maintenance of the test plan, test schedules and scripts with consideration to end-to-end system flows. Coordinate and implement system testing methodology and process to conduct user acceptance. Ensure the completion of the objectives of each assignment within the agreed timeframe. Oversee the creation of test data to thoroughly test positive and negative program logic. Recommend and implement process improvements to enhance testing strategies. Coordinate, evaluate and monitor the analysis and reporting on testing outcomes. Develop, direct software system testing and validation procedures, programming and documentation. Ensure that analysis and quality control tests are conducted to ensure that software meets or exceeds specified standards and end-user requirements. Coordinate, monitor the test configuration and monitor the environment control during testing. Design testing schedule, manuals for the completion of systems and work flexibly to deadlines. Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements. Report on all risk and financial indicators including financial losses and overpayment according to required format. Establish and implement quality control, norms and standards framework for IS stakeholder interaction and service delivery procurement Framework. Identify and monitor risks in relation to projects. Interpret and implement all organisational circulars, policy and other communications that impact on the operation of the business unit. Implement compliance with all duties of the employer in terms of the applicable legislative framework falling within office duties.

**ENQUIRIES**

Mr L Kgopa Tel No: (012) 406 2554

**POST 31/50**

DEPUTY DIRECTOR: PROVINCIAL IT COORDINATOR REF NO: HRMC 40/19/22
Branch: Information Services
Directorate: Provincial IT Support

**SALARY**

R733 257 - R863 748 per annum (Level 11) (All-inclusive salary package)

**CENTRE**

Head Office, Pretoria

**REQUIREMENTS**

A 3 year tertiary qualification in Information Technology/ Computer Science at NQF level 6 as recognized by SAQA. 3 years’ experience at Specialist in Information Technology environment IT experience is required Knowledge of hardware and software systems. Basic Knowledge of the Public Service Regulatory Framework. Basic knowledge of windows operating systems. Knowledge of Minimum Information Security Standards (MISS). Report writing skills. Customer focus and orientation. A valid driver’s licence. Willingness to travel extensively and work extended hours.

**DUTIES**

The successful candidate will be responsible for, amongst others, the following specific tasks: Follow standard operating procedures for assisting queries in the Provinces. Coordinate and collaborate with Provincial stakeholders for IT programs. Participate in developing a Helpdesk framework and guidelines for the entire department. Provide all incidents reported, investigate and resolve problem within a reasonable timeframe. Ensure software and hardware purchase by pursuing warranty advantage through distributors and manufactures. Maintain an updated database of all project activities. Escalate and route complex or unsolved problems to second level support specialists. Identify opportunities and recommend solutions that will enhance or improve current business processes. Assist the District IT Officers in the Provinces, where applicable, in their day-to-day responsibilities. Report on the performance of the Provinces against the operational plan to the Director. Analyses reported problems and develops appropriate solutions. Develops technical expertise within the unit and keep abreast of technological
advancements. Ensure the implementation of new information services initiatives within the Provinces. Develop and implement governance processes, frameworks and procedures within the unit. Monitor and ensure compliance with legislation, regulations, DHA policies and procedures within the unit. Ensure compliance with all audit requirements within the unit. Represent the unit at management and other provincial forums. Provide advice to the Director on relevant training and development needs of DITOs in line with the industry changes. Ensure the development of talent management. Manage the utilisation of asset in the unit in compliance with the Supply Management Act.

**ENQUIRIES**
Ms P Mosia Tel No: (012) 406 4536

**POST 31/51**
REGIONAL (DISTRICT) IT OFFICER (X6 POSTS)

**SALARY**
R376 596 - R443 601 per annum (Level 09) (A basic salary). In addition, a range of competitive benefits are offered.

**CENTRE**
Eastern Cape, Sarah Baartman District Municipality Ref No: HRMC 40/19/23a (X1 Post)
Free State: Xhariep District Municipality Ref No: HRMC 40/19/23b, (X1 Post)
Gauteng: Sedibeng District Municipality Ref No: HRMC 40/19/23c (X1 Post)
Kwa-Zulu Natal: Ilembe District Municipality Ref No: HRMC 40/19/23d (X1 Post)
Kwa-Zulu Natal: Ugu District Municipality Ref No: HRMC 40/19/23e (X1 Post)
Northern Cape: ZF Mcaw (Siyanda) District Municipality Ref No: HRMC 40/19/23f (X1 Post)

**REQUIREMENTS**
A 3 year tertiary qualification in Information Technology at NQF level 6 as recognised by SAQA. A Degree at NQF level 7 will be an added advantage. 3 years’ experience in the IT environment. Sound knowledge and application of the GITO guidelines and prescripts. Knowledge of Minimum Information Security Standards (MISS). Knowledge of the Protection of Information Act No 84 of 1982 and the Promotion of Access to Information Act No 2 of 2000. Knowledge of the State Information Technology Agency Act No 88 of 1998. Knowledge of the Public Service Regulatory Framework and the Departmental legislation and prescripts. Client orientation, customer focus, program and project management, communication, presentation, business report writing, influencing, networking, problem solving and analysis skills. A valid drivers' license, willingness to travel extensively and working extended hours is essential. Working on call is required.

**DUTIES**
The successful candidate will be responsible for, amongst others, the following specific tasks: Provide IT support of all DHA systems and infrastructure in all offices. Ensure the implementation of infrastructure and hardware support. Install and support of network data-lines, routers, switches, firewalls and IDS/IPS. Ensure the installation and support of servers in the data centre. Ensure that officials are enrolled on the authentication system and provided with required smart cards. Support online verification scanners used for online verification. Provide support on all applications and workstations. Coordinate the IT requirements of the individual offices with Head Office. Maintain IT asset registers in various local offices. Facilitate disposal process of IT asset and provide technical support for redundant and obsolete items. Facilitate and implement application/system support in the District Municipality. Ensure high availability of systems by officials. Provide IT support to transversal systems (Persal, LOGIS and BAS. Provide IT support to all administrative systems in the offices, Ports of Entry, Refugees Centres, Service points and Health facilities that provides DHA services. Provide support to IT related projects. Ensure that all desktops and laptops have all required applications, anti-virus software, conduct regular updates and data recovery. Identify and resolve problems causing disruption on the operation of the business and in the network. Resolve the root-causes of incidents and deploy effective workarounds. Improve IT service quality in order for staff to experience fewer repeated incidents and focus efficiently on identifying the causes. Increase knowledge capital (data used to identify trends and proactively identify any problem area. Timely, identify, diagnose and resolve problems. Resolve problems as underlying causes identified and corrected. Provide error control and record error solutions. Identifying underlying problems associated with the corresponding incidents that have occurred. Identify suitable workarounds that provide staff with service improvement while a more permanent solution is
sought. Analyse urgency and the resources required to effect temporary and permanent solutions to the problems.

**ENQUIRIES**
Ms P Mosia Tel No: (012) 406 4536

**APPLICATIENS**
Quoting the relevant reference number, direct your CV, certified copy of highest qualification together with an Application for Employment form (Z83), obtainable from any Public Service Department or at www.gov.za, by the closing date to: E-mail: ISRecruitment@dha.gov.za

**POST 31/52**
**SERVICE SUPPORT OFFICER REF NO: HRMC 40/19/24**
Branch: Information Service

**SALARY**
R376 596 - R443 601 per annum (Level 09) (A basic salary). In addition, a range of competitive benefits are offered.

**CENTRE**
Head Office, Pretoria

**REQUIREMENTS**

**DUTIES**
The successful candidate will be responsible for, amongst others, the following specific tasks: Perform root cause analysis, develop checklists for incidents and problems and recommend procedures and controls for problem prevention. Support multiple platforms including Computer equipment, Mobile devices including video conferencing equipment. Facilitate the provision of solutions and workarounds to incidents and problems to the team. Conduct trend analysis and problem management Maintain the Knowledge management database. Provide 2nd and 3rd level support for all desktop and applications incidents / problem management. Coordinate the implementation and roll out of IT Projects including Application Releases. Ensure that call logs by customers are resolved in a timely and effective way, and follow up as needed. Monitor call volumes, time frames and attend to unresolved customer complaints. Monitor and administer phone queue as well as the CRM ticketing system. Provide error control and record error solutions. Detect and record incidents to ensure that there are no lost services/ incidents requests. Ensure that any incidents and problem management issues that impact on IT services or infrastructure which has become critical are resolved. Provide monthly incident reports. Increase first- time fix rate at the service desk that can be deployed to increase the speed of service reduction. Timeously identify, diagnose, and resolve IT problems underlying causes. Coordinate monthly problem statistics and recorded incidents, problem data and perform trend analysis. Provide support to users on technical related issues that arise in the workplace. Ensure the provision of information to users by phone, e-mail, websites, or in person for technological services rendered by IT. Facilitate the design and implement desktop support activities for daily operational undertakings Meet with various units to analyse functional needs and recommend and deploy hardware, applications, and other software to meet clients’ needs. Ensure on-going support of internal customers for all IT systems. Ensure that the service provided to users is the highest possible within the resources. Facilitate user support and customer service and satisfaction as well as being present and visible in the Help Desk and available to users requiring technical assistance. Provide management support for the IT service support operations. Provide technical support for customer service centre in support of the service desk. Provide regular reports to the service desk manager on issues relating to the IT service support operations. Manage external contractors and suppliers within the unit in an effective and efficient manner. Ensure compliance on asset and supply chain management in line with PFMA. Manage projects in line with the budget allocated in the unit. Monitor compliance in relation with the legislation, regulations, DHA policies and procedures. Ensure compliance with all audit requirements of the department. Report on the performance of the unit against the work plan and targets. Provide inputs in the development of the work plan for the unit. Agree on training and development needs of the unit. Provides information relative to
the identification and development of objectives, goals, and strategy relative to individual functional area. Provide leadership and supervision on day-to-day operational and technical support to members of the desktop support team. Implement effective talent management processes within the unit (attraction, retention, development).

ENQUIRIES : Ms N. Mampa Tel No: (012) 406 2592

POST 31/53 : ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: HRMC 40/19/25 (X2 POSTS)
Branch: Human Resource Management and Development
Chief Directorate: Strategy and Planning

SALARY : R376 596 - R443 601 per annum (Level 09) (A basic salary). In addition, a range of competitive benefits are offered.

CENTRE REQUIREMENTS : Head Office, Pretoria


DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Coordinate job evaluation process and the design/ review of organizational structures. Ensure effective and efficient conducting of organizational structures. Develop, manage and maintain an effective organisational structures in line with the strategic objectives of the department. Develop job profiles and job description in line with the departmental structure. Analyse and grade jobs according to Job Evaluation system. Identify and develop business process maps and standard operating procedures. Coordinate job evaluation exercises develop job description and profiles. Administer the development and maintenance of job evaluation database. Participate in the development of OD policy and procedures. Review, develop and maintain the functional, organisational structure and post establishment. Update the post establishment on monthly basis on movement of personnel in the department. Review and develop form design. Conduct investigations with regard to the creation and abolition of posts. Compile reports for recommendations to the Delegated Authority for approval. Facilitate work-study investigations and business process management for business units. Ensure that work-study investigations are conducted as per business requirements. Ensure effective conducting of work improvement investigations and research on the design and review of organisational structures. Conduct feasibility study on office ergonomics. Determine, design, improve and re-engineer proper business process through the utilisation of various techniques. Facilitate, support the development of Process Maps and Standard Operating Procedures (SOPs) for business units. Co-ordinate work flow investigations for business units. Ensure the implementation of effective risk and compliance management practices. Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements. Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to required format. Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation. Establish and implement a quality control, norms and standards framework for human resource stakeholder interaction and service delivery. Interpret and implement all organisational circulars, policy and other communications that impact on the operation of the business unit. Identify and monitor financial risks in relation to the projects in the unit. Manage Resources (Human and Physical) within the unit. Report on the performance of the unit against work plan, business requirements and targets to the Line Manager. Develop the activity plan for the
unit and ensure effective prioritisation and resource planning. Agree on the training and development needs of the unit. Implement effective talent management processes within the unit (attraction, retention, development). Manage the implementation of compliant performance management. Ensure that employees are equipped with the required skills and resources to perform optimally. Manage compliance of the unit against asset management, supply chain and procurement regulations and policy requirements.

ENQUIRIES : Ms D Matlou Tel No: (012) 406 4101

POST 31/54 : SERVICE DESK AGENTS (IT DESKTOP TECHNICIAN) REF NO: HRMC 40/19/26 (X10 POSTS)
Branch: Information Services

SALARY : R316 791 - R373 167 per annum (Level 08) (A basic salary). In addition, a range of competitive benefits are offered.

CENTRE REQUIREMENTS : Head Office, Pretoria

A 3 year tertiary qualification in Information Technology/ Computer Science at NQF level 6 as recognized by SAQA. 2 years’ experience in IT Desktop support. IT Certificates A+, MCSE and/ or Netware Engineer will be added advantage. Basic knowledge of windows operating systems. Knowledge of hardware and software systems, State Information Technology Agency Act 88 of 1998, Departmental legislation and prescripts, Public Service Regulatory Framework. A valid driver’s licence. Willingness to travel extensively and work extended hours.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Handle all logged calls accurately and timeously in line with the Service Level Agreement. Conduct trouble shooting on all queries referred by the service desk. Timely identify, diagnose and resolve problems on desktop support. Resolve underlying problems associated with the corresponding of incidents that have occurred. Identify suitable workarounds to provide employees with service improvement while working on resolving the incident. Analyse the urgency and resources required to effect temporary/ permanent solutions to the problems. Install and configure new devices, repair and upgrades of software and hardware. Maintain information and security related standards. Draft technical related reports on desktop support. Provide first line support on network related incidents. Maintain the Knowledge management database. Implementation and roll out of IT Projects including Application Releases.

ENQUIRIES : Ms N. Mampa Tel No: (012) 406 2592

POST 31/55 : SERVICE DESK AGENTS (DESKTOP AND SUPPORT) REF NO: HRMC 40/19/27 (X5 POSTS)
Branch: Information Services

SALARY : R316 791 - R373 167 per annum (Level 08) (A basic salary). In addition, a range of competitive benefits are offered.

CENTRE REQUIREMENTS : Head Office, Pretoria

A 3 year tertiary qualification in Information Technology/ Computer Science at NQF level 6 are as recognized by SAQA. ITIL or Microsoft Certified Desktop Support Technician (MCDST) or A+ is added advantage with a minimum of 2 years’ experience in help desk/ technician environment is required. Basic knowledge of windows operating systems. Knowledge of hardware and software systems, State Information Technology Agency Act 88 of 1998, Departmental legislation and prescripts, Public Service Regulatory Framework. Sound knowledge and application of the GITO Guidelines and prescripts. A valid driver’s licence. Willingness to travel extensively and work extended hours.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Log all relevant incident/ service request detailed on call logging systems. Provide 1st level support through receiving of calls. Handle all resulting incident or service requests from clients. Report and request fulfilment process allocating categorisation and prioritisation codes. Provide 1st line investigation and diagnosis of calls. Escalate complex incident/ service requests within agreed timeframe and provide updates to users on progress. Troubleshoot computer desktops, laptops and printers provide desktop support. Answer of IT Service Desk telephones and managing own calls on the call logging system. Attend to 2nd line support calls assigned to Installing,
repairing, and arranging replacement of computers. Handle calls for movement of IT Hardware between Head Office and Regional Offices. Provide remote desktop support to regional and Head Office users. Increase knowledge capital (data used to identify trends and proactively identify any problem area). Increase first-time fix rate at the service desk as workarounds can be deployed to increase the speed of service reduction. Timely identify, diagnose, and resolve problems. Complete resolution of problems as underlining causes are identified and corrected. Provide error control and record error solutions. Analyse urgency and the resources required to effect temporary or permanent solutions to the problems. Identify and take ownership of problems affecting services. Use recorded problem and incident data, perform trend analysis to predict future problems and enable prioritization of problem activity. Detect and record incidents to ensure that there are no lost services/ incidents requests. React quickly and effectively to any incidents that affect IT services or infrastructure which has become critical. Provide support to users on technical related issues that arise in the workplace. Resolve issues for end-users of various forms of technology. Provide information to users by phone, e-mail, or in person for technological services rendered by IT. Diagnose and resolve problems for a variety of hardware and software-related issues. Analyse functional needs, implement hardware, applications, and other software to meet clients’ needs. Conduct the installing and fixes for desktop computers, printers, telephones, software and peripherals.

ENQUIRIES

Ms N. Mampa Tel No: (012)406 2592
ANNEXURE K

DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION

The Department of International Relations and Cooperation is an equal opportunity, affirmative action employer.

APPLICATIONS : Please e-mail your application to cio@dirco.gov.za Please quote the reference number or post name in the subject line of the e-mail in order to receive an acknowledgement. Hand-delivered applications can be submitted to the OR Tambo Building, 460 Soutpansberg Road, Pretoria. For other relevant information and how to apply, please visit the Department’s website (www.dirco.gov.za) – home page under Employment Information.

CLOSING DATE : 13 September 2019 - Applications received after the closing date will not be considered.

NOTE : Applications must be submitted on form Z83 (duly completed and hand signed) obtainable from any Public Service department accompanied by a comprehensive CV and certified copies (not older than 3 months) of qualifications and Identity Document. Please forward your application to the e-mail address indicating at the post, quoting the reference number or post name in the subject line in order to receive an acknowledgement. All appointments will be subject to a process of security clearance, reference checking and qualification verification. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). We thank all applicants for their interest. DIRCO reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will have to complete a Financial Disclosure annually.

MANAGEMENT ECHELON

POST 31/56 : CHIEF INFORMATION OFFICER

Branch: Corporate Management
Office of the Chief Information Officer

SALARY : R1 251 183 per annum (Level 14). This all-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 in terms of the applicable rules. The successful candidate will be required to sign a performance contract.

CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of an NQF level 7 or equivalent qualification in Information Technology or related field; NQF8 of higher will be an added advantage; 5 years’ experience at a senior management level within the ICT environment; Competencies Financial Management; Good communication and presentation skills; People Management and Empowerment; Client Orientation and Customer Focus; Knowledge Management; Service Delivery Innovation; Ability to work under pressure; Ability to work in a team and independently; Extensive knowledge of Service Desk and Management tools, Service Level Agreements and Contracts; Knowledge of Voice over IP infrastructure; Knowledge and understanding of Legislation governing the Public Service e.g. Electronic Communications and Transactions (ECT) Act, SITA Act28 of 2002, Protection of Personal Information (POPI) Act, Public Finance Management Act; Knowledge of Information management best practices such as Information System Audits and Control Association (ISACA); Knowledge of ICT Governance Frameworks such as ITIL, CoBIT, Government Wide Enterprise Architecture (GWEA), the Open Group Architecture Forum and Governance of ICT Policy Framework (CGICTPF); Understanding of the Transversal Systems. 
DUTIES: Manage the provision of Information Technology Infrastructure; Provide service desk and end-user support and manage the ICT acquisition, service and disposal of ICT equipment; Provide and manage ICT governance, systems design, development and project management; Manage and maintain departmental ICT security; Manage the Chief Directorate and provide strategic direction.

ENQUIRIES: Ms T Mahlangu Tel No: (012) 351-1576
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: 16 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.

ERRATUM: Kindly note that post of Administrative Officer: Service Delivery Improvement with Ref No: 19/123/CFO advertised in Public Vacancy Circular 30 dated 23 August 2019, the post has been withdrawn. We apologize for any inconvenience caused.

OTHER POSTS

POST 31/57: DEPUTY DIRECTOR EMPLOYEE RELATIONS REF NO: 119/19EC

SALARY: R733 257 – R863 748 per annum (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE: Regional Office, East London

REQUIREMENTS: Three year Bachelor’s degree /National Diploma in Human Resources Management or equivalent applicable qualification (NQF level 6/7); Six years’ experience in Human Resources Management; Three (3) years management experience; A valid driver’s license. Skills and Competencies: Computer literacy (MS Word, Excel, BAS and Persal); Planning and organizing skills; Interpersonal relations and communication skills (verbal and written); Ability to work independently in a highly pressurized environment; Ability to interpret and apply policies; Creative skills; Ability to solve problems.

DUTIES: Key Performance Areas: Provide guidance to managers and employees of Labour Relations procedures and all Human Resource practices, Develop, manage, implement and monitoring of the EE strategy, plan and report for the region, Facilitate employee relations and employment equity in the Region; Handle labour disputes, misconducts and grievances; Coordinate the management of strike actions; Represent the Regional Office in National Labour Relations structures; Represent the Department in arbitrations and conciliation matters; Provide training and advocacy on labour related matters in the region; Facilitate the maintenance of discipline.

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.

POST 31/58: COURT MANAGER REF NO: 118/19EC

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

CENTRE: Magistrate, Port Alfred

REQUIREMENTS: A three (3) year qualification in Administration (NQF 6) and/or National Diploma in Service Management (NQF Level 5) plus the module in Case Flow Management or equivalent relevant qualification; At least three (3) years
managerial or supervisory experience; Knowledge and experience in 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 (verbal and written).

**DUTIES**

Key Performance Areas: Co-ordinate and manage the financial, human resources of the office as well as risk and security in the court. Manage strategic and business planning processes. Manage the facility, Physical resources, information and communication related to courts. Implement the department policies at the courts; Compile an analyze court statistics to show performance trends. Support Case Flow Management at the court; Develop and implement customer service improvement strategies. Lead and manage the transformation of the office. Manage the project intended to improve court management; Communication and relations with the internal and external stake holders.

**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.

**POST 31/59**

**ASSISTANT DIRECTOR: THIRD PARTY FUNDS REF NO: 19/86/KZN**

**SALARY**

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

**CENTRE**

Regional Office, Durban

**REQUIREMENTS**

A Degree/National Diploma in Financial Management or equivalent qualification; A minimum of three (3) years relevant experience in a financial accounting/management environment, of which two (2) years must be at a supervisory/junior management level; Knowledge of Public Finance Management Act (PFMA), National Treasury regulations; Knowledge and experience of the Department of Justice and Constitutional Development and its Third Party Fund functions and services; Experience and knowledge on the MojaPay (SAP) system; Knowledge of GRAP/GAAP, accrual accounting as well as modified cash and cash accounting; A valid driver’s license. The following will serve as recommendations: Knowledge of the Departmental Financial Instructions (DFI). Skills and Competencies: Planning and organizing; Problem solving skills; Ability to work under pressure and meet deadlines; Computer literacy (MS Office); Communication skills (verbal and written); Assertiveness; Accuracy and attention to detail.

**DUTIES**

Key Performance Areas: Ensure effective management of staff; Report and liaise with Court and Office Managers on all TPF related matters; Provide training on MOJAPAY(SAP) system and other financial procedures within TPF; Provide TPF AFS project support and implementation thereof; Check documentation for the write-off irrecoverable deferred fines; Consolidate all TPF information; Assist with TPF Audit readiness and facilitation; Provide inputs on any improvements in financial systems, processes and procedures; Perform other ad-hoc function as required.

**ENQUIRIES**

Mr J.N. Mdaka Tel No: (031) 372 3000

**APPLICATIONS**

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

**POST 31/60**

**ADMINISTRATIVE OFFICER REF NO: 33/19/NC**

**SALARY**

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

**CENTRE**

Magistrate Office Mothibistad

**REQUIREMENTS**

A three (3) year National Diploma / Degree in Public Administration / Management or relevant equivalent qualification; 3 years relevant experience in Office and District Administration and Departmental Financial Management systems; Experience in Vote and Trust Account will be an added advantage; Valid driver’s license. Skills and Competencies: Supervisory skills; Computer literacy (MS Office, MS Excel); Excellent communication skills (written and verbal); Good interpersonal relations; Accuracy and attention to detail; Ability to work under pressure.
DUTIES: Key Performance Areas: Control documents; Draft correspondence with members of the public, other organizations and other state departments; Render advice/assistance on a wide spectrum of matters within occupational class context, e.g. the interpreting of statutes/provisions, budgeting, maintenance, legal advice, planning actions and special projects; Facilitate training and development of clerical personnel; Custody of reserve stock.

ENQUIRIES: Mr R. Muller Tel No: (053) 8021300

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.

POST 31/61: ADMINISTRATIVE OFFICER REF NO: 19/87/KZN

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

CENTRE: Magistrate Court, Ladysmith

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

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

ENQUIRIES: Ms CS Sikhonde Tel No: (031) 372 3000

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

POST 31/62: SENIOR COURT INTERPRETER REF NO: 24/18/NC

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

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

CENTRE: Springbok Magistrates Office

REQUIREMENTS: NQF Level 4 / Grade 12; National Diploma: Legal Interpreting at NQF Level 5 or any other relevant tertiary qualification at level 5; Proficiency in English; Proficiency in two or more indigenous languages, NQF Three (3) years’ practical experience as a Court Interpreter; Driver’s licence will be an added advantage; Knowledge of Legislation which governs transparency and confidentiality in the Public Service (Act 2 of 2000) as amended. Language Requirements: isiXhosa, Setswana, English, Afrikaans are compulsory. Sesotho or isiZulu or proficiency in any official language will be an added advantage. Skills and Competencies: Excellent communication, Listening, Inter- personal relations. Problem solving; planning and organizing and Analytical thinking skills; Time management; Confidentiality and ability to work under pressure.
DUTIES: Key Performance Areas: To interpret in court of Law (Civil and Criminal matters; To interpret in small claims courts; Interpret in pre-trial proceedings and consultations; Consecutive interpreting from source to target language during Court proceedings and, pre-trial, consultation, quasi and judicial. Interpret non-verbal gesture, dramatization and confessions. Ensure that subordinates conclude performance agreements. Review performance agreements and give feedback to Court Interpreters. Collect, monitor interpreting register, calculate and compile statistics; Making arrangements for foreign languages interpreters in consultation with the Prosecutor; To perform a variety of routine interpreting duties related to the Core function of the Department. To attend to all other duties assigned to him/her from time to time and to assist with the necessary Administrative duties.

ENQUIRIES: Ms. C Mashibini Tel No: (053) 802 1300

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.

POST 31/63: SENIOR COURT INTERPRETER REF NO: 19/69/FS

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

CENTRE REQUIREMENTS: Magistrate’s Office, Thaba Nchu Cluster

DUTIES: Key Performance Areas: To interpret in court of Law (Civil and Criminal matters; Entering of criminal cases in the criminal record book / register; to interpret in small claims courts. Interpret in pre-trial proceedings and consultations; Consecutive interpreting from source to target language during Court proceedings, pre-trial, consultation, quasi and judicial. Interpret non-verbal gesture, dramatization and confessions. Ensure that subordinates conclude performance agreements. Review performance and give feedback to Court Interpreters. Collect, monitor interpreting register, calculate and compile statistics; Making arrangements for foreign languages interpreters in consultation with the Prosecutor. To perform a variety of routine interpreting duties related to the Core function of the Department. To attend to all other duties that can be assigned to him/her from time to time and to assist with the necessary Administrative duties.

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

APPLICATIONS: Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9300.

POST 31/64: SENIOR HUMAN RESOURCE OFFICER REF 19/88/KZN

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

CENTRE REQUIREMENTS: Regional Office, Durban

DUTIES: Key Performance Areas: To interpret in court of Law (Civil and Criminal matters; Entering of criminal cases in the criminal record book / register; to interpret in small claims courts. Interpret in pre-trial proceedings and consultations; Consecutive interpreting from source to target language during Court proceedings, pre-trial, consultation, quasi and judicial. Interpret non-verbal gesture, dramatization and confessions. Ensure that subordinates conclude performance agreements. Review performance and give feedback to Court Interpreters. Collect, monitor interpreting register, calculate and compile statistics; Making arrangements for foreign languages interpreters in consultation with the Prosecutor. To perform a variety of routine interpreting duties related to the Core function of the Department. To attend to all other duties that can be assigned to him/her from time to time and to assist with the necessary Administrative duties.

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

APPLICATIONS: Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9300.
DUTIES

Key Performance Areas: Respond to verbal and written enquiries related to Human Resources Service Benefits. Provide monthly statistics of HR functions within Service Benefits and analyze Reports. Supervise the capturing of leave and the leave compliance throughout the Region. Check and approve transactions on ITIRELE and PERSAL. Assist Offices and Courts regarding leave matters and provide trouble shooting methods. Conduct training and workshops on leave matters. Provide in-service training to subordinates within the leave section. Conduct leaves audits every quarter; Provide PERSAL Controller and PERSAL End-User assistance and training throughout the Region. Analyze reports and provide expert advice on improvements. Provide general administrative support and efficient resource management and administration. Supervise the implementation of Human Resource functions. Appoint and terminate users. Allocate functions to users; Link users and revisers; Request for persal reports. Facilitate requests from National Persal Controller to correct exceptions on persal system. Provide training to users. Facilitate training nominatons with National Office. Conduct leaves audits every quarter; Provide PERSAL Controller and PERSAL End User assistance and training throughout the Region. Analyze reports and provide expert advice on improvements. Provide general administrative support and efficient resource management and administration. Supervise the implementation of Human Resource functions. Appoint and terminate users. Allocate functions to users; Link users and revisers; Request for persal reports. Facilitate requests from National Persal Controller to correct exceptions on persal system. Provide training to users.

ENQUIRIES

Mr J.N. Mdaka Tel No: (031) 372 3000

APPLICATIONS

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

POST 31/65

CHIEF ADMINISTRATION CLERK REF NO: 19/89/KZN

SALARY

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

CENTRE

Magistrate’s Court, Pinetown

REQUIREMENTS

Grade 12 or equivalent qualification; A minimum of 3 years’ relevant experience. Skills and Competencies: Computer literacy (MS Office); Good communication (written and verbal); Good interpersonal relations; Able to work independently and under pressure; Attention to detail.

DUTIES

Key Performance Areas: Control of the sections related to Family court and Supply Chain management, H.R, Manage the criminal and civil court administration sections; Draft and submit memoranda and reports; General supervision of administrative staff and implement formal and informal disciplinary matters; Compile and analyse statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; Manage and maintain prescripts related to the functions of the DOJCD and Public Service in general; Train and develop staff; Manage the facilities of the department at court; Co-ordinate, manage and administer support services to Case Flow Management and other court users, to ensure delivery of justice; Implement departmental policies; Perform any other duties as directed by the Supervisor / Court manager or Area Court Manager.

