PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 32 OF 2019
DATE ISSUED: 06 SEPTEMBER 2019

1. Introduction

   1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.

   1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

2. Directions to candidates

   2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s).

   2.2 Applicants must indicate the reference number of the vacancy in their applications.

   2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.

   2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments

   3.1 The contents of this Circular must be brought to the attention of all employees.

   3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.

   3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.

   3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

AMENDMENT: LIMPOPO: OFFICE OF THE PREMIER: Kindly note that the post of Director: Integrity and Security Services advertised in Public Service Vacancy Circular 30 dated 23 August 2019 was advertised with the incorrect Directorate, the correct Directorate is Integrity and Security Services and also the incorrect Duties, the correct Duties are as follows: The successful candidate will be required to: Coordinate, Monitor and Evaluate the Anti-corruption functions within the Provincial Departments. Monitor the implementation of the whistle blowing mechanisms and manage the development of information management systems. Coordinate information security and vetting services. Coordinate physical and technical security. Candidates who have already applied need not to re-apply.
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DEPARTMENT OF BASIC EDUCATION

The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department’s intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan. The Department reserves the right to withdraw posts, if by doing so, the interests of the Department will be best served.

APPLICATIONS : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliever 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 (Certified copies must not be older than 3 months). NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with shortlisted applicants. Applications received after the closing date, e-mailed or faxed applications will not be considered. (Drivers’ License and registration certificate must be attached if required).

OTHER POSTS

POST 32/01 : DEPUTY DIRECTOR (SALARY MANAGEMENT) REF NO: DBE/46/2019
Branch: Finance and Administration
Chief Directorate: Financial Services Security Asset Management and Logistical Services
Directorate: Financial Services

SALARY : R869 007 per annum (All-Inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : An appropriate recognised degree or national diploma or equivalent qualification in Financial Accounting/Financial Management/Management Accounting. At least 4 years supervisory experience in the area of payroll/salaries and Public Service financial experience with specific focus on salaries, payroll (PERSAL), taxation, revenue, debtors and service terminations. Candidates must have knowledge and understanding of the public sector financial administration relating to the listed duties and the provisions of the PFMA and Treasury Regulation. Knowledge of costing of Compensation of Employee budget, PFMA, Treasury Regulation and other prescripts related to payroll; Ability to develop and apply policies; Computer literacy, planning, organising, communication (verbal and written), numeracy and accuracy skills; people management and leadership skills; A good understanding of BAS, Persal and other computer systems.

DUTIES : Management of salaries/payroll: manage payroll related procedures in the Department, manage debt collection process, evaluate organisational needs, develop long-term institutional goals, establish budgets and direct resources to ensure budget guidelines are met; Ensure that all outstanding inter-departmental salary receivables are followed up, cleared and reconciled; Clear PERSAL exceptions; Prepare and submit monthly and bi-annual tax reconciliation; Supervision of payroll reports; Respond to audit finding; Develop and implement financial management policies; Manage deductions and claims process; Manage service termination procedures; Perform Persal controller functions in the Department

ENQUIRIES : Ms M Mahape Tel No: (012) 357 3291/ Ms N Sathege (012) 357 3290
NOTE : All shortlisted candidates will be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance.
POST 32/02 : **DEPUTY DIRECTOR (EXPENDITURE, REVENUE AND DEBT MANAGEMENT)**  
**REF NO: DBE/47/2019**  
(One Year Renewable Contract)  
Branch: Finance and Administration  
Chief Directorate: Financial Services Security Asset Management and Logistical Services  
Directorate: Financial Services  

**SALARY** : R869 007 per annum (All-Inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate three-year Bachelor's degree or national diploma or an equivalent qualification. At least four (4) years’ supervisory experience in Debt or Expenditure. Preference will be given to candidates with an extensive experience in debt or expenditure management, with in-depth knowledge of the Debt/Loss Control Officer’s responsibilities, in depth understanding of Public Service Anti-corruption Strategy and fraud prevention measures, in-depth knowledge of the requirements of the PFMA and Treasury Regulations, good interpersonal and managerial skills, ability to write reports and submissions, excellent problem solving and analytical skills, people and diversity management, client orientation and customer focus, excellent verbal and written communication skills, ability to work well under pressure with strict deadlines and good computer skills in MS excel and word.  
**DUTIES** : Manage accounts receivable and revenue collection; Handle documents and information with strict confidentiality; Ensure payment of invoices are made within 30 days; Ensure proper data capturing of financial transactions; Prepare financial statements relevant to the section; Ensure that financial transactions are brought to book; Manage the cashier office activities and banking; Manage the TRC payments, Collect and keep safe Departmental revenue; Ensure the safekeeping of financial documentation according to prescripts; Manage the debt accounts of the Department; Clear interdepartmental accounts; Write of debts; Ensure that telephone accounts are paid, establish and maintain strong relationships with key stakeholders internally and externally; Build financial capacity; Transfer knowledge/skills and empower financial staff on policies, procedure guides and training i.e. formal and informal; Respond and resolve audit queries related to the section; Ensure that all outstanding inter-departmental receivables are followed up, cleared and reconciled.  

**ENQUIRIES** : Ms M Mahape Tel No (012) 357 3291/ Ms N Sathege (012) 357 3290  
**NOTE** : All shortlisted candidates will be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance.

POST 32/03 : **DEPUTY DIRECTOR (DEMAND MANAGEMENT AND PERFORMANCE)**  
**REF NO: DBE/48/2019**  
(One Year Renewable Contract)  
Branch: Finance and Administration  
Chief Directorate: Financial Services Security Asset Management and Logistical Services  
Directorate: Logistical Services  

**SALARY** : R869 007 per annum (All-Inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate recognised degree/National Diploma or equivalent qualification as recognized by SAQA in Financial Management/ Business Management/ Supply Chain Management/ Public Administration. 4 years supervisory experience in the relevant field. A valid driver’s license. Computer Literacy; Good communication and interpersonal skills; Knowledge of legal framework governing the public service and LOGIS system.  
**DUTIES** : Manage the demand process effectively, Including but not limited to needs assessment, categorisation of commodities, availability of funds, market assessment and industry analysis, Identify methods of procurement; Identify preferential procurement policy objectives, specifications/terms of reference and life cycle costing; Exercise effective and efficient overall monitoring and control of
supply chain management; Ensure and monitor compliance to all relevant laws and prescripts, thereby ensuring audit compliance; Ensure timeous reporting on supply chain management information and performance; Manage and provide advice to project managers in reporting on the performance of contracted service providers; Manage contract and quotation register for all awarded contracts; Provide advice on extensions or expansions and variations of orders or contracts; Attend to queries related to contracted service providers and facilitate in resolving such queries.

ENQUIRIES: Ms M Mahape Tel No: (012) 357 3291/ Ms N Sathege (012) 357 3290
NOTE: All shortlisted candidates will be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance.

POST 32/04: ASSISTANT DIRECTOR (PLANNING, PERFORMANCE INFORMATION PLANNING MANAGEMENT AND REPORTING) REF NO: DBE/49/2019
(One Year Renewable Contract)
Branch: Office of the Director-General
Chief Directorate: Strategic Planning, Research and Coordination
Directorate: Strategic Planning and Reporting

SALARY: R470 040 per annum
CENTRE: Pretoria
REQUIREMENTS: An appropriate recognised degree/National Diploma or equivalent qualification (NQF level 6) with an understanding of the Government planning cycle. The successful candidate will have 3 years proven experience in planning, reporting and performance information use, assembly, verification and packaging, and documentation in a large organisation of above 600 people; Excellent written and verbal communication skills; Proven ability to produce quality assured work under pressure and manage deadlines; Proven experience of analysing performance information for alignment and verification; Good communication (verbal and written) and interpersonal skills; Ability to work under pressure; Problem-solving skills; Presentation skills; Attention to detail; Excellent organisational and innovation skills; Ability to deliver and perform.

DUTIES: Develop; Manage, coordinate, analyse, verify performance information in the Department of Basic Education; The individual appointed will do the following in discharging their duties in relation to key stakeholders and programme managers: Support performance information reporting; Support the use and ensure quality of performance information reporting in the Department of Basic Education; Write operational, quarterly, annual and medium-term plans, reports, briefings and presentations including those on the outcome and other public sector compliance requirements; Refine and provide advice on improving indicator descriptions for performance information to be used in planning and reporting obligations of the Department of Basic Education and entities where appropriate; Manage branch reviews dealing with Performance Information, and use these in preparation of departmental systems for the audit and for drafting of improved plans and reports; Prepare presentations, plans, reports, updates, analyse documents, briefings and progress reports of basic education sector performance information.

ENQUIRIES: Ms M Mahape Tel No (012) 357 3291/ Ms N Sathege (012) 357 3290
NOTE: All shortlisted candidates will be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance.
ANNEXURE B

DEPARTMENT OF DEFENCE

APPLICATIONS : Applications may either be submitted through the post to: Defence Policy, Strategy and Planning Division (Directorate Departmental Policy Support), Private Bag X910, Pretoria, 0001 or may be hand delivered at Armscor Building, Erasmuskloof, Corner Nossob and Delmas Avenue, Pretoria (At the DOD reception).

CLOSING DATE : 27 September 2019 (Applications received after the closing date and faxed copies will not be considered).