ENQUIRIES

Ms V. Mandleiso Tel No: (031) 372 3000

APPLICATIONS

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

POST 31/66

ASSISTANT MASTER, MR3-MR5 REF NO: 19/124/MAS

SALARY

R257 073 – R912 504 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE

Master of the High Court: Pietermaritzburg

REQUIREMENTS

LLB Degree or four years recognized legal qualification; At least 2 years appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Compliance Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; Experience in the functional field and services provided by Master’s of the High Court. Skills and Competencies: Estate duties; Case flow management; Trust; Administration of estates; Legal research and drafting; Planning and organizing; Dispute Resolution; Time
management; Communication skills; Ability to work under pressure and independently in a highly pressurized environment.

**DUTIES**

**Key Performance Areas:** Manage the administration of Deceased Estates, Insolvent Estates, Trust and Curatorship; Provide strategic direction to the office; Ensure that departmental policy, procedures and legislations are implemented; Manage the operations regarding the Guardian's Funds and resources in the office; Ensure continuous quality improvement of processes and policies.

**ENQUIRIES**

Mr. S. Maeko Tel No: (012) 315 1996

**APPLICATIONS**

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

**NOTE**

People with disabilities are encouraged to apply.

**POST 31/67**

**MAINTENANCE OFFICER MR1- MR5 REF NO: 19/90/KZN**

**SALARY**

R198 411 – R480 921 per annum. (Salary will be determined in accordance with experience as per OSD determination). The successful candidate will be required to sign a performance agreement.

**CENTRE**

Magistrate Court Durban

**REQUIREMENTS**

An LLB Degree or recognized 4 year legal qualification. Knowledge of the maintenance system and family law matters. Knowledge of Maintenance Act (Act 99/1998); A valid driver's Licence. Skills And Competencies: Basic knowledge and understanding of legal research principles; Basic understanding of drafting legal documents that provides Clear motivation; Knowledge of legal proceedings relevant to mediation, arbitration and conciliation; Ability to work under pressure; Communication skills (verbal and written); Planning and organizing; Good interpersonal relations; Attention to detail; Customer care; Computer literacy.

**DUTIES**

**Key Performance Areas:** Manage Perform duties or functions of a Maintenance Officer for offices under Ethekwini Metro; Perform duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for the purposes of maintenance enquiries; Guide maintenance investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench Orders.

**ENQUIRIES**

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

**APPLICATIONS**

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

**POST 31/68**

**ESTATE CONTROLLER EC1 (X4 POSTS)**

**SALARY**

R198 411 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

**CENTRE**

Cape Town Ref No: 19/125/MAS (X2 Posts)
Pietermaritzburg Ref No: 19/126/MAS (X2 Posts)

**REQUIREMENTS**

An LLB degree or recognized four years legal qualification. Skills And Competencies: Legal research and drafting; Case flow management; Estate duties; Trust; Dispute resolution; Communication skills (verbal and written); Problem solving; Customer focus; Attention to detail; Computer literacy.

**DUTIES**

**Key Performance Areas:** Administer deceased and Insolvent Estates, Curatorship’s, Trusts and all aspects related to the administration thereof; Determine and asses estate duties in terms of the Estate Duties Act; Conduct research and draft legal documents; Render administrative function of the office.

**ENQUIRIES**

Mr. S. Maeko Tel No: (012) 315 1996

**APPLICATIONS**

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

**NOTE**

People with disabilities are encouraged to apply. Separate applications must be made quoting the relevant reference.
**ANNEXURE M**

**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.CS@treasury.gov.za

**CLOSING DATE**

: 13 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 fill the below-mentioned posts.

**OTHER POST**

**POST 31/69**

: **FINANCIAL ADMIN SPECIALIST: POLICY DEVELOPMENT AND INTERNAL CONTROL**

*REF NO: S086/2019*

*Division: Corporate Services Division (CS)*

*Purpose: To provide adequate support in the assessment of policy alignment and internal control processes in the adherence and execution pertaining to the PFMA and other Financial Management policies and prescripts*

**SALARY**

: R316 791 per annum (Excl. benefits)

**CENTRE**

: Pretoria

**REQUIREMENTS**

: A minimum National Diploma in Financial Management, A minimum 2 years’ experience in a financial management environment, Exposure to PERSAL, BAS and PMM financial systems, Knowledge of budget cycle allocations, Knowledge of Policy Analysis and development.

**DUTIES**

: Organizational Culture and Performance: Maintain the Entity database on BAS, and Safety Web in accordance with relevant prescripts, Administer the loss control in accordance with relevant prescripts, Verify the basic accounting documents required for assessment and verification in line with norms and standards, Oversee the departmental filling system pertaining to accounting documents, Provide a verification structure in the administration and maintenance of budget manager’s signatures, Update and review Financial Management policies, prescripts, procedures and other corporate governance documents Organizational Resources Oversight: Provide advice on financial year-end processes and preparation of annual financial statements, Provide inputs and assist in preparation of the dissemination of the required management reports, Provide possible outcomes of resolution to client’s queries Policy Analysis: Provide assistance and guidance to internal clients on changes related to financial legislation and regulations, Assist in the overseeing and the verification processes of financial management implementation, Assist with the analysis of policy application and implementation pertaining to financial management and related processes, Governance and Compliance: Assist in the monitoring of the correct implementation of policies, strategies and policy frameworks, Assist in the internal self-audit process and advice on gaps, Assist in the development and monitoring of financial policies and prescribes for correct alignment.

**ENQUIRIES**

: Ms Charity Makhaza Tel No: (012) 315 5488
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: 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.

Bloomfontein: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein street, Bloemfontein, 9301.

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.

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.

CLOSING DATE
: 13 September 2019

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

OTHER POSTS

POST 31/70
: IT CO-ORDINATOR REF NO: 2019/559/OCJ

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

CENTRE REQUIREMENTS
: Provincial Service Centre: Limpopo

A three year National Diploma/ Degree in Information Technology; Three (3) years relevant experience of which 2 years must be at supervisory level; 1 Year end user training and a valid driver’s licence. An advanced certificate in ITIL will be an added advantage. Technical Knowledge/ Competencies: Project and Systems Management; Network administrator; Help Desk first line support; knowledge of Government prescripts, regulations and laws; Knowledge of Development of users training manuals, guidelines and procedures and drafting a budget; Knowledge/ experience in evaluation on End-User Training; Knowledge of Public Sector IT environment, LAN, Project and Change Management; Experience in (IT and general) Asset Management. Behavioural Competencies: Project and system management; communication skills; Good interpersonal relations skills; Training and presentation skills; Problem solving and analytical skills; Planning and Organising; Customer service orientation.
DUTIES: Conduct functional training on Business Systems Applications; Provide IT first line support and liaison with the End-Users and LAN support; Liaise with Contracted Service Providers at Provincial level; Conduct infrastructural assessment (Application support) and coordinate all the IT related activities in the regions; Manage projects for Roll-out of Business systems and training; Compile regional report on the IT system usage and all the IT business systems undertaken.

ENQUIRIES: Mr T Masemola/Mr J Maluleke Tel No: (015) 230 4051/4035

POST 31/71: LIBRARIAN REF NO: 2019/563/OCJ

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

CENTRE: Supreme Court Of Appeal: Bloemfontein

REQUIREMENTS: A three year National Diploma/Degree in Library Science/ Information Science or equivalent qualification; Minimum of two years' experience in Library and information systems; experience in legal library will be an added advantage. Knowledge of Library and Information Science; Knowledge of library prescripts and legislation, procedure and processes; Skills and Competencies: Communication; Planning, Organising and control; Computer Literacy (Microsoft Office); Analytical thinking; Decision making skills; Ability to work under pressure; language proficiency, Conflict management and supervisory skills.

DUTIES: Render an effective and efficient library and information service to the users of the library and chambers; Manage the Library and information systems; Assist with book selection for the library and chambers; Classify and catalogue the Supreme Court of Appeal library material; Render reference and information services for the Supreme Court of Appeal Library; Monitor the library budget and give inputs to the library budget; Market and promote library services; Perform administration and supervisory services.

ENQUIRIES: Ms M Luthuli Tel No: (051) 406 8191

POST 31/72: LIBRARIAN REF NO: 2019/564/OCJ

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

CENTRE: North West High Court: Mahikeng

REQUIREMENTS: A three year National Diploma/Degree in Library Science/ Information Science or equivalent qualification; Minimum of two years' experience in Library and information systems; experience in legal library will be an added advantage. Knowledge of Library and Information Science; Knowledge of library prescripts and legislation, procedure and processes; Skills and Competencies: Communication; Planning, Organising and control; Computer Literacy (Microsoft Office); Analytical thinking; Decision making skills; Ability to work under pressure; language proficiency, Conflict management and supervisory skills.

DUTIES: Render an effective and efficient library and information service to the users of the library and chambers; Manage the Library and information systems; Assist with book selection for the library and chambers; Classify and catalogue the High Court library material; Render reference and information services for the High Court Library; Monitor the library budget and give inputs to the library budget; Market and promote library services; Perform administration and supervisory services.

ENQUIRIES: Mr O Sebapatso Tel No: (018) 397 7055

POST 31/73: REGISTRAR REF NO: 2019/561/OCJ

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

CENTRE: North West High Court: Mahikeng

REQUIREMENTS: A four (4) year legal qualification; A minimum of 2 years 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 O Sebapatso Tel No: (018) 397 7055

**POST 31/74**: **REGISTRAR’S CLERK REF NO: 2019/566/OCJ**

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

**CENTRE**: Thohoyandou High Court: Limpopo

**REQUIREMENTS**: Grade 12 or equivalent qualification; Experience in Clerical / administration functions will be an added advantage. Skills and Competencies: Computer skills (written and verbal), Good interpersonal and Public Relation skills, Good Administration and Organisational skills, Customer Service skills, Ability to work under pressure.

**DUTIES**: Render support services to Case Flow Management; Render efficient and effective support services to the Court; Issuing of summons at General Office; Update case progress on ICMS; Render counter service duties /functions; Prepare, issue and analyse Court statistics; Maintain and keep all registers for Civil and Criminal matters; Filing and storage of both Civil and Criminal processes; Issue warrant of arrest for defaulters; Act as a liaison between Judges and Legal Practitioners; Requisitioning of accused persons from prison; Deal with correspondence and attend to general public enquiries; Issue all processes that initiate court proceedings; Prepare and send cases to transcribers for appeal and review purposes; Preparing and binding of appeals and reviews; Attend to complaints from prisoners and members of the public; Act as a liaison between Registrar and Legal Practitioners; Provide administrative support in general as requested by Court Manager and supervisor.

**ENQUIRIES**: Mr T Masemola/Mr J Maluleke Tel No: (015)230 4051/4035

**POST 31/75**: **ACCOUNTING CLERK REF NO: 2019/567/OCJ**

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

**CENTRE**: National Office: (Midrand)

**REQUIREMENTS**: Grade 12; A three-year National Diploma/Degree in Accounting and experience in Financial Management and Development environment will be an added advantage. Skills and Competencies: Good communication skills, Planning and Organising Skills; Attention to detail, To deal and work within deadlines, Proven Computer literacy, including MS Word & MS Excel.

**DUTIES**: Capturing S&T Claims; Sorting of all Payroll Certificates according to various pay points. Filling of documents, Capturing Salary related transactions.

**ENQUIRIES**: Ms I Morare Tel No: (010) 493 2591
Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), attention Ms K Mogotsi, by mail to Private Bag X944, Pretoria, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria. website: www.dpme.gov.za

Closing Date: 13 September 2019 @ 16:30 pm

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

Salary: R1 251 183 per annum (Level 14) (all-inclusive salary package). The remuneration package consists of a basic salary, the State’s contribution to the Government Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.

Requirements: Bachelor Degree (NQF 7) in Public Administration, Public Law/Governance or Development Planning, or equivalent. At least 8 years’ experience in policy and planning, governance, public administration as well as government planning or equivalent, of which 5 years must be at a Senior Managerial (SMS) level. A postgraduate qualification (NQF 8) will be an added advantage. Competencies/Skills: The successful candidate will have demonstrated in-depth knowledge of governance systems in the state and the country more broadly. Must have demonstrated in-depth knowledge of policy and planning.
and the relevant legislative environment for governance, and related monitoring systems and processes. Should produce good quality work and meet deadlines. Excellent financial, HR and strategic management skills, and programme and project management skills. Good interpersonal relations and written & verbal communication skills. Good computer skills. Personal attributes: Assertive, self-driven and creative, client-oriented and solution-oriented, ability to work under pressure and to maintain high levels of confidentiality.

**DUTIES**

The incumbent will provide technical support to the National Planning Commission (NPC), in respect of public administration, law, governance issues related to development policy and planning. Facilitate NPC interface with relevant structures and processes in government responsible for policy, planning and implementation in this area of work. Conduct research and international benchmarking of policy and legislative practices, institutional models for development planning and governance, including in respect of the Justice and Crime-prevention sector. Lead strategic, programme and project planning of the NPC’s work on the public sector and governance. Ensure high-quality reports are produced as required, as well as provide strategic advice on policy, planning and legislative matters relevant to this area of work. Maintain adherence to the NPC’s statutory responsibilities in terms of PFMA and Public Service Act, and ensure efficient and effective annual performance and operational planning and management/supervision of staff, procurement, equipment and facilities within the unit.

**ENQUIRIES**

In connection with the applications kindly contact Mr N Nomlala Tel No: (012) 312-0452.
DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 13 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 disadvantage groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.

ERRATUM: Kindly note that the post of Scientist Production Grade A post with Ref No: 120819/04 that was advertised in Public Service Vacancy Circular 27 dated 26 August 2019 has been withdrawn.

OTHER POSTS

POST 31/77 : ASSISTANT DIRECTOR: HRM REF NO: 130919/01
Branch: IBOM: Eastern Operation

SALARY : R470 040 per annum (Level 10)
CENTRE : Midmar Dam, Howick
REQUIREMENTS : A National Diploma or Degree in Human Sciences. Two (2) to four (4) years relevant experience. A valid driver’s license (Attach certified copy) Computer literacy (Ms Word, Excel and PowerPoint). Knowledge and understanding of strategic and operational plan management. Knowledge and experience of policy implementation: monitoring and evaluation principles. Knowledge and experience of project management and professional development. Good verbal and written communication skill conflict management.

DUTIES : Implement HR strategies aligned with the overall business plan of the department. Coordinate and manage service conditions benefits and HR Transactions for the cluster office. Implement general Human Resources provisions as per HR delegations including Performance Management and Development System (PMDS) and training, Recruitment and Selection processes. Monitor and evaluate the implementation of all HR policies. Implement effective personnel records management for the cluster office.

ENQUIRIES : Mr T Mkhize Tel No: (033) 239 1900
APPLICATIONS : Midmar Dam (Howick): Please forward your application quoting the reference number to: The Director: Eastern Operations, Department of Water and Sanitation, Private Bag X24, Howick, 3290. Hand deliver at Department of Water and Sanitation, R103 Prospect Road, Midmar Dam, Howick, 3290.
FOR ATTENTION : The Human Resource Manager

POST 31/78 : ASSISTANT DIRECTOR: ICT FINANCIAL MANAGEMENT REF NO: 130919/02
Branch: Corporate Service
Div: Information Systems Financial Management

SALARY : R376 596 per annum (Level 09)
CENTRE : Pretoria Head Office
REQUIREMENTS : A relevant tertiary qualification in Finance at NQF level 7. Three (3) year relevant finance management experience in an Information and Communication Technology (ICT) environment at supervisory level. (IT related certification will be an added advantage). Knowledge and experience on Government financial systems, policies and procedures. Knowledge and understanding of regulatory framework for the Public Service, such as the PMFA, Treasury Regulations and IT frameworks for financial management. Principles practice and application of financial accounting. Knowledge and understanding of Total Cost of Ownership, Return on Investment and business
value modelling. Negotiation and report writing skills. Problem solving, analysis, people diversity management skills. Client orientation and customer focus. Excellent communication skills. Strategic capability and leadership skills. Attention to detail and assertive.

**DUTIES**

Implement policies and procedures related to ICT financial management. Manage and report on ICT finances to account for ICT related costs, Investments and depreciation, allocate costs and analyse variances. Implement a process to prioritise resource allocation based on buy, develop or lease options. Prepare and manage budget reflecting the ICT investment priorities and services. Develop and manage an ICT costing model for cost allocations and shared services and charge backs. Ensure appropriate records are in place as prescribed by PFMA. Manage the ICT contract management processes. Manage invoices and monitor payments based on performance against the contract. Ensure payments are in line with contractual agreements and regulations. Cash flow projections. Configuration and maintenance of relevant financial database. Ensure financial risk management. Perform reconciliation on all contractual agreements.

**ENQUIRIES**

Mr Arthur Kekana Tel No: (012) 336 8701

**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

**POST 31/79**

ENGINEERING TECHNICIAN GRADE A REF NO: 130919/03

Branch: Chief Operations Office Northern Cape
SD: Water Sector Planning

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

**SALARY**

R311 859 per annum (OSD)

**CENTRE**

Kimberley

**REQUIREMENTS**

A National Diploma in Civil Engineering or relevant qualification. Three years post qualification technical engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician (certified copy must be attached). A valid driver’s license (Attach certified copy). Project management, Technical design and analytical skills. Research and development. Computer-aided engineering applications. Knowledge of legal compliance and technical report writing. Problem solving, decision making, team work, creativity, customer focus, good communication skills, computer skills and people management skills.

**DUTIES**

Render technical services to the Directorate. Assist Engineers, Technologists and Associates in the appraisal of Business Plans and Technical Reports. Monitor the implementation of Regional Bulk Infrastructure Programme (RBIG) and Water Services Infrastructure Grant (WSIG) projects through conducting site inspections; site meetings; compilation and submission of progress reports. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Evaluate technical designs with specifications and submit for approval by the relevant authority. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit expenditure reports as required. Verify and certify invoices for payment of contractors and Public Service Providers. Maintain proper records and documentation for all projects to enable a clean audit. Provide and consolidate inputs to the infrastructure development operational plan. Develop, implement and maintain databases. Research and development. Continuous professional development to keep up with new technologies and procedures.

**ENQUIRIES**

Mr K Kgarane Tel No: (053) 830 8800

**APPLICATIONS**

Kimberley: Please forward your application, quoting the post reference number, to: The Provincial Head, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8801 or hand-deliver to 28 Central Road, Beaconsfield, Kimberley, 8301.

**FOR ATTENTION**

Ms C Du Plessis
POST 31/80 : ENVIRONMENTAL OFFICER PRODUCTIONGRADE AREF NO: 130919/04
Branch: Chief Operations Office Northern Cape
SD: Lower Vaal Water Management Area

SALARY : R272 739 per annum (OSD)
CENTRE : Kimberley
REQUIREMENTS : A National Diploma or Degree in Environmental Management/Natural Sciences. Practical experience in the field of water quality management / environmental impact assessments (EIAs) / processing of water use licence applications will serve as added advantages. A valid driver’s license (attach certified copy). Good computer literacy and writing skills. Understanding of the National Water Act 1998, the Water Services Act 1997, and related environmental legislation (e.g). NEMA. Knowledge and experience of industrial, agricultural, mining processes as well as wastewater treatment process and related technologies will serve as an advantage. Knowledge and experience of Water Quality Management with an understanding of prevailing principles of Integrated Water Resource Management and Catchment Management. Good communication skills (both written and verbal). Willing to travel extensively and work irregular hours.

DUTIES : Processing of water use licence applications in water management areas. Provide comments on environmental impact assessments, environmental management reports and development applications in the Lower Vaal management area. Liaise with stakeholders in the water sector and other government departments. Serve on various committees. Conduct regular compliance monitoring at mines, industries, agricultural activities, local authorities, etc. Undertake water resource monitoring and special investigations. Manage water quality in designated catchment areas. Prepare reports and interpret water quality monitoring results. Capturing of water quality results of water management system.

ENQUIRIES : Mrs PL Mokhoantle Tel No: (053) 830 8800
APPLICATIONS : Kimberley: Please forward your application, quoting the post reference number, to: The Provincial Head, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8801 or hand-deliver to 28 Central Road, Beaconsfield, Kimberley, 8301.

FOR ATTENTION : Ms C Du Plessis

POST 31/81 : SUPPLY CHAIN CLERK REF NO: 130919/06
Branch: Chief operations officer northern cape
Div: SCM (Main Account)

SALARY : R173 703 per annum (Level 05)
CENTRE : Upington
REQUIREMENTS : A Senior Certificate with Accounting as a passed subject. Computer literate and have sound knowledge of Microsoft Office. Knowledge of administrative functions, practices as well as the ability to capture data. Operate a computer and collate administrative statistics. Knowledge and understanding of the PFMA, PPPFA, Treasury Regulations and Supply Chain Management procedures. Knowledge of the SAP system. Knowledge of GRAP. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of procurement administrative procedures in terms of the working environment. Interpersonal relations, flexibility and team work skills. Basic knowledge of problem solving. Client orientation and customer focus skills. Good verbal and written communication skills. A valid driver’s license (certified copy must be attached).

DUTIES : Compile and maintain records e.g. asset records/database. Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Capture specification on the electronic purchasing system. Request and receive quotations. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion processes. Compile draft documents as required. Receive requests for goods and services from end users. Place orders for goods and services. Receive and verify goods from suppliers. Capture goods and services receipt vouchers. Issue goods to end users.

ENQUIRIES : Mr S J Malan Tel No: (053) 830 8800
APPLICATIONS : Upington: Please forward your application, quoting the post reference number, to: The Provincial Head, Department of Water and Sanitation, Private Bag
X6101, Kimberley, 8801 or hand-deliver to 28 Central Road, Beaconsfield, Kimberley, 8301.

FOR ATTENTION : Ms C Du Plessis
THE PRESIDENCY

The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representivity will receive preference. Candidates with disabilities are encouraged to apply. Candidates will be subjected to a security clearance up to the level of “Top Secret”.

APPLICATIONS: The Presidency, Private Bag x1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings.
FOR ATTENTION: Mr K Futhane
CLOSING DATE: 13 September 2019
NOTE: Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, ID as well as a comprehensive CV in order to be considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to a pre-employment screening and a Top Secret security vetting to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered.

OTHER POSTS

POST 31/82: ASSISTANT DIRECTOR: DEMAND MANAGEMENT
Directorate: Supply Chain Management
Re-advertisement; applicants who have previously applied are encouraged to re-apply
SALARY: R376 596 per annum
CENTRE: Pretoria
REQUIREMENTS: A Senior Certificate plus a recognised three (3) year National Diploma/Degree in Public Management/ Public Administration/ Purchasing/ Business Administration/ Supply Chain Management/ Logistics Management or an equivalent on NQF level 6. A minimum of five (5) years’ experience of which three (3) years should be supervisory level and one (1) year in Demand Management. Knowledge of Supply Chain Management framework; financial systems (System capability – LOGIS and BAS); Public Finance Management Act (PFMA), Treasury Regulations; BBBEE Act and PPPFA. Good interpersonal relations. Good communication skills (written and verbal). Good organisational, planning, project management and supervisory skills.
DUTIES: The successful candidate will be responsible for assisting the department in procurement planning, implementation and control. Facilitating goods and services demand for the Presidency. Establishing procurement plan for Presidency. Conduct market analysis and commodity (needs) analysis. Ensuring that the requirements are linked to the approved budget. Determine the sourcing strategy. Analyzing and review of specifications and terms of references for goods and services. Determine procurement method. Record management.
ENQUIRIES: Ms M Selomo Tel No: (012) 300 5951

POST 31/83: SENIOR ADMINISTRATIVE OFFICER
Office of the Chief Operations Officer
SALARY: R316 791 per annum (Level 08)
CENTRE: Pretoria
REQUIREMENTS: A National Diploma/Degree or equivalent qualification on NQF level 6. Minimum of 3 years’ experience in the field of administration support services. Competencies: Be professional, highly motivated, initiative and critical thinker who will be able to gather and analyse information skilfully; Hands-on executive secretarial experience in offering services to the President; Have excellent interpersonal skills; Have excellent organizational and planning skills and ability to work on multiple projects simultaneously; Have sense of urgency and ability to identify, analyse and resolve problems in a timely manner; Be able to work independently and as part of a team and also work well under pressure;
Excellent telephone etiquette; Have project management skills; Have effective oral and written communication skills; Good office management skills; and Be able to handle confidential matters and has integrity and is trustworthy. Knowledge: Good understanding of protocol and security measures; Good computer knowledge; Good knowledge of travel and subsistence procedures; Good understanding of Public Service Regulatory Framework.

**DUTIES**: The successful candidate will be responsible for: handling, tracking and managing correspondence (internal and external) in the Office of the COO. Coordinating and managing requests made in terms of the Promotion of Access to Information Act (PAIA) in the entire organization. Liaising with internal and external stakeholder on matters related to Office of the COO. Coordinating procurement of goods, services and capital equipment on behalf of all managers within the unit. Coordinating events with the COO’s Office. Coordinating audit queries from the external and internal auditors/stakeholders for the Office of the COO. Managing stationary requests and determining appropriate stock level. Creating, maintaining and managing an accessible record keeping system for all documentation. Writing reports, including minutes for meetings, for the Chief Directorate. Assisting Senior Manager as and when required.

**ENQUIRIES**: Mr J Hlungwani Tel No: (012) 300 5376
PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

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, Giele Joubert Street, Glen.

FOR ATTENTION: Ms S Hlekiso, Tel No: (051) - 8618736

CLOSING DATE: 16 September 2019

NOTE: Applications must be submitted on form Z.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.

ERRATUM: DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT: Kindly note that the post of Director: District Project Director: Lejweleputswa District with Ref No: DRLD advertised in Public Service Vacancy Circular 30 dated 23 August 2019, the duties are amended as follows: Manage and implement all Agricultural Extension and Development Services in the District through the relevant Departmental Local Municipality Managers in order to ensure improved service delivery to the benefits of all clients of the Department. Manage and implement the District Soil Conservation Services, in accordance with the relevant legislation through the Control Engineering Technician to ensure compliance to national programmes. Manage and implement the Food Security Programme in the District in accordance with the relevant frameworks through the Food Security Officer to ensure compliance with the relevant strategies and policies. Manage the Support Services in the District, i.e. Economic Services, Engineering Services and Administrative Support Services to ensure efficient and effective service delivery. Provide inputs to provincial policies on all aspects relating to District service delivery and ensure implementation of all policies which will enable the Department to fulfil its role in delivering a service in line with the strategic plan to communities / clients. Ensure partnership and coordination with relevant role players to enhance service delivery. Advice the Chief Director: Project Management Coordination and Implementation on all matters relating to Agricultural Extension and Development in the District in order to ensure informed decision making and forward planning. Pan, manage & coordinate all resources (e.g. human, finance, equipment, etc.) of the District to ensure effective and efficient utilization of resources. Participate on management level in strategic and operational planning for the District in order...
to ensure that goals and objectives are reasonable and attainable, and that reporting against the Strategic Plan takes place. Enquiries: Ms M Ramabenyane Tel No: (051) 861 8678

MANAGEMENT ECHELON

POST 31/84 : 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 : Glen: Human Resources

REQUIREMENTS : An appropriate B-degree or equivalent qualification (NQF level 7 as recognized by SAQA) in the field of Human Sciences / Management / Public Administration. 5 years of experience at a middle / senior managerial level. Valid driver’s license (code B) Recommendations: Analytical & research skills (Advanced). Leadership Skills. Communication/presentation skills (advanced). People management -, Change Management – & Financial Management skills. Project management skills.

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 fulfil 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 HEALTH

CLOSING DATE : 20 September 2019

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

OTHER POSTS

**POST 31/85**

**HEADC LINICAL DEPARTMENT: PLASTIC AND RECONSTRUCTIVE SURGERY REF NO: H/H/6**

Applicants might be required to enter into a commuted overtime contract.

**SALARY**: R2 161 416 per annum (OSD)

**CENTRE**: Universitas Hospital, Bloemfontein

**REQUIREMENTS**: MCHB Degree. A minimum of 3 years’ experience post-speciality qualification. Valid registration with the Health Professions Council of South Africa as a Medical Specialist in Plastic & Reconstructive Surgery. Valid code 8 driver’s license. Knowledge And Skills: Evidence of professional standing, e.g. membership of professional organizations. Management qualifications e.g. MBA, diploma in business or equivalent qualification. Experience in Management. A good research track record.

**DUTIES**: All activities related to the management of the Department of Plastic and Reconstructive Surgery. Function as a Head of cost centre. Teaching, training and research of undergraduates and post-graduates. Maintaining accreditation with HPCSA & OHSC. Management of Outreach & support. Perform all functions as directed by the Head of Clinical Services.

**ENQUIRIES**: Dr. R Nathan Tel No: (051) 405 3496

**APPLICATIONS**: To Be Send To: The Chief Executive Officer, Universitas Hospital, Private Bag X20660, Bloemfontein, 9300 or hand delivered at HR Offices, Room 1091, 1st Floor Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein

**FOR ATTENTION**: Mr M J Baleni

**POST 31/86**

**MONITORING AND EVALUATION SPECIALIST REF NO: H/M/10**

**SALARY**: R376 596 per annum. (Level 09)

**CENTRE**: Mangaung Metro District

**REQUIREMENTS**: Recognized 3-year Degree/Diploma relevant to Health or Social Science or in Commerce or any other related field plus 3-5 years’ functional experience of which 2 years must be on supervisory level. Must have a valid driver’s license with experience in driving to be able to travel within the District. Knowledge And Skills: Knowledge of data use, data triangulation and target as well as understanding measurements of routine data (accuracy is essential) and strategic planning Experience in health data collection and management systems is an added advantage. Facilitation, leadership, report writing, analytical, problem solving Strategic Planning, training, good communication and interpersonal skills. Patience as well as highly enthusiastic attitude. Knowledge of data security/confidentiality as well as being able to understand the Health Information Policy. Computer literacy. Working knowledge of Microsoft Excel.

**DUTIES**: Implement the District Monitoring and Evaluation Policy and implement Strategy (in line with the National and provincial framework). Ensure that the capacity of the Department on matters related to monitoring and evaluation (of non-financial performance) is improved continuously. This includes provision of information sessions and/or advice to managers, senior managers, inclusive of resource/verification documents as required by the Auditor General. Monitor and report on the performance of the Department in relation to the following: Outcome based Provincial Plan. Implement M&E contextual framework for the directorate /district that will support data collection, data management systems and reporting process for all the levels of care as well as knowledge of key data quality indicators. Provide leadership and guidance to Information Management: District performance, information reliability, accuracy and completeness as well as the development of data quality, monitoring tools and implementation thereafter. Identify and provide support to district and program
managers with operations, research and program evaluation activities. Implement M&E training program that will improve data quality and use for the department staff members at all levels of care as well as performance tracking indicators. Provide M&E technical oversight to information management and M&E activities in the relevant districts and facilities. Provide M&E training needs of all relevant staff at the districts and levels of care to ensure implementation of effective mechanisms for institutionalism (performance monitoring and evaluation and reporting in all the facilities.

ENQUIRIES
APPLICATIONS
FOR ATTENTION
Me. N J Ramarou-Makhoali Tel No: (051) 403 9715
To Be Send To: The District Manager, Mangaung Metro, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein
Mr T A Mokoqo
ANNEXURE S

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 Maponya Mall at Thusong Centre next to Home Affairs.

FOR ATTENTION: Ms Iris Thanjekwa (011) 240 3085 – Recruitment

CLOSING DATE: 13 September 2019, 12h00. No late applications will be considered.

NOTE: Applications must be submitted on a Z83 form, 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's 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. NB: Succeeding the interviews and written exercise, the selection panel will recommend candidates for SMS posts to attend a Generic Managerial Competency Assessment in compliance with the DPSA Directive and authorised Competency Assessment tools.

MANAGEMENT ECHELON

POST 31/87: DIRECTOR: AGROPROCESSING REF NO: REFS/004536
Directorate: Agroprocessing

SALARY: R1 057 326 per annum (all-inclusive package which can be structured according to the individual’s needs)

CENTRE: Johannesburg (Head Office)

REQUIREMENTS: Grade 12 plus Bachelor Degree (NQF level 7) as recognised by SAQA in Agriculture Economics/Food Technology/Agro processing or relevant qualification. 5 years' experience in Middle/Senior Management. Valid driver’s license. Competencies: Strategic Capability and Leadership skills, Programme & Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving & Analysis, People Management & Integrity. Attributes: Good interpersonal relations. Ability to work under pressure. Ability to work in a team and independently. Strong Management skills.


ENQUIRIES: Ms Lungisiwe Dhlamini Tel No: 011 240 2527
POST 31/88 : DIRECTOR: COMPLIANCE AND MONITORING REF NO: REFS/004540
Directorate: Compliance and Monitoring

SALARY : R1 057 326 per annum (all-inclusive package which can be structured according to the individual's needs)

CENTRE : Johannesburg (Head Office)

REQUIREMENTS : Grade 12 plus Bachelor Degree (NQF Level 7) as recognised by SAQA in Environmental Management/Geography/Town Planning/BSc/LLB or relevant qualification. 5 years’ experience at a Middle/Senior Managerial level. A Post Graduate Degree and designation as an Environmental Management Inspector would be an added advantage. Valid driver’s license. Competencies: Strategic Capability and Leadership skills, Programme & Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving & Analysis, People Management & Integrity. Sound understanding of environmental law (including legislation relating to air and waste), Constitutional and Administrative Law and the integration of law and technical knowledge. Attributes: Good interpersonal relations. Ability to work under pressure. Ability to work in a team and independently. Strong Management skills.

DUTIES : Manage the Directorate responsible for environmental compliance monitoring, including the management of Environmental Management Inspectors within the legislative framework and departmental policies. Deal with overall management of inspections and investigations focussed on non-compliance with environmental legislation and authorisations resulting in successful case prosecution. Implement enforcement activities (including administrative and criminal mechanisms) in relation to environmental authorisations and legislation. Input into relevant sections of the Department’s compliance and enforcement strategy and programme. Interact with and provide advice and assistance to other government departments involved in the monitoring of compliance with environmental legislation. Liaise with stakeholders and interact with non-compliers on behalf of the department. Implement targeted compliance and enforcement projects.

ENQUIRIES : Ms Lungisiwe Dhlamini Tel No: (011) 240 2527

OTHER POSTS

POST 31/89 : DEPUTY DIRECTOR: CROP PROCESSING AND FOOD SAFETY REF NO: REFS/004542
Directorate: Agroprocessing

SALARY : R869 007 per annum (all-inclusive package which can be structured according to the individual’s needs)

CENTRE : Johannesburg (Head Office)

REQUIREMENTS : Grade 12 plus Honours Degree (NQF Level 8) as recognised by SAQA in Agriculture/Food Technology/Agro processing or relevant qualification. 5 years’ experience of which 3 years must be at an Assistant Director level in this relevant field. Valid driver’s license. Competencies: Good communication and writing skills. Understanding of relevant Acts and Public Service Act. People, Financial management skills. Ability to work under pressure and meet deadlines. Ability to lead a team and work independently. Innovative and creative.

DUTIES : Contribute to the management and implementation of Gauteng Agroprocessing Strategy with regard to the development of crop processing sector. Coordinate project management interventions aimed at assisting new and existing crop processing stakeholders with planning, development and operations of their processing enterprises in the horticulture and grain subsectors. Coordinate the provision of scientific and practical information, training and advice to stakeholders on processing technology, in order to maximise their ability to process crops products. Assist stakeholders with compliance to legislation and internalizing food safety standards, attain and maintain quality assurance standards in their crop processing operations through monitoring and ensuring that they undertake appropriate audits. Contribute to strategic work in the Agroprocessing Directorate and Chief Directorate. Contribute to the good management of the Agroprocessing Directorate and Chief Directorate.

ENQUIRIES : Mr Rassy Rasemetse Tel No: (011) 240 3083
POST 31/90: DEPUTY DIRECTOR: ANIMAL PROCESSING AND FOOD SAFETY
NO: REFS/004539
Directorate: Agro processing

SALARY: R869 007 per annum (all-inclusive package which can be structured according to the individual's needs)

CENTRE: Johannesburg (Head Office)

REQUIREMENTS: Grade 12 plus Honours Degree in Agriculture (NQF Level 8) as recognised by SAQA in Agriculture/ Food Technology/ Agroprocessing or relevant qualification. 5 years' experience of which 3 years must be at an Assistant Director in this relevant field. A valid driver's license. Competencies: Good communication and writing skills. Understanding of relevant Acts and Public Service Act. People management skills and financial management skills. Ability to work under pressure and meet deadlines. Ability to lead a team and work independently. Innovative and creative.

DUTIES: To contribute to the management and implementation of Gauteng Agroprocessing Strategy with regard to the development of processing of meat products (red meat, poultry and piggery subsectors). Coordinate project management interventions aimed at assisting new and existing Animal processing stakeholders with planning, development and operations of their processing plants. Coordinate the provision of scientific and practical information, training and advice to stakeholders on appropriate processing technology, in order to maximise their ability to process animal's products. Assist stakeholders with compliance to legislation and internalizing food safety standards. Attain and maintain quality assurance standards in their animal processing operations through monitoring and ensuring that they undertake appropriate audits. Contribute to the strategic work of the Directorate and Chief Directorate Agroprocessing. Contribute to the good management of the Agroprocessing Directorate.

ENQUIRIES: Mr Rassy Rasemetse Tel No: (011) 240 3083

POST 31/91: PHARMACIST GRADE 1-3 REF NO: REFS/004541
Directorate: Animal Production, Advisory and Support Services

SALARY: R693 372 – R871 590 per annum (all-inclusive package which can be structured according to the individual's needs) Offer will be based on the recognisable years of experience after registration in line with OSD.

CENTRE: Johannesburg (Head Office)

REQUIREMENTS: Grade 12 plus Bachelor Degree (NQF Level 7) or relevant qualification as recognized by SAQA in Pharmacist. Current registration with the South African Pharmacy Council (SAPC). 1 year Completion of Compulsory Community Service. 1 year experience after registration with SAPC as a Pharmacist. Valid driver’s license. Competencies: Strong administrative and communication skills.

DUTIES: Provide pharmaceutical care by taking responsibility for the Veterinary patient’s medicine in accordance with the Medicines and Related Substances Act (Act 101 of 1965) Preparing protocols for use of veterinary medicines. Preparing terms of reference and / or specifications for veterinary pharmaceuticals. Purchasing, acquiring, keeping, issuing, releasing, storage, packaging, repackaging, of any veterinary medicine, schedule substance and surgical consumables or the supervision thereof. Dispense any medicine or scheduled substance on the prescription of a veterinarians/ para-veterinary professionals authorized to prescribe medicine. Provide pharmaceutical care by taking responsibility for the outcome of therapy and by being actively involved in the design, implementation and monitoring of pharmaceutical plans. This includes setting up of a pharmacy and drug stores as per the prescripts of the medicines Act. Conduct pharmaceutical research and development. The promotion of public health (promotion with responsible use of antimicrobials). The furnishing of information and advice to any person with regard to the use of medicine. Taking responsibility for internal and external reporting.

ENQUIRIES: Mr Rassy Rasemetse Tel No: (011) 240 3083
POST 31/92: SCIENTIST PRODUCTION GRADE A-C REF NO: REFS/004543
Directorate: Animal Production, Advisory and Support Services

SALARY: R618 732 – R939 621 per annum (all-inclusive package which can be structured according to the individual's needs) Offer will be based on the recognisable years of experience after registration in line with OSD.

CENTRE: Johannesburg (Head Office)

REQUIREMENTS: Grade 12 plus BSc Degree (NQF level 7) as recognised by SAQA in Agricultural Science/Animal Science or relevant qualification. Post graduate qualification in Animal Production would be an added advantage. 3 years post qualification experience. Compulsory registration as a SACNASP Professional. Valid driver’s license. Competencies: Extensive knowledge in animal production with major focus on livestock farmer development. Programme and project management facilitation skills. Knowledge and experience in MS Office programs. Knowledge of legislation relevant to the field of livestock production, Technical report writing skills, Professional judgment, Team orientation & people management skills, Data analysis skills, Policy development and analysis skills, Presentation skills.

DUTIES: Management of Gauteng IDC Nguni Cattle Development program. Production support to other Gauteng livestock priority commodities. Participate in process of Reviewing and recommendation/approval of livestock projects; (e.g. participation in research committee meetings, recommendation on production plans for projects). Facilitate the setting of farm production standards, specifications and service levels according to Gauteng farmer commercialization strategic objectives to ensure optimum profitability and sustainability (e.g. production plans/breeding systems). Monitor scientific efficiencies according to organizational goals (Livestock Industry Monitoring and Livestock Improvement Programmes). Align project to organizational strategies (e.g. Livestock Loan Scheme, Poultry and Piggery Enterprise Development and Capacity Building). Provide support and advice to the industry and stakeholders (e.g. provision of Technical services, Partnership/ Stakeholder management). Develop and maintain relationships/collaborations (e.g. MoU, contracts, etc.). Ratify the evaluation, monitoring and dissemination of data. Design and develop appropriate scientific models to generate information and knowledge. Lead, co-ordinate and conduct basic and applied research or knowledge application.

ENQUIRIES: Mr Rassy Rasemetse Tel No: (011) 240 3083

DEPARTMENT OF E-GOVERNMENT

APPLICATIONS: Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, 2107 or Applicants can apply online at:www.gautengonline.gov.za.

CLOSING DATE: 13 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.
POST 31/93  
DEPUTY DIRECTOR: ERP CRM & HRM  REF NO: REFS/004534  
Directorate: Applications Competency Centre

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

**CENTRE**  
Johannesburg

**REQUIREMENTS**  
Matric plus National Diploma/B. Degree in IT/Commerce with 3-5 years or more experience in ERP CRM & HRM. Relevant ERP qualification, full project implementation and ICT technical knowledge are required.

**DUTIES**  
Work closely with the end-user management and staff during development and implementation of system solution to ensure that all customer needs are identified and addressed. Conduct feedback sessions and presentations to client audiences and professional peers if and when required. Discusses and resolves system issues regarding organizational policies, practices, systems functionality and upgrade projects. Seeks information, clarification, approvals and actions from higher-level managers/executives to resolve system problems and ensure operational functioning thereof. Explains and defends the organization’s ERP decisions, actions, and/or recommendations to others internally and externally to increase understanding, gain cooperation and/or encourage compliance. Coordinate and direct technical staff ensuring that the ERP services provided meet the strategic needs and goals of the customer departments within Gauteng Provincial Government. Participate in the development and implementation of business planning for ERP systems including the operational aspects thereof. Serve as the technical liaison with vendors, external partners, and the ERP department regarding system operations. Provide input and information to help prepare and manage ERP budgets and reports. Liaise with various GPG departments and the ERP Team to identify and help develop system upgrades to increase system capabilities and meet customer needs. Communicate with colleagues, management and business unit(s) on requirements, problems, system status and issues. Formulate appropriate operational system procedures/processes. Assist in the planning of new hardware and new platform components. Participate in any system upgrade activities as planned. The incumbent will have knowledge of the various modules of the ERP system and their specific functional attributes. This is to be able to effectively manage an implemented system solution to a client. This is achieved by ensuring that all system attributes and functions are operational within the agreed system capabilities. It further includes responsibility for ensuring the highest availability and uptime of such systems. Responsibilities will include the meeting of functional specifications, managing and troubleshooting problems, ERP system configuration, testing and assisting in system development and managing human resources within the functional area.

**ENQUIRES**  
Mr. Themba Psungo Tel No: (011) 689 6980

POST 31/94  
ASSISTANT DIRECTOR: ERP BASIS  REF NO: REFS/004535  
Directorate: Applications Competency Centre

**SALARY**  
R470 040 per annum (plus benefits)

**CENTRE**  
Johannesburg

**REQUIREMENTS**  
Matric plus National Diploma/B. Degree in IT/Commerce with 2-3 years comprehensive ERP Basis experience. Relevant ERP qualification, people management, experience in ERP and IT program management/project management are strongly desired.

**DUTIES**  
Work closely with the end-user management and staff during development and implementation of system solution to ensure that all customer needs are identified and addressed. Conduct feedback sessions and presentations to client audiences and professional peers if and when required. Communicate with colleagues, management and business unit(s) on requirements, problems, project status and issues. Perform all administrative tasks associated with tracking project components or support request that are assigned by project management. Formulate appropriate system procedures/processes. Assist in the planning of new hardware and new platform components. Participate in any system upgrade activities as planned by the customer department management. Identify, document and resolve project issues. Design and execute functional and integration test plans and test scripts. Support system testing and production change-over activities; prepare production change-over
plan in customer areas; advise on strategies/best practices for migration from existing systems to new systems. Identify any application issues that may impact project deadlines, and other issues that may negatively impact the business processes of the customer department. Provide training to customer team members/users.

ENQUIRES : Mr. Themba Psungo Tel No: (011) 689 6980

POST 31/95 : ASSISTANT DIRECTOR: LOGISTICS SUPPORT REF NO: REF5/004529
Sub-Directorate: Logistics Support

SALARY : R376 596 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12 certificate plus National Diploma in Facilities Management or equivalent. 2-3 years’ experience in the field of building maintenance. Completed an apprenticeship and passed a Trade test in terms of the provision of section (13) of the Manpower Act of 1981, as amended. Computer literacy. Valid driver’s license will be an added advantage.

DUTIES : To ensure that e-Government building is always safe and in good condition. To ensure that building maintenance measures are developed and implemented. To continuously evaluate and monitor the safety and occupational health conditions of the building. To ensure that the maintenance contractors carry out maintenance a per maintenance specification and plan. To ensure that cleaning in the building is according to required standards. Attend to the call outs. Oversee other additional responsibilities related to building facilities.

ENQUIRIES : Mr. Oscar Baloyi Tel No: (011) 689 4648

POST 31/96 : PETTY CASH OFFICER REF NO: REF5/004532
Directorate: Financial Accounting
(Re-Advert)

SALARY : R257 508 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric certificate plus NQF level 6 qualification in Finance related field with a minimum of 1-2 years’ experience in a financial environment.

DUTIES : Render cashier services on behalf of the department. Monitoring and maintenance of Ledger accounts. File all captured batches per allocated batch number. Capturing and issuing of receipts for cash received in respect of gym fees, access card, etc. Banking of cash received within the reasonable time and filing of deposit slips and receipts accordingly. Issuing of petty cash advance and re-imbursement according to departmental policy and any other relevant legislations. Assist with other reporting functions within the unit.

ENQUIRIES : Mr. Leon Steyn Tel No: (011) 689 8400

DEPARTMENT OF HEALTH

ERRATUM: Kindly note that the post of Operational Manager Nursing Specialty-PN-B3 Trauma/Orthopaedic (for Chris Hani Baragwanath Academic Hospital) with Ref No: CHBAH 202 (X1 Post) advertised in the Public Service Vacancy Circular 29 dated 16 August 2019, the requirements of the post has been amended as follows: Basic R425 qualification (i.e Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Post basic nursing qualification with a duration of at least one (1) year accredited with the SANC in a clinical specialty. A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC) in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post-basic qualification in Trauma or Orthopaedic. We apologise for the inconvenience caused.
POST 31/97 : HEAD CLINICAL UNIT GRADE 1
Directorate: Maxillo Facial and Oral Surgery (MFOS)

SALARY : R1 728 807 – R1 834 890 per annum (all inclusive)
CENTRE : SMU Oral Health Centre
REQUIREMENTS : Minimum of 5 years appropriate experience as Dental Specialist after registration with the HPCSA as a Dental specialist in a Maxillo Facial and Oral Surgery. The candidate must be in possession of the MDent or equivalent qualification. Required to have Computer skills. Interpersonal working skills. Proven working expertise in teaching and training of undergraduate and postgraduate (MDent, MChD and other M students) students and Theatre. Working experience in curriculum development. Experience in academic, clinical, administration and management. Experience in Research including (Quantitative & Qualitative) experience & publications. Presentation of Papers /Abstracts at Conferences. Experience in Online/BlackBoard learning. Experience in having worked in Rural Health Institutions.

DUTIES : Coordination and involvement in undergraduate education. Coordination and involvement in postgraduate education and their research outputs. Departmental and administrative duties as assigned to candidate. Other duties that may be allocated by Faculty and SMU. Active Research in MFOS (independent research as well as guidance to postgraduate students MDent and others). After-hour calls and duties. Act as (acting) HOD when required.

ENQUIRIES : Prof. TI Munzhelele (Mfos) Tel No: (012) 521 4859
APPLICATIONS : Quote the relevant post number. Direct applications must be delivered to SMU SOHS Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria, 0001. Applications can be emailed ON or Before The Due Date to iris.makgatho@gauteng.gov.za or pretty.rangoato@gauteng.gov.za) but all original required completed and certified application documents must be submitted within 5 days of closing date, The Institution reserves the right to not to make any appointment.

FOR ATTENTION : Mrs I Makgatho or Ms Pretty Rangoato
NOTE : Kindly attach certified copies of your Qualifications, Identity book, Curriculum Vitae, HPCSA Registration and Z83. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encouraged to apply. Note: Additional, The level of the university academic appointment/position will be determined on an individual basis applicable to University criteria.

CLOSING DATE : 13 September 2019

POST 31/98 : HEAD CLINICAL UNIT GRADE 1
Directorate: Prosthodontics

SALARY : R1 728.807–1834890 per annum (all inclusive remuneration)
CENTRE : SMU Oral Health Centre
REQUIREMENTS : Appropriate qualification (MDent or MChD) that allows registration with the Health Professional Council of South Africa (HPCSA) as a Dental Specialist in Prosthodontics. Registration with the HPCSA as a Dental Specialist in Prosthodontics. A minimum of five years appropriate experience as a Prosthodontics Specialist after registration with the HPCSA or similarly recognized statutory registration authority, with preference given to those with more years of clinical experience that includes academic management and postgraduate dental education and research supervision must have appropriate clinical skills with special focus on Maxillofacial Prosthodontics; Implantology; Contemporary Prosthodontics, amongst others. Appropriate experience in supervision and training of staff and students at both under and postgraduate levels. Previous experience utilizing educational and simulation technology is expected. Proven ability to conduct and supervise research activities. Published research record. Good communication as well as
analytical and problem-solving skills. Interventional management skills. Ability to work under pressure. The successful candidate will be required to sign a performance agreement.

**DUTIES**

Will be responsible to coordinate courses in the undergraduate and postgraduate sections for the Prosthodontics module as directed by HoD. Participate in patient care. Implementation, monitoring and evaluation of academic dental services on the SMU/MOHC Teaching platform. Quality Assurance of clinical governance and teaching, learning and associated assessment. Supervision and administrative role with regard to teaching, training, assessment and education of under and postgraduate students. Active participation in Prosthodontic research and supervising on-going research. Contribute to and participate in training of other healthcare workers where requested to do so. Promote and stimulate continuing professional development in the Department of Prosthodontics and among practicing oral health professionals in South Africa. Participate in any other duties as may determined by the supervisor. Deputise for the HoD as when required.

**ENQUIRIES**

Dr PD Moipolai Tel No: (012) 521 4817/3349

**APPLICATIONS**

Quote the relevant post number. Direct applications must be delivered to SMU SOHS Human Resource Department Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria, 0001. Applications can be emailed ON or Before The Due Date to iris.makgatho@gauteng.gov.za or pretty.rangoato@gauteng.gov.za but all original required completed and certified application documents must be submitted within 5 days of closing date. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

**FOR ATTENTION**

Mrs I Makgatho or Ms Pretty Rangoato,

**NOTE**

Kindly attach certified copies of your Qualifications, Identity book, Curriculum Vitae, HPCSA Registration and Z83. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encouraged to apply. Additional, The level of the university academic appointment/position will be determined on an individual basis applicable to University criteria.

**CLOSING DATE**

13 September 2019

**POST 31/99**

HEAD CLINICAL UNIT (DENTAL) GRADE1

Directorate: Maxillofacial and Oral Radiology (MFOR)

**SALARY**

R1 444 857 – R1 834 890 per annum (all inclusive remuneration).

**CENTRE**

SMU Oral Health Centre

**REQUIREMENTS**

Registration with HPCSA as a Dentist for at least 10 years. Master’s degree in the area of Maxillofacial and Oral Radiology or related discipline. A minimum of 5 years appropriate working experience in Maxillofacial and Oral Radiology or related discipline. Understanding of and proven record of teaching and the development in MFOR for Under- and Post-graduate Curricula & Students. Experience in Assessments of Under and Postgraduate students. Proven Administrative and Management skills at Departmental & University level. Excellent interpersonal and communication skills. Experience in Leadership and Governance in Health Settings. Experience and Knowledge of working with the Radiation Board on South Africa. Experience in work with CBCT and other related machines. Experience in Implementation of Radiation Safety Standard. Experience in specific management of a Department with focus on MFOR activities. Experience in Leadership & Governance in MFOR. Research including (Quantitative & Qualitative) experience & publications & good proven research track Record of at least 10 publications in peer reviewed journals. Experience in presentation of papers /abstracts at national and international conferences. Experience in online/blackboard Ultra learning. Experience in having worked in Rural Health Institutions, Clinic, CHC or Districts Hospitals.

**DUTIES**

Provide effective Leadership & Governance in the Department. Provide Management and Administration Oversight of the Department. Supervision and effective utilization of professional and support staff. General Service rendering to patients in the discipline. Research and research supervision. Education and training of undergraduate and postgraduate students. Assist in
Participate in DGMMH Cluster activities. Provide Management Oversight for the PACS system. Represent the Institution on University Committees.

ENQUIRIES
Prof Stephen Hendricks, Dean & CEO Tel No: (012) 521 4801

APPLICATIONS
Direct applications must be delivered to SMU OHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria, 0001. Applications can be emailed on or before The Due Date to iris.makgatho@gauteng.gov.za or pretty.rangoato@gauteng.gov.za but all original required completed and certified application documents must be submitted within 5 days of closing date. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

FOR ATTENTION
Mrs I Makgatho or Ms Pretty Rangoato

NOTE
Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, HPCSA Registration and Z83 form. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. Applications can be emailed on or before due date but all original required completed and certified application documents must be submitted within 5 days of closing date. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply. No copies of previously certified copies will be allowed. Certification of copies not be more than three months. Failure to submit the requested documents will result in application not being accepted Note: Additional the level of the university academic appointment/position will be determined on an individual basis applicable to University criteria.

CLOSING DATE: 13 September 2019

POST 31/100: CLINICAL MANAGER GRADE 1
Directorate: Office of the Chief Executive Officer

SALARY
R1 173 900 – R1 302 849 per annum (All Inclusive)

CENTRE
SMU Oral Health Centre

REQUIREMENTS
Appropriate qualification that allows registration with the HPCSA as a Dentist. Minimum of 7 years appropriate experience after registration with the HPCSA as a Dentist (independent practice), with some experience working in a dental training environment as a clinical instructor. 5 years working experience in Private Dental Practice. The person is required to hold a Specialist qualification in one of the 6 Dentistry Specialty Disciplines. Person must hold an appropriate Masters Degree in one of the disciplines in Clinical Dentistry. Evidence of Clinical Work Experience in Risk Management. A management degree such as a MBA or its equivalent with focus in Clinical Health would be preferable. Working Experience in Public Hospital & Clinical Management. Experience in Management of Clinical Staff Time tables for Patient care with students. Experience in teaching Under and Postgraduate Oral Health programs in BOH, BDT and BDS. Have at least 5 peer reviewed publications. Experience in Electronic Patient filing Systems.

DUTIES
The incumbent will assist the Chief Executive Officer in managing the clinical training platforms within and outside the SMU Oral Health Centre. Teaching/training undergraduate dental students. Prepare and delivers Dental lectures in Integrated Clinical Dentistry & other Dentistry Clinical Disciplines. Conduct research, including facilitating the operations of a new initiative-dental practice –based research network. Management & Maintaince physical and electronic records. Use technology to effectively achieve workplace objectives. Plan, organize and allocate work to clinical staff. Plan and monitor the delivery of dental services at SMU Oral Health Centre as part of service quality assurance. Attend Cluster meetings. Attend Extended EMC Meetings. Attend CEO meetings with GDOH officials where so delegated. Provide Oversight for Monthly Recover Plans, Risk and Emergency Risk Plans, NTSG Reports, Waiting Time and Complaints Reports. Chair various committee where so delegated by CEO.

ENQUIRIES
Prof SJH Hendricks, DEAN & CEO Tel No: (012) 521 4801

APPLICATIONS
Direct applications must be delivered to SMU OHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private
FOR ATTENTION: Mrs I Makgatho or Ms Pretty Rangoato

NOTE: Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, HPCSA Registration and Z83 form. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. Applications can be emailed on or before due date but all original required completed and certified application documents must be submitted within 5 days of closing date. The Institution reserves the right to not to make any appointment. Persons with disabilities encourage to apply.

CLOSING DATE: 13 September 2019

POST 31/101: DENTAL SPECIALIST GRADE 1 (X2 POSTS)
Directorate: Periodontics and Oral Medicine

SALARY: R1 106 040 – R 1 173 900 per annum (All inclusive package)

CENTRE: SMU Oral Health Centre

REQUIREMENTS: The candidate must be in possession of the MDent (OM & P) degree or equivalent qualification to allow registration with the HPCSA as a specialist in Oral Medicine and Periodontics for at least 1 to 5 years. An excellent undergraduate and postgraduate academic achievement record as well as involvement & publications including research projects & activities will be beneficial. The candidate should have experience in undergraduate and postgraduate training, teaching and management in Periodontology & Oral Medicine. Experience in academic, clinical, administrative and research including (Quantitative & Qualitative) experience & publications. Experience in Online/BlackBoard learning. Experience in having worked in Rural Health Institutions.

DUTIES: The successful candidate will, perform service rendering pertaining to the speciality of Oral Medicine and Periodontics, will be involved in undergraduate and postgraduate teaching, training, and will participate in the development and management of aspects of the Periodontology and Oral Medicine Curricula for Oral Hygienist, Dental Therapist and Dentists degree courses. The successful candidate will also be expected to initiate and participate in the research activities of the Department. Additional departmental duties will be assigned to the candidate at the HoD’s discretion and where required to serve as Acting HOD.

ENQUIRIES: Prof N. Wood (Periodontics & Oral Medicine) Tel No: (012) 521 4834

APPLICATIONS: Quote the relevant post number. Direct applications must be delivered to SMU OHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria, 0001. Applications can be emailed ON or Before The Due Date to iris.makgatho@gauteng.gov.za or pretty.rangoato@gauteng.gov.za. Applications can be emailed ON or Before The Due Date to iris.makgatho@gauteng.gov.za or pretty.rangoato@gauteng.gov.za but all original required completed and certified application documents must be submitted within 5 days of closing date. The Institution reserves the right not to make any appointment. Persons with disabilities encourage to apply.

FOR ATTENTION: Mrs I Makgatho or Ms Pretty Rangoato.

NOTE: Kindly attach/include certified copies of your Qualifications, Identity book, Curriculum Vitae, HPCSA Registration and Z83. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. Applications can be emailed on or before due date but all original required completed and certified application documents must be submitted within 5 days of closing date. The Institution reserves the right not to make any appointment. Persons with disabilities encourage to apply.
any appointment. Persons with disabilities encourages to apply. Note Additional The level of the university academic appointment/position will be determined on an individual basis applicable to University criteria.

**CLOSING DATE** : 13 September 2019

**POST 31/102** : MEDICAL REGISTRAR REF NO: MEDREG/CMJAH/001/2019

Directorate:Internal Medicine, Obstetrics and gynaecology, Paediatrics, General Surgery, Trauma, Cardiothoracic Surgery, Cardiology, Urology, Accident & Emergency Medicine, Anaesthetics, Ophthalmology, Orthopaedics, ENT, Psychiatry, public health, Radiology, Radiation Oncology, Nuclear Medicine, Neurology).

**SALARY** : R821 205 per annum (All-inclusive package)

**CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital

**REQUIREMENTS** : Appropriate qualification that allows for registration with HPCSA as a Medical Practitioner. Registration with the HPCSA as Medical Practitioner and proof of current registration. No experience required after registration with the HPCSA as Medical Practitioner.

**DUTIES** : As part of the health care team, registrars participate in safe, cost -effective evidence based and compassionate patient care; including participating in outreach programs. Applies cost containment measures in the provision of patient care as trainee specialist. Registrars participate in the educational activities of their chosen specialty training program, including conducting research toward Mmed. Supervise and teach medical students, interns, medical officers and other registrars Service commitments to CMJAH and cluster hospitals Commitment to overtime, Commitment to emergency care highest level of ethics, professionalism and punctuality. Expected Ability to work in a team and to report all potential conflict of interests and corruption.

**ENQUIRIES** : DR. M. Mofokeng Tel No: (011) 488 3365

**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 (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** : 13 September 2019

**POST 31/103** : MEDICAL OFFICER REF NO: MEDOFF/001/CMJAH/2019

Directorate: Internal Medicine, Obstetrics and gynaecology, Paediatrics, General Surgery, Trauma, Cardiothoracic Surgery, Cardiology, Urology, Accident & Emergency Medicine, Anaesthetics, Ophthalmology, Orthopaedics, ENT, Psychiatry.