NOTE : This is a permanent post. Short listed candidates may be subjected to a competency assessment as part of the selection process. The successful candidate will be required to enter into an employment contract and enter into a Performance Agreement, which must be signed and reviewed annually, and disclose his/her financial interests annually. Obtain a Confidential Security Clearance. Applications received after the closing date and faxed copies will not be considered. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV and certified copies of original educational qualification certificates and ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same application form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. In filling vacant posts the objectives of section 195 (1) (I) of the Constitution of SA, 1996 (Act 108 of 1996) must be adhered to. The Staffing Policy of the Department of Defence (i.e. C PERS/DODI 8/99) must be taken into account. Preference will be given to personnel declared in excess to fill the post(s). Excess status to be indicated on Z83, Applicants who do not receive confirmation or feedback within 2 (two) months (from the closing date) must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. For more information on the job description(s) please contact the person indicated in the post details.

OTHER POST

POST 32/05 : DEPUTY DIRECTOR: DEPARTMENTAL POLICY ADVISER REF NO: DPSP/45/2019 (X2 POSTS)
Defence Policy, Strategy and Planning Division
Directorate: Departmental Policy Support

SALARY : R733 257 per annum (Level 11)

CENTRE : Erasmuskloof, Pretoria

REQUIREMENTS : NQF Level 7: Degree/National Diploma (or a 3 year tertiary qualification at a recognised institution) in related field required. A minimum of 3 to 5 years’ experience in the policy management and development environment, as well as experience as a policy writer. Special requirements (skills needed): Knowledge of policy development/writing, policy management, strategic processes, DOD structure and its systems, project management and computer based programmes (MS Office). Communication skills (verbal and written, specifically policy writing), presentation skills, people management skills, financial management skills, including application, analysis, synthesis and evaluation. Attributes include teamwork, to be an innovative/conceptual thinker, attentive listener, good communicator, dynamic, self-driven, adaptable and assertive.

DUTIES : Provide inputs for the strategic management of the directorate. Manage and maintain a standardised system for Departmental (level 1) policies in the DOD as part of the Department’s internal controls. Provide direction by means of policy advice, quality assurance and research in the development or review of
Departmental (Level 1) Policies. Manage the Departmental (Level 1) policy training system. Manage a configuration control system for Departmental (Level 1) policies. Manage the activities of the DOD Policy Board.

**ENQUIRIES**  :  Dr S. Bretenbach Tel No: (012) 355 5451

**NOTE**     :  Applicants must be prepared to complete proficiency tests.
**DEPARTMENT OF ENVIRONMENTAL AFFAIRS**

**OTHER POSTS**

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**SALARY** : R470 040 per annum (Total Package of R646 193)

**CENTRE** : Eastern Cape (X1 Post)
Kwa-Zulu Natal (X1 Post)

**REQUIREMENTS** : A recognized 3-year Bachelor’s degree / National Diploma in Natural Sciences/Development Studies or an appropriate equivalent qualification. Good knowledge and experience in Natural Resource Management (NRM) field. Extensive knowledge and experience in wetland conservation, management and wetland rehabilitation. Knowledge of Occupational Health and Safety (OHSAS). Knowledge of wetland related legislation (NEMA, NWA, CARA, NEMBA). Good understanding of office systems and processes. Knowledge of basic construction methods, GIS and remote sensing, environmental management plans, river restoration and dry-land erosion control. Must have good communication (verbal & written), strategic thinking & planning, project management, financial management, facilitation, auditing, presentation and problem solving skills. Must be exceptionally with computer use for planning, reporting, monitoring and evaluation purposes. Must possess a proactive approach to meeting tight deadlines, tracking budgets, managing contracts and delivering results with limited supervision. Must be in possession of a South African driver’s license.

**DUTIES** : The incumbent will be expected to develop operational plans for the provincial wetlands projects. This will be done with due consideration of other NRM Working for Water+ Programmes of the Department. The wetland planning entails developing detailed, scientific 5-year wetland management plans for respective provinces. Manage wetland rehabilitation planning processes, contribute to the maintenance of the national wetland inventory and develop management guidelines for all rehabilitated wetlands. Ensure that project implementation plans meet national norms and standards. Ensure the implementation of projects. Provide operational support and technical direction for the implementation of projects. Ensure that projects are managed in compliance with the programme’s “construction environmental management plans” and “projects implementation plans”. Monitor and evaluate wetland projects and approve annual rehabilitation plans and project implementation plans. Verify and approve monthly project progress reports and cluster reports submitted by implementers. Audit project activities against rehabilitation plan and enforce compliance with environmental authorization. Develop and maintain partnerships with stakeholders, government departments and organizations involved with wetlands in the province. Represent Working for Wetlands in relevant wetland forums and provide appropriate support. Provide extension and advocacy services and engage with land owners, wetland users, communities, government and civil society organizations in order to further wetland related objectives. Assist in coordinating the implementation of advocacy and awareness Programmes and activities. Ensure that projects comply with departmental branding requirements. Conduct research where identified and support project planning through the identification of research priorities, evaluation of research products and incorporation of outputs into operations. Support the development of tools, techniques and standards for wetland rehabilitation, protection and sustainable use. Be the single point of contact for working for Wetlands activities in the Province.

**ENQUIRIES** : Mr. U R Bahadur Tel No: (012) 399 8974/80

**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

**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.

CLOSING DATE : 23 September 2019

POST 32/07 : LEGAL ADMINISTRATION OFFICER (MR5): LEGAL SUPPORT NEMA REF NO: LACE05/2019

SALARY : R373 389 per annum (OSD)
CENTRE : Pretoria
REQUIREMENTS : LLB degree coupled with at least 8 years post qualification experience. Experience in the provision of legal services. Knowledge of environmental law, mining law, constitutional law and administrative law. Proven legislative drafting skills, an ability to interpret legislation, good analytical and research skills, good written and verbal communication skills in English, good drafting skills, good presentation skills, good negotiation skills, computer literacy, an ability to work in a team, a pro-active, problem solving and positive attitude and an ability to adhere to deadlines are essential. Must be able to travel and must have a driver’s license and be able to work after hours or over weekends when necessary.

DUTIES : 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, litigation or the implications of draft legislation on environmental law. 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 and guidelines received from other Departments.

ENQUIRIES : Ms A van Reenen Tel No: (012) 399 96
APPLICATIONS : Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.

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

CLOSING DATE : 23 September 2019

POST 32/08 : PROJECT COORDINATOR REF NO: EP9007/2019 (X3 POSTS)

SALARY : R316 791 per annum (Total package of R460 251 per annum/ conditions apply)
CENTRE : Free State
REQUIREMENTS : An appropriate 3-year Bachelor’s Degree/National Diploma in Natural / Environmental Science. 3-5 Years’ experience in relevant field. Understanding of Project management. Knowledge of Alien vegetation control Sound project management skills, good communication skills and sound organisation and
planning skills. Knowledge of Working for Water policies and procedures, knowledge of legislation relevant to alien vegetation control will serve as an added advantage. Knowledge of the Public Service and Departmental procedures and prescripts. Computer literacy, knowledge of the Public Finance Management Act (PFMA). People management, change management and empowerment skills. Valid driver’s license and willingness to travel and work long hours with limited supervision.

**DUTIES**

Provide project planning support services to the project by developing a strategic clearing plan and an Annual Plan of Operation (APO) for approval of budget allocation. Facilitate the implementation of project plans through the establishment of stakeholder engagement. Monitor implementation of project plans by conducting site audits to ensure compliance with Working for Water policies/standards, health and safety prescripts and various environment and agriculture legislation which govern alien vegetation control. Render project close out services by conducting final site inspections and facilitating in the handing over of cleared land to the land user.

**ENQUIRIES**

Ms M Moyo Tel No: (051) 430 4837

**APPLICATION**

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

**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.

**CLOSING DATE**

23 September 2019

**POST 32/09**

**BIODIVERSITY OFFICER PRODUCTION GRADE A REF NO: EP9006/2019**

**SALARY**

R276 828 per annum (Total Package of R411 763)

**CENTRE**

Cape Town

**REQUIREMENTS**

A recognized Bachelor’s Degree or National Diploma Environmental/Natural/Agricultural Science or equivalent qualification (with Botany, Zoology or Entomology as subjects). Experience in the permitting of alien and invasive species. Knowledge on Natural Resources Management policies and procedure. Knowledge of alien species. Knowledge of Departmental procedures and prescript/policies. Knowledge of project management. Ability to work under pressure. Ability to work with difficult people.

**DUTIES**

Process permit applications for alien and listed invasive species in order to ensure compliance with international and national bio-security obligations and responsibilities, in terms of the NEMBA: Alien and Invasive Species Regulations. Serve as the first contact point for external and internal clients with regard to alien and invasive species import authorisations. Conduct risk assessments for listed invasive species as well as alien species with invasive potential. Conduct literature searches to ensure correct scientific names are allocated to import permit applications. Co-ordinate and participate in multi-lateral interactions to facilitate the implementation of the NEMBA AIS Regulations and associated norms and standards. Liaise and give advice to stake holders pertinent for the permitting of alien and invasive species. Establish and maintain a register of all permits, including integrated permits, issued by Issuing Authority and all risk assessments that have been carried out in terms of sections 65(2) and 71(2) of the National Environmental Management: Biodiversity Act, 2004.

**ENQUIRIES**

Mr. K. Nelukalo Tel No: (021) 441 2812

**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

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.

CLOSING DATE: 23 September 2019

POST 32/10: BIODIVERSITY OFFICER PRODUCTION GRADE A: PROTECTED AREAS LEGISLATION AND MANAGEMENT REF NO: BC06/2019

SALARY: R272 739 per annum
CENTRE: Pretoria
REQUIREMENTS: A National Diploma in Natural/Environmental Sciences or equivalent relevant qualification. A minimum of 1-year experience in Biodiversity Management related activities. Good knowledge of Policy and legislative framework governing Protected Areas Management. Ability to develop & interpret policies. Ability to conduct research, gather and analyse information. Ability to work independently and in a team. Ability to work efficiently under pressure. Conflict management and resolution. Good understanding of Geographic Information System (GIS) and online computer systems will serve as an added advantage.

DUTIES: Assist in the development of policy and legislation for protected areas to ensure the protection of species and ecosystems. Monitor the implementation of NEMPAA and its sub-ordinate legislation. Assist in monitoring the protected area management authorities and provide technical support in the review of management plans for national protected areas. Ensure sound corporate governance and oversight to SANPARKS. Provide support in the review of applications for listed activities in protected areas.

ENQUIRIES: Ms A Dana-Mfikili Tel No: (012) 399 9830
APPLICATIONS: Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.

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

CLOSING DATE: 23 September 2019

POST 32/11: SENIOR PROVISIONING ADMINISTRATION CLERK: PAYMENTS REF NO: CFO12/2019

SALARY: R208 584 per annum (R328 960 all-inclusive package)
CENTRE: Cape Town
REQUIREMENTS: Grade 12 Senior Certificate plus a minimum of 1-2 years’ relevant experience in Procurement, Administration, and LOGIS. Computer literacy (Excel, Ms Word).
Knowledge of Procurement procedures and SCM policies. Good communication skills (written and verbal). Compiling performance reports. Ability to work under extreme pressure, sense of responsibility and loyalty. Ability to work individually and in a team.

**DUTIES:**
Process Invoices for Payments, record order document into the invoice register book, capture Simultaneous Receipts (SR’s) on selection RCRI and sign documents, verify if the invoice amount and order amount corresponds, complete reconciliation sheet for all partial payments. Ensure that invoices are paid within 30 days after receipt of invoice to SCM Director. Compile payment reports, complete the monthly payment report accordingly with regards to relevant Branch. Administer payment register and Invoice Tracking System, updating of invoice on tracking System. Expedite Invoices and reconciliation statements, file creditor statements and proof of payments and give feedback to suppliers and internal clients about status of payment, if paid send stub to relevant service providers.

**ENQUIRIES:**
Ms. N Mabece Tel No: (021) 814 8322

**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

**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.

**CLOSING DATE:**
23 September 2019
CLOSING DATE : 20 September 2019 at 12h00 noon

NOTE : Requirement of applications: Applications must be submitted on form Z83, obtainable on the internet at http://www.gpaa.gov.za (Originally signed). The relevant reference number must be quoted on all applications. Application should consist of (1) a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) (2) original certified copies of all qualifications (including matriculation), Identity document, valid driver’s license (where driving/travelling is an inherent requirement of the job) and proof of citizenship if not RSA Citizen. Note: Copies of certified documents will not be accepted – all copies must be originally certified in the past 3 months. Failure to submit the above information will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must be available for interviews at a date and time determined by GPAA. Applicants must note that pre-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. No email or faxed applications/ No late applications, 12H00 No late applications will be considered. No faxed / e-mailed / late applications will be considered.

OTHER POSTS

POST 32/12 : PROVINCIAL MANAGER (BRANCH MANAGER) REF NO: OM/ NW/2019/09-1P

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

CENTRE : North West Region CRM: Mafikeng

REQUIREMENTS : A Recognized three-year Bachelor’s Degree or equivalent three year qualification (at least 360 credits) with six (6) years appropriate proven experience in the field of Customer Service management of which three (3) years’ experience in a managerial role. A valid driver’s license is mandatory, at least two years old (a certified copy must be attached to the application); Proficiency in English is a requirement and the ability to speak any of the other official languages in the
province would be an added advantage; Geographical knowledge of the province for which application is made will be an advantage; Excellent customer relations experience; The applications of individuals currently residing in North West may receive preference. Knowledge of GEPF Services and Products. Knowledge of Employee Benefits. Knowledge of Client Relation Management. Knowledge of relevant legislation. Geographical knowledge of the Province (Region). Knowledge of two indigenous languages spoken in Region. Good problem solving skills. Good communication skills both written and verbal. Good organizational skills. Supervisory/management skills. Customer orientated. Ability to communicate at all levels. Ability to build strong network relationships. Ability to work in a team. Outgoing personality. Driving ability. Presentation skills. Analytical skills. The successful candidate will be responsible for the management of customer relationship in the Region, which inter alia include but is not limited to: Manage effective operations within the provincial office: Develop and maintain an annual performance plan complemented by action plans for service delivery in the offices; Provide inputs and advice on policy development and ensure the effective implementation thereof; Review and ensure effective workflow and capacity planning; Revisit, review and streamline all processes to ensure accuracy and efficiency in operations execution; Ensure the implementation of the Batho Pele Principles within the Provincial Office in all interactions with internal and external customers; Provide guidance and leadership to the Office in the achievement of GPAA strategic objectives; Develop, interpret and manage statistical information on service standards, throughout times, bottlenecks, volumes and error rates; Develop and implement quality assurance and data quality strategies and actions; Ensure the effective and uniform implementation of Standard Operating Procedures; Submit all statistics, reports and replies timely and accurately; Inform the Senior Manager about work progress, problems and corrective measures applied; Manage the delays on the payment process; Manage provincial service channels (mobile, Walk-in Centre, provincial email enquiries and client liaison services). Ensure effective risk and compliance management within the Provincial office: Manage the Coaching and guidance of staff on compliance to all relevant regulatory, internal and external compliance requirements; Proactively develop and implement a risk management plan and report on all risk according to required format; Analyse, interpret and implement departmental policies, organisational circulars and other communications that impact on the operation of the provincial office; Promote a corruption free environment and report any breaches; Ensure office based auditing of procedures and proper controls; Monitor and control compliance to audit findings; Keep the risk register at the CRMMF (CRM middle management forum) updated; Monitor compliance to SHERQ (Safety, Health environment, Risk and Quality) regulations. Establish and manage relationships with various internal and external stakeholders/clients in order to enhance service delivery in line with GPAA strategic objectives; Ensure that there is effective communication and engagement between the Provincial office and all relevant stakeholders/clients to enhance the GPAA strategic objectives; Ensure that various stakeholders’ enquiries or complaints are directed to relevant officials for resolution; Ensure, coordinate, support and track the resolution of various stakeholder/clients enquiries or complaints; Increase GPAA provincial footprint through the rollout of various service channels: Ensure successful business transformation within provincial office: Act as a change champion for transformation and communicate, motivate and drive change initiatives within the office; Recommend and implement performance improvement initiatives; Manage successful implementation of system and process enhancements, updates and amendments within the office; Provide administrative support at outreach initiatives; Plan and monitor administration for outreach initiatives. 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.
Section Management: 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; Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc.) within the provincial office.

ENQUIRIES
Mr Lesiba Sehlapelo on Tel No: (012) 399 2710

APPLICATIONS
Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, Pretoria or Private Bag x63, Arcadia, Pretoria, 0001 or hand delivered to our Mafikeng Regional Office at Office No 4/17, Mega City, Mmabatho or Rustenburg Satellite Office, 149 Leyds Street (Cnr Leyds & Heystek), Rustenburg

FOR ATTENTION
Mr Lesiba Sehlapelo – Recruitment

NOTE
One position of Manager: Provincial Office (Branch Manager) is currently available at the Government Pensions Administration Agency: North West Region based in Mafikeng. The main purpose of this position is to ensure effective and efficient pension service delivery in line with GPAA strategy in the province. Employment Equity target for the post is Coloured/Indian/White males or Coloured/Indian/White female candidates or people with disability. Candidates of the specified groups are encouraged to apply.

POST 32/13
PROVINCIAL_MANAGER (BRANCH MANAGER) REF NO: MNG-PROV/EASTERN CAPE/2019/09-1P

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

CENTRE
Eastern Cape Region CRM Bisho

REQUIREMENTS
A Recognized three-year Bachelor’s Degree or equivalent three year qualification (at least 360 credits) with six (6) years appropriate proven experience in the field of Customer Service management of which three (3) years’ experience in a managerial role. A valid driver’s license is mandatory, at least two years old (a certified copy must be attached to the application); Proficiency in English is a requirement and the ability to speak any of the other official languages in the province would be an added advantage; Geographical knowledge of the province for which application is made will be an advantage; Excellent customer relations experience; The applications of individuals currently residing in Eastern Cape may receive preference. Knowledge of GEPF Services and Products. Knowledge of Employee Benefits. Knowledge of Client Relation Management. Knowledge of relevant legislation. Geographical knowledge of the Province (Region). Knowledge of two indigenous languages spoken in Region. Good problem solving skills. Good communication skills both written and verbal. Good organizational skills. Supervisory/management skills. Customer orientated. Ability to communicate at all levels. Ability to build strong network relationships. Ability to work in a team. Outgoing personality. Driving ability. Presentation skills. Analytical skills.