**SALARY** : Grade 1: R821 205 per annum (All-inclusive package)
Grade 2: R938 946 per annum (All-inclusive package)
Grade 3: R1 089 693 per annum (All-inclusive package)

**CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital

**REQUIREMENTS** : *Grade 1*: Appropriate qualification that allows for registration with HPCSA as a Medical Practitioner. Registration with the HPCSA as Medical Practitioner and proof of current registration. No experience required after registration with the HPCSA as Medical Practitioner. *Grade 2*: appropriate qualification that allows for registration with HPCSA as a Medical Practitioner. Registration with the HPCSA as Medical Practitioner and proof of current registration. A minimum of 5 years’ experience after registration with the HPCSA as Medical Practitioner. *Grade 3*: appropriate qualification that allows for registration with HPCSA as a Medical Practitioner. Registration with the HPCSA as Medical Practitioner and proof of current registration. A minimum of 10 years’ experience after registration with the HPCSA as Medical Practitioner.

**DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Supervising junior doctors (undergraduate students, interns and community service doctors). Attendance of relevant
administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participating in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.

ENQUIRIES
Dr. M. Mofokeng Tel No: (011) 488 3365

APPLICATIONS
Applicants 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 (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
13 September 2019

POST 31/104
MEDICAL OFFICER REF NO: REFS/004515 (X1 POST)
Directorate: Internal Medicine

SALARY
Grade 1: R821 205 per annum
Grade 2: R938 946 per annum
Grade 3: R1 089 693 per annum

CENTRE
Tembisa Provincial Tertiary Hospital

REQUIREMENTS
Registration with HPCSA as a Medical Officer and must be post Community Service. Preference will be given to South African citizen and Permanent residents. Interest in Internal Medicine. Preferably with auxiliary qualifications in ACLC, AMLS and HIV Diploma. Overtime duties will be expected to be done.

DUTIES
The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Supervising junior doctors (undergraduate students, interns and community service doctors). Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participating in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.

ENQUIRIES
Dr. R. Thomas Tel No: (011) 923 2022

APPLICATIONS
to be addressed to, The Human Resources, Tembisa Provincial Tertiary Hospital, Private bag x07, Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J. Namane Olifantsfontein 1665.

NOTE
The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtainable from any Public Service Department or from the website, which must be completed in full and attach your CV, certified copies of your identity document and academic qualification. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed.

CLOSING DATE
13 September 2019
**POST 31/105**

**REGISTRAR**
Directorate: Maxillo Facial and Oral Surgery (MFOS)

**SALARY**
R821 205 – R858 711 per annum (All Inclusive)

**CENTRE**
SMU Oral Health Centre

**REQUIREMENTS**
Candidate must be in possession of a Degree in Dentistry (BChD or BDS qualification), must have at least 4 years’ experience as a dentist after completion of community service obligation. Registration as a Dentist with HPCSA. Post graduate courses in Anatomy, Physiology, Pathology and completion of an ATLS course is a requirement. Experience in working in rural institutions e.g. Clinics, Community Health Centres or District hospitals. Applicants will be appointed at entry level of Registrar posts. No transfer to other Dental Schools in SA during Registrar training will be allowed. Will be required to work after hours.

**DUTIES**
The Registrar will pursue a course of study is full time study over five years and if successful in meeting the requirements will be awarded a qualification which will entitle the holder to register with HPCSA as a Maxillofacial and Oral Surgeon. Through the course of the study, the Registrar will deliver services by undertaking treatment of patients at SMU Oral Health Centre and Dr George Mukhari Academic Hospital of the Gauteng Department of Health and other Institutions where so required by HOD. The registrar will also be required to execute a research project as well as be involved in the training of undergraduate students in Oral Hygiene, Dental Therapy and Dentistry.

**ENQUIRIES**
Prof Munzhelele (MFOS) Tel No: (012) 521 4858

**APPLICATIONS**
Quote the relevant post number. Direct applications must be delivered to SMU OHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria, 0001. Applications can be emailed ON or Before The Due Date to iris.makgatho@gauteng.gov.za or pretty.rangoato@gauteng.gov.za but all original required completed and certified application documents must be submitted within 5 days of closing date, The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

**FOR ATTENTION**
Mrs I Makgatho or Ms Pretty Rangoato

**NOTE**
Kindly attach/include certified copies of your Qualifications, Identity book, Curriculum Vitae, HPCSA Registration and Z83. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. Applications can be emailed on or before due date but all original required completed and certified application documents must be submitted within 5 days of closing date. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

**CLOSING DATE**
13 September 2019

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**POST 31/106**

**DENTIST GRADE 1 (DEVELOPMENTAL)**
Directorate: Maxillo Facial Oral Surgery (MFOS)

**SALARY**
R797 109 – R884 670 per annum (All Inclusive)

**CENTRE**
SMU Oral Health Centre

**REQUIREMENTS**
Current Registration with the HPCSA as a Dentist. At least 2 years in Working in Dentistry (Private or Public). Experience in working in Rural Health institutions e.g. Clinics, Community Health Centres or District Hospitals. Interest in becoming a Registrar in MFOS. This is Full time Postgraduate Training Program. Experience in teaching undergraduates in BOH, BDT and BDS will be an advantage. Applicant must have worked in MFOS clinical settings which will reflect an interest in MFOS domain. No transfer to other Dental Schools in SA during the 2 year contract period allowed.

**DUTIES**
During the contract period, the incumbent will be expected to work side by side with Registrars at MFOS, rendering patient service under the guidance and supervision of the consultants to gain experience in treating patients at SMU Oral Health Centre as well as at Dr George Mukhari Academic Hospital. The incumbent will be expected to also Register for Primary subjects i.e. Anatomy, Physiology and General Pathology as well as, for the MFOS candidates acquire ATLS. At the end of the 2 years, the Primary subjects must be passed.
in order to be well positioned to a registrar’s post. The primary subjects may also be acquired through CMSA. If primaries not completed in 2 years then have to vacate the post. Note Well: The contract is for 2 years and is renewable annually based on performance. If poor performance in first year, the contract will be terminated. The department is under NO obligation to make any appointment to Registrarship if the prerequisites are not met, thus progression to Registrarship is not automatic.

ENQUIRIES : Prof Munzhelele (MFSO) Tel No: (012) 521 4858
APPLICATIONS : Direct applications must be delivered to SMU OHC Human Resource Department, Room SS21 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria, 0001. Applications can be emailed on or Before The Due Date to iris.makgatho@gauteng.gov.za or pretty.rangoato@gauteng.gov.za but all original required completed and certified application documents must be submitted within 5 days of closing date, The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

FOR ATTENTION : Mrs I Makgatho or Ms Pretty Rangoato
NOTE : Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, HPCSA Registration and Z83 form. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. Applications can be emailed on or before due date but all original required completed and certified application documents must be submitted within 5 days of closing date. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

CLOSING DATE : 13 September 2019

POST 31/107 : DENTIST GRADE 1/2/3
Directorate: Integrated Clinical Dentistry

SALARY : Grade 1: R797 109 – R884 670 per annum (all inclusive remuneration)
Grade 2: R938 964 – R1 026 693 per annum (all inclusive remuneration)
Grade 3: R1 089 693 – R1 362 366 per annum (all inclusive remuneration)

CENTRE REQUIREMENTS : SMU Oral Health Centre

REGISTRATION : Registration (current) as a Dentist with HPCSA 7-12 years’ experience in private and public dental practice. Have as postgraduate Master's degree qualification in the clinical disciplines in Dentistry. A Specialist Qualification in Prosthodontics, Community Dentistry will be preferable. 5 years’ experience in Academia, Teaching, Learning, Training and Supervising undergraduate and postgraduate (Oral Hygiene, Dental Therapy or Dentistry) students. Experience in Comprehensive Clinical Case Development for undergraduate Students. Evidence of working & interest in Prosthodontics, Endodontics and Paedodontics. Experience of working in Dental Theatre cases (Adults and children). Experience in working in Rural Health Institutions e.g. Clinics, Community Health Centres or District Hospitals. Experience in Applied Dental Research (Quantitative and Qualitative).

DUTIES : Teach Supervise, Manage and Coordinate services for undergraduate and postgraduate students. Provide Oral Health Care services as required. Clinical supervision of under and post graduate students. Conduct and deliver on research publications and outputs. Serve and participate in GDoH and SMU’s committees as required. Teach and train undergraduate students on the full scope of dentistry, including satellite training clinics as identified. Services to include working on Saturdays as per schedule. Willing to work after hours. Additional: The level of the university academic appointment/position will be determined on an individual basis applicable to University criteria.

ENQUIRIES : Dr N. Nzima (Integrated Clinical Dentistry) Tel No: (012) 521 3370
APPLICATIONS : Direct applications must be delivered to SMU OHC Human Resource Department, Room SS21 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria, 0001. Applications can be emailed ON Or Before The Due Date to iris.makgatho@gauteng.gov.za or pretty.rangoato@gauteng.gov.za but all original required completed and certified application documents must be submitted within 5 days of closing date. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

FOR ATTENTION : Mrs I Makgatho or Ms Pretty Rangoato
NOTE: Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, HPCSA Registration and Z83 form. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. Applications can be emailed on or before due date but all original required completed and certified application documents must be submitted within 5 days of closing date. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

CLOSING DATE: 13 September 2019

POST 31/108: DENTIST GRADE 1 (DEVELOPMENTAL)
Directorate: Periodontology and Oral Medicine (P & OM)

SALARY: R797 109 – R884 670 per annum (All Inclusive)
CENTRE: SMU Oral Health Centre

REQUIREMENTS: Appropriate qualification that allows registration with the HPCSA as a Dentist. Experience in working in rural institutions e.g. Clinics, Community Health Centres or District hospitals. Keen interest in becoming a registrar in the above disciplines. This is Full time Postgraduate Training Program. Experience in teaching undergraduates in BOH, BDT and BDS will be an advantage. Applicant must have worked in periodontics and Oral Medicine clinical settings which will reflect an interest in Periodontics and Oral Medicine domain. No transfer to other Dental Schools in SA during the 2 year contract period allowed.

DUTIES: During the contracted period, the incumbent will be expected to work side by side with registrars at Periodontology, rendering patient service under the guidance and supervision of the consultants to gain experience in treating patients at SMU Oral Health Centre as well as at Dr George Mukhari Academic Hospital. The incumbent will be expected to also: Register for Primary subjects i.e. Anatomy, Physiology and General Pathology as well as, for the MFOS candidates acquire ATLS. At the end of the 2 years, the Primary subjects must be passed in order to be well positioned to a registrar’s post. The primary subjects may also be acquired through CMSA. Note Well: The contract is for 2 years and is renewable annually based on performance. If poor performance in first year, the contract will be terminated. The department is under NO obligation to make any appointment to Registrarship if the prerequisites are not met, thus progression to Registrarship is not automatic.

ENQUIRIES: Prof N Wood (Periodontology And Oral Medicine) Tel No: (012) 521 4834
APPLICATIONS: Direct applications must be delivered to SMU OHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria, 0001. Applications can be emailed ON or Before The Due Date to iris.makgatho@gauteng.gov.za or pretty.rangoato@gauteng.gov.za but all original required completed and certified application documents must be submitted within 5 days of closing date, The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

FOR ATTENTION: Mrs I Makgatho or Ms Pretty Rangoato
NOTE: Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, HPCSA Registration and Z83 form. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. Applications can be emailed on or before due date but all original required completed and certified application documents must be submitted within 5 days of closing date. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

CLOSING DATE: 13 September 2019
POST 31/109: DENTIST GRADE 1 (DEVELOPMENTAL)
Directorate: Prosthodontics

SALARY: R797 109–R884 670 per annum (All Inclusive)
CENTRE: SMU Oral Health Centre
REQUIREMENTS: Appropriate qualification that allows registration with the HPCSA as a Dentist. Experience in working in rural institutions e.g. Clinics, Community Health Centres or District hospitals. Keen interest in becoming a registrar in the Prosthodontics. This is Fulltime Postgraduate Training Program. Experience in teaching undergraduates in BOH, BDT and BDS will be an advantage. Applicant must have worked in Prosthodontics clinical settings which will reflect an interest in Prosthodontics domain. No transfer to other Dental Schools in SA during the 2 year contract period allowed.

DUTIES: During the contracted period, the incumbent will be expected to work side by side with registrars at Prosthodontics, rendering patient service under the guidance and supervision of the consultants to gain experience in treating patients at SMU Oral Health Centre as well as at Dr George Mukhari Academic Hospital. The incumbent will be expected to also: Register for Primary subjects i.e. Anatomy, Physiology and General Pathology as well as, for the MFOS candidates acquire ATLS. At the end of the 2 years, the Primary subjects must be passed in order to be well positioned to a registrar’s post. The primary subjects may also be acquired through CMSA. Note Well: The contract is for 2 years and is renewable annually based on performance. If poor performance in first year, the contract will be terminated. The department is under NO obligation to make any appointment to Registrarship if the prerequisites are not met, thus progression to registrarship is not automatic.

ENQUIRIES: Prof P Moipolai (Prosthodontics) Tel No: (012) 521 4817
APPLICATIONS: Direct applications must be delivered to SMU OHC Human Resource Department, Room SS21 Level 5 or posted to: SMU Oral Health Centre, Private Bag x484, Pretoria, 0001. Applications can be emailed ON or Before The Due Date to iris.makgatho@gauteng.gov.za or pretty.rangoato@gauteng.gov.za but all original required completed and certified application documents must be submitted within 5 days of closing date. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

FOR ATTENTION: Mrs I Makgatho or Ms Pretty Rangoato
NOTE: Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, HPCSA Registration and Z83 form. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. Applications can be emailed on or before due date but all original required completed and certified application documents must be submitted within 5 days of closing date. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

CLOSING DATE: 13 September 2019

POST 31/110: DENTIST GRADE 1 (DEVELOPMENTAL)
Directorate: Oral Pathology

SALARY: R797 109 – R884 670 per annum (All Inclusive)
CENTRE: SMU Oral Health Centre
REQUIREMENTS: Appropriate qualification that allows registration with the HPCSA as a Dentist. Experience in working in rural institutions e.g. Clinics, Community Health Centres or District hospitals. Keen interest in becoming a registrar in the Oral Pathology. This is Full time Postgraduate Training Program. Experience in teaching undergraduates in BOH, BDT and BDS will be an advantage. Applicant must have worked in Oral Pathology clinical settings which will reflect an interest in Oral Pathology domain. No transfer to other Dental Schools in SA during the 2 year contract period allowed.

DUTIES: During the contracted period, the incumbent will be expected to work side by side with registrars at Oral Pathology, rendering patient service under the guidance and supervision of the consultants to gain experience in treating patients at SMU Oral Health Centre as well as at Dr George Mukhari Academic Hospital. The incumbent will be expected to also: Register for Primary subjects...
i.e. Anatomy, Physiology and General Pathology as well as, for the MFOS candidates acquire ATLS. At the end of the 2 years, the Primary subjects must be passed in order to be well positioned to a registrar’s post. The primary subjects may also be acquired through CMSA. Note Well: The contract is for 2 years and is renewable annually based on performance. If poor performance in first year, the contract will be terminated. The department is under NO obligation to make any appointment to Registrar ship if the prerequisites are not met, thus progression to Registrar ship is not automatic.

ENQUIRIES : Dr LM Masilo (Oral Pathology) Tel No: (012) 521 4951
APPLICATIONS : Direct applications must be delivered to SMU OHC Human Resource Department, Room SS21 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria, 0001. Applications can be emailed on or Before The Due Date to iris.makgatho@gauteng.gov.za or pretty.rangoato@gauteng.gov.za but all original required completed and certified application documents must be submitted within 5 days of closing date. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

NOTE : Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, HPCSA Registration and Z83 form. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. Applications can be emailed on or before due date but all original required completed and certified application documents must be submitted within 5 days of closing date. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

CLOSING DATE : 13 September 2019
POST 31/111 : DENTIST GRADE 1 (DEVELOPMENTAL) (X1 POST)
Directorate: Community Dentistry

SALARY : R797 109–R884 670 per annum (All Inclusive)
CENTRE : SMU Oral Health Centre
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as a Dentist. Experience in working in rural institutions e.g. Clinics, Community Health Centres or District hospitals. Keen interest in becoming a registrar in the above discipline. The incumbent will be expected to also: Register for Primary subjects i.e. Anatomy, Physiology and General Pathology as well as, for the MFOS candidates acquire ATLS. At the end of the 2 years, the Primary subjects must be passed in order to be well positioned to a registrar’s post. The primary subjects may also be acquired through CMSA.

DUTIES : During the contracted period, the incumbent will be expected to work side by side with registrar(s) and dentists at Service Learning sites. The incumbent will render services and supervise students as part of Service Learning modules. The incumbent will be expected to demonstrate keen interest in post graduate academic enterprise, including but not limited to (i) registration of a Master’s degree (ii) active participation in research, (iii) involvement in teaching, learning and community engagement. At the end of the 2 years, the relevant post graduate activities must be completed in order to be well positioned for a registrar’s post. Note Well: The contract is renewable annually, and if a candidate does not perform as required in the first year as per contract, the contract may be terminated. The Department is under NO obligation to make any appointment to registrarship if the prerequisites are not met, thus progression to registrarship is not automatic.

ENQUIRIES : Prof Motloba (Community Dentistry) Tel No: (012) 521 4848
APPLICATIONS : Direct applications must be delivered to SMU OHC Human Resource Department, Room SS21 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria, 0001. Applications can be emailed on or Before The Due Date to iris.makgatho@gauteng.gov.za or pretty.rangoato@gauteng.gov.za but all original required completed and certified application documents must be submitted within 5 days of closing date. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

FOR ATTENTION : Mrs I Makgatho or Ms Pretty Rangoato
NOTE: Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, HPCSA Registration and Z83 form. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. Applications can be emailed on or before due date but all original required completed and certified application documents must be submitted within 5 days of closing date. The Institution reserves the right to not to make any appointment. Persons with disabilities encourage to apply.

CLOSING DATE: 13 September 2019

POST 31/112: DEPUTY DIRECTOR: LOGISTICS REF NO: REF/S/004510
Directorate: Logistics

SALARY: R733 257 per annum (All – inclusive package)
CENTRE: Dr. George Mukhari Academic Hospital
REQUIREMENTS: A recognized 3 years Bachelor’s degree or National Diploma in Public Management, Public Management and Administration or Public Administration with at least 10 years’ experience in the relevant field of which 5 Years must be on Assistant Director Level. Experience on Middle Management level in a Hospital setup will be an added advantage. Strong management leadership skills and the ability to interpret and implement policies, directives and guidelines of the Gauteng Department of Health. Excellent verbal and written communication skills with good interpersonal skills. Negotiation, team building, conflict and problem solving skills. Candidates are required to have an understanding of the hospital Laundry, Cleaning and Security Services. Knowledge and understanding of computer literacy in MS Package (MS Word, MS Excel, MS Power-point and MS Outlook). Knowledge of public service legislation, policies and procedures such as the Public Finance Management Act, Labour Relations Act, Basic Conditions of Employment Act. Prepared to work under pressure and stressful situations. Knowledge: Planning and organising. Administration procedures relating to specific working environment including norms and standards, Compilation of management reports, Reporting procedures, Research/analysing, Programme/project planning, Strategic planning, Career management, Manage section independently, Statistics Computer.

DUTIES: Will be responsible for management and the administration of Laundry, Cleaning and Security Services of the hospital. Ensure that the sub-directorate Comply with the Human Resources requirements with particular emphasis on contracting and evaluating the immediate subordinates annually and quarterly respectively against the departmental and institutional objectives and provision of staff development where and when needed. Maintenance of a well-managed laundry services which is characterized by provision of adequate quantities and quality linen to the end user on request. Maintenance of well-managed internal cleaning services which will bring in clean and neat wards, offices and any other location that is used by the hospital. Maintenance of well-managed security services which will bring in a safe and sound environment for staff, clients, visitors and other resources and properly in the hospital. Participate in the drawing of Operational Plans of Administration Support, Logistics and Patient Affairs Directorate. Facilitate and monitor the implementation of the Strategic Plan, Operational Plan and prepare inputs for the Directorate Performance Quarterly Reviews. Perform any other duties delegated by the Director, Admin Support, Logistics and Patient Affairs.

ENQUIRIES: Mr. Malahlela Phetola Tel No: (012) 529 3693
APPLICATIONS: can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.

NOTE: Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s).

CLOSING DATE: 13 September 2019
POST 31/113

DEPUTY DIRECTOR: ADMINISTRATION

Directorate: Office of the CEO

SALARY

R733 257 – R863 748 per annum (Inclusive package)

CENTRE

SMU Oral Health Centre

REQUIREMENTS

A 4 year Tertiary Qualification Bachelor’s Degree in Administration with focus on Health Administration. A Master’s degree in Administration or equivalent with focus in Health will be preferable. A minimum of 10 years work experience in Health Administration is required of which at least 3 years should be at a Managerial level. Have at least 10 years Supervisory Experience. Working Knowledge & Experience of the; Relevant Government Acts, Prescripts, Regulations, Working Experience in Implementation of Policy Practice notes; Working Experience in Implementation of Procedures pertaining to Public Administration; Working Experience in Finance Administration. Working Experience in Procurement; Working Experience in Labour Relations, Grievance procedures & Dispute Resolution; Working Experience in Management of Disputes; Working Experience in Administration related to Human Resource Management & Development & Skills in Conflict Management; Strong Working Experience in Organizational Design & Planning. Working Experience in Problem-Solving & Communication (verbal and written); Working Experience in Conciliation and Arbitration; Working Experience of the PSCBC and PhSDBC; Working Experience in Management of Financial Administration. Working Experience of Management of Supply Chain and Procurement; Working Experience in Management of Cleaners; Working Experience of Understanding Management of Dental Laboratory Staff and Processes; Experience of Preparing Annual Audit Report; Working Experience with DID; Quality Assurance within the Oral Health Hospital; Working Experience in Administration issues pertaining to Dental Theatres; Experience Hospital Building Infrastructure Administration & Management (including generators, Electricity and Water Supplies); Working Experience in Administration, Management and Monitoring of RWOPS, Commuted Overtime & General Overtime. Experience in Working with & Administration Issues of Organized Labour Unions in Health Sector. Experience in drafting Annual Reports for AG.

DUTIES

Undertake Policy or Line function tasks as directed by the CEOI/Dean required related to: Relevant Government Acts; Prescripts; Regulations. Implementation of Policy Practice notes; Implementation of Procedures pertaining to Public Administration; Finance Administration; Procurement & Supply Chain; Labour Relations, Grievance Procedures & Dispute Resolution; Management of Disputes; Administration related to Human Resource Management & Development; Organizational Design & Planning; Problem-Solving and Communication (verbal and written); Conciliation and Arbitration; PSCBC and PhSDBC; Management of Financial Administration; Management Oversight of Cleaners; Management of Dental Laboratory Staff and Processes; Ensure Effective and Efficient Financial, Administrative, Human Resource Development and Management; Management of Performance; Risk Management; Audit queries within the Area of work; Prepare Annual Audit Report; Source information and compile and / or Circulate Memoranda as required by CEO; Ensuring Hospital Building & Infrastructure Administration related to Electricity Power & Generators, Water Supplies, Gas supplies ; Provide Administration Support to the Chief Executive Officer (CEO); Provide Assistance in ensuring Maintenance of the Institution; Administration Dental Theatre issues. Carry out any other duties required given by the CEO. Expected to Work Overtime where required by CEO.

ENQUIRIES

Prof Stephen Hendricks, Dean & CEO Tel No: (012) 521 4801

APPLICATIONS

Direct applications must be delivered to SMU OHC Human Resource Department, Room SS21 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria, 0001. Applications can be emailed ON or Before The Due Date to iris.makgatho@gauteng.gov.za or pretty.rangoato@gauteng.gov.za) but all original required completed and certified application documents must be submitted within 5 days of closing date, The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

FOR ATTENTION

Mrs I Makgatho or Ms Pretty Rangoato

NOTE

Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, HPCSA Registration and Z83 form. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment.
Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. Applications can be emailed on or before due date but all original required completed and certified application documents must be submitted within 5 days of closing date. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply. No copies of previously certified copies will be allowed. Certification of copies not be more than three months. Failure to submit the requested documents will result in application not being accepted

**CLOSING DATE**: 13 September 2019

**POST 31/114**: ASSISTANT MANAGER-ORTHOPAEDIC NURSING PNB4 REF NO: REFS/004521

Directorate: Nursing

Re- Advertised

**SALARY**: R614 991 - R692 166 per annum (plus benefits)

**CENTRE**: Tembisa Provincial Tertiary Hospital

**REQUIREMENTS**: Grade 12 (standard 10) Basic qualifications in terms of Government Notice 425 (i.e. Diploma/Degree or equivalent qualifications that allows registration with the SANC as a professional nurse. Plus, post basic Orthopaedic Nursing qualification with at least 1 year accredited with SANC in terms of R212. Minimum of 10 years appropriate recognizable experience in nursing after registration with SANC as a professional nurse. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty Critical Care Nursing. A neuro-surgical and Burns ICU experience will be added an advantage.

**DUTIES**: To ensure safe and effective clinical nursing practice general and Orthopaedic Nursing. Ensure effective management of quality nursing service. Co-ordinate of optimal, holistic specialized nursing care provided within set standard and professional/legal framework. Manage effectively the utilization and supervision of resources, provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development mentoring of Operational Managers. Ability and knowledge to carry out Orthopaedic Nursing procedures and management as per scope of practice. Ensure ongoing monitoring and evaluation of Orthopaedic services. Provision of quality Nursing care, assist team members with quality Assurance, morbidity and mortality reviews, monthly audits and development of clinical guidelines and policies, do hospital calls. Maintain, manage PMDS of subordinates, ensure effective communication within the health setting, ensure optimal utilization of personnel in the unit, develop SOPs and protocol for the department, ability to deal with conflict and knowledge of DOH policies, ensure that the National Core Standards are maintained and upheld. Manage the Human Resource in the department and ensure skilling and quality care in the department, manage the department efficiently and cost effectively.

**ENQUIRIES**: Mr. W.N. Mothwane Tel No: (011) 923-2050

**APPLICATIONS**: to be addressed to, The Human Resources, Tembisa Provincial Tertiary Hospital, Private x 7 Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J.T Namane Olifantsfontein 1665.

**NOTE**: The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtainable from any Public Service Department or from the website, which must be completed in full and attached your CV, certified copies of your Identity document and academic qualification. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Due to the large number of applications we envisage receiving, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was not successful.

**CLOSING DATE**: 13 September 2019
REF NO: REFS/004516
Directorate: Nursing

SALARY: R614 991 - R692 166 per annum (plus benefits)
CENTRE: Tembisa Provincial Tertiary Hospital
REQUIREMENTS: Basic qualification accredited with SANC in terms of R425 or equivalent qualification that allows registration with SANC as a Professional Nurse. Plus a post basic Orthopaedic Nursing qualification with at least 1 year accredited with SANC in terms of R212. Diploma or Degree in nursing administration and education will be an added advantage. A minimum of 10 years appropriate/recognizable experience in nursing after registration as professional nurse with the SANC in general nursing. At least 6 years of the period referred to above must be appropriate/Recognizable experience after obtaining the 1 year post basic qualification in the relevant speciality – Critical Care Nursing / Trauma and recognizable experience at management level. To commission a new trauma / surgery High Cares and supervision, direction etc. NUMBER of all high cares in the hospital.

DUTIES: To ensure safe and effective clinical nursing practice general and trauma / ICU Nursing. Ensure effective management of quality nursing service. Co-ordination of optimal, holistic specialized nursing care provided within set standards and professional / legal framework. Manage effectively the utilization and supervision of resources, provision of effective support to nursing services. Maintain professional growth / ethical standards and self – development mentoring of Operational Managers. Ability and knowledge to carry out Surgery / trauma High Care Nursing procedures and management as per scope or practice. Ensure ongoing monitoring and evaluation of Surgery / trauma services. Provision of quality Nursing Care, assist team members with Quality Assurance, morbidity and mortality reviews, monthly audits and development of clinical guidelines and policies, do hospital calls. Maintain, manage PMDS of subordinates, ensure effective communication within the health setting, ensure optimal utilization of personnel in the unit, develop SOPs and protocol for the department, ability to deal with conflict and knowledge of DOH policies, ensure that the National Core Standards are maintained and upheld. Manage the Human Resource in the Department and ensure skilling and quality care in the department, manage the department efficiently and cost effectively.

ENQUIRIES: Mr. W.N. Mothwane Tel No: (011) 923-2050
APPLICATIONS: to be addressed to, The Human Resources, Tembisa Provincial Tertiary Hospital, Private x 7 Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J.T Namane Olifantsfontein 1665.

NOTE: The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtainable from any Public Service Department or from the website, which must be completed in full and attached your CV, certified copies of your Identity document and academic qualification. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Due to the large number of applications we envisage receiving, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was not successful.

CLOSING DATE: 13 September 2019

POST 31/116: OPERATIONAL MANAGER NURSING (SPECIALTY UNIT) PNB3 ICU REF NO: REFS/004517
Directorate: Nursing

SALARY: R562 800 - R633 432 per annum (plus benefits)
CENTRE: Tembisa Provincial Tertiary Hospital
REQUIREMENTS: Basic qualification accredited with the SANC in terms of Government notice R425 (i.e. Diploma / Degree in nursing that allows registration with SANC as a Professional Nurse). Registration with the SANC as a Professional Nurse and proof of current registration. A post – basic Nursing qualification (Critical Care Nursing) with a duration of at least 1 years, accredited with the SANC in one of the specialities referred to in the glossary of terms. A minimum of 7 years appropriate/recognizable experience in nursing after Registration as
Professional Nurse with the SANC in General Nursing. At least 9 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post – basic qualification in the relevant Speciality, appropriate/recognisable experience at Management Level.

**DUTIES**

Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and the evaluation thereof. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the hospital. 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 and implementation of nursing guidelines, procedures and standards. Manage and monitor proper utilization of human, financial and physical resources. Provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development. Be informed with Labour Act Practices.