DUTIES
The successful candidate will be responsible for the management of customer relationship in the Region, which inter alia include but is not limited to: Manage effective operations within the provincial office: Develop and maintain an annual performance plan complemented by action plans for service delivery in the offices; Provide inputs and advice on policy development and ensure the effective implementation thereof; Review and ensure effective workflow and capacity planning; Revisit, review and streamline all processes to ensure accuracy and efficiency in operations execution; Ensure the implementation of the Batho Pele Principles within the Provincial Office in all interactions with internal and external customers; Provide guidance and leadership to the Office in the achievement of GPAA strategic objectives; Develop, interpret and manage statistical information on service standards, throughout times, bottlenecks, volumes and error rates;
Develop and implement quality assurance and data quality strategies and actions; Ensure the effective and uniform implementation of Standard Operating Procedures; Submit all statistics, reports and replies timely and accurately; Inform the Senior Manager about work progress, problems and corrective measures applied; Manage the delays on the payment process; Manage provincial service channels (mobile, Walk-in Centre, provincial email enquiries and client liaison services). Ensure effective risk and compliance management within the Provincial office: Manage the Coaching and guidance of staff on compliance to all relevant regulatory, internal and external compliance requirements; Proactively develop and implement a risk management plan and report on all risk according to required format; Analyse, interpret and implement departmental policies, organisational circulars and other communications that impact on the operation of the provincial office; Promote a corruption free environment and report any breaches; Ensure office based auditing of procedures and proper controls; Monitor and control compliance to audit findings; Keep the risk register at the CRMMMFF (CRM middle management forum) updated; Monitor compliance to SHERQ (Safety, Health environment, Risk and Quality) regulations. Establish and manage relationships with all relevant stakeholders/clients to support service delivery in the Province: Create, build and maintain partnerships with various internal and external stakeholders/clients in order to enhance service delivery in line with GPAA strategic objectives; Ensure that there is effective communication and engagement between the Provincial office and all relevant stakeholders/clients to enhance the GPAA strategic objectives; Ensure that various stakeholders’ enquiries or complaints are directed to relevant officials for resolution; Ensure, coordinate, support and track the resolution of various stakeholder/clients enquiries or complaints; Increase GPAA provincial footprint through the rollout of various service channels Ensure successful business transformation within provincial office: Act as a change champion for transformation and communicate, motivate and drive change initiatives within the office; Recommend and implement performance improvement initiatives; Manage successful implementation of system and process enhancements, updates and amendments within the office; Provide administrative support at outreach initiatives; Plan and monitor administration for outreach initiatives. 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. Section Management: 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; Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc.) within the provincial office.

ENQUIRIES : Mr Ismael Radebe Tel No: (012) 399 2299
APPLICATIONS : Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, Pretoria or Private Bag x63, Arcadia, Pretoria, 0001 or hand delivered to our PE Regional Offices based at: Ground Floor, Kwantu Towers, Sivuyile Mini-Square, next to City Hall or Bisho Regional Office based at No.12, Global Life Office Center, Circular Drive or Mthatha Regional Office based at 2nd Floor, PRD Building, Corner Sutherland and Madeira Streets.
FOR ATTENTION : Mr Ismael Radebe – Recruitment
NOTE: One position of Manager: Provincial Office (Branch Manager) is currently available at the Government Pensions Administration Agency: Eastern Cape Region based in Bisho. The main purpose of this position is to ensure effective and efficient pension service delivery in line with GPAA strategy in the province. Employment Equity target for the post is Coloured/ Indian/ White males or Coloured/Indian/White female candidates or people with disability. Candidates of the specified groups are encouraged to apply.

POST 32/14: CLIENT LIAISON OFFICER: EASTERN CAPE (BISHO) REF NO: CLO/EC/2019/09-1P
(Permanent)
The purpose of a Client Liaison Officer is to provide client outreach, education and employer compliance.

SALARY: R376 596 per annum (Level 09) (basic salary)

CENTRE: Eastern Cape Regional Office – Client Services - Bisho

REQUIREMENTS: A three year degree/national diploma or equivalent three year qualification (at least 360 credits) with a minimum of four (4) years’ experience in client relations management. Computer literacy that would include a good working knowledge of Microsoft Office products. Valid driver’s license is mandatory, at least two years old (a certified copy must be attached to the application). Proficiency in English is a requirement and the ability to speak any of the other official languages in the province applying for, would be an added advantage. Geographical knowledge of the province for which application is made. Excellent customer relations experience. The applications of individuals currently residing in Eastern Cape may receive preference. Knowledge of Employee benefits. Knowledge of client relations management. Knowledge of GPAA/GEPF’S products and services. Excellent problem solving skills. Strong customer orientation and customer relations. Excellent presentation skills. Ability to communicate at all levels in and outside the organization. Excellent communications skills, both verbal and written. Outgoing personality. Ability to build strong network relationships. Ability to take responsibility and to work independently. Analytical skills.

DUTIES: The successful incumbent will be responsible for a wide variety of administrative and client service tasks which includes the following but not limited to: Providing education and training: Conduct training to HR Unit on correct completion of documentation to be submitted to GPAA. Conduct workshops and roadshows to members, employers and stakeholders to create understanding of products used and processes to be followed; Conduct Induction Programme to employees and stakeholders to create understanding of products used and processes to be followed; Plan presentation of education materials, monitor and evaluate the effectiveness of programmes conducted, recommending enhancements; Market new services offered by GPAA by conducting training of new/current Pension Case Management users (PCM); Promote compliance with GPAA’s processes and procedures. Provide regular feedback to employers/clients on claims submitted. Compliance of employer and stakeholders: Check reported feedback regarding compliance of performance from the employer departments; Follow-up/trace missing information on outstanding documents in order to enable finalisation of the process (Trace members for outstanding life certificates); Analyse documents received on PCM-Pension Case Management to provide feedback to departments on core issues identified, highlighting key issues to Senior CLO; Ensure that GPAA rules, products and processes are known and adhered to. Enquiry management (General and RMC): Check member queries through wireless facility and resolve on site; Provide information regarding member cases; Facilitate meetings with relevant client departments in resolving administrative issues; Confirm member status with employer (RMC); Update member information on the RMC portal application; Requesting and receiving additional information from employer with regards to Medical and IOD; Interaction with Compensation Fund regarding IOD enquiries. Collection of documentation: Pre-verification of documents received from employer, member and third party; Checking and capturing of documents Bar coding, linking and indexing of documents; Scanning documents onto PEKWA; Quality assurance of each case using control sheet; Collect supporting documents for RMC processes; Collect original awards from employer regarding IOD.
ENQUIRIES: Ms Felicia Mahlaba on Tel No: (012) 319 1455

APPLICATIONS: Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, Pretoria or Private Bag x63, Arcadia, Pretoria, 0001 or hand delivered to our PE Regional Offices in, Ground Floor, Kwantu Towers, Sivuyile Mini-Square, next to City Hall or Bisho Regional Office based at No.12, Global Life Office Center, Circular Drive or Mthatha Regional Office based at 2 Floor, PRD Building, Corner Sutherland and Madeira Streets.

FOR ATTENTION: Ms Felicia Mahlaba at Recruitment

NOTE: One Client Liaison Officer Position is currently available at the Government Pensions Administration Agency at the Regional Office: Eastern Cape - Bisho. The position will be filled as a permanent position. Note: Employment Equity target for the post are Coloured/Indian/White males or Coloured/Indian/White females or people living with disabilities. Candidates of the specified groups are encouraged to apply.

POST 32/15: CLIENT LIAISON OFFICER REF NO: CLO/LIM/2019/09-1P

Client Services

The purpose of a Client Liaison Officer is to provide client outreach, education and employer compliance.

SALARY: R376 596 per annum (Level 09) (basic salary)

CENTRE: Limpopo Regional Office (Polokwane)

REQUIREMENTS: A three year degree/national diploma or equivalent three year qualification (at least 360 credits) with a minimum of four (4) years' experience in client relations management. Computer literacy that would include a good working knowledge of Microsoft Office products. Valid driver’s license is mandatory, at least two years old (a certified copy must be attached to the application). Proficiency in English is a requirement and the ability to speak any of the other official languages in the province applying for, would be an added advantage. Geographical knowledge of the province for which application is made. Excellent customer relations experience. The applications of individuals currently residing in Limpopo may receive preference. Knowledge of Employee benefits, Knowledge of client relations management, Knowledge of GPAA/GEPF’S products and services, Excellent problem solving skills, Strong customer orientation and customer relations, Excellent presentation skills, Ability to communicate at all levels in and outside the organization, Excellent communications skills, both verbal and written. Outgoing personality. Ability to build strong network relationships. Ability to take responsibility and to work independently. Analytical skills.

DUTIES: The successful incumbent will be responsible for a wide variety of administrative and client service tasks which includes the following but not limited to: Providing education and training: Conduct training to HR Unit on correct completion of documentation to be submitted to GPAA, Conduct workshops and roadshows to members, employers and stakeholders to create understanding of products used and processes to be followed, Conduct Induction Programme to employees and stakeholders to create understanding of products used and processes to be followed, Plan presentation of education materials, monitor and evaluate the effectiveness of programmes conducted, recommending enhancements. Market new services offered by GPAA by conducting training of new/current Pension Case Management users (PCM), Promote compliance with GPAA’s processes and procedures. Provide regular feedback to employers/clients on claims submitted. Compliance of employer and stakeholders: Check reported feedback regarding compliance of performance from the employer departments, Follow-up/trace missing information on outstanding documents in order to enable finalisation of the process (Trace members for outstanding life certificates), Analyse documents received on PCM-Pension Case Management to provide feedback to departments on core issues identified, highlighting key issues to Senior CLO , Ensure that GPAA rules, products and processes are known, understood and adhered to. Enquiry management (General and RMC): Check member queries through wireless facility and resolve on site, Provide information regarding member cases, Facilitate meetings with relevant client departments in resolving administrative issues, Confirm member status with employer (RMC), Update member information on the
RMC portal application, Requesting and receiving additional information from employer with regards to Medical and IOD, Interaction with Compensation Fund regarding IOD enquiries. Collection of documentation: Pre-verification of documents received from employer, member and third party, Checking and capturing of documents, Bar coding, linking and indexing of documents, Scanning documents onto PEKWA, Quality assurance of each case using control sheet, Collect supporting documents for RMC processes, Collect original awards from employer regarding IOD. One Client Liaison Officer Position is currently available at the Government Pensions Administration Agency at the Regional Office: Limpopo. The position will be filled as a permanent position.