**ENQUIRIES**

Mr. W.N. Mothwane Tel No: (011) 923 - 2050

**APPLICATIONS**

Application to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x7 Olifantsfontein, 1665 or Hand delivered/submitted at corner Flint Mzibuko and Rev. R.J.T Namane Drive Olifantsfontein 1665 or apply online at: www.gautengonline.gov.za

**CLOSING DATE**

13 September 2019

**POST 31/117**

**ASSISTANT MANAGER NURSING (GENERAL) - GRADE 1 REF NO: ODI/23/08/2019**

Directorate: Nursing

**SALARY**

R562 800 – R652 437 per annum

**CENTRE**

Odi District Hospital

**REQUIREMENTS**

Basic R425 qualification (i.e Diploma/degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Diploma in Midwifery required, Diploma in Nursing Administration required. Registration with the SANC as a Professional Nurse. Evidence of current registration. A minimum of 8 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing. At least 2 years of the period referred to above must be appropriate/recognizable experience at management level. (Less than 1 year from experience for candidates appointed from outside the public services after complying with registration requirements). Experience as a night supervisor will be an advantage. Knowledge of nursing care process and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational and Health and Safety Act.

**DUTIES**

Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate comprehensive on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Manage, monitor and ensure proper utilization of human, financial and physical resources. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedure. The candidate is expected to relieve on night duty as a supervisor, though expected to assist on day where there is a need. Participate in the nursing management team for both day/night. To be part of the nursing management team. To act on behalf of the NSM (day/night) and all other managers especially on night and after hours. Communication as a skill is highly expected. Expected to recommend, advice, give information in the form of reports, letters, and memos. General and strategic advice, nursing and management support. Maintain professional growth/ethical standards and self-development: SANC, Nurses day involvement, promoting the image of both nursing and hospital.

**ENQUIRIES**

Ms. S.J Boshoman Tel No: (012) 725 2312 /2304)

**APPLICATIONS**

Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane, 0190.

**NOTE**

Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a
recently CV as well as certified copies of all qualifications and ID document (no copies of copies allowed. Certified copies should not be more than three months old.

CLOSING DATE : 20 September 2019

POST 31/118 : CLINICAL PROGRAMME COORDINATOR REF NO: CPC/CMJAH/001/2019
Directorate: Nursing Services

SALARY : R444 276 per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic 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 SANC as a Professional nurse. A minimum of 7 years' appropriate experience in nursing after registration as a Professional nurse with SANC in general nursing. Experience in infection control will be an added advantage. Computer and communication skills, ability to analyze infection control reports, knowledge of infection control, waste management regulations and policies guidelines and legislative framework theory and ethics practice will be added advantages.

DUTIES : Facilitate, Co-ordinate and review National, Provincial and Regional legislation regarding infection control, waste management policies and protocols and monitoring thereof. Implementation and maintain an effective Hospital infection control surveillance system in alignment with the infection control policies. Monitor the utilization of Financial, Human and material resources. Promotion of awareness, develop and monitor implementation of infection prevention and control, waste management standards operating procedures (SOP's) for the institution, conduct training. Compile monthly, quarterly and annual infection control and waste management reports. Ensure that nosocomial infection and outbreaks are investigated, managed and reported. Ensure compliance with infection prevention and control and waste management policies. Develop and monitor an ongoing hand washing hygiene improvement in the Hospital. Assist in quality and OHS matters within the institution. Represent infection prevention control and waste management in other meetings as required. Participate in some committees as delegated. Will be on call on rotational basis.

ENQUIRIES : Mr. W.K Malebati: Tel No: (011) 488 3238
APPLICATIONS : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 8, No. 17 Jubilee Road, Parktown 2193.

NOTE : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of SANC, I.D (for smart ID; copies of both side of ID) and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.

CLOSING DATE : 13 September 2019

POST 31/119 : QUALITY ASSURANCE: COORDINATOR REF NO: REFS/004465
Directorate: Nursing

SALARY : R444 267 - R500 031 per annum
CENTRE : Tembisa Provincial Tertiary Hospital
REQUIREMENTS : A basic qualifications accredited with SANC in terms of Government Notice. R425 Qualification (i.e. Diploma/Degree in Nursing as a Professional Nurse plus Midwifery. A Minimum of 7 (Seven) years appropriate recognizable experience in Nursing after registration as a Professional Nurse. 2 (Two) years’ experience and knowledge of Quality Assurance including National Core Standards for health establishment and related legislation and Ideal Hospital Realisation and Maintenance. Basic Computer literacy and Project Management are essential. Familiar with Code of Good Practice in the public sector and labour relations practices. Ability to collect and analyse data. Evidence of current registration with SANC. Competencies: Able to perform under pressure. Initiative, motivated and reliable and a team player. Good decision making, communication and presentation skills are essential.
DUTIES: Development and maintenance of quality patient care environment that promote optimum patient experience of care. Provide leadership to quality assurance committee in the hospital. Ensure proper management of Complaints, Complements & Suggestions and Patients Safety Incidents in the hospital. Ensure implementation of National Core Standards. Manage clinical audits system. Coordinate the development and implementation of institutional guidelines in line with legislation. Ensure adherence to quality assurance norms and standards in the institution. Coordinate compilation of quality improvement plans and communicate with external and internal stakeholders. Provide leadership in quality assurance unit, staff and customer training. Perform other duties that are delegated by the Supervisor/Manager.

ENQUIRIES: Ms. M.A. Mahlare Tel No: (011) 923 – 2245

APPLICATIONS: to be addressed to, The Human Resources, Tembisa Provincial Tertiary Hospital, Private x7 Olifantsfontein, 1665 or Hand delivered / submitted at corner Flint Mazibuko and Rev. R.J.T Namane Drive Olifantsfontein 1665 or apply online at: www.gautengonline.gov.za

NOTE: The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtained from any Public Service Department or from the website, which must be completed in full and attach your CV, certified copies of your identity document and academic qualification. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Please note that the successful candidate will be subjected to OHS medical Surveillance as required in the HBA regulation within the OHS act 85 of 1993. Security and reference check.

CLOSING DATE: 13 September 2019

POST 31/120: CLINICAL COORDINATOR - EMPLOYEE HEALTH AND WELLNESS AND OHS REF NO: HRM 21/2018

Directorate: Nursing Services

SALARY: R444 276 per annum (Plus Benefits)

CENTRE: Sterkfontein Hospital

REQUIREMENTS: Diploma in Nursing (R425 or equivalent) B-Tech / in Nursing. National Diploma in Occupational Health Nursing Science and Knowledge and experience of EAP, HIV/AIDS and OHS. Proof of registration with SANC. A minimum of seven years’ experience as a Professional Nurse, 2 – 3 years of the period above must be in the implementation of Health and Wellness Programmes; EAP, HIV AIDS, STI & TB, OHS. Must be Computer literate and have a valid driver’s licence. Knowledge of the Public Service Act and Regulations, EHWP Strategic Framework, the Employment Equity Act, DPSA Directives, Employee Assistance Programme Standards, the Occupational Health and Safety Act as well as PILIR Policy and Guidelines. Sound organising, planning, presentation and facilitation skills. Counselling, decision making, good communication, crisis and trauma management. Coordination, research and marketing skills. Good interpersonal relations. Conflict resolution and leadership skills.

DUTIES: Provide operational and effective management of the integrated Employee Health and Wellness Program which include the following policy and procedures; Strategy development implementation in line with the Public Service framework pillars. Provide confidential assessments, counselling and follow-up referrals. Identify and maintain relationships with all relevant stakeholders for effective implementation of the programme. Provide onsite critical incident stress debriefing following traumatic incidents. Identify, manage and implement life management service of lifestyle development interventions. Develop and implement the Employee Health and Wellness marketing and promotion strategy. Identify departmental health risk trends and implement effective EHW Programmes to enhance the health and wellness of employees and the organization. Provide Occupational Health Services to employees that will promote, protect and restore employee’s health within a safe working environment. Perform Medical Surveillance (which may include clinical examinations, biological monitoring and medical tests and diseases. Management of occupational injuries and TB, HEP B, lost time statistic’s and cost data report for safety committee. Inspect facilities, observe operations and activities and investigate health and safety complaints. Ensure that OHS committee meets monthly and compile reports as required.

ENQUIRIES: Ms. 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: 13 September 2019

POST 31/121: HUMAN RESOURCES MANAGER
Directorate: Office of the Dean/CEO

SALARY: R376 596 – R443 601 per annum (including benefits)

CENTRE: SMU Oral Health Centre


ENQUIRIES: PROF Stephen Hendricks Tel No: (012) 521 4801

APPLICATIONS: Direct applications must be delivered to SMU OHC Human Resource Department, Room SS21 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria, 0001. Applications can be emailed on or before The Due Date to iris.makgatho@gauteng.gov.za but all original required completed and certified application documents must be submitted within 5 days of closing date. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

FOR ATTENTION: Mrs I Makgatho

NOTE: Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae and Z83 form. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. Applications can be emailed on or before due date but all original required completed and certified application documents must be submitted within 5 days of closing date. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply. No copies of previously certified copies will be allowed. Certification of copies not be more than three months. Failure to submit the requested documents will result in application not being accepted. The SMU OHC reserves the right not to make an application.
POST 31/122

ASSISTANT DIRECTOR: PATIENT ADMINISTRATION

REF NO: REFS/004463

CLOSING DATE: 13 September 2019

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

CENTRE: Tembisa Provincial Tertiary Hospital

REQUIREMENTS: National Diploma or equivalent NQF 6 certificate in Public Administration/Office Management or related qualification. At least 5 years’ experience in patient administration. Knowledge and understanding of the application of Government and Departmental policies and guidelines. Strategic capability and leadership. Good communication / (verbal and written) and computer skills (MS Office package). Ability to work independently and under pressure. Able to co-ordinate with other units of the department. Be a team player with the ability to work cross functionally.

DUTIES: Provide administrative support to patient admin & support directorate. Plan, organize and control administrative activities pertaining to patients. PMDS of Supervisors and staff. Conduct daily inspections of departments. Manage the electronic filing system. Monitor and control the frontline and hotel services in accordance to the deliverology tool. Champion and assist the team by communicating mission and vision of the unit. Knowledge of PFMA and Treasury Regulations. Management of human and physical resources.

ENQUIRIES: Mrs MM Mathabela Tel No: (011) 923-2115

APPLICATIONS: to be addressed to, The Human Resources, Tembisa Provincial Tertiary Hospital, Private bag x07, Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J. Namane Olifantsfontein 1665

NOTE: The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtainable from any Public Service Department or from the website, which must be completed in full and attach your CV, certified copies of your identity document and academic qualification. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Suitable candidates will be subjected to personnel suitability checks (criminal record check, qualification/study verification and credit check). Successful candidates will undergo a medical screening test.

POST 31/123

OCCUPATIONAL THERAPIST (PRODUCTION) REF NO: HRM 81/2019

Directorate: Occupational Therapy

SALARY: R317 976 – R439 164 per annum plus benefits grade 1-3 salary will be according to the years of experience as prescribed by the occupation specific dispensation

CENTRE: Steve Biko Academic Hospital

REQUIREMENTS: Degree/Diploma in Occupational Therapy. Appropriate clinical experience in the field of occupational therapy in all areas. Registration with the HPCSA as an Occupational Therapist is compulsory with proof of current years’ registration. Good computer skills, communication, supervisory, planning and organizational skills. Ability to work in a multi-disciplinary team. Additional certificates/depth experience in splinting and pressure garments would be a added advantage.

DUTIES: Rendering comprehensive occupational therapy production services in the field of adult physical conditions, Pediatrics and Psychiatry conditions. Assist in the management of all resources in the allocated sub-section(s), including supervision, performance management and development of staff. Implement sectional and provincial quality assurance measures in the designated area. Participate in the formulation and review of strategies in allocated area of work as required. Participate in continuous professional development and facilitate those of subordinates according to HPCSA and government regulations in allocated area of work. Provide training allocated occupational therapy students and medical students as required. Participate or contribute to research activities related to scope of Occupational Therapy

ENQUIRIES: Mr. T Ncwane Tel No: (012) 354 1665

APPLICATIONS: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169,
NOTE : 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 31/124 : OCCUPATIONAL THERAPIST REF NO: TRH 06/ 2019
Directorate: Allied

SALARY : Grade 1: R317 976 per annum (plus benefits)

CENTRE : Tshwane Rehabilitation Hospital

REQUIREMENTS : Bachelor’s in occupational therapy. Registration with HPCSA as an Occupational Therapist and annual proof of payment. Good communication skills and computer literacy will be an added advantage. Experience: Grade 1. Have completed community service. Ability to work in a team, interdisciplinary approach.

DUTIES : Render patient centered Occupational Therapy service that complies with standards and norms as indicated by health policies and protocols. To work with colleagues, relieve as and when the need arises, and to work closely with the interdisciplinary team members. Perform clinical supervision of allocated staff (e.g. Community service therapist and or Occupational Therapy Assistants/Technician). To participate in student training, supervision and performance evaluation. Implement, maintain quality assurance and National core standards and norms at departmental level. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of interdisciplinary team members. Participate in mini research projects for the institution.

ENQUIRIES : Ms M Mogale Tel No: (012) 354 - 6819

APPLICATIONS : Applications must be send directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.

NOTE : The Gauteng Department of Health is guided by the principles of Employment Equity, therefore all the appointments will be made in accordance with the Employment Equity target of the department. Males and People with disabilities are encouraged to apply. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South Africa Police Service.

CLOSING DATE : 20 September 2019

POST 31/125 : SWITCHBOARD OPERATOR REF NO: SO/CMJAH/001/2019
Directorate: Information Communication and Technology

SALARY : R257 508 per annum (plus benefits)

CENTRE : Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS : Grade 10/Grade 12 or equivalent with more than 10 years’ experience. Relevant tertiary qualification with 0 to 2 years’ experience. 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. Post matric ITC qualification and 2 to 3 years’ experience in VOIP telephony, advanced switchboard ICT technical experience will serve as added advantage. Client focus and sound interpersonal skills including conflict management. Experience in networking and switching. Sound telephone etiquette and superior listening with clients as all levels knowledge of Batho Pele principles. Time management skills. Ability to handle stressful situations and dealing with difficult clients/users. Due to nature of the work incumbents will be working 24/7 day & night shift (07h00=19h00) and/or 19h00-07h00 including public holidays as per the duty roster and work overtime whenever required.

DUTIES : Provide effective installation, maintenance and support for the hospital telephone system and IP network equipment. Communicate with management and other departments to handle any escalating issues in a timely manner. Communicate and maintain up to date, accurate documentation including equipment, wiring and network topology. Compile timely, comprehensive, and accurate reports for management decision making. Provide a switchboard
service to all internal and external clients. Answer, transfer and direct incoming calls in a timely manner using an updated telephone list. Attend to emergency/high priority calls and forward calls to relevant business units or send the message through email/sms system. Provide highest level of prompt and friendly response related to switchboard queries. Update maintain accurate contacts and information lists of service, departments, staff members, and application requirements. Assist with any telephone related duties required by management.

ENQUIRIES : Mr. T. Twala Tel No: (011) 488 4664
APPLICATIIONS : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building, first floor, Room 07, 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.

CLOSING DATE : 13 September 2019

POST 31/126 : TRANSPORT OFFICER REF NO: TRANS /2019/01 (X1 POST)

SALARY : R257 508 per annum
CENTRE : Gauteng Ems: Ekurhuleni District

DUTIES : Management and maintenance of EMS fleet. Exercise control over the maintenance and expenditure involved in the use of EMS vehicles. Compile and maintain the vehicle asset register. Ensure optimal utilization of vehicles. Conduct regular inspection. Ensure that all vehicles are kept in good roadworthy condition and that they are serviced on a regular basis. Ensure timeous licensing of vehicles. Manage accident, take reports of accidents, theft and losses. Reconciliation of electronic log sheet or any other trip monitoring systems. Co-ordinate monthly transport expenditure and compile monthly reports. Perform standby duties as outlined by the Chief Directorate. Supervise subordinates. Perform any other duties as delegated by the Supervisor. Eligible candidates will be subjected to a medical, practical and theoretical evaluation(s).

ENQUIRIES : Mr. Rambau TT Tel No: (011) 564 2001
APPLICATIIONS : Applications must be delivered directly to Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonetti Street, Midrand or posted to P.O Box 8311, Halfway House 1685

NOTE : Applications must be submitted on a form Z83, obtained from any public services department or on the website, which must be completed in full. Id copy and all qualifications must be certified. Certification must be less than 3 months.

CLOSING DATE : 13 September 2019

POST 31/127 : SKILLS DEVELOPMENT OFFICER REF NO: REFS/003909

SALARY : R257 508 - R303 339 (Level 07) (plus benefits)
CENTRE : Tembisa Provincial Tertiary Hospital
REQUIREMENTS : Grade 12 and 05 years’ experience in Human Resource Department at least 02 years must be in HRD and PMDS or National Diploma/ three (3) years qualification and 02-years’ experience in Human Resource Department at least 01 years must be in HRD & PMDS experience.

DUTIES : Supervise/Monitor the coordination of the training and Development interventions as per operational plan. Compile Workplace Skills Plan. Training staff on Performance management system and other generic trainings. Ensure

**ENQUIRIES:**
Mr. N. Ramolumisi Tel No: (011) 923 – 2080/2331

**APPLICATIONS:**
To be addressed to. The Human Resources, Tembisa Provincial Tertiary Hospital, Private x 7 Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J.T Namane Olifantsfontein 1665.

**NOTE:**
The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtainable from any Public Service Department or from the website, which must be completed in full and attached your CV, certified copies of your Identity document and academic qualification. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Due to the large number of applications we envisage receiving, applications will not be acknowledged, If you do not receive any response within 3 months, please accept that your application was not successful.

**CLOSING DATE:**
13 September 2019

**POST 31/128:**
SERVER ADMINISTRATION (ICT)
Directorate: Office of the Dean/CEO

**SALARY:**
R257 508 – R303 339 per annum (Level 07) (ICT salary)

**CENTRE:**
SMU Oral Health Centre

**REQUIREMENTS:**
Grade 12 with National Diploma / Degree in Information Technology and Computer Science, MCSE or MCITP will be an added advantage. Current 3-5 years practical experience in the provision and support of directory services & core server infrastructure and associated services. Knowledge of System Performance; Server Performance Management; TCP/IP, DNS and DHCP protocols; Windows and Linux Servers; Server Operations, Server applications, etc. Knowledge of both physical and virtualized servers, especially Hyper-V. Understanding of the government regulations. A solid understanding of hardware and software support for client system/solutions. Server & storage related technologies & related management toolsets and solutions. Service Management Systems (ASPECT /ARS/ITSM7) or equivalent applications. ICT Operational Trends; Network Operating Systems; Project Management; NOS/Active Directory/Virtualisation; Quality assurance standards; DNS, E-Mail, software deployment, Patch management, Core Stack builds; VPN technologies and concepts; Disaster Recovery; Virtualisation technologies and concepts; Computer and network security principles; Operating System Stack builds (OS Imaging); Service Level Management. Skills: Proficiency in maintenance of Core Server Infrastructure and Services (Patch management, Antivirus, DNS, DHCP, Agents etc.); Microsoft administration and related services; Virtualised server designs and support; Server monitoring; Server operating system rebuilds and restore; Domain controllers rebuild and restore. Communication skills, Interpersonal skills, Self-Management skills and Intellectual skills.

**DUTIES:**
To maintain the Medical Supplies Depot core server infrastructure. Rectify faults affecting availability. Install / configure servers and other related devices. Resolve medium to high operational incidents and requests. Provide support associated services within the Medical Supplies Depot enterprise or LAN environment to ensure good service delivery. Ensure server infrastructure availability, capacity, and uptime / response time. Investigate / confirm / refer / log a call for any issues relating to the server environment responsible for. Installation / configuration of the Microsoft Server Platform / SAN Storage. Clustering and load balancing. Implement procedures and standards for Directory Services, Messaging, VMware, Backup, Data Security and related services and monitor adherence thereof using Services Toolsets &
Dashboards. Resolution and handling of medium to high operational incidents as per SLA incident handling timeframes.

**ENQUIRIES:** Prof Stephen Hendricks. Dean & CEO Tel No: (012) 521 4801

**APPLICATIONS:** Direct applications must be delivered to SMU OHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria, 0001. Applications can be emailed ON or Before The Due Date to iris.makgatho@gauteng.gov.za or pretty.rangoato@gauteng.gov.za but all original required completed and certified application documents must be submitted within 5 days of closing date. The Institution reserves the right not to make any appointment. Persons with disabilities encourages to apply.

**FOR ATTENTION:** Mrs I Makgatho or Ms Pretty Rangoato

**NOTE:** Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, HPCSA Registration and Z83 form. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. Applications can be emailed on or before due date but all original required completed and certified application documents must be submitted within 5 days of closing date. The Institution reserves the right not to make any appointment. Persons with disabilities encourages to apply. No copies of previously certified copies will be allowed. Certification of copies not be more than three months. Failure to submit the requested documents will result in application not being accepted.

**CLOSING DATE:** 13 September 2019

**POST 31/129:** CHIEF CLERK: PATIENT ADMINISTRATION REF NO: REFS/004462

**SALARY:** R257 508 - R303 339 (Level 07)

**CENTRE:** Tembisa Provincial Tertiary Hospital

**REQUIREMENTS:** Grade 12 or equivalent qualification with 10 years administration experience in the public service Health System. Knowledge of PAAB system. Must have excellent communication skills and interpersonal relationship skills. Computer literacy. Ability to function independently, under pressure and work shifts. Knowledge and understanding of legislative framework governing the public service (e.g. PFMA).

**DUTIES:** Supervision of shift workers. Ensure adherence to departmental policies and Procedures Provide Leadership in the frontline service. PMDS for staff. Assistant with duty rosters and allocation of staff. Check attendance registers and monitor all leave of subordinates. Training needs analysis of staff. Execution of any other duties related to admin and support service unit as instructed by the supervisor.

**ENQUIRIES:** Mrs. M.M. Mathabala Tel No: (011)923 2115

**APPLICATIONS:** to be addressed to, The Human Resource s, Tembisa Provincial Tertiary Hospital, Private bag x07, Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J. Namane Olifantsfontein 1665.

**NOTE:** The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtainable from any Public Service Department or from the website, which must be completed in full and attach your CV, certified copies of your identity document and academic qualification. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Suitable candidates will be subjected to personnel suitability checks (criminal record check, qualification/study verification and credit check). Successful candidates will undergo a medical screening test.

**CLOSING DATE:** 13 September 2019

**POST 31/130:** LABOUR RELATION OFFICER REF NO: ODI/07/08/2019

**Directorate:** HRM

**SALARY** R257 508 per annum

**CENTRE:** Odi District Hospital
REQUIREMENTS: Degree/Diploma (NQF Level 6) in Human Resource Management Labour Relations or relevant equivalent qualification. Minimum of two years’ experience in Labour Relations. The candidate must have excellent understanding of relevant legislative and public health sector prescripts. The candidate must possess excellent presentation, investigation, interpersonal and conflict resolution skills. Must be computer literate (Ms Office). A valid driver’s license.

DUTIES: Investigate misconduct cases. Facilitate resolution of grievances filed with the Labour Relations office. Contribute in the development of the annual Labour Relations capacity building for the institution. Deliver training or workshops in line with Labour Relations capacity plan. Provide secretarial support in Bilateral and Multilateral meetings. Contribute in the promotion of labour space in the workplace. Maintain proper record keeping of Labour Relations documents.

ENQUIRIES: Mr. Sekwele LR Tel No: (012) 725 2460)

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: Mr. Makhudu ME

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. People with disability are encouraged to apply.

CLOSING DATE: 13 September 2019

POST 31/131: PROFESSIONAL NURSE GRADE 1 (X5 POSTS)
Directorate: Office of the CEO/Dean

SALARY: R256 905 – R297 825 per annum (all inclusive package)

CENTRE: SMU Oral Health Centre

REQUIREMENTS: Diploma Degree in General nursing registered with South African Nursing Council as a Professional Nurse. Current Registration with SANC. Good communication skills /verbal and written. Must at least have 10 years Nursing Care /Experience. Must have experience in Dental Nursing. Must have driver's license. Competent in Report writing skills. Competent in Computer literacy in MS Word, Excel, PowerPoint, Publishing. Experience & Qualification in working in Theatre (preferably Dental). Sound interpersonal skills are necessary. Experience in application of NDOH, National Core Standards and NDOH Quality Priorities. Demonstrate basic understanding and application of HR and financial policies and practices. Working Experience & Ability to plan and organize own work, time and that of support personnel to ensure proper smooth running of theatre slip and procedures. Working Experience of work in Rural Health Institutions at Clinic, CHC or District level. Experience in Clinical Research. Working Experience in Quality Health Care Programs, Reporting and its implementation and Reporting. Working Experience in Audit Action Plans, Emergency Risk, Risk Management and Recovery Plans. Working Experience in Dental Quality Assessment of Care Programs. Experience working with Dental Assistants. Working Experience in Employee Wellness and EAP Program; Working Experience in Health Services Research. Working Experience in Health Risk Management and Administration. Skills in Conflict Management.

DUTIES: Provision of high quality Oral Health and Nursing Care that is Holistic and Patient care centered in preferentially Maxillo Facial & Oral Surgery Clinics but not to excluding on other Oral Health Clinic Speciality disciplines. Work in Dental Theatres & Premedication of Patients. Ensuring that Oral Health Nursing care provided is within the scope of Practice of nurses and the legal framework. Maintain a Professional and Ethical practice as well as enabling Oral Health environment for ethical practice. Maintain a constructive working relationship with Oral Health nursing and other stakeholders. Participate in management and utilize physical, financial and human resources to fulfill operational and developmental functions in accordance with legislation and policies. Participate in research, training of staff, students, personal development and CPD (continuing Professional Development). Ensure
compliance with six key Quality priorities. Perform any other duties additional where so required for Service Delivery Platform. Work Overtime where required.

ENQUIRIES
APPLICATIONS: Prof SJH Hendricks, Dean & CEO Tel No: (012) 521 4801
Direct applications must be delivered to SMU OHC Human Resource Department, Room SS21 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria, 0001. Applications can be emailed ON or Before The Due Date to iris.makgatho@gauteng.gov.za or pretty.rangoato@gauteng.gov.za but all original required completed and certified application documents must be submitted within 5 days of closing date. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

FOR ATTENTION
NOTE: Mrs I Makgatho or Ms Pretty Rangoato
Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, HPCSA Registration and Z83 form. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. Applications can be emailed on or before due date but all original required completed and certified application documents must be submitted within 5 days of closing date. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

CLOSING DATE: 13 September 2019
POST 31/132: PHARMACIST ASSISTANT (POST-BASIC) GRADE 1
Directorate: Office of the CEO/Dean
SALARY: R208 383 – R234 738 per annum (with benefits)
CENTRE: SMU Oral Health Centre
REQUIREMENTS: A post basic Pharmacist Assistant qualification. Registration as Pharmacist Assistant (Post basic) and a minimum of five (5) years appropriate experience after registration as a Pharmacist Assistant (post basic).
DUTIES: Receive, read and check the prescription/order for legality, authenticity and validity. Prepare labels. Prepare and pack pharmacy products. Complete and maintain documentation. Distribute and/or issue pharmacy products. Identify and report excessive drug usage and deviations. Order and receive stock. Issuing and dispatching of stock. Bulk compounding of stock in accordance with the SOP. Sign performance contracts on annual basis. Take part in the Gauteng turnaround strategy. Create and maintain the filing system for all documents in the unit. The incumbent will be required to perform duties at DGMAH Pharmacy as well.

ENQUIRIES: Prof SJH Hendricks, Dean & CEO Tel No: (012) 521 4801
APPLICATIONS: Direct applications must be delivered to SMU OHC Human Resource Department, Room SS21 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria, 0001. Applications can be emailed ON or Before The Due Date to iris.makgatho@gauteng.gov.za or pretty.rangoato@gauteng.gov.za but all original required completed and certified application documents must be submitted within 5 days of closing date. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

FOR ATTENTION
NOTE: Mrs I Makgatho or Ms Pretty Rangoato
Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, HPCSA Registration and Z83 form. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. Applications can be emailed on or before due date but all original required completed and certified application documents must be submitted within 5 days of closing date. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply. No copies of previously certified copies will be allowed. Certification of copies not be more than three months. Failure to submit the requested documents will result in application not being accepted.
CLOSING DATE : 13 September 2019

POST 31/133 : ADMINISTRATION CLERK REF NO: 003536
Directorate: Patient Affairs Department
Re-advertisement (candidates who applied previously may re-apply)

SALARY : R173 703 per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Grade 10 or equivalent or a Grade 12 or equivalent. Knowledge of a limited range of work procedures and elementary clerical duties such as; Admiration. Data capturing, Administration procedures relating to specific working environment including norms and standards. Planning and or organising. Reporting procedures. How to do basic research/ gather information. Procurement directives and procedures. Knowledge of statistics. Computer. Mathematical skills, Organising. Ability to perform routine tasks. Ability to operate computer (Microsoft Package). Basic interpersonal relationship. Problem solving. Maintaining discipline. Formulation and editing. The following will be an added advantage: grade 12 with 2 to 5 years’ experience in Patient Administration or diploma/degree as the admin clerk or as a generalist in Patient Administration. Knowledge of Hospital Information System (MEDICOM). Be professional and customer orientated in line with the Batho Pele Principles and the six ministerial priorities. Abide by code of conduct and show a positive attitude. Good communication and interpersonal skills. Knowledge of acts that govern Patient Administration, i.e MEDICOM, PFMA, Patients’ rights, Batho Pele Principles, Procedure Manual II and UPFS. Must relief other colleagues and as part of a team.

DUTIES : General administration duties as instructed by Head of Department. Submitting of Patient files to Medical Records on regular basis. Register and secure appointments and admissions. Do ward census. Transfer patients on system. Updating of known patients and all other patients with insufficient information. Use ITC (Trans Union) to check patient financial status. Enter ICD 10 codes. Attend to enquiries by public/community. Classifications and other information relating to patients must be updated as required and work as part of a team by ensuring accurate capturing of data and billing procedures for billing purposes. Capture down time in line with Circular 11 of 2014. Update patient information on visit and review classifications. Formulation and editing. The following will be an added advantage: grade 12 with 2 to 5 years’ experience in Patient Administration or diploma/degree as the admin clerk or as a generalist in Patient Administration. Knowledge of Hospital Information System (MEDICOM). Be professional and customer orientated in line with the Batho Pele Principles and the six ministerial priorities. Abide by code of conduct and show a positive attitude. Good communication and interpersonal skills. Knowledge of acts that govern Patient Administration, i.e MEDICOM, PFMA, Patients’ rights, Batho Pele Principles, Procedure Manual II and UPFS. Must relief other colleagues and as part of a team.

ENQUIRIES : Mr. M. Molefe Tel No: (011) 488 3862
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 : 13 September 2019

POST 31/134 : COMMUNICATION OFFICER: CORPORATE COMMUNICATION REF NO: HRM 82/2019
Directorate: Communication

SALARY : R173 703 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12 with 3-years’ experience in the relevant field or NQF Level 6 with appropriate experience. Clinical Photography will be an added advantage.
DUTIES : To handle various matters related to internal and external communication in Steve Biko Academic Hospital. Conduct elementary research on matters related to communication. Rendering photographer audio services and collects information towards various needs such as unknown patients. Facilitate the
printing of departmental publications to ensure effective communication to all stakeholders (e.g. Annual reports, Departmental newsletters/brochures). Assist in branding and events management. Design and layout of publications for printing, design draft for printing companies. Assist in development of and ensure the successful implementation of the communication strategy. To promote and enhance internal and external communication within the hospital. Update information on the website and liaise with the website designer on matters related. Monitor media coverage and compile a synoptic report.

ENQUIRIES: Ms. L Mogapi Tel No: (012) 354 3886
APPLICATIONS: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE: 13 September 2019
POST 31/135: FINANCIAL CLERK REF NO: HRM 83/2019
Directorate: Finance

SALARY: R173 703 per annum plus benefits
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: Grade 12 Certificate (National Diploma will be an added advantage) and the following key competencies: Knowledge of: Accounting and Basic accounting system (BAŠ) MEDICOM and understanding of Public Finance Management Act, Treasury Regulations, computer literacy (Spreadsheets techniques) and numeracy. Ability to use Excel, communication at all levels.

DUTIES: The successful candidate will be expected to perform all office related tasks. This comprises to raise patient’s invoices, be familiar with ICD11 Code, IOD, RAF, Defence, SAPS and Correctional services. Making follow ups of outstanding debts, writing off long outstanding untraceable debts and submission of patient’s accounts to different stakeholders.

ENQUIRIES: Mrs. A Matumba Tel No: (012) 354 1131/2689
APPLICATIONS: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications 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: 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 31/136: FINANCE CLERK REF NO: ODI/13/08/2019/01 (X1 POST)
Directorate: Finance

SALARY: R173 703 per annum
CENTRE: Odi District Hospital
REQUIREMENTS: Grade 12 with Accounting /Mathematics plus 2 years relevant experience in Finance, appropriate National Diploma/Degree in Accounting, Finance Management, Cost Management or Internal Auditing with 1 year experience. Knowledge of Public Finance Act (PFMA) and Treasury Regulations, DORA, Computer Literate. Good customer relations and communication skills. Knowledge of transversal system BAS, SAP and SRM. Experience in budget control and IYM (In year monitoring), driver’s licence will be an added advantage.

DUTIES: Compile and capture journals, reconciliation of NHLS, capturing, processing and allocating invoices through E invoicing (SAP). Approving of captured RLS01. Attending to supplier’s queries with GDF, checking and allocation of RLS01. Reconciliation of supplier’s statements, management of petty cash, reconciliation of standalone systems e.g. SAP/BAS, Medsas/BAS, submission of reports to head office monthly and perform any other delegated duties by supervisor.

ENQUIRIES: Ms. J Lamola Tel No (012) 7725 2433/2434
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.
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 not older than three months. 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. People with disability are encouraged to apply.

**POST 31/137**

**FINANCE CLERK REF NO: OD/13/08/2019/02 (X1 POST)**

Directorate: Finance (Account and Billing)

**SALARY**

R173 703 per annum

**CENTRE**

Odi District Hospital

**REQUIREMENTS**

Grade 12 with Accounting/Mathematics plus 2 years’ experience in Finance and revenue collection or a minimum of 3 years National Diploma / Degree in Accounting/ Finance Management/Internal Auditing with 1 year experience. Sound knowledge of PFMA, Treasury regulation and DORA. Good knowledge of PAAB/MEDICOM, BAS System and computer literacy. Excellent communication, writing skill and good interpersonal relation. Experience in the field of financial environment and hospital policies would be an advantage. A valid driver’s licence will be an added advantage.

**DUTIES**


**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.

**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 not older than three months. 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. People with disability are encouraged to apply.

**CLOSING DATE**

13 September 2019

**POST 31/138**

**ADMINISTRATION CLERK REF NO: TDH09/2019 (X1 POST)**

Directorate: Patient Affairs

**SALARY**

R173 703 per annum

**CENTRE**

Tshwane District Hospital

**REQUIREMENTS**

Grade 12 and computer certificate, good communication and interpersonal skills. Ability to prioritize work, work under pressure and meet deadlines. Good writing and editing skills and must be computer literate.

**DUTIES**

To render administrative all support functions. Sorting, filling and safe keeping of patient’s records. Ordering, receiving and issuing of stock. Registration, admissions of patients from casualties, X-Rays, OPD and wards. Administer all functions regarding state money. Provide assistance and information to all other staff members, patient and public at large. Adhere to Batho Pele principles and code of conduct. Willingness to work shifts, weekends and during public holidays. Must be willing to always assist in other departments. Willingness to rotate to all other administration sections as and when required.

**APPLICATIONS**

All applications received for the posts should be sent to: Tshwane District Hospital, Private Bag x179 Pretoria 0001 Or Candidates should apply directly to the Hospital in HR Department.

**ENQUIRIES**

Ms Lewis A Tel No: (012) 354 7364

**CLOSING DATE**

13 September 2019
DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

APPLICATIONS: Please apply online at www.gautengonline.gov.za

NOTE: Requirement of applications: People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at www.gautengonline.gov.za and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No faxed or emailed applications will be accepted. The Department reserves the right not to make appointment(s) to the advertised post(s). No late applications will be considered.

OTHER POSTS

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<th>POST 31/139</th>
<th>DEPUTY DIRECTOR: SOCIAL HOUSING AND PROPERTY MANAGEMENT</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R733 257 per annum (all-inclusive remuneration package)</td>
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<tr>
<td>CENTRE</td>
<td>Johannesburg</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Matric plus BTech/Degree (NQF Level 7) in built environment/property/construction/Commerce. A minimum of 3 - 5 years’ experiences at Middle management level. Knowledge: Property management, Inventory Management, public finance management act, treasury regulations, property related, social housing &amp; inventory management legislations, market trends, construction industry, state property management acts, social housing act, by-laws and ordinances, contract management, financial management, corporate governance and project management. Skills: computer literacy, facilitation skills, good report writing and presentation skills, good communication skills, ability to work under stressful conditions. Ability to adapt in accordance to office requirements. Ability to travel. A valid driver's license.</td>
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<tr>
<td>DUTIES</td>
<td>The incumbent will be responsible for social housing programme and immovable asset and inventory management functions within the department with the following key results areas in accordance with approved strategic plan, annual performance plan and business plan: oversee the development and review of property strategies. Facilitate the assessment of social housing projects in Gauteng. Programme management of inventory in the department in accordance with related legislative requirements. Prescribe, monitor and evaluate the reporting responsibilities for inventory. Ensure that all inventories are recorded and accounted for. Control the updating of the inventory register with every transaction. Reconcile the inventory registers with the amount paid on FMS (General Ledger) on a monthly basis. Facilitate the maintenance of immovable assets. Assist in the development of immovable asset and inventory management policies, strategies and guidelines. Manage the identification, evaluation, management and implementation control of risks. Provide management support to the unit/section.</td>
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<tr>
<td>ENQUIRIES</td>
<td>Ms Mpho Mamashela Tel No: (076) 152 3167</td>
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<tr>
<td>CLOSING DATE</td>
<td>20 September 2019</td>
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</tbody>
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<tr>
<th>POST 31/140</th>
<th>ASSISTANT DIRECTOR: ONLINE MEDIA CHANNELS AND RESEARCH</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>Johannesburg</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Matric plus a National Diploma/ Degree in Communications/Media Studies /Journalism, with a minimum of 3 - 5 years’ experience in Communications/Media/Online Media space. A valid driver’s license. Competencies and Skills: Excellent communication skills (written and verbal), interpersonal relations, analytical thinking, problem solving and decision making, presentation skills. Strong administrative, organisational, analytic and managerial qualities. Must be tech-savvy. Proven track record working in a</td>
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</tbody>
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service delivery environment. Ability to communicate effectively and work under stressful environments.

DUTIES

Manage current and emerging online digital and social media platforms. Daily content monitoring, research, management and posting. Develop online specific multimedia infographics for all media platforms. Website editorial input and overall maintenance. Strengthen and enhance the Department’s profile through all platforms digital and traditional. Provide general content and media support to the Unit. Assist from a digital point of view with proactive and efficient media engagements across all platforms. In addition, contribute to the development of key content products such as media statements, opinion pieces, speakers’ notes, media plans, strategies and messages.

ENQUIRIES

Mrs Zandi Gamedze Tel No: (071) 677 3757

CLOSING DATE

13 September 2019

POST 31/141

LEGAL ADMINISTRATION OFFICER (MR5) REF NO: REFS/004486 (X2 POSTS)

SALARY

R373 389 - R912 504 per annum (all-inclusive OSD remuneration Package)

CENTRE

Johannesburg

REQUIREMENTS

Matric plus LLB Degree qualification or equivalent, a minimum of two (2) years or more post qualification experience. Admission as an Advocate or Attorneys of the High Court of South Africa. Knowledge and skills: Knowledge of the Public Finance Management Act, Promotion of Access to Information Act, Labour Relations Act, Housing Act and relevant Public Service legislation and regulations. Contract drafting skills, Knowledge of Court Rules and procedures, Verbal and written communication skills, leadership skills, analytical, performance management, problem solving, Batho Pele principles. Computer literacy, financial management, departmental policies, analytical, interpretation of Acts and Regulations.

DUTIES

Attend to drafting of contracts and relevant documents. Provide legal advice and opinions to the Department. Attend to litigation on behalf of the Department. Liaise with third parties. Represent the Department on all legal matters.

ENQUIRIES

Ms. N Motaung Tel No: (079) 695 0811

CLOSING DATE

13 September 2019
Annexure T

Provincial Administration: KwaZulu-Natal
Department of Cooperative Governance and Traditional Affairs

The Department is an equal opportunity, affirmative action employer and is committed to empowering disabled people.

Applications

To be posted to: The Chief Director, Human Resource Management and Development, Department of Cooperative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 or Hand Delivered To: 330 Langalibalele Street, Pietermaritzburg.

For Attention: Ms N Ngcobo

Closing Date: 13 September 2019 (Applications received after this date will not be accepted)

Note: Applications must be submitted on the Application for Employment Form (Z83) available from any Public Services Department and should be accompanied by a comprehensive CV together with originally certified copies of qualifications, driver’s license and ID. Applicants who possess a qualification which was obtained from a non-South African University must produce SAQA evaluations when submitting their applications. Failure to comply with any instruction will disqualify applicants. Appointment is subject to a positive outcome obtained from the NIA to the following checks (Security Clearance, Qualification verification, criminal records, credit records and previous employment). Faxed or late applications will not be accepted. Should applicants not receive any response from us within three months of the closing date, please accept that your application was unsuccessful.

Management Echelon

Post 31/142: Deputy Director-General: Development and Planning

Ref No: 1/2019 (D&P)

Branch: Development and Planning

Salary: R1 521 491 - R1 714 074 per annum (All inclusive SMS Management Service package)

Centre: Pietermaritzburg

Requirements: The ideal candidate must be in possession of a minimum postgraduate qualification/ Honours or NQF level 8 as recognized by SAQA in Social Sciences/ Development Planning/ Project Management or any related qualification coupled with 8-10 years’ of experience at a senior managerial level in local or provincial government/ development and planning environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge of legislation as well as relevant municipal policies and bylaws, Knowledge of legislation & policies governing provincial administration, Knowledge of policy analysis, knowledge of provincial government monitoring and evaluation processes and systems, Knowledge of change management, Knowledge of management, Knowledge of economic transformation, Awareness and understanding of the development and planning, local economics and municipal environment, Knowledge of protocol matters, Good planning, organising skills, Team development and decision making skills, Communication and conflict resolution skills, Time management skills, Problem solving, analysis and conflict resolution skills, Project management and strategic planning skills, Strategic capacity and leadership skills, People management and empowerment skills, Client orientation and customer focus skills, Service delivery innovation skills, Financial management skills, Good communication skills (written and verbal), Computer literacy in MS Office, A valid driver’s license.

Duties: The successful candidate will be required to oversee an integrated, sustainable development and planning service with the following key responsibilities: Manage, co-ordinate and support disaster prevention and mitigation, Oversee infrastructure development within municipalities to sustainable municipal services, Support and implement programmes that strengthen local economic development (LED), Facilitate and co-ordinate municipal and land use management, Manage the development and implementation of policies, Manage the resources of the Branch.
ENQUIRIES: Mr T Tubane at Tel No: (033)-3952035

POST 31/143: CHIEF DIRECTOR: MUNICIPAL ADMINISTRATION AND GOVERNANCE
REF NO: 1/2019 (MAG)

Chief Directorate: Municipal Administration and Governance

SALARY: R1 251 183 - R1 495 956 per annum (All inclusive SMS management service package)

CENTRE: Pietermaritzburg

REQUIREMENTS: The ideal candidate must be in possession of a minimum Bachelor’s Degree or NQF level 7 as recognised by SAQA in Public Governance, Public Management, Public Administration, Law (LLB) coupled with 5 years’ experience at a senior managerial level within the local government environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge of public service prescripts, Knowledge of relevant legislation & policies, Knowledge of Integrated approach to service delivery, Knowledge of Legal framework of Local Government, Knowledge of strategic management and planning, Knowledge of policy analysis and programme management, Knowledge of spatial planning and financial management, Understanding protocols of the clients, Good planning, organising, leadership skills, Team development and decision making skills, Networking and presentation skills, Community development and researching skills, Legal and conflict resolution and management skills, Good communication skills (written and verbal), Computer literacy in MS Office, A valid driver’s license.

DUTIES: The successful candidate will be required to manage and ensure proper municipal governance and administration by municipalities in the province with the following key responsibilities:- Manage Municipal governance, Municipal cooperative governance, municipal international relations, municipal intergovernmental relations and dispute resolution, Facilitate the compilation of a legislative framework for municipalities, manage the implementation of the governance and municipal administration aspects thereof and ensure compliance therewith, Manage, monitor and support municipal legal matters and ensure the application of the rule of law in municipalities, Monitor, support and build the capacity of municipalities to enable effective, efficient, and economical municipal institutions and provide guidance and advice to all stakeholders in this respect, Render Programme Manager Functions.

ENQUIRIES: Mr T Tubane at Tel No: (033) 3952035

POST 31/144: CHIEF DIRECTOR: TRADITIONAL RESOURCE ADMINISTRATION
REF NO: 6/2019 (TRA)

Chief Directorate: Traditional Resource Administration

SALARY: R1 251 183 - R1 495 956 per annum (All inclusive SMS management Service Package)

CENTRE: Pietermaritzburg

REQUIREMENTS: The ideal candidate must be in possession of a minimum Bachelor’s Degree or NQF level 7 as recognised by SAQA in Public Administration/ Business Management or any related qualification coupled with 5 years’ experience at a senior managerial level within the Traditional Affairs and or rural environment and their institutions. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Knowledge of relevant legislation and policies, Knowledge of legal prescripts guiding the traditional institution, Knowledge of public service prescripts, Knowledge of working with different communities e.g. traditional or rural, Knowledge of financial management prescripts that guide Traditional councils, Knowledge of Integrated approach to service delivery, Understanding and extensive knowledge of traditional institution, Understanding protocols of the clients, Knowledge of financial management and programme management, Knowledge of dominant languages spoken in the provinces for communicating with clients, Good planning, organising, leadership skills, Team development and decision making skills, Networking and presentation skills, Community development and researching skills, Good interpersonal relations as well as the ability to communicate well (written and verbal), Computer literacy in MS Office, A valid driver’s license.

DUTIES: The successful candidate will be required to provide support to the functioning of Houses Traditional Leaders with the following key responsibilities: To
enhance good governance and public participation within Traditional Institutional Structures, To implement and monitor legislation compliance in Traditional Institutions, To coordinate administrative and operational support to the Houses and Traditional Councils, To coordinate and implement capacity building programs in Traditional Institutions, Render Sub-Programme Manager functions.

ENQUIRIES: Mr S Gumede at Tel No: (033) 897 3833

OTHER POSTS

POST 31/145:
DEPUTY DIRECTOR: MUNICIPAL ADMINISTRATION REF NO: 1/2019 (MA) (X2 POSTS)
Directorate: Municipal Administration

SALARY: R733 257 - R 863 748 per annum (All inclusive Middle Management Service package)

CENTRE: Pietermaritzburg

REQUIREMENTS:
The ideal candidate must be in possession of a minimum National Diploma or NQF level 6 as recognised by SAQA in the field of Local Government/ Public Administration/ Public Management or any related qualification coupled with 5 years junior management experience and working knowledge and experience in a local government environment. Legal qualification will be an advantage. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Knowledge of policy analysis, Knowledge of project management, Knowledge of relevant legislation, Planning and organising skills, Time management skills, Team development skills, Problem solving and decision making skills, Management of finances skills, Good communication skills (verbal & written), Computer literacy in MS office, A valid code 8 driver's license.

DUTIES:
The successful candidate will be required to support efficient municipal administration with the following key responsibilities:- Support and monitor municipal statutory matters, Administer municipal administrative and statutory compliance relating to the disposal of municipal-owned immovable property, the expropriation of immovable property, the proposed permanent closure of municipal roads, streets and public open spaces, applications in terms of the KZN Cemeteries and Crematoria Act and the KZN Pounds Act, 2006, councillor remuneration matters, Support municipalities with challenges, including providing support towards the building of capable institutions and the review/implementation of certain policies, Manage the staff and budget of the Sub Directorate, Provide guidance and advice to councillors, municipalities and stakeholders.

ENQUIRIES: Mrs A Reddy at Tel No: (033)-355 6475

POST 31/146:
DEPUTY DIRECTOR: RAPID RESPONSE REF NO: 1/2019 (CDWPP)
Chief Directorate: Community Development Workers and Public Participation Directorate: CDWP and Rapid Response

SALARY: R733 257 - R863 748 per annum (All inclusive Middle Management Service package)

CENTRE: Pietermaritzburg

REQUIREMENTS:
The ideal candidate must be in a possession of a minimum National Diploma or NQF level 6 as recognized by SAQA in Public Administration or Municipal Governance or Social Sciences coupled with 3-5 years’ junior management experience in local government. Related stakeholder coordination experience will be an added advantage. Essential Knowledge, Skills and Competencies Required: The successful candidate must have:- Knowledge of relevant legislation, Knowledge of all relevant enabling prescripts, Knowledge of intergovernmental and functioning of municipalities, Ability to articulate and implement the IGFA, Ability to nurture relationships with strategic partners within and outside of government sector, Planning and management skills, Presentation and facilitation skills, Conflict resolution and problem solving skills, Team development and decision making skills, Good communication skills (written and verbal), Computer literacy in MS Office, A valid driver's license.

DUTIES:
The successful candidate will be required to ensure that service delivery problems are responded to timeously with the following key responsibilities: Ensure local engagement prior and after service delivery protests, Ensure that
service delivery protests are responded to timeously, Manage the rapid response service to areas that are pressure points and threatened by service delivery, Protests within the district, Oversee service delivery problems identification utilizing various systems, Develop and implement policies, frameworks, guidelines and toolkits, Management of resources.

ENQUIRIES : MS F Makhanya at Tel No: (033)-355 6562

POST 31/147 : DEPUTY DIRECTOR: ADMINISTRATION: OFFICE OF THE DDG REF NO: 1/2019 (LGB)
Branch: Local Government

SALARY : R733 257 - R863 748 per annum (All inclusive Middle Management Service package)

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of a minimum National Diploma or NQF level 6 as recognised by SAQA in Local Government/ Administration Field/ Public Administration or any other relevant qualification coupled with 3 years junior management experience in the relevant field. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Knowledge of public service legislations and interpretation of relevant legislations, Knowledge of departmental polices and guidelines, Knowledge of municipal functions and applicable legislation, Good planning, problem solving and decision making skills, Project planning, work analysis and financial management skills, Good communication (verbal & written), A valid code 8 drivers licence.

DUTIES : The successful candidate will be required to provide operational support to the DDG of the local government branch with the following key responsibilities: - Coordinate and integrate the activities of the branch, Facilitate strategic partnership between the branch, department and municipalities, Manage outstanding matters between the office of the DDG and all key stakeholders, Manage operation activities of the DDG, Manage the resources of the unit.

ENQUIRIES : MR TA Mbadane at Tel No: (033)-355 6482

POST 31/148 : ASSISTANT DIRECTOR: MUNICIPAL ADMINISTRATION REF NO: 2/2019 (MA) (X2 POSTS)
Directorate: Municipal Administration

SALARY : R376 596 – R454 920 per annum

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of a minimum National Diploma or NQF level 6 as recognised by SAQA in the field of Local Government or Public Administration or Public Management or any related qualification coupled with 3 years supervisory experience in public sector environment. Legal qualification will be an advantage. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: - Knowledge of policy analysis, Knowledge of project management, Knowledge of relevant legislation, Planning and organising skills, Time management skills, Team development skills, Problem solving and decision making skills, Management of finances skills, Good communication skills (verbal & written), Computer literacy in MS office, A valid code 8 driver’s license.

DUTIES : The successful candidate will be required to support efficient municipal administration with the following key responsibilities: Assist with the processing of municipal statutory applications relating to the disposal of municipal-owned immovable property, the expropriation of immovable property, the proposed permanent closure of municipal roads, streets and public open spaces, applications in terms of the KZN Cemeteries and Crematoria Act and the KZN Pounds Act, 2006, councillor remuneration matters, Support municipalities with challenges, including providing support towards the building of capable institutions and the review/implementation of certain policies, Manage the staff and budget of the Sub Directorate, Provide guidance and advice to councillors, municipalities and stakeholders.

ENQUIRIES : Mrs A Reddy at Tel No: (033) 355 6475

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POST 31/149: ASSISTANT DIRECTOR: MUNICIPAL GOVERNANCE REF NO: 2/2019
(MG) (X2 POSTS)
Directorate: Municipal Governance

SALARY: R376 596 – R454 920 per annum
CENTRE: Pietermaritzburg
REQUIREMENTS: The ideal candidate must be in possession of a minimum National Diploma or NQF level 6 as recognised by SAQA in legislative drafting or any related qualification coupled with 5 years working knowledge and supervisory experience in local government environment after qualification. Legal qualification will be an advantage. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Knowledge of relevant legislation, Knowledge of research and development of legislation, Knowledge of conflict resolution, Knowledge of policy analysis, Knowledge of project management, Planning and organising skills, Conflict resolution skills, Problem solving and decision making skills, Time management skills, Management of finances skills, Good communication skills (verbal & written), Computer literacy in MS office, A valid code 8 driver’s license.

DUTIES: The successful candidate will be required to undertake processes in support of efficient municipal governance and compliance with the following key responsibilities: Undertake the assessment of the executive authority of municipalities, Undertake the assessment of the municipal council institutional framework and administer the legislative processes associated therewith, Process applications for by-elections in terms of timeframes, Provide support to municipalities with their legislative authority, Provide advice and legal guidance on municipal legislative framework, Undertake the drafting of legal documents, Management of resources.

ENQUIRIES: Mr S Duma at Tel No: (033) 355 6311

POST 31/150: ASSISTANT DIRECTOR: MUNICIPAL NERVE CENTRE REF NO: 1/2019
(MPM) (X2 POSTS)
Chief Directorate: Municipal Service Delivery Support
Directorate: Municipal Performance Management

SALARY: R376 596 – R454 920 per annum
CENTRE: Pietermaritzburg
REQUIREMENTS: The ideal candidate must be in possession of a minimum National Diploma or NQF level 6 as recognised by SAQA in Local Government or Administration Field or Public Administration or Public Management or Town and Regional Planning coupled with 3 years supervisory experience. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge of Constitution of South Africa, Knowledge of back to basics programme, Knowledge of employee performance and management system, Knowledge of Basic Conditions of Employment Act, Knowledge of community development, Knowledge of municipal performance management, Knowledge of project management principles, Knowledge of local government legislation, Knowledge of municipal practices and procedures, Language skills, Good listening skills, Presentation and facilitation skills, Planning and organisational skills, Project management skills, Decision making skills, Report writing skills, Good communication skills (verbal & written), Computer literacy in MS office, A valid code 8 driver’s license.

DUTIES: The successful candidate will be required to co-ordinate National/Provincial support programmes to municipalities with the following key responsibilities: Coordinate service delivery support programmes on behalf of the Department to municipalities, Monitor service delivery by municipalities, Coordinate nerve centre information, Provide administrative support to the Nerve Centre functionality, Provide advice, guidance and input to policy.

ENQUIRIES: MS NT Mthembu at Tel No: (033) 355 6116

DEPARTMENT OF HEALTH

ERRATUM: KWAZULU-NATAL: DEPARTMENT OF HEALTH: Kindly note that the post of Operational Manager Nursing: Speciality Theatre (For Greytown Hospital) with Ref No: GTN 35/2019 advertised in Public Service Vacancy Circular 30 dated 23 August.2019. The correct Title of the post is Operational Manager Nursing: Speciality Maternity.
MANAGEMENT ECHELON

POST 31/151 : DIRECTOR: PHC SYSTEM DEVELOPMENT REF NO: G66/2019
Cluster: Health Service Development

SALARY : R1 057 326 per annum (Level 13) (An all-inclusive SMS Salary Package)
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : 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: The incumbent of this post will report to the Chief Director: District Health Service and will be responsible to develop the Primary Health Care Systems and Policies for the Department defining implementation protocols, norms, standards and monitoring arrangements in order to enable the Primary Health Care Institutions to function optimally inclusive of development of community support systems and mechanisms for the delivery of basic Primary Health Care Services, and as such the ideal candidate must:- Knowledge - Possess extensive knowledge of the key issues affecting the ability of Health Institutions to effectively provide PHC services. Possess knowledge and experience regarding the management of diseases within the health services context. Possess extensive knowledge and skills regarding integrated policy development in the PHC environment. Possess extensive knowledge of quality and accreditation arrangements. Possess extensive knowledge of best practices and the ability to customize such practices to suit local needs. Computer literacy.

DUTIES : Develop policy frameworks and systems enabling the establishment and maintenance of an effective and efficient Primary Health Care System in the Province. Develop policy frameworks and systems enabling the establishment and maintenance of an effective and efficient community and household level. Develop policy frameworks and systems to promote community participation in the delivery of PHC services and governance oversight. Provide technical advice to the Member of the Executive Council, the Accounting Officer, EXCO and Institutions to continuously improve the impact made by the PHC System on health service delivery in the province. Provide support to School Health and Health Promotion program. Monitor, evaluate and report on the performance and service delivery of the Community Health Centres, Clinics, Mobiles and all outreach teams including the establishment of early warning detection. Ensure the effective, efficient and economical management and utilization of resources allocated to the component. Facilitate the implementation of Ideal Clinic Realisation and maintenance framework. Ensure coordination of Deputy Manager Nursing and DCST PHC at district level. Facilitate the implementation of HPRS, SyNCH, etc. Coordinate training and development of Primary Health Care in the Province. Coordinate clinical governance and other governance structures like clinic committees and CHC boards. Interact with different stakeholders including other departments within the province and nationally on the matters related to primary health care services. Represent the Department in different forums on matters related to primary health care.

ENQUIRIES : MR J Mndebele Tel No: (033) 395 3274
APPLICATIONS : All applications should be forwarded to: The Head of Department: KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 OR Hand Delivered to: 330 Langalibalele Street, Natalia Building, Pietermaritzburg. Registry, Minus 1:1 North Tower
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: 13 September 2019

OTHER POSTS

POST 31/152: MEDICAL SPECIALIST GRADE 1/2/3: SURGERY DEPARTMENT REF NO: MED 46/2019 (X1 POST)

SALARY:
Grade 1: R1 106 040 – R1 173 900 per annum (Package)
Grade 2: R1 264 623 – R1 342 230 per annum (Package)
Grade 3: R1 467 651 – R 1 834 890 per annum (Package)

18% Inhospitable Area Allowance, Commuted Overtime, Medical Aid: Optional (Employee must meet Prescribed Requirements)

CENTRE: Edendale Hospital

REQUIREMENTS:
Grade 12 Certificate, Appropriate qualification in Health Science (MBChB degree or equivalent). Registration certificate with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Surgery. Current practice with the HPCSA as a Medical Specialist (2019-2020).

Experience:
Grade 1: Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA. Foreign candidates require 1 year relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service.

Grade 2: Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 5 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 6 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service.

Grade 3: Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 10 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service.

A certificate of service obtained from the HR Department must be attached.

A certificate of service obtained from the HR Department must be attached.

Knowledge of appropriate specialist level procedures and protocols within the field of general surgery. Sound knowledge of Human Resource management.

Ability to supervise and teach junior staff. Good communication, interpersonal and management skills. Sound professional and ethical values and a concern for excellence. Information management and quality assurance. Knowledge of current Health and Public Servants legislation, regulation and policy.

Leadership and decision making abilities as well as problem solving and conflict management.

DUTIES:
Participate in the delivery of a 24 hour in-patient and out-patient general surgery service within the Pietermaritzburg Metropolitan Hospitals Complex based at Edendale or Grey’s hospital. Undertake teaching of undergraduate medical students, postgraduate general surgery trainees and allied health care personnel. Develop management protocols for the general surgery service in accordance with the Hospital and Department policies. Provide appropriate surgical care to general surgery patients. Maintain the effective and efficient utilisation of human resources in respect of: Overseeing and supervising general surgery staff in the execution of their duties, training staff and promoting ongoing staff development in accordance with their individual and departmental development needs, recruiting and selecting staff in accordance with government prescripts, assessing performance of general surgery staff, allocating general surgery personnel to respective wards and call roster.