ENQUIRIES: Felicia Mahlaba
Tel No: (012) 319 1455

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 Felicia Mahlaba – Recruitment

NOTE: Employment Equity target for the post are Coloured/Indian/White males or Coloured/Indian/White females or people living with disabilities. Candidates of the specified groups are encouraged to apply

POST 32/16: PERSONAL ASSISTANT: OFFICE OF THE GENERAL MANAGER FINANCE
REF NO: PA/GMF/2019/09-1P
(Permanent)
The purpose of the role is to render a secretarial support service to the General Manager: Finance in GPAA.

SALARY: R257 508 per annum (Level 07) (basic salary)
CENTRE: Pretoria Head Office


DUTIES: The successful candidate will be responsible for the following functions, and include but not limited to: Renders administrative support services: Ensures the effective flow of information and documents to and from the office of the General Manager. Ensures the safekeeping of all documentation in the office of the General Manager in line with relevant legislation and policies. Obtains inputs, collates and compiles reports such as progress reports, monthly reports and management reports. Scrutinizes routine submissions/reports and make notes and/or recommendations for the General Manager. Responds to enquiries received from internal and external stakeholders.Drafts documents as required. Does filing of documents for the General Manager where required. Collects, analyses and collates information requested by the General Manager. Clarifies instructions and notes on behalf of the General Manager. Ensures that travel arrangements are well coordinated. Prioritizes issues in the office of the General Manager. Manages the leave forms, leave register and telephone accounts for the unit. Handles procurement of standard items like stationery, refreshments etc. for the activities of the General Manager. Obtains the necessary signatures on documents like procurement advices and monthly salary reports. Provides a secretarial/receptionist support service to the General Manager. Receives telephone calls and refers the calls to the correct role players if not meant for the General Manager. Performs advance typing work. Operates and ensures that office equipment, e.g. fax machines and photocopiers are in good working order. Records the engagements of the General Manager. Utilizes discretion regarding meeting requests - to decide whether to
accept/decline or refer to other employees based on the assessed importance and urgency of the matter. Coordinates with and sensitizes/advises the General Manager regarding engagements. Compiles realistic schedules of appointments. Provides support to General Manager regarding meetings: Scrutinizes documents to determine actions/information/other documents required for meetings. Collects and compiles all necessary documents for the General Manager to inform him/her on the contents. Records minutes/decisions and communicates to relevant role-players. Follow-up on the progress made. Prepares briefing notes for the General Manager as required. Coordinates logistical arrangements for meetings when required. Support the GM with the administration of the executive General Manager’s budget: Collects and coordinates all documents that relate to General Manager’s budget. Assists the General Manager in determining funding requirements for purposes of MTEF submissions. Keeps record of expenditure commitments, monitors expenditure and alerts General Manager of possible over and underspending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the General Manager and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the General Manager of changes. Studies the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly: Remains up to date with regard to prescripts/policies and procedures applicable to his/her work terrain. Remains abreast with the procedures and processes that apply in the office of the GM.

ENQUIRIES

APPLICATIONS

NOTE

POST 32/17

SALARY

CENTRE

REQUIREMENTS

DUTIES

accept/decline or refer to other employees based on the assessed importance and urgency of the matter. Coordinates with and sensitizes/advises the General Manager regarding engagements. Compiles realistic schedules of appointments. Provides support to General Manager regarding meetings: Scrutinizes documents to determine actions/information/other documents required for meetings. Collects and compiles all necessary documents for the General Manager to inform him/her on the contents. Records minutes/decisions and communicates to relevant role-players. Follow-up on the progress made. Prepares briefing notes for the General Manager as required. Coordinates logistical arrangements for meetings when required. Support the GM with the administration of the executive General Manager’s budget: Collects and coordinates all documents that relate to General Manager’s budget. Assists the General Manager in determining funding requirements for purposes of MTEF submissions. Keeps record of expenditure commitments, monitors expenditure and alerts General Manager of possible over and underspending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the General Manager and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the General Manager of changes. Studies the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly: Remains up to date with regard to prescripts/policies and procedures applicable to his/her work terrain. Remains abreast with the procedures and processes that apply in the office of the GM.

ENQUIRIES

APPLICATIONS

NOTE

POST 32/17

SALARY

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DUTIES

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ENQUIRIES

APPLICATIONS

NOTE

POST 32/17

SALARY

CENTRE

REQUIREMENTS

DUTIES

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ENQUIRIES

APPLICATIONS

NOTE

POST 32/17

SALARY

CENTRE

REQUIREMENTS

DUTIES

accept/decline or refer to other employees based on the assessed importance and urgency of the matter. Coordinates with and sensitizes/advises the General Manager regarding engagements. Compiles realistic schedules of appointments. Provides support to General Manager regarding meetings: Scrutinizes documents to determine actions/information/other documents required for meetings. Collects and compiles all necessary documents for the General Manager to inform him/her on the contents. Records minutes/decisions and communicates to relevant role-players. Follow-up on the progress made. Prepares briefing notes for the General Manager as required. Coordinates logistical arrangements for meetings when required. Support the GM with the administration of the executive General Manager’s budget: Collects and coordinates all documents that relate to General Manager’s budget. Assists the General Manager in determining funding requirements for purposes of MTEF submissions. Keeps record of expenditure commitments, monitors expenditure and alerts General Manager of possible over and underspending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the General Manager and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the General Manager of changes. Studies the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly: Remains up to date with regard to prescripts/policies and procedures applicable to his/her work terrain. Remains abreast with the procedures and processes that apply in the office of the GM.
course of action. Evaluate sources of information in order to determine any limitations in terms of reliability or usability. Evaluate the statistical methods and procedures used to obtain data in order to ensure validity, applicability, efficiency, and accuracy. Identify relationships and trends in data, as well as any factors that could affect the results of research. Report results of statistical analyses, including information in the form of graphs, charts, and tables. Prepare data for processing by organizing information, checking for any inaccuracies, and adjusting and weighting the raw data. Test experimental designs, sampling techniques, and analytical methods. Evaluate Information to Determine Compliance with Standards. Identifying gaps in information to drive project completion. Translate Business Unit requirement into technical and functional requirements. Interpret current GPAA Business Intelligence (BI) with trend data to advice recommendations for action. Liaise with BI and data analysts in Planning, designing, developing and enhancing oracle Business Intelligence reports. Assist in activities pertaining to Reporting and analytics. Assist in the Stakeholder management servicing. Participate with GPAA business units and stakeholders in meetings, sessions and workshops on statistical analysis for GPAA. Draft advice on findings and recommend problem solutions. Consulting with clients and agreeing what data to collect and how it should be gathered - taking into account any ethical and legislative considerations. Drafting reports and articles for publication. Ensures high level of customer service across all GPAA interactions and deliverables. Assist in the transfer of knowledge to internal users on newly implemented business intelligence. Support incoming request for MIA approved reports and finalization thereof.

ENQUIRIES : Ms Ntsibakazi Mtshabe Tel No: (012) 399 2758
APPLICATIONS : Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, Pretoria or Private Bag x63, Arcadia, Pretoria, 00010001 or hand delivered to 34 Hamilton Street, Arcadia, Pretoria.
FOR ATTENTION : Ms Ntsibakazi Mtshabe at Recruitment
NOTE : A permanent Junior Statistician position is currently available at the Government Pensions Administration Agency in the Management Information and Analytics Unit. The purpose of the role is to apply statistical theory and methods to collect, organize, interpret and generate statistical reports and analysis in GPAA. Note: Employment Equity target for the post is Coloured/ Indian males or Coloured/Indian/White /African females or people living with disabilities. Candidates of the specified groups are encouraged to apply.

POST 32/18 : CUSTOMER SERVICE AGENT REF NO: CSA/NW/2019/09-1P (Permanent)
Client Relationship Management
The purpose of the role is to provide administrative functions and to resolve queries and complaints on first contact within the Clients Relationship Management environment.

SALARY : R208 584 per annum (Level 06) (basic salary)
CENTRE : Mafikeng regional office
REQUIREMENTS : An appropriate three year tertiary qualification (at least 360 credits) with 18 months proven experience in processing life insurance/employee benefits or client relationship management/client care preferably in Life Insurance or Employee Benefits or Medical Aid environments. Or A Grade 12 Certificate/Senior Certificate (Matric) with three years proven experience in processing life insurance/employee benefits or client relationship management/client care preferably in Life Insurance or Employee Benefits or Medical Aid environments. Computer literacy that would include a good working knowledge of Microsoft Office products. Proficiency in English is a requirement and the ability to speak any of the other official languages in the province applying for, would be an added advantage. Knowledge of GEPF products and services will be an advantage. The applications of individuals currently residing in North West Province may receive preference. Excellent problem solving skills. Excellent presentation skills. Excellent communications skills, both verbal and written. Ability to communicate with clients. Time management skills. Self-management being able to work independently.