Provide measures and guidance on quality assurance to comply with set
quality standards. Provide general surgery outreach services in the Pietermaritzburg Metropolitan Hospitals Complex and Area 2. Foster collaboration with other hospitals within and outside the district. Exercise cost control over the activities of the department in line with the allocated budget. Participate in all academic and clinical meetings of the general surgery Department. Participate in departmental research activities. Accept responsibility for continuous professional development to keep up to date with new developments in the field of expertise and related fields. Any other duties as assigned by the Head of Department

ENQUIRIES: Dr. P. Ranjan Tel No: (033) 395 4165
APPLICATIONS: All applications to be posted to: The Chief Executive Officer, Edendale Hospital, Private Bag X 509, Plessislaer, 3216.
FOR THE ATTENTION: Mr. L. Makuye
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: 20 September 2019
POST 31/153: MEDICAL SPECIALIST GRADE 1/2/3: ANAESTHESIOLOGY AND CRITICAL CARE DEPARTMENT REF NO: PHAMR 47/2019 (X1 POST)

SALARY:
Grade 1: R 1 106 040 – R 1 173 900 per annum (Package)
Grade 2: R 1 264 623 - R 1 342 230 per annum (Package)
Grade 3: R 1 467 651 – R 1 834 890 per annum (Package)
18% Inhospitable Area Allowance, Commuted Overtime, Medical Aid: Optional (Employee must meet Prescribed Requirements)

CENTRE: Edendale Hospital
REQUIREMENTS:
Grade 12 Certificate, Appropriate qualification in Health Science (MBChB degree or equivalent), Registration certificate with the Health Professions Council of South Africa (HPCSA) as a Specialist with FCA (SA) or MMed (Anaes) Anaesthesiology (or equivalent). Current practice with the HPCSA as a Medical Specialist (2019-2020). Experience: Grade 1: Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA. Foreign candidates require 1 year relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. Grade 2: Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 5 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 6 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. A certificate of service obtained from the HR Department must be attached. Grade 3: Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 10 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. A certificate of service obtained from the HR Department must be attached. Outstanding clinical skills in field of Anaesthesiology and critical care preferably obtained in public service. Ability and practical experience to setup and provide training program for under and post graduates. Develop and review clinical protocols and guidelines for Anaesthesiology. Quality Management (improvement, assurance, audits, etc.). Leadership, people management, problem solving, decision making and communications skills. Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationships. Mentoring, coaching, facilitation, teaching and training skills. General Management Skills: Human Resources, Finance, Operations, Strategy, Marketing Knowledge of relevant protocols, policies, legislation and guidelines. Recommendation: Experience in critical care (Managing of Adult ICU’s).

DUTIES: To execute duties and functions with proficiency, to support the aims and objectives of the institution that are consistent with standards of patient care and to perform duties/functions that fall within the reasonable prescripts of acceptable legislation. Must have knowledge of being able to provide cost effective and appropriate Anaesthesiology service at a Regional hospital. Ensure the proper and economical use of equipment and other resources. Accept responsibility for administration of anaesthesia. Diagnose and evaluate medical conditions pre-operatively. Assess patients, plan, initiate and
supervise medical care management. Provision of specialist Anaesthesiology & critical care services and outreach services to District Hospitals Intern, Doctor's and Nurse Supervision. Training and Supervision of postgraduate and under graduate training. Clinical Quality: audits, morbidity and mortality reviews, clinical guidelines, protocols, quarterly reports, M&E of inappropriate admissions, referrals for specialty especially ICU. Play a leadership role in conducting ward rounds, problem ward rounds, grand ward rounds, multidisciplinary meetings and mortality meeting for teaching purposes. Teleconferencing participation with the entire team. Patient Satisfaction: satisfaction surveys, community consultation and active participation in development of services, waiting times, customisation of services. Liaise with other Metropolitan hospitals and Medical School as and when necessary, in consultation with the Head of Department. Systems: appropriate level of care, referral pathways, seamless and integrative service delivery system (Hospital – districts and other (regional/Tertiary) specialties. Health Information and Research: M&E disease profile, setting up of database, conduct relevant research. To perform compulsory overtime duties in line with hospital needs.

ENQUIRIES: Dr. E.K. Mthembu Tel No: (033) 395 4005
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: 20 September 2019

POST 31/154: MEDICAL SPECIALIST REF NO: MEDSPECGI/1/2019 (X1 POST)
Department: Gastroenterology

SALARY: Grade 1: R 1 106 040 per annum (all-inclusive Salary package) excluding commuted overtime
Grade 2: R 264 623 per annum (all-inclusive salary package) excluding commuted overtime
Grade 3: R 467 651 per annum (all-inclusive salary package) excluding commuted overtime.

CENTRE: Inkosi Albert Luthuli Central Hospital
REQUIREMENTS: Applicants must be registered as a Specialist Physician with the Health Professions Council of South Africa. .Current registration with HPCSA as a Specialist Physician. Experience: Grade 1: No experience required. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa. Grade 2: Five (5) Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Specialist Physician. Grade 3: Ten (10) Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Specialist Physician. Knowledge Skills, Training and Competencies Required: Ability to teach and supervise junior staff. Middle Management Skills. Research principles. Good administrative, decision making and communication skills.

DUTIES: Experience and suitability to train in the sub-specialty of Gastroenterology. Control and management of clinical services as delegated by the Head of Department. Maintain satisfactory clinical, professional and ethical standards related to these services. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertain to the unit. Conduct, assist and stimulate research. Participate in formal teaching as required by the department. Promote community-orientated services and participation in departmental outreach programmes. Conduct outpatient clinics and provide expert opinion where required. Provide both academic and clinical service functions at the Hospital, including ward rounds, outpatients clinics, clinical training ward rounds. Participate in clinical research and academic programmes in the respective clinical department. Train under- and postgraduate students on both bedside training and classroom training at the hospital. Participate in both academic and clinical administrative activities. After-hours clinical participation.

ENQUIRIES: Professor KA Newton Tel No: (031) 240 1345
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: 20 September 2019

POST 31/155 : MEDICAL SPECIALIST REF NO: MEDSPECANAESTH/3/2019 (X1 POST)
Department: Anaesthetics

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: Current Registration with the Health Professions Council of South Africa as a specialist. Additional interest and experience in providing a specialist service as an anaesthetist in the sub-specialty areas of such, pre anaesthesia care unit, acute and chronic pain medicine, trauma anaesthesia, and regional anaesthesia will be considered an advantage. Experience and interest in cardiothoracic anaesthesia will be an advantage. Grade 1: requires appropriate qualification plus registration with the Health Professions Council of South Africa. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa. Grade 2: requires appropriate qualification, registration certificate plus 5 years’ experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Anaesthesiology. Grade 3: requires appropriate qualification, registration certificate plus 10 years’ experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Anaesthesiology. Knowledge, Skills, Training and Competencies Required: Knowledge and skills in Clinical Anaesthesia, including Emergency, Medical and Surgical Care and Acute and Chronic Pain. Demonstrate the ability to supervise and teach junior staff. Demonstrate the ability to work as part of a multidisciplinary team and ability to triage emergencies and communicate effectively with colleagues. Proven management ability, sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills.

DUTIES: Assist the Anaesthetic head of department and heads of clinical units with effective overall management of the provision of Anaesthetic services based at IALCH. Assist the head of department and heads of clinical units with the monitoring of these services to identify needs and to advise as to the formulation and implementation of staffing and health care programmes in the areas related to Anaesthesia. Assist with management of patients with acute and chronic pain in the wards and Pain Clinic. Provide a consultative service on Anaesthesia related matters at IALCH within the staffing norms. Provide after-hours service on call (nights, weekends, public holidays) Anaesthetic consultative service for the theatres and units based at IALCH within the prescribed limits. Assist with preoperative assessment of patients in the wards or in the pre-anaesthetic clinic. Assist the head of department and heads of
clinical units with the development and implementation of guidelines, protocols and clinical audits, revising as needed to optimise patient care in the theatres and wards with the resources available. Be part of the multi-disciplinary team when deemed necessary. Optimise delegated use of Human and other resources. Assist with auditing the activity and outcomes of service of the Anaesthetic Department. Be actively involved in the Departmental undergraduate and post-graduate teaching programmes.

ENQUIRIES
Dr S Bechan Tel No: (031) 240 1762

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
20 September 2019

POST 31/156
MEDICAL SPECIALIST REF NO: ST 29/2018 (X2 POSTS)
Component: O & G

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 + fixed commuted overtime &18% Inhospitable Allowance
Grade 3: R1 467 651 per annum all- inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance.

CENTRE
GJG Mpanza Regional Hospital

REQUIREMENTS
Knowledge, Skills and Experience Required Have a working knowledge of common obstetrical and gynaecological conditions presenting at Stanger Hospital, a regional hospital. Ability to provide specialist obstetrical and gynaecological consultations, surgical procedures, diagnostic skills ultrasound and colposcopy. Knowledge of Human Resources management. Knowledge of provision of comprehensive HIV/AIDS relevant to local situation. Information management and quality assurance expertise. Knowledge of current Health and Public Servants Legislations, regulations and policy including Medical Ethics, Epidemiology and statistics. Leadership and decision making abilities as well as problem solving and conflict management skills. Grade 1: Minimum requirements: A tertiary qualification (MBCHB) or equivalent), plus Current registration with the Health Professional Council of South Africa as a Specialist in O&G Grade 2: Minimum requirements: A tertiary qualification (MBCHB or equivalent) plus, Current registration with the Health Professional of South Africa as a Specialist plus, Five (5) years post registration experience as a Medical Specialist in O & G. Grade 3: Minimum requirements tertiary qualification (MBCHB or equivalent) plus, A valid registration with the Health Professionals Council of South Africa in Specialist plus Ten (10) years post registration experience as a Medical Specialist in O & G.

DUTIES
Provision of specialists services in Obstetrics and Gynaecology. Capacity building in PHC and provision of outreach services with focus on improving women health. Reduction in maternal maternity and development of interventions to most common causes of maternal deaths: HIV/AIDS. Develop a CPD programme in all hospitals in the district. Support and supervise junior staff in the District, District hospitals and regional hospital complex. Develop
and implement protocols for obstetrics and gynaecology. Support HIV/AIDS programme in the hospital and community. Support quality improvements in the hospital. Conduct research in primary care. To perform overtime in line with hospital needs. To provide training for nurses, junior staff, interns and medical students.

ENQUIRIES

Dr S Hariparsad (Head Clinical Unit) Tel No: (032) 437 6040/0845332217

APPLICATIONS

Applications to be forwarded to: Human Resources Department, The Human resource manager, Stanger Hospital, Private Bag x10609, Stanger 4450

FOR ATTENTION

Mr. S. Govender

NOTE

The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website www.kznhealth.gov.za Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. ST 29/2018 .NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post(s).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 NB. Performance of Commuted Overtime is compulsory and will be worked in the discipline based on the needs of the institution.

CLOSING DATE

13 September 2019

POST 31/157

MEDICAL OFFICER REF NO: MOGI/1/2019 (X1 POST)

Department: Gastroenterology

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

MBCHB Degree Registration with the Health Professions Council of South Africa as Medical Practitioner. Current registration as Medical Practitioner with HPCSA. Completion of Community Service. Experience: Grade 1: No Experience required from South African qualified employees. Must be registered as an independent medical practitioner with the HPCSA. One 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: 5 years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Six 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: 10 year’s appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Eleven 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 Skills And Experience Required: Sound clinical knowledge of Internal medicine with ability to deal with all medical emergencies. Knowledge of ethical medical practice.

DUTIES

Examination, diagnosis and management of patients. After-hours clinical participation. Participation in academic activities of the Gastroenterology
department. Facilitating and coordinating quality improvement imperatives (morbidity and mortality meetings, clinical audits).

ENQUIRIES : Prof K Newton Tel No: (031) 240 1345
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 : 20 September 2019

POST 31/158 : MEDICAL OFFICER REFNO: GJGM 42/2019 (X1 POST)
Component: A & E

SALARY : Grade 1: R821 205 per annum all-inclusive package + a Fixed commuted overtime & 18% Inhospitable Allowance
Grade 2: R938 964 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance:
Grade 3: R1 089 693 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance

CENTRE : GJGM Hospital

REQUIREMENTS : Knowledge, Skills and Experience Required Sound knowledge and skills in Emergency Medicine including advanced adult and Paediatric resuscitative intervention. Sound clinical knowledge in General medicine including management of acute and chronic medical conditions. Good interpersonal and supervisory skills. Ability to work in challenging environment. Sound assessment, diagnostic and management skills. Knowledge and skills in Emergency care. ACLS, PALS, ATLS or Diploma in Primary Emergency Care is recommended. Grade 1: Minimum Requirements: A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner 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 Practitioner 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 Practitioner.

DUTIES : Provision of quality patient centered medical care to all patients in the emergency unit. Maintain accurate Medical records in accordance with legal and ethical guidelines. Provision of continuity of care to patients involving assisting in the Family Medicine Wards if the need arises. Ability to assist the senior medical staff in the smooth running of the department. To provide training for nurses, junior staff, interns and medical students. The Following Learning Opportunities Are Available in the Accident & Emergency Unit Supervision by an Emergency Physician with daily ward rounds an “on the floor teaching” in A & E. Emergency ultrasound training. Advanced airway management and ventilation techniques. Evidence based protocol driven management. Opportunity to conduct research in the unit. Preparation for the Diploma in Emergency Care (Dip PEC). Preparation to enter the Fellowship in Emergency Medicine.

ENQUIRIES : Dr S. Pillay (Head Clinical Unit)) Tel No: (032) 437 6076
Applications to be forwarded to: Human Resources Department, The Human resource manager, GJGM 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. GJGM 42/2019 .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 NB. Performance of Commuted Overtime is compulsory and will be worked in the discipline based on the needs of the institution.

CLOSING DATE:
13 September 2019

POST 31/159:
DEPUTY MANAGER: FINANCE REF NO: UTHUK/02/2019 (X1 POST)

SALARY:
R733 257 per annum. Other Benefits: 13th cheque, Medical Aid (Optional), Home Owners Allowances (employee must meet prescribed requirements)

CENTRE:
Uthukela Health District

REQUIREMENTS:
Senior Certificate (Grade 12), Bachelor Degree /National Diploma in Financial Management/Cost & Management/ Financial Accounting/Accounting Science(all with accounting as major subject) PLUS A minimum of 3 – 5 years managerial experience in Financial Management: Recommendation: Computer Literacy: MS Office Software Application (Attach Proof). Valid Driver’s license. Proof of previous or current work experience endorsed and stamped by Human Resource must be attached. NB: Shortlisted applications will be subjected to a competency test in Financial Management aspect. Knowledge, Skills, Training And Competences Required: The incumbent of this post will report to the District Director, and will be responsible to provide financial management and systems administration in order to ensure that the resource are managed in such a way that the institution delivers sustainable , co – ordinate and integrated patient health care , and such the ideal candidate must: Possess thorough knowledge of Laws, Regulation, Policies, Instructions Practices Notes, Public Finance Management Act, Treasury Regulation and Treasury Guidelines. Possess in depth knowledge of budget process and BAS. Have the ability to perform independently and under pressure. Have good communication and interpersonal relations. Be computer literate with a proficiency in Excel and PowerPoint Software application. Knowledge of Persal. Possess knowledge of human resource management policies. Have planning, organizing, analytic thinking and presentation skills. Be able to develop / implement policies and financial practices. Be able to deliver and present formal day to day training courses .Possess knowledge of basic HR matters including HR practices, labour relations, negations and dealing with conflict. Possess knowledge of procurement procedures and directive. DUTIES:
Monitor institutional cash flow particularly against budgetary benchmarks and annual procurement plans. Monitor revenue enhancement plans and procedures in order to maximise revenue generation by institutions. Monitor financial instruments and transactions such as vouchers, suspense accounts and journal entries and institute controls in order to maintain financial security. Develop, guide and nurture institutional managers to enable mature and accountable financial management and administration practices. Manage the provision of financial reports and access to BAS by institutional financial role-players to maintain system security without prejudicing service delivery.
Monitor claims by District Surgeon and NIP sites to ensure that such claims are in accordance with services rendered.

ENQUIRIES: Mrs. C.G.K Hadebe Tel No: (036) 631 2202
APPLICATIONS: All applications should be forwarded to: The Human Resources Manager Uthukela Health District office, Private Bag X 9958 Ladysmith 3370, OR Hand Delivered to HR Officer (Room 20) 32 Lyell Streets, Ladysmith 3370.
FOR ATTENTION: Mrs. C.G.K Hadebe
NOTE: Applications must be submitted on the prescribed Application for employment form (Z83) which is obtainable at any Government OR from website www.kznhealth.gov.za which must be signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copy of ID document, certified copies of highest educational qualifications (not copies of previously certified copies), registration with council. The reference number must be indicated in the column provided on the form Z83 (Part A). Persons with disabilities should feel free to apply for the post. NB: Failure to comply with the above instructions will disqualify applications. Please note that due to a large of applications received, applications will not be acknowledged. However, every successful applicant will be advised of the outcome of the application in due course. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance(vetting), credit records, citizenship) qualifications of Educational Qualification by SAQA, verification of previous experience from Employers and Verification form Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate form the South African Qualification Authority (SAQA) to their application. Non-RSA Citizens/ Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above that of the advertised are free to apply. Please note that no S&T payments will be considered for payment to candidates that are invited for interview.

CLOSING DATE: 13 September 2019
POST 31/160: OPERATIONAL MANAGER: SPECIALTY: REF NO: HRM 39/2019 (X1 POST)
Directorate: Obstetrics and Gynaecology

SALARY: R562 800 - R633 432 per annum 13th Cheque, Medical Aid (Optional), Home Owner Allowance On Application, Employee must meet prescribed requirements.

CENTRE: King Edward VIII Hospital

REQUIREMENTS:
Senior certificate(Grade 12), Degree/Diploma in General Nursing Science and Midwifery and Advanced Midwifery, Proof of current registration with South African Nursing Council, A minimum of 9 years appropriate/recognizable experience as a Professional Nurse after registration as Professional nurse with SANC in General Nursing. At least 5 years of this period must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in Advanced Midwifery, Proof of previous and current experience (certificate of service) and stamped by HR must be attached. Recommendation: Computer Literacy Knowledge, Skills, Training and Competencies Required: Demonstrate an in depth understanding of Nursing legislation and related legal and ethical practices, Knowledge and experience of Public Service Act and regulations, Sound management, negotiations, interpersonal and problem solving skills, Knowledge of labour relations and disciplinary procedures, Sound knowledge of nursing care delivery approaches.

DUTIES: Co-ordination of optimal, holistic specialized nursing care provided within the set standard, Professional Legal Framework: Plan/organize and monitor the objectives of the specialized unit in consultant with supervisees, provide a therapeutic environment for staff, patients and the public, provide a comprehensive, quality nursing care and be a member of the multidisciplinary team according to the identified needs of the patient, based on scientific principles, delegate duties and support staff in the execution of patient care delivery, provide direct and indirect supervision of all nursing and housekeeping staff and give guidance, ensure continuity of patient care at all
levels, liaise and communicate with multidisciplinary team as well as other departments within the hospital during operational meetings with nursing supervisor and supervisee’s, Effective management of resources i.e. Human and material resources, Co-ordination of provision of effective training and research: plan for the provision, orientation, induction and mentoring of all new staff in your unit, plan and co-ordinate training and promote learning opportunities for all nursing categories, Provision of effective support to Nursing services, by provision of relief duties to other senior staff members, Maintain professional growth/ethical standards and self-development, Maintain professional ethics through knowledge and skill on management of all obstetrical emergencies, Ensure that all priority programs are implemented and monitored, Ensure that perinatal meetings to evaluate quality of care are implemented at all times.

ENQUIRIES : Mr. B.B. Khoza Tel No: (031) 360 3031
APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. Building or posted to Private Bag X02, Congella, 4013

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T Claims.

CLOSING DATE : 13 September 2019

POST 31/161 : OPERATIONAL MANAGER NURSING GRADE 1 SPECIALTY (OPERATING THEATRE) REF NO: SMKH 05/2019

SALARY : R562 800 – R633 432 per annum. Basic salary, 8% inhospitable allowance of basic salary, 13th cheque, Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements).

CENTRE : St Mary’s Kwa-Magwaza District Hospital

REQUIREMENTS : Grade 12/ Senior Certificate, Basic R425 qualification (i.e. Diploma / Degree in General Nursing and Midwifery) Or Equivalent qualification that allows registration with the SANC as Professional Nurse. Post basic qualification in Operating Theatre Technique with a duration of at least 1 year accredited with the SANC. Current registration (2019) with South African Nursing Council. A minimum of nine (09) years appropriate 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 experience in the specific specialty after obtaining the one (01) year post basic qualification in the relevant specialty. Proof of current and previous experience endorsed by Human Resource Department at least 3 years of experience in a supervisor’s capacity will be added as an advantage. Knowledge of Public Service Policies Act and Regulations. Knowledge of SANC Rules and Regulations. Good communication leadership interpersonal and problem solving skill. Knowledge of Code of Conduct and Labour Relations. Ability to function well within the team. Conflict management and negotiation skills. Decision making and problem solving skill. Skill in organizing planning and supervising. Knowledge of Batho Pele and Patient’s Right. Ability to provide professional leadership, co-ordinate optimal, holistic and specialized nursing care provided within the set standard and a professional/legal frame work in the Theatre Complex. Provision of Quality Nursing Care through the implementation of Standard, Policies and Procedures coupled with supervision and monitoring the implementation therefore. To develop and ensure implementation of Nursing
Care Plans. To participate in Quality Improvement Programs and clinical Audits. Attend Mortality Meeting Monthly and ensure implementation of Nursing Care. Identify, develop and control risk management system within the units. Uphold the Batho Pele and Patient Right Charter principle. Provide a safety, therapeutic environment as a laid down by the Nursing Act. Occupational Health and Safety and all other applicable prescrip.

**DUTIES**

To monitor checks and processed in the care of Swabs and instruments in Theatre. To monitor appropriate immediate to all patients that have been operated on. To monitor the preparation for operating and ensuring smooth running of the theatre procedure. Manage and supervise effective utilization of all resource e.g. Human financial material etc. Implementation and management of Infection Prevention Control protocols. Develop risk management strategies to mitigate factor that can harm patient including implementation of IPC guidelines and protocols. Monitor, report and investigate any patient safety incident and develop control measures. Participate in performance review i.e. EPMDS as well as student progress reports. Participate and ensure implementation of National Health Priorities Quality Improvement initiative including national priority program plans.

**ENQUIRIES**

Mrs P.D.Buthelezi Tel No: (035) 450 8256

**APPLICATIONS**

All applications should be posted to: The Acting Chief Executive Officer St Mary’s KwaxMagwaza Hospital private Bag X808, Melmoth, 3835.

**FOR ATTENTION NOTE**

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department the contents of this Circular Minute must be brought to the notice of all eligible Officers and employees on your establishment of all institutions. Institutions must notify candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: The following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and identity document-not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. SMKH 01/2019. NB: failure to comply with the above instructions will be disqualified applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged and correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for an interview. EET: African Males. NB: Preference will be given to African Males and people with disabilities.

**CLOSING DATE**

13 September 2019

**POST 31/162**

OPERATIONAL MANAGER (PHC) GR1 REF NO: DARN 04 /2019 (X1 POST)

Component: Darnall Clinic

Re-advertisement; applicants that previously applied must please re-apply.

**SALARY**

R562 800 per annum Plus 8% rural allowance Benefits 13th Cheque, home owner’s allowance, and Medical aid optional (Employee must meet prescribed conditions)

**CENTRE REQUIREMENTS**

ILembe Health District Office

Grade 12 (Senior certificate) Standard 10/or ( Vocational National Certificate), Degree / Diploma in General Nursing Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus current registration with SANC as General Nurse and Primary Health Care plus a minimum of 9 years appropriate/recognizable nursing experience after registration as General Nurse of which 5 years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Good report writing and time management
skills, understanding of nursing legislation, ethical nursing practices and how these impacts on service delivery. Ability to provide mentorship, team building, supervisory skills and coaching to his/her subordinates. Good communication, interpersonal relations, counselling, conflict management skills and decision making. Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients’ Rights Charter, Labour Relations Act, Grievance Procedures and Finance policies etc. Leadership, organizational, decision making and problem solving skills, conflict handling and counselling. Co-ordination and planning skills, Ability to assist in formulation of patient care related policies. Proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR Office must be attached. Recommendation Valid Code EB Driver’s license (Code8).

**DUTIES**

Implementation of Quality Improvement Plan. Conduct patient satisfaction survey and waiting times for the clinics. Ensure adequate control and allocation of Human and Material resources. Facilitate that the clinic has functional clinic committee and ensures community participation. Plan and monitor utilization of budget to ensure that the clinic functions within the allocated budget. Supervise and monitor staff performance according to EPMDS. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Facilitate provision of clinical services, educational services and be involved in medical research. Evaluate and monitor compliance with clinical protocols norms and standards within the clinic. Analyze and interpret statistic including PHC Programme indicators. Participate in Operation Sukuma Sakhe Programme. Facilitate the realization and maintenance of Ideal Clinic Programme and National Core Standards in the facility. Support PHC re-engineering by ensuring that outreach teams are functional.

**ENQUIRIES**

Mrs R. Bhagwandin (Operational Manager: PHC Supervisor) Tel No: (032) 5513686.

**APPLICATIONS**

Applications to be forwarded to: The Acting District Director, ILembe Health District Office Private Bag X 10620 Stanger 4450 for: Human Resource Section.

**NOTE**

Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website www.kznhealth.gov.za Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. SHAK 01/2019.NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post(s).This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

**CLOSING DATE**

20 September 2019

**POST 31/163**

CLINICAL PROGRAMMES COORDINATOR GRADE 1 (HIV/AIDS: HCT, STI AND HTA) REF NO: UTHUK DO /03/2019 (X1 POST)

**SALARY**

R444 276 – R500 031 per annum. Other Benefits: 13th cheque, Medical Aid (Optional), Home Owners Allowances (employee must meet prescribed requirements

**CENTRE**

Uthukela District Office

**REQUIREMENTS**

Senior Certificate (Grade 12).Degree or Diploma in General Nursing or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse. A minimum of 7 years appropriate / recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Current SANC receipt must be attached. Proof of current or previous work experience endorsement and stamp by Human
Resource. Recommendation: Valid driver’s license EB Licence Code 08. Computer literacy (proof must be attached). The ideal candidate must have: Demonstrate in depth knowledge and understanding of HR policies and procedures, PFMA and the legislative framework governing the Public Service. Good communication, leadership, interpersonal and problem solving skills. Ability to function well within a team. Conflict management and negotiation skills. Knowledge of SANC Rules and Regulations. Decision making skills. Computer literacy.

DUTIES

Plan, organise and conduct community dialogues and events that convey health messages and practices which support health programme strategies. Ensure that clinical strategies to manage health conditions contained under the health programs are implemented in all institution. Monitor indicators which measure health practice in institutions, provide support and report on findings to District Health Management. Network with other provincial departments and NGO’s to maintain a referral service for community members inclusive of identity documents, home based. Coordinate human resource management under HTA Program.

ENQUIRIES

Ms. L. S Phungula Tel No: (036) 631 2202

APPLICATIONS

All applications should be forwarded to: The Human Resources Manager Uthukela Health District office, Private Bag X 9858 Ladysmith 3370, OR Hand Delivered to HR Officer (Room 20) 32 Lyell Streets, Ladysmith 3370.

FOR ATTENTION

Mrs. C.G.K Hadebe

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

13 September 2019

POST 31/164

OPERATIONAL MANAGER (GENERAL STREAM) —NIGHT DUTY REF NO: SMKH 06/2019

SALARY

R444 276 – R500 031 per annum. Basic salary and 30% flexible portion that be structured in terms of the applicable rules, 8% inhospital of basic salary.

CENTRE

St Mary’s Kwa-Magwaza District Hospital

REQUIREMENTS

Grade 12/ Senior Certificate Basic R425 qualification (i.e Diploma /Degree in General Nursing and Midwifery) Or Equivalent qualification that allows registration with the SANC as Professional Nurse. Current registration (2019) with SANC as Professional Nurse. Certificate of registration as Professional Nurse. A minimum of seven (07) years appropriate recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. Proof of current and previous experience endorsed by Human Resource Department. Knowledge of nursing care processed and procedures nursing status and other relevant legal frame work such as Nursing Act, Mental Health Act OH&S Act, Batho Pele and Patient’s Right Charter, Labour Relations Act, Grievance procedure .etc: Leadership organizational decision
making and problem solving abilities. Interpersonal skills including public relations, regulations, negotiating, conflict handling and counselling. Financial and budgetary knowledge. Good in-sight of procedure and policies pertaining to nursing care. Computer skills in basic programs. Knowledge of SANC rules and regular scope of practice, labour relations and departmental policies.

**DUTIES:** Co-ordination of optimal and holistic specialized nursing care. Provide direct and indirect supervision of wards and night staff. Provide therapeutic environment for patient and staff. Manage effective utilization and supervision of all resource in the Nursing component e.g. equipment, material, finance and human resource. Compile of night statistic and giving report to Nursing Management. Maintain discipline in all Labour related issues, grievance in terms of laid down procedures and policies. Co-ordination of provision of effective training. Provisioning of effective support to nursing services. Maintain professional growth / ethical standard and self – development. Ensure staff development and performance by implementing EPMDS and other related HR policies. Participate in implementation of National Core Standards. To act as the in-charge of the facility at night.

**ENQUIRIES:** Mrs P.D.Buthelezi Tel No: (035) 450 8256

**APPLICATIONS:** All applications should be posted to: The Acting Chief Executive Officer St Mary’s KwaMagwaza Hospital private Bag X808, Melmoth, 3835.

**FOR ATTENTION:** Human Resource Manager

**NOTE:** This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department the contents of this Circular Minute must be brought to the notice of all eligible Officers and employees on your establishment of all institutions. Institutions must notify candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: The following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department or from the website www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and identity document-not copies of certified copies .The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. SMKH 01/2019. NB: failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non RSA Citizens/Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledge. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for an interview. EET: African Males. NB: Preference will be given to African Males and people with disabilities.

**CLOSING DATE:** 13 September 2019

**POST 31/165:** PROFESSIONAL NURSE SPECIALTY (ICU & HIGH CARE) – GRADE 1, 2

**REF NO:** GJGM 45/2019 (X1 POST)

**Component:** 029498

**SALARY:**
- Grade 1: R383 226 per annum
- Grade 2: R471 333 per annum

**CENTRE:** GJG Mpanza Regional Hospital

**REQUIREMENTS:**
- Degree/Diploma in General nursing and Midwifery or equivalent qualification that allows registration with the SANC as a Professional Nurse PLUS Registration with SANC as a Professional Nurse PLUS Post basic Diploma Nursing Qualification in Relevant Speciality (Trauma or Intensive Care Nursing) with duration of One Year Accredited with SANC. Proof of current registration (2019 receipt) Grade 1: A minimum of four (4) years appropriate recognizable experience in Nursing after registration as a professional nurse. Proof of current/previous work experience endorsed and stamped by HR must be attached. Grade 2: Requirements. A minimum of 14 years appropriate recognizable experience in Nursing after registration as a professional nurse.
with SANC in General Nursing. At least 10 years of the period referred to the above must be appropriate/recognisable experience in the specific speciality after obtaining the one year Post – Basic qualification in relevant speciality. Knowledge, Skills And Competencies Required: Knowledge of Nursing Care, Processes and Procedures, Nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Leadership, Organizational, Decision Making, Problem Solving and Interpersonal Skills within the limits of the Public Sector Personal Attitudes, Responsiveness, Professionalism, Supportive, Assertive and must be a Team player.

DUTIES: Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Ensuring clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Plan management according to identified problems. Ensure accurate record keeping for statistics purposes. Ensure adherence to principles of IPC practices in the unit. Manage the unit in the absence of the supervisor. Manage the utilization of all the resources efficiently and effectively. Promote quality nursing care of the patients and ensuring that a healthy and safe environment is maintained. Assist in the coordination and implementation of the National Core Standards in theatre and in the whole institution for better quality patient’s care. Maintain competence in the execution of her/his duties, while managing high standards of performance including for others. Provision of optimal, holistic specialized critical nursing care with set standards within professional/legal framework. Be able to manage ventilated patients when necessary. (NB): Due to the severe budget constraints, the department is experiencing, S&T will not be paid to any candidate that is attending the interview process.

ENQUIRIES: Mrs TH Mthembu (Assistant Manager Nursing) Tel No: (032) 437 6111 / 6173
APPLICATIONS: Applications to be forwarded to: Postal Address: Human Resources Department, The Human Resource Manager, GJGM Regional hospital, Private Bag X 10609, Stanger 4450, Physical address: The Human Resource Department, Corner of Patterson & King Shaka Street.

FOR ATTENTION: Mr. S. Govender (Human Resource Manager)
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. GJGM 45/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: 13 September 2019
POST 31/166: PROFESSIONAL NURSE: (SPECIALTY NURSING STREAM) THEATRE
REF NO: PN (SPEC NURS STREAM) THEATRE/2/2019 (X2 POSTS)
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: Inkosi Albert Luthuli Central Hospital
REQUIREMENTS: Degree Diploma in General Nursing and DOTT. Current registration with SANC as General Nurse and relevant speciality. A minimum of 4 years
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.

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/recognizable 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/recognizable experience in the specific Speciality after obtaining the 1 year post basic qualification in the relevant speciality DOTT.

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 within the relevant speciality and night duty will be exercised according to patients need. Act as shift leader in Unit when necessary. Perform duties as delegated by the supervisor of the area.

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 due to financial constraints, there will be no payment of S&T Claims.

CLOSING DATE

20 September 2019

POST 31/167

PROFESSIONAL NURSE SPECIALTY (OCCUPATIONAL HEALTH) GRADE 1 OR 2 REF NO: SMKH 04/2019

SALARY

R383 226 – R444 276 per annum. Housing allowance, 13th Cheque, Medical aid optional, 8% inhospitable rural allowance.

CENTRE

St Mary’s Kwa-Magwaza District Hospital

REQUIREMENTS

- Grade 1: Grade 12/ Senior Certificate Basic R425 qualification (i.e Diploma Degree in Nursing and Midwifery) Or Equivalent qualification that allows registration with the SANC as Professional Nurse. One year post basic qualification in Occupational Health Nursing. Current registration with the SANC as a Professional Nurse. A minimum of 4 years appropriate or recognisable experience in Nursing after registration as a professional Nurse with the SANC in General Nursing. Proof of current and previous experience endorsed by Human Resource Department. Grade 2: Grade 12/ Senior Certificate Basic R425 qualification (i.e Diploma Degree in Nursing and Midwifery) Or Equivalent qualification that allows registration with the SANC as Professional Nurse. One year post basic qualification in Occupational Health
Nursing. A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. A minimum of 10 (ten) years of the period referred above must be appropriate / recognizable experience in occupational Health Nursing. Proof of current and previous experience endorsed by Human Resource Department. Strong interpersonal, communication and personal skills. Ability to make independent decisions. An understanding of the challenge facing the public health sector. Ability to prioritise issues and other work related matters and to comply. High level of accuracy. Depth knowledge of Act, Policies, Procedures, Prescripts and Legislations. Render and optimal holistic specialized nursing care to patients in the occupational health clinic.

**DUTIES**

- Ensure a daily effective functioning if the occupational health clinic
- Undertake risk assessment for occupational disease.
- Conduct mandatory medical assessment as per the provision of Occupational Health Act.
- Facilitate / conduct health education and social economical awareness.
- Compile and manage occupational health statistics and maintain good record keeping.
- Maintain accreditation standards by ensuring complies with National Core Standard.
- Co-ordinate clinic activities and participate in the formulation, analysis, implementation, and monitoring of the unit objectives, policies and procedures.
- Ensure the unit complies with infection Prevention and controls as well as Occupation Health and Safety policies.
- Ensure working equipment and machinery is available and functional at all times. Report and challenges and deficiency with in the unit to the immediate supervisor.
- Attend to meetings, workshops and training and other functions as assigned by the supervisor.

**ENQUIRIES**

Mr ES Mchunu Tel No: (035) 450 8241

**APPLICATIONS**

All applications should be posted to: The Acting Chief Executive Officer St Mary’s KwaMagwaza Hospital private Bag X808, Melmoth, 3835

**FOR ATTENTION**

Human Resource Manager

**NOTE**

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department the contents of this Circular Minute must be brought to the notice of all eligible Officers and employees on your establishment of all institutions. Institutions must notify candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: The following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and identity document-not copies of certified copies .The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. SMKH 01/2019. NB: failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification).Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledge. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for an interview. EET: African Males. NB: Preference will be given to African Males and people with disabilities.

**CLOSING DATE**

13 September 2019
ANNEXURE U

PROVINCIAL ADMINISTRATION: WESTERN CAPE
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 31/168: MANAGER: MEDICAL SERVICES GRADE 1
Chief Directorate: Metro Health Services

SALARY: R1 173 900 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE: Wesfleur Hospital, Atlantis

REQUIREMENTS:
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with the HPCSA as a Medical Practitioner (independent practice). Experience: A minimum of 3 years appropriate experience as Medical Officer after registration with HPCSA as a Medical Practitioner. Inherent requirements of the job: Willingness and skills to render clinical services in and after hours when necessary. Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Language proficiency in at least two of the three official languages of the Western Cape. Computer literacy. Develop and implement operational plans in accordance with District priorities. Ensure the co-ordination of all activities necessary for availability of effective patient care.

DUTIES:
Responsible for overall management of the level 1 hospital. Manage all clinical departments including Medical Services, Pharmacy, Rehabilitation and Radiology and supervise all medico legal matters. Promote community involvement in the management of the Hospital and clinic services and ensure the active functioning of the Hospital Board. Act as the responsible Financial manager in terms of the Public Finance Management act of 1999 (PFMA) and manage People Management matters. Liaise with the appropriate secondary and tertiary referral services. Management of all resources including finances, PM, equipment etc. to ensure value for money. Perform clinical audits and implement risk management strategies to manage district hospital. Prepare and assist with getting the Institution in line with the requirements of the OHCS with regards to National core Standards. Give support to line manager with regards to strategic planning of the Southern Western Sub-structure.

ENQUIRIES: Dr K Grammer Tel No: (021) 202-0903
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. Short listed candidates will be subject to competency assessment.

CLOSING DATE: 13 September 2019

POST 31/169: HEAD OF DEPARTMENT: NURSING COLLEGE
Directorate: Western Cape College of Nursing

SALARY: R579 696 per annum

CENTRE: Western Cape College of Nursing (based at: Metro West Campus)

REQUIREMENTS:
Minimum educational qualification: Basic R425 qualification (diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post Basic qualification in Nursing Education registered with SANC. Masters Degree in Nursing/Health studies. Registration with a professional council: Registration with the SANC as Professional nurse in Nursing Education. Experience: A minimum of 9 years appropriate /recognisable 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/recognisable experience in Nursing Education after obtaining the 1 year post-basic
qualification in Nursing Education. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.

**DUTIES**

Ensure Academic Governance to all nursing education programmes in terms of delegations, relevant acts, regulations and annual performance plan. Coordinate and Facilitate Multi Campus Nursing Education and Training of students to comply with Council on Higher Education Programme Review criterion and SANC. Develop policy guidelines for Nursing Education, Training and Research. People Management. Collaborate with internal and external stakeholders.

**ENQUIRIES**

Dr T Mabuda Tel No: (021) 684-1203

**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**

20 September 2019

**POST 31/170**

OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)

Chief Directorate: Rural Health Services

**SALARY**

R562 800 (PN-B3) per annum

**CENTRE**

Dalvale Clinic

**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 Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC (48). Registration with a professional council: Current Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver’s licence.

Competencies (knowledge/skills): Good interpersonal, leadership, communication skills, strong sense of responsibility. Ability to effectively communicate in two of the three official languages of the Western Cape. Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Demonstrate an in depth knowledge of nursing and public service legislation and knowledge of Human resource and financial policies. Computer literacy (MS Word, MS Office and Excel).

**DUTIES**

Effective integrated execution and management of all clinical care and clinical programmes (i.e. Acute, Chronic, Woman- and Child Health and TB/HIV/AIDS/STI). Effective management of Support Services which includes, Information Management with regards to data collection, verification, report writing and submission of data, Human Resources (supervision of staff, development and performance management), Finance and Supply Chain Management to ensure effective budgeting and control. Control over infrastructure, maintenance and security. Liaise with relevant stakeholders including Facility Committees and Community Participation. Effective communication on all levels of service delivery.

**ENQUIRIES**

Ms J Bosch Tel No: (021) 862-4520

**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**

20 September 2019

**POST 31/171**

OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)

Garden Route District

**SALARY**

R562 800 (PN-B3) per annum

**CENTRE**

George Sentrum CC

**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 qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the
SANC (R48). Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in a specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Willingness to rotate between PHC clinics within the Sub-district. Competencies (knowledge/skills): Exposure to managerial functions in Primary Health Care Facilities. Ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape. Computer literacy (MS Office: Word, Excel and PowerPoint).

DUTIES: Effective management of Support Services which includes, Information Management with regards to data collection, verification, report writing and submission of data, Human Resources (supervision of staff, development and performance management), Finance and Supply Chain Management to ensure effective budgeting and control. Control over infrastructure, maintenance and security. Liaise with relevant stakeholders including Facility Committees. Co-ordinate and evaluate Health programmes in respected area. Co-ordinate and evaluate Community Based Health Services in respected area. Overall management of clinic.

ENQUIRIES: MS MJF Marthinus Tel No: (044) 814-1100
APPLICATIONS: www.westerncape.gov.za/health-jobs (click “online applications”)
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 13 September 2019

POST 31/172: ASSISTANT MANAGER NURSING (HEAD OF NURSING SERVICES)
Cape Winelands District

SALARY: R562 800 (PN-B1) per annum (plus a non-pensionable rural allowance of 8% of basic annual salary)
CENTRE: Ceres Hospital, Witzenberg Sub-district
REQUIREMENTS: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council (i.e. Registration with the SANC as a professional Nurse. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Valid (Code B/EB) driver’s licence and willingness to do standby and overtime duty for the hospital. Competencies (knowledge/skills): Experience in change management, people management, conflict management, problem solving, negotiation, and strategic planning. Good organisational, interpersonal relations and communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Expertise in quality improvement, infection prevention and control strategies and in depth knowledge and application of National Core Standards. Computer literacy (MS Word, Excel and PowerPoint).

DUTIES: Provide strategic leadership towards achieving goals and objectives in the Nursing Division through the implementation and monitoring of policies, regulations, professional practices, procedures and standards to achieve quality, holistic Nursing Care. Provide professional, technical and management support for the provision of quality patient care through effective and efficient management of Nursing care programs. Utilise information technology to manage health information for the enhancement of quality patient care. Manage and effective utilisation and supervision of human resources, finances and support services through the involvement of the multi-disciplinary team that ultimately promotes effective and efficient patient care. Coordinate the provision of effective training and research. Liaise with other organisations and role-players within the Witzenberg Sub-district to ensure appropriate service delivery.

ENQUIRIES: Dr ED Titus Tel No: (023) 316-9603
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. A practical test and a competency test will form part of the selection process.
CLOSING DATE: 13 September 2019
POST 31/173 : CHIEF AUDIOLOGIST GRADE 1 COCHLEAR IMPLANTS
(3 Year Contract)

SALARY : R466 119 per annum, plus 37% in lieu of service benefits.
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Audiologist and Speech Therapist. Registration with a professional council: Current registration with the HPCSA as either an Audiologist and Speech Therapist or an Audiologist. Experience: A minimum of 3 years’ experience as an Audiologist after registration with the HPCSA as a Speech Therapy and/or Audiologist. Inherent requirement of the job: Willingness to work overtime, be involved in student training and research projects at the institution. The applicant should have a valid driver’s licence and will be required to travel to perform intra-operative tests and school visits and case meetings. Competencies (knowledge/skills): Competency in the assessment and management of children and adult patients with a hearing loss, in particular severe to profound sensorineural hearing loss. Good management, administrative, supervisory, problem-solving, conflict resolution, interpersonal, organisational and communication skills in at least two of the three official languages of the Western Cape. Competent in Diagnostic audiology, hearing aid fitting and rehabilitation of children and adults with hearing loss. Interest in performing or cooperating in research projects within the Cochlear Implant Unit. Ability to supervise and teach junior staff members and students. Certificate of Additional Training in Cochlear Implant Mapping and Rehabilitation (HPCSA accredited)/ appropriate experience in Cochlear Implant Mapping / willingness to undergo training to obtain Certification once appointed.

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

ENQUIRIES : Ms J Perold Tel No: (021) 938-4604/5086, Jennifer.perold@westerncape.gov.za
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 13 September 2019

POST 31/174 : CLINICAL PROGRAMME COORDINATOR: GRADE 1 (UNIT FOR INFECTION PREVENTION AND CONTROL)

SALARY : R444 276 (PN-A5) per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the job incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays. Competencies (knowledge/skills): Knowledge and insight related to Infection Prevention and Control. Knowledge of relevant legislation and policy related to IPC within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under
pressure. Ability to communicate in at least two of the three official languages of the Western Cape. Basic computer literacy.

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

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

**APPLICATIONS**: 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 31/175**: CLINICAL PROGRAMME COORDINATOR GRADE 1 (COMPREHENSIVE HEALTH)

Garden Route District

**SALARY**: R444 276 (PN-A5) per annum

**CENTRE**: Garden Route District Office

**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 Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver’s licence and willingness to travel. Competencies (knowledge/skills): Good interpersonal relations, leadership and communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Knowledge of the Maternal-Child-Women’s-Health, HIV/AIDS/STI/TB, and Chronic Conditions. Computer literacy (MS Word, Excel and PowerPoint). Ability to work independently and in a multi-disciplinary team.

**DUTIES**: Coordinate, implement, monitor and evaluate the District Maternal-and-Women’s, Youth and Men’s health services and strategies. Support the implementation of the HIV/AIDS/STI/TB services, establish linkages with integrated management of chronic conditions and 1st 1000 day’s strategies within a Sub-District. Support the internal and external interface strengthening with the focus on the COPC Model. Monitor and evaluate programme goals and targets including the collection, validation and interpretation of statistical data. Support a Sub-district to achieve and maintain Ideal clinic status of the PHC facilities. Support a Sub-District with National Core Standards/Ideal Hospital requirements for a District Hospital.

**ENQUIRIES**: Ms E Swanevelder Tel No: (044) 803-2700

**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**: 13 September 2019

**POST 31/176**: CLINICAL NURSE PRACTITIONER GRADE 1 OR 2 (PRIMARY HEALTH CARE) (CLINICAL TRAINING)

Cape Winelands Health District

**SALARY**: Grade 1: R383 226 per annum

Grade 2: R471 333 per annum

**CENTRE**: Drakenstein Primary Health Care Support

**REQUIREMENTS**: Minimum educational qualification: Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post basic qualification with a duration of at least 1 year in Diploma in Clinical Nursing Science Health Assessment, Treatment and Care (R48) accredited with the (SANC). Registration with a professional council: Registration with SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years
appropriate/recognisable experience after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirement of the job: Valid (Code B) driver’s licence. Competencies (knowledge/skills): Extensive knowledge and experience in the Primary Health Care. Relevant knowledge, skills and experience in training and practical accompaniment and knowledge of the Skills Development Act, Skills Development Strategy and policies and practices related to Skills Development. Computer literacy in the MS Office Package and ability to communicate in at least two of the three official languages of the Western Cape. Previous experience in Primary Health Care, NIMART, PACK Trainer/ Mentor will be to the candidate’s advantage.

**DUTIES:**
Coordinate and facilitate the development of learning opportunities for all nursing personnel. Facilitate training and updating of skills specifically regarding Primary Health Care Package of Care. Evaluate and assess the competencies and skills of nursing personnel. Mentoring and Coaching of primary health care staff. Management and coordinating of Sub District Nurse Training.

**ENQUIRIES**
Ms S Theron Tel No: (021) 877-6400

**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**
20 September 2019

**POST 31/177**
**CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PHC) (X 2 POSTS)**

**SALARY**
**Grade 1:** R383 226 (PN-B1) per annum
**Grade 2:** R471 333 (PN-B2) per annum

**CENTRE**
Groote Schuur 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 Professional Nurse. A post-basic nursing qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with the SANC. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate recognisable experience after obtaining the 1-year post basic qualification in the relevant specialty. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to work overtime when necessary. Competencies (knowledge/skills): Communication skills in at least two of the three official languages of the Western Cape. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook. Proficient in at least two of the three official languages of the Western Cape. Knowledge and understanding of nursing legislation and legislative framework within the Public Service. Ability to assess, manage and ensure safe disposal of patients in an Emergency Centre. Ability to assess and manage simple wounds and insert sutures.

**DUTIES**
For unscheduled, walk in-patients presenting to Groote Schuur Emergency Centre: Assess, manage and safely discharge/refer patients and provide Emergency Care as outlined by the Emergency Medicine: Head Clinical Unit. Cost-effective provision of patient care. Link with the community structures and NPO’s. Collect data and submit reports. Participate in FBU meetings on a monthly basis.

**ENQUIRIES**
Mr A Mohamed Tel No: 021 404-2071

**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. 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** : 13 September 2019

**POST 31/178** : **DIAGNOSIS RELATED GROUPS COSTING SPECIALIST**
(Contract Post until 31 March 2021)
Directorate: Coding and Diagnosis

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

**CENTRE** : Head Office, Cape Town based at Tygerberg Hospital

**REQUIREMENTS** : Minimum educational qualification: A health related three-year National Diploma or Degree registrable with the Health Professions Council of South Africa (HPCSA) or the South African Nursing Council (SANC). Experience: Appropriate organisational knowledge and experience level of clinical coding, DRGs, UPFS and/or Activity Based Costing in South Africa. Inherent requirements of the job: Valid unendorsed (Code B/EB) driver’s licence. Learner’s licence will also be accepted on condition that a driver’s licence be obtained within 6 months on date of appointment. Willingness to travel on a regular basis away from work place to visit Healthcare Facilities that fall under the Western Cape Department of Health. Competencies (knowledge/skills): Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Ability to interpret and apply financial policies, procedures and prescripts, ability to work independently and within a team and able to liaise at a high level. Excellent people, technical and conceptual skills and the ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental Institutions. Advanced computer literacy in Microsoft Office applications (MS Word, Excel, Access, PowerPoint and Outlook).

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

**ENQUIRIES** : Ms TJ Augustyn Tel No: (021) 826-5743 or E-mail: Tamaryn-Jade.Augustyn@westerncape.gov.za

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

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

**CLOSING DATE** : 13 September 2019

**POST 31/179** : **SENIOR ADMINISTRATIVE OFFICER: OCCUPATIONAL & EQUIPMENT SAFETY AND HEALTH CARE WASTE OFFICER**
Directorate: Engineering and Technical Support Services
Sub-directorate: Occupational and Equipment Safety

**SALARY** : R316 791 per annum

**CENTRE** : Head Office, Cape Town

of computer systems (Word, Excel, PowerPoint, Outlook). People management skills, ability to work in a team and independently. Good verbal and written communication skills.

**DUTIES**


**ENQUIRIES**

Mr A Thomas Tel No: (021) 918-1233

**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 31/180**

**ARTISAN FOREMAN GRADE A TO C (CARPENTRY)**

**SALARY**

R304 263 per annum

**CENTRE**

Tygerberg Hospital, Parow Valley

**REQUIREMENTS**


**DUTIES**

(key result areas/outputs): Assist with the management of the workshops within the Building technical discipline. Supervise work schedule for the division and supervising and training of staff within the Building technical discipline. Manage and assist with the execution of maintenance projects/repairs within the health facility. Exercise control over tools and materials. Administration duties including staff evaluation, technical report writing, the processing of requisitions, ordering, control of maintenance materials and equipment and specification writing.

**ENQUIRIES**

Mr I Fortuin Tel No: (021) 938-4235

**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 31/181**

**INDUSTRIAL TECHNICIAN PRODUCTION**

Directorate: Health Technology (Clinical Engineering, Goodwood) Imaging Unit

**SALARY**

R257 508 per annum

**CENTRE**

Head Office, Cape Town based at Goodwood

**REQUIREMENTS**

Minimum educational qualification: National Diploma (T or N or S stream) Electronics / Electrical – light Current or Mechatronics or Bio-medical or registration with the Engineering Council of South Africa (ECSA) as a professional Engineering Technician. Experience: Appropriate experience with repair and maintenance to imaging systems and related medical equipment or demonstrate an aptitude for this type work. Inherent requirement of the job: Valid (Code B/EB) driver’s license and competent to drive. Willing to work overtime, stay away and travel throughout the Western Cape Province. Competencies (Knowledge/skills): Excellent ability to fault find and repair down to component level. Practical hands-on experience with repair of imaging equipment. Experience within the field of computer networking will be an added advantage. Computer literate. Good written and verbal communication.

**DUTIES**

Support Unit Head by: Completing task with time limits. Liaising with clients regarding information and work progress. Ensuring compliance with
Occupational Health and Safety Act. Ensuring continuity of service by assisting other Units, prioritising work and consideration of operational requirements and assist with training of staff and operators. Admin duties in the Unit: Requesting of parts and service via LOGIS system. Maintaining of Maintenance Management System and internal records. Write reports and assist with specifications. Production: To carry out maintenance, repairs and installation of imaging and related medical equipment. Visit institutions to maintain service routes and preventative maintenance schedules.

ENQUIRIES : Mr H Oosthuizen/Mr G Lee Tel No: (021) 591-7126
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 will be required to undertake a practical test.
CLOSING DATE : 13 September 2019
POST 31/182 : PORTER
Chief Directorate: Metro Health Services

SALARY : R102 534 per annum
CENTRE : False Bay Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate Porter experience in a public health facility. Inherent requirements of the job: Willingness to work shifts, public holidays and over weekends. Ability to perform tasks such as lifting of patients from or onto beds, trolleys and wheelchairs, in and out of vehicles. Prepared to handle bodies or corpses. Prepared to work in all departments or wards in hospital. Willingness to cover shifts in absence of colleagues. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Assist and accompany walking, sitting, non-walking or disabled patients and transport patients per wheelchair or trolley from reception to the wards or from the wards to the treatment sections, and in and out of ambulances. Deliver and collect medical and other documentation (patient files, report, etc) to or from wards or treatment areas. Check and replace oxygen cylinders in wards or treatment areas and assist with shifting of medical equipment and report any defects. Assist with the drawing and filing of patient folders.

ENQUIRIES : Ms C Peters Tel No: (021) 782-1121/5257
APPLICATIONS : The Senior Medical Superintendent, False Bay Hospital, Private Bag X1, Valyland, 7974.
FOR ATTENTION : Ms L Shoosmith
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 20 September 2019
POST 31/183 : TRADESMAN AID
Chief Directorate: Rural Health Services

SALARY : R102 534 per annum
CENTRE : Worcester Regional Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a maintenance environment. Inherent requirements of the job: Must be prepared to work overtime as requested. Must be physically able to perform the duties required. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of and apply the requirements of the Machinery and Occupational Health and Safety Act, as well as read, write and follow written instructions including manuals and written procedures. Ability to optimally utilise allocated resources such as tools and materials and be skilled in the usage of a variety of tools. Ability to work independently and as part of a team.

DUTIES : Effective and efficient assistance of maintenance and repair functions, including project, installations and alterations. Efficiently and effectively controlled equipment, tools and working area. An effectively supported HR function.

ENQUIRIES : Mr C van der Westhuizen Tel No: (023) 348-1100
APPLICATIONS : The Chief Executive Officer: Worcester Hospital, Private Bag X3058, Worcester, 6850.
FOR ATTENTION : Ms H Swart
NOTE : No payment of any kind is required when applying for this post. Short-listed candidates may be subjected to a competency test.

CLOSING DATE : 20 September 2019

POST 31/184 : CLEANER (X2 POSTS)

SALARY : R102 534 per annum

CENTRE : Groote Schuur Hospital

REQUIREMENTS : Minimum requirements: Basic literacy and numeracy skills. Inherent requirements of the job: Render a shift service on weekends and public holidays, on day and night duty when required. Must be physical fit to handle industrial cleaning equipment. Competencies (knowledge/skills): Ability to communicate effectively in at least two of the three official languages of the Western Cape.

DUTIES : Responsible for cleaning duties, including sweeping, dusting, mopping, scrubbing, polishing, refuse handling and maintenance of general neatness and hygiene of the area. Effective utilisation of cleaning materials and equipment. Ensure that cleaning equipment is clean after usage and securely stored. Effectively use cleaning agents and stock as well as elementary stock control. Responsible for general hygienic and safe environment in terms of standards and procedures. Optimal support to supervisor and colleagues.

ENQUIRIES : Mr E Cassiem Tel No: (021) 404-3237

APPLICATIONS : To the Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

FOR THE ATTENTION : Ms N Mbilini

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

CLOSING DATE : 20 September 2019

POST 31/185 : LINEN STORES ASSISTANT (5/8th POST)

Overberg District

SALARY : R64 083 per annum

CENTRE : Hermanus Hospital

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate Hospital/Clinic or other Health Facility laundry experience. Inherent requirements of the job: Ability to work with heavy duty Laundry/cleaning equipment. Must be able to count well. Competencies (knowledge/skills): Ability to work with heavy duty Laundry/cleaning equipment. Basic knowledge of infection control and safety procedures of a Laundry/Hospital environment. Basic knowledge in the correct methods of handling, sorting and counting of linen. Basic knowledge in washing and sluicing of linen. Ability to communicate effectively in at least two of the three official languages of the Western Cape.

DUTIES : Accurate recording of all incoming and outgoing linen on a daily basis to hospital, clinics and EMS services. Correct handling, receiving and dispatch of soiled and clean linen to the wards and clinic according to internal protocol and infection control measures. Cleaning of laundry and laundry equipment on a daily basis. Follow and adhere to Health and Safety Regulations. Render a support service to supervisor.

ENQUIRIES : Mr NK Adams Tel No: (028) 313-5204

APPLICATIONS : The Director: Overberg District Office, Private Bag X10, Caledon, 7230.

FOR ATTENTION : Ms A Brits

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

CLOSING DATE : 20 September 2019

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

CLOSING DATE : 16 September 2019

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

**MANAGEMENT ECHELON**

**POST 31/186**  
**DIRECTOR: PROJECTS/PROGRAMME INFRASTRUCTURE DELIVERY - EDUCATION REF NO: TPW 2019-153**

**SALARY**  
R1 057 326 per annum (Level 13) (All-inclusive salary package)

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

**REQUIREMENTS**  
Undergraduate qualification NQF 7 as recognised by the National Qualifications Framework in the built environment (Architecture, Construction Project Management, Engineering, Landscape Architecture, Property Evaluation, Quantity Surveying) as per the Council for the Built Environment Act (N0. 43 of 2000); A minimum of 5 years’ middle/senior managerial experience; A minimum of 3 years’ experience in Infrastructure Delivery; A valid code B driver’s license. Recommendation: Infrastructure delivery experience in or to the Public Sector; Professional registration with the applicable council within the built environment. Competencies: Maintain extensive knowledge and sound interpretation of applicable policies and procedures; Knowledge of the following: Financial Management and sound budgeting; Employee relations; o Empowerment (SMME, Broad-based BEE, Women and Disability); HRM processes; Public Service procedures; Human resource planning and capacity building; Programme and project management skills; Facilitation and presentation skills; Community facilitation and problem solving skills.

**DUTIES**  
Strategic Capability & Leadership: Translate the vision of the organisation into directorate goals; Develop and implement strategies to achieve the directorate goals; Align programmes and operational support; Participate in the departmental strategic planning processes; Monitoring and ensure compliance with relevant legislation; Evaluate the performance of the directorate against pre-determined objectives. Ensure efficient and effective oversight and management of all financial resources/ aspects of the Directorate and all performance requirements as related to the Public Finance Management Act (PFMA) and corporate governance prescripts including of Public Service Administration. Manage financial planning, forecasting and reporting processes; Take ownership of key planning, budgeting and forecasting processes and report on all fields related to responsibility; Ensure that appropriate systems, procedures and processes are developed and implemented in order to improve financial management. Management of the human resources of the directorate to achieve pre-determined performance indicators and service delivery imperatives, fostering of motivated, competent and performance orientated staff and maintaining of sound employee and labour relations; Manage, acknowledge and encourage people, optimise their outputs and effectively manage relationships in order to achieve organisational goals; Manage and coordinate personnel provisioning and recruitment; Motivate, train and guide staff within the Directorate to achieve and maintain excellence in service delivery; Actively manage performance, evaluation and recognition of staff within the Directorate; Management of diversity. Programme and Project Management will entail the following: Identify and manage performance indicators for delivery by the directorate and any risk factors the directorate is subjected to; Manage (develop, implement, evaluate and adjust) programme/projects to the achieve the long-term strategic objectives of the organisation; Provide project management, architectural, engineering and quantity surveyor professional inputs for all projects of the Portfolio being implemented on behalf of the Western Cape Education Department; Provide project/ programme information and inputs for the updating of the Infrastructure Programme Management Plan; Oversee the implementation of capital, scheduled maintenance and emergency maintenance projects; Performance of external service providers; Provide an oversight role for the implementation of infrastructure programmes/ projects being managed by other implementing agents; Update project information on the Project Management information systems; Provide feedback to the Infrastructure Policies, Systems and Strategies component and the Provincial Department of Education regarding any aspect that should be revised with the view to promote seamless service delivery; Provide professional inputs as
members of the Supply Chain Management committee for infrastructure projects of the Education Property Portfolio.

ENQUIRIES
: Mr L Thiel at Tel No: (021) 483 5370

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