**DUTIES:**

The incumbent will be responsible for a wide variety of tasks, which include but are not limited to the following: Provide quality customer service within CRM: Handle all face to face enquiries received effectively; Follow up and finalize enquiries referred to other business units, within the agreed time frames, Respond to emails, web queries, posted queries/courier services, faxes within allocated time frame; Update on all the relevant GPAA systems. Provide Client liaison services within the office: Respond to escalated queries within allocated time frame; Interact with other Departments regarding outstanding queries; Relationship management on any changes happening in the various sections; Provide/request feedback to various clients and stakeholders; Follow-up with business units and provide feedback to clients until cases are finalized; Effective and efficient administration of documents received; Provide administrative support at outreach initiatives. Provide data inputs in the compilation of the reports: Report any issues/make recommendations with regards to ongoing service improvements and maintain a high level of client care; Compile and submit daily, weekly and monthly production statistics to the supervisor; Check and update consolidated/escalation lists to the supervisor.

**ENQUIRIES:**

Mr Lesiba Sehlapele Tel No: (012) 399 2710

**APPLICATIONS:**

Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, Pretoria or Private Bag x63, Arcadia, Pretoria, 0001 or hand delivered to 34 Hamilton Street, Arcadia, Pretoria or hand delivered to our Mafikeng Regional Office at Office No 4/17, Mega City, Mmabatho or Rustenburg Satellite Office, 149 Leyds Street (Cnr Leyds & Heystek), Rustenburg

**FOR ATTENTION:**

Mr Lesiba Sehlapele Tel No: (012) 399 2710

**NOTE:**

One permanent position of Customer Service Agent is currently available at the Client Relationship Management Section of the GPAA based in Mafikeng Regional Office. Employment Equity target for the post is Coloured/White/Indian male or female and people with disability. Candidates of the specified groups are encouraged to apply. The applications of individuals currently residing in North West may receive preference
ANNEXURE E

GOVERNMENT PRINTING WORKS

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

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

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

CLOSING DATE: 20 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 into 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.

OTHER POSTS

POST 32/19: SPECIALIST SYSTEMS ADMINISTRATOR: UNIFIED COMMUNICATIONS (1ST LEVEL SUPPORT) REF NO: GPW19/42

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

CENTRE: Pretoria

REQUIREMENTS: Grade 12 or equivalent qualification plus a National Diploma/Degree in Information Technology/Information Management/Business Informatics/Computer Science/Software Development with 5 - 7 years’ experience in ICT Support and a minimum of 3 years Unified Communications Systems Administration IT Certificate in Microsoft and Skype for Business 2015, Microsoft Exchange Server 2016, MCSE/MCTS/MCSA, ITIL Foundation and CompTIA Security+ certification and System Centre 2012 Configuration Manage (SCCM) administration will be an added advantage.

DUTIES: To provide 1st level support for Unified Communications Infrastructure, and ensure calls are resolved within SLA, Ensure minimal disruptions on the unified communications infrastructure during business hours, Monitor email queues to ensure incoming and outgoing emails are delivered timeously, Manage unified communications infrastructure performance and capacity, and implement performance enhancements, Manage Microsoft Exchange 2016 & Microsoft Skype for Business 2015 upgrade projects, Exchange online, Analysing system logs and identify potential issues, Manage mailbox security and prevent unauthorised
access, Provide advance management of windows DHCP and DNS services, 
Apply patches on all Unified Communication systems servers monthly, to 
strengthen the operating systems and mitigate vulnerabilities. Administration, 
Installing, Configuring and Maintaining Microsoft Exchange server 2016 and 
Microsoft Skype for Business 2015, Manage Active Directory Administration and 
Maintenance, Configure and Manage Windows File and Print server, Installing, 
configuring and administration of Right-Fax services, Manage Telephone 
Management System and the reporting thereof, Write PowerShell scripts for 
automation of server administration. Create and deploy Group Policies, Document 
all problems on servers and client computers and their solutions for future 
reference, Research and test new technologies and ways to improve ICT service 
offerings, Ensure change control process are adhered to when making changes on 
the production systems, Implement mailbox data backup and archiving plan and 
periodically test mailbox restores, Implement exchange server redundancy or high 
availability configuration, Implement Skype for Business infrastructure server 
redundancy or high availability configuration.

ENQUIRIES : Mr. A Apleni Tel No: (012) 748 6090

POST 32/20 : ASSISTANT DIRECTOR – STRATEGIC SOURCING REF NO: GPW19/43

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

REQUIREMENTS : An appropriate 3-year degree/diploma or equivalent qualification (NQF Level 6) in 
Supply Chain Management / Procurement, 2-3 years relevant working experience 
specializing in sourcing of direct and indirect products and of which at least 1-2 
years must be at a supervisory level, Extensive knowledge of the PFMA and 
PPPFA, Ability to manage procurement activities which includes tender 
management, Excellent writing ability and verbal communication skills, Good 
presentation skills and the ability to liaise at a senior level, Computer literate with 
competence in Microsoft Office suite packages, Maintain confidentiality and be able 
to work independently, Applicants must also be able to work as part of a team, have 
strong problem solving skills and results orientation and work well under pressure.

DUTIES : Coordinate all procurement activities within SCM, Ensure implementation of SCM 
policies and the review thereof, Administer tender administration and ensure the 
execution of tender procedures, Evaluate and prepare reports related to 
procurement activities, Ensure implementation of audit recommendations, Perform 
follow-ups on management action plans, Provide input into SCM plans, 
methodologies and framework.

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

CLOSING DATE : 20 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. 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. 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 be subjected to a technical assessment that intends to test relevant technical elements of the job. All identified candidates on Salary Level 11 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 resubmit your application in 2 or 3 parts, splitting the attachments accordingly. Applications must be sent in time to the correct e-mail address as indicated at the bottom of each post, on or before the closing date. Applications sent to a wrong e-mail address and/or received after the closing date or those that do not comply with the requirements, will not be taken into consideration.

ERRATUM: Kindly note that the post of Regional (District) IT Officer: Gauteng: Sedibeng District Municipality with Ref No: HRMC 40/19/23c advertised in Public Service Vacancy Circular 31 dated 30 August 2019, with closing date 13 September 2019, Please be advised that the correct centre for the post should be Gauteng: West Rand District Municipality Ref No: HRMC 40/19/23g; the closing date for this post has therefore been extended to 20 September 2019. Apologies for the inconvenience.

MANAGEMENT ECHELON

POST 32/21 : DIRECTOR: AIRLINE LIAISON REF NO: HRMC 42/19/1
Branch: Immigration Services
Chief Directorate: Port Control

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 International Relations/Social sciences/Public Administration 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. Knowledge of the Constitution of South Africa. Knowledge of the Public Service Act, Refugee Act, Immigration Act, Public Service Regulations
DUTIES:
The successful candidate will be responsible for, amongst others, the following specific tasks: Manage and implement the compliance of conveyors with the Immigration Act. Provide strategic advice and guidance to cross border conveyors on the facilitation of passengers. Manage and oversee the effective implementation of processes and systems for passenger pre-clearance. Manage and oversee the completeness and correctness of the register on administration fines for conveyors who contravened the Immigration Act. Oversee administration of the Airline Liaison Officer network. Coordinate and manage relevant projects in relation to airline liaison. Liaise with government stakeholders, industry partners and international organisations to enhance border management. Monitor statistics on fines and analyse trends with a view to mitigate risks and enhance national security. Manage and implement strategic objectives within the directorate. Provide strategic direction within the directorate. Develop the operational plan for the directorate and ensure effective prioritisation and resource planning. Coordinate and monitor on the delivery of the business plan against the agreed objectives and timeframes. Report on the performance of the directorate against the operational plan to the Chief Director. Develop professional expertise within the directorate and keep abreast of trends and new developments. Provide advice and guidance on stakeholder forums relations matters. Ensure the implementation of innovative initiatives within the directorate. Liaise with ports of entry and monitor compliance on issuing of fines. Engage with operators of cross border conveyances on compliance issues. Develop and implement policy and procedures, directive acts and regulations. Develop and review communications policies and code of practice for the directorate. Implement governance processes, frameworks and procedures. 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. Establish relationships with all relevant stakeholders. Create and build partnerships with various internal and external stakeholders in order to enhance service delivery, border control and security. Promote and ensure effective stakeholder participation. Ensure that there is effective communication between the Directorate and all relevant stakeholders. 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 complaint. Manage physical, human and financial resources within the Unit. Ensure that budget spending is in line with strategic objectives. Monitor and report on the utilization of equipment. Ensure that the preparations of the budget are in line with strategic plans & departmental objectives. Co-ordinate memoranda of understanding, service level agreements and expenditure review. Enhance and maintain employee motivation and cultivate a culture of performance management. Evaluate and monitor performance and appraisal of employees. 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. Monitor quality, risk, standards and practices against prescribed frameworks.

ENQUIRIES: Ms R Anker Tel No: (012) 406 4126
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: imsrrecruitment@dha.gov.za
POST 32/22 : DIRECTOR: LITIGATION REF NO: HRMC 42/19/2
Branch: Institutional Planning and Support
Chief Directorate: Legal 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


DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure implementation of litigation services in relation to litigation matters. Ensure the provision of effective legal opinions and advice to the department and Minister. Ensure that the department and Minister are represented in all litigation forums. Liaise with the State Attorney on all litigation matters. Oversee the effective implementation of process and systems enhancement initiatives within the directorate. Manage the escalation of litigation trends to the CD: Legal Services for actioning. Provide legal opinion on the developed policies and procedures in conjunction with the Policy and Strategy unit. Ensure effective and efficient service delivery within the directorate. Ensure that effective project management processes, procedures and standards are adhered to. Create and build partnerships with various internal and external stakeholders in order to enhance service delivery. Manage and implement strategic objectives and innovation within the Directorate. Develop the business plan for the directorate and ensure effective prioritisation and resource planning. Provide strategic direction within the directorate. Report on the performance of the directorate against the business plan to the CD/DDG. Coordinate, monitor and report on the delivery of the business plan against the agreed objectives and timeframes. Develop technical expertise within the directorate and keep abreast of technical developments. Ensure the implementation of innovation initiatives. Provide advice and guidance on commercial contract aspects and matters. Manage the resources within the directorate in an effective and efficient manner. Administer the budget and monitor that expenditure is in line with financial requirements and the unit’s objectives. Liaise with internal business unit to ensure that supply chain management and asset management are effectively managed. Identify projects and initiatives to improve business processes and procedures in order to facilitate effective service delivery. Provide strategic direction within the directorate. Manage the implementation of people management strategies, policies and procedures within the directorate. 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 external contractors and suppliers within the unit in an effective and efficient manner. Effectively manage the performance of the directorate against agreed targets. Manage the implementation of compliant performance management within the directorate. Provide inputs into the compilation of the annual budget. Manage grievances, discipline and terminations within the directorate. Ensure that employees are equipped with the required skills to perform optimally. Decide on appropriate rewards and promotion on the basis of performance and contribution against agreed targets. Coach subordinates to improve their performance and fulfil their potential. Ensure that staff are motivated and committed to the vision and goals of the directorate. Ensure effective governance and compliance within the directorate. Develop and implement governance processes, frameworks and procedures within
the directorate. 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.

ENQUIRIES: Adv D Erasmus Tel No: (012) 406 4259
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: Legalrecruitment@dha.gov.za
DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

CLOSING DATE : 23 September 2019
NOTE : Interested applicants may visit the following website: www.justice.gov.za or www.dpsa.gov.za to view the full job specification of the above positions. Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 form & CV must be accompanied by original certified copies of qualifications, identity document and a driver’s license where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. Reasonable accommodation shall be applied for People with Disabilities including where driver’s license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

ERRATUM: Kindly note that the Posts of Senior Court Interpreter with Ref No: 19/69/FS; Centre: Magistrate’s Office, Thaba Nchu Cluster and Senior Court Interpreter with Ref No: 24/18/NC; Centre: Springbok Magistrates Office, advertised in Public Vacancy Circular 31 dated 30 August 2019. Please note that the requirements of the two posts have been amended as follows: Grade 12 and National Diploma in Legal Interpreting or equivalent qualification in the field of languages and minimum of three years practical experience in court interpreting; OR Grade 12 with ten year’s practical experience in court interpreting. The Department also inserted similar posts in this Circular. We apologize for any inconvenience caused.

OTHER POSTS

POST 32/23 : FAMILY ADVOCATE LP 7/8 REF NO: 67/19/FA/WC

SALARY : R763 212 – R1 266 156 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
CENTRE : Office of the Family Advocate, Worcester
REQUIREMENTS : An LLB Degree or recognized four 4 year legal qualification; At least five 5 years appropriate post qualification; litigation/ legal experience; Admitted as an Advocate or qualify to be admitted as an Advocate of the High Court; The right of appearance in the High Court of South Africa; A valid driver’s license; Afrikaans would be an added advantage. Skills and Competencies: Litigation; Advocacy; Legal research and drafting; Dispute resolution; Case flow management.
DUTIES : Key Performance Areas: Execute the mandate of the Office of the Family Advocate; Perform all functions and duties of the Family Advocate in Institute enquires to ascertain the best interest of the minor child by means of ADR procedures and evaluation; Liaise with Judges, Attorneys, Psychologist, Social Workers and other relevant professionals; Furnish the court with recommendations on any matter concerning the welfare of a minor child involved in a pending matter; Attend to Hague matters when delegated to do so; accordance with relevant legislation; Report to the Senior Family Advocate/ Principal Family Advocate; Endorse settlement agreements or commenting thereon Promoting access to the Family
Advocate services and create public awareness; Attend to relevant circuit courts within the province.

ENQUIRIES : Advocate S Ebrahim Tel No: (021) 426 1216
APPLICATIONS : Please forward your application to: Regional Head; Private Bag X 9171 Cape Town 8000 or physical address: 8 Riebeek Street, 5th Floor Norton Rose House Floor Cape Town.
NOTE : Applicants are required to attach service certificates to determine salary in accordance to experience.

POST 32/24 : DEPUTY DIRECTOR: QUALITY ASSURANCE REF NO: 19/68/FS
SALARY : R733 257 - R821 052 per annum (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
CENTRE : Regional Office, Bloemfontein
REQUIREMENTS : Three year Bachelor’s Degree /National Diploma in Public Administration or equivalent NQF level 6; Three 3 years management experience; Three 3 years’ experience in office and district administration; A valid driver's license; knowledge of public Service Regulations, and PFMA, Knowledge of departmental finance instructions, prescripts and delegations. Skills and competencies: Computer literacy MS Office Excel; Presentations; Excellent communication skills written and verbal; strong leadership skills; Strategic capabilities; Report writing.
DUTIES : Key performance Areas: Exercise quality assurance service over administration duties related to all resources i.e Finance, Human Resources, Procurement and Court operations; Co-ordinate strategic and business planning processes as well as the facilities, physical resources, information and communication related to courts; Manage assessment of physical resources; compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement strategies; manage misconduct and maladministration investigations; provide effective people management.
ENQUIRIES : Ms N Dywili Tel No: (051) 407 1800
APPLICATIONS : Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301

POST 32/25 : ADMINISTRATIVE OFFICER REF NO: 34/19/NC
SALARY : R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE : Magistrate office Richmond
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.
ENQUERIES : 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 32/26: 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: Grade 12 and National Diploma in Legal Interpreting or equivalent qualification in the field of languages and minimum of three years practical experience in court interpreting; OR Grade 12 with ten year’s practical experience in court interpreting; Driver’s license 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 feed back 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 32/27: 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: Magistrate’s Office, Thaba Nchu Cluster

REQUIREMENTS: Grade 12 and National Diploma in Legal Interpreting or equivalent qualification in the field of languages and minimum of three years practical experience in court interpreting; OR Grade 12 with ten year’s practical experience in court interpreting. Driver’s license will be an added advantage; Knowledge of Legislation which governs transparency and confidentiality in the Public Service (Act 2 of 2000) as amended. Skills and Competences: Excellent communication, Listening, Inter- personal relations, Problem solving, Planning and organising and Analytical thinking skills; Time management Confidentiality and ability to work under pressure. Language Proficiency: Thaba Nchu Cluster: English, Afrikaans, Sesotho, Setswana and isiXhosa.

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 feed back 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.
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.

CLOSING DATE: 20 September 2019

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

MANAGEMENT ECHELON

POST 32/28: DIRECTOR: EMPLOYEE RELATIONS REF NO: 2019/568/OCJ
(3 Year Contract)

SALARY: R1 057 326 per annum (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE: National Office: Midrand


DUTIES: Deliver high quality strategic employee relations to support the strategic objectives of the Department by ensuring timeous review and implementation of employee relations policies, codes and practices, effective handling of investigations with proper documentation, effective management of grievances, disputes and disciplinary cases, analysis of employee relations trends and proper recommendations for mitigation. Provide strategic support and effective coordination of dispute resolution mechanism by developing and implementing dispute resolution protocol for the Department, rendering advisory services to management on issues of collective bargaining, managing a sound relationship...
between unions and management and serving as a Chief Negotiator at the Departmental Bargaining Chamber (DBC). Provide strategic support in ensuring that the Department complies with the Employment Equity Act by ensuring effective implementation and monitoring of Employment Equity Plan, conducting of employment equity audits in order to identify the barriers in terms of the employment practices, proper implementation of gender programs within the Department. Provide strategic support on the implementation of Employee Health and Wellness programmes by ensuring the development and implementation of Employee Health and Wellness policies in line with the Departmental needs and legislation, conducting of occupational health and safety audits, effective management of injury on duty cases, assessing and monitoring of the impact of employee health and wellness in the Department.

**ENQUIRIES**

Mr E Moeng Tel No: (010) 493 2524
Department of Transport is an equal opportunity, affirmative action employer with clear employment equity target, therefore, women and people with disabilities are encouraged to apply.

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

CLOSING DATE: 20 September 2019

NOTE: Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable at www.gov.za) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as certified copies of all qualifications and ID document. Failure to submit the requested documents/information will result in your application not being considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill these posts. The successful candidates must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

ERRATUM: Kindly note that the posts of Chief Director: Aviation Policy and Regulation with Ref No: DOT/HRM/2019/53 and Chief Director: Aviation Safety, Security, Environment and Search and Rescue with Ref No: DOT/HRM/2019/50 advertised in Public Service Circular 30 dated 23 August 2019, the requirements has been amended as follows: Chief Director: Aviation Policy and Regulation the requirements has been amended as follows an appropriate Bachelor’s degree in Transport Economics / Transport Planning / Policy Development / Public Administration or a degree in Law at NQF Level 7 as recognized by SAQA plus ten (10) year’s relevant experience in Transport Industry of which 5 year’s must be at Senior Management Level (SMS). Chief Director: Aviation Safety, Security, Environment and Search and Rescue the requirements has been amended as follows appropriate Bachelor's degree in Transport Economics / Transport Planning / Transport Engineering (Aeronautical) / Bsc in Environmental studies or a degree in Law at NQF Level 7 as recognized by SAQA plus ten (10) year’s relevant experience in Transport Industry of which 5 year’s must be at Senior Management Level (SMS). A recognized NQF Level 8 will be added advantage. Note: The closing date has been extended to the 13 September 2019.

OTHER POSTS

POST 32/29: DEPUTY DIRECTOR: PROJECT MANAGEMENT AND FINANCIAL ADMINISTRATION REF NO: DOT/HRM/2019/57
Branch: Civil Aviation
Sub-Directorate: Project Management and Financial Administration

SALARY: R733 257 per annum (Level 11) (All-inclusive salary package)
CENTRE: Pretoria
REQUIREMENTS: A recognised NQF Level 6 / 7 in Public Management / Administration or Business Management or Financial Management with five years’ experience at MMS or Assistant Director level of which three (3) years must be Supervisory experience. Note: The following will serve as recommendations: Financial Management, Human Resource Management, Public Financial Management, Planning and Organising, Project Management skills. Computer Literate, Strategic Planning, Communication Skills (Verbal from the highest to the lowest level and excellent written skills. Customer Service. He or She must be in possession of a valid driver’s license and be willing to travel extensively and work beyond the normal working hours.
DUTIES: Provide assistance with the consolidation process of the budget of the Branch. Provide assistance with financial management of the Branch. Maintain registers for procurement to track all forms of payments. Compile and maintain a financial database with regard to the income and expenditure of each phase of projects and per each spending institution. Verify that the spending is in line with the prescriptions and provisions of the National Business Plan and Agreement. Manage procurement issues related to the acquisition of goods and services. Provide an office support services to the Branch regarding tenders, acquisition, registration and photocopying. Provide a financial management service to the Branch. Provide strategic support in the Branch in relation to core function and Contract management. Provide support with the procurement of goods and services and ensure that procedures are followed as required (Departmental Bidding Committee and Departmental Tender Committee forms are appropriately motivated and that the quotes are comparable). Monitor programme / Sub-programme budget for over and under expenditure. Assist with reports on unauthorized, irregular, fruitless and wasteful expenditure. Assist with the veriment and shifting of funds within and across programme. Provide general supervision and appraisal staff. Draft submissions related to the request for placement / re-appointments abroad from the Branch to HRM and DIRCO. Process the applications for Special Travelling Privileges (STP), renting of motor vehicles, temporary accommodation during transition at the Mission. Process all ad-hoc request for approval by the Delegated Authority e.g. procurement of services not within the High Commissioner's delegates authority. Compile submissions related to application for travelling outside boarders of country of placement. Assist with verification of claims received from DIRCO prior to submit to the DDG or relevant delegated authority.

ENQUIRIES: Ms M Mamabolo Tel No: (012) 309 3072

POST 32/30: DEPUTY DIRECTOR: APPLICATION DEVELOPMENT REF NO: DOT/HRM/2019/58
Branch: Transport Information Systems
Chief Directorate: Chief Information Officer
Directorate: Business Systems
Sub-Directorate: Application Development

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

REQUIREMENTS: A relevant NQF level 6 / 7 in IT or Information Systems or equivalent. Post-Graduate Diploma, Programme, Project Management will be an added advantage with five years on MMS or Assistant Director level and relevant working experience. Knowledge and skill: Project management, Business Analysis, Communication Skills and Facilitation Skills.

DUTIES: Develop software’s using Agile. Develop application in Unix/Linux and in MS Windows. Enhancement, maintenance and support of current systems. Data modelling and data design. Competency in Java or C#, Apache, Prostgres/MySQL/Oracle PL/SQI/MSSQL, JavaScript’s, ASP, ASP.NET, PHP, and any Open Source Solution. Overseer and ensures that IT Systems related projects are delivered on time, in budget and to the required quality standard as per project schedules. Advise project stakeholders and staff to understand the IT Systems project scope. Develop effective working relationships and ongoing management processes for the IT systems project. Manage, monitor and evaluate the cross functional team assigned to the IT systems project.

ENQUIRIES: Mr A Managa Tel No: (012) 309 3283

POST 32/31: ASSISTANT DIRECTOR: CIVIL AVIATION INDUSTRY DEVELOPMENT REF NO: DOT/HRM/2019/59
Branch: Civil Aviation
Chief Directorate: Aviation Economics and Industry Development
Directorate: Industry Development and Air Freight
Sub-Directorate: Industry Development

SALARY: R470 040 per annum (Level 10)
CENTRE: Pretoria
REQUIREMENTS: An appropriate NQF Level 6 / 7 qualification in Transportation or Public Administration or Policy Development studies with a minimum of three year’s work experience in relevant field. Note: Preference will be given to the candidates with the following job knowledge: Sound understanding of civil aviation industry and government wide transformation agenda. Knowledge and understanding of Government policies, programme and priorities. Procurement experience. Research and project management. Compilation of management and technical reports and proposals. Must have knowledge of Public Finance Management Act (PFMA). Departmental procedures and prescripts. Good inter-personal relations. Organizing and planning skills. Computer literacy. Communication: verbal, liaison, presentation and strong report writing skills. Willingness to travel extensively as and when required with limited supervision.

DUTIES: Co-drive the implementation of relevant frameworks, strategies and plans for the transformation of the civil aviation industry. Provide support to both programmes and aviation flagship projects of the Branch: Civil Aviation. Co-ordinate, evaluate and report the implementation of awareness campaigns and skills development programmes. Assist through monitoring and evaluation assessments in overseeing aviation agencies of the DOT in meeting aviation transformation targets. Represent the Department at meetings, steering committee, workshops and conference on issues related to the development of aviation industry development.

ENQUIRIES: Ms T Phewa Tel No: (012) 309 3205

POST 32/32: ASSISTANT DIRECTOR: OVERLOAD CONTROL AND INTERMODAL FACILITIES REF NO: DOT/HRM/2019/60
Branch: Road Transport
Chief Directorate: Road Infrastructure and Industry Development
Directorate: Road Infrastructure Planning
Sub-Directorate: Overload Control and Intermodal Facilities

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

REQUIREMENTS: An appropriate NQF level 7 in Transport Engineering / Planning/ Economic or Civil Engineering, with at least three (3) years appropriate or relevant or suitable experience. Knowledge and Skills: computer literacy, communication skills, research expertise, policy and strategy development, IT expertise, understanding of the public sector and project management.

DUTIES: Co-ordinate the management and operation of the overload control infrastructure network, maintain and update an integrated and coordinate overload control strategy, liaise with provinces to ensure coherence in National and Province Strategic Implementation, monitor and evaluate implementation of the projects and its impact on overloading, maintain records of the weighbridge network in S.A, including monitoring vehicle journeys and overload trends, development of guidelines for the improvement and development of intermodal facilities, promotion of intermodal transportation, enhancement of intermodal facilities, provide intermodal facilities data management services, handling of enquiries and dealing with various queries related to overload and intermodal facilities, provide technical and administrative support for the directorate.

ENQUIRIES: Mr S Magama Tel No: (012) 309 3990

POST 32/33: ASSISTANT DIRECTOR: NMT AND INDUSTRY DEVELOPMENT REF NO: DOT/HRM/2019/61
Branch: Road Transport
Chief Directorate: Road Infrastructure and Industry Development
Directorate: Rural and Non-Motorised Transport
Sub-Directorate: Non-Motorised Transport Industry Development

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

REQUIREMENTS: A Bachelor’s degree or equivalent NQF level 7 qualification in Science / Transport / Civil Engineering and have at least three (3) years appropriate work experience. Good track record of stakeholder management and be in possession of a valid
driver's license, must be willing to travel extensively and sometimes work beyond the normal working hours. Knowledge and Skills: Analytical, project management, presentation skills, coordination skills, planning skills and computer literacy, communication, facilitation and negotiation skills, knowledge and skill in supply chain management and the PFMA matters.

**DUTIES**
- Participate in Transport Committees and Forums, continuously monitor and evaluate progress, industry development projects and initiatives, develop and prepare memos, reports, submissions and presentations.

**ENQUIRIES**
- Mr W Shibambu Tel No: (012) 309 3243

**POST 32/34**
- **PROGRAMMER REF NO: DOT/HRM/2019/62**
  - Branch: Transport Information Systems
  - Chief Directorate: Chief Information Officer
  - Directorate: Business Systems
  - Sub-Directorate: System Analysis / Programming

**SALARY**
- R376 596 per annum (Level 09)

**CENTRE**
- Pretoria

**REQUIREMENTS**
- A recognized NQF level 6/7 in Computer Science or Information Technology or equivalent qualification with three years working experience as a Programmer. Knowledge and Skills: SQL and VB/C programming, Relational database concepts, SQL server/ Oracle, Web development in html, ASP/ ASP.NET and MySQL.

**DUTIES**
- Programming and developing applications using various coding methods and computer languages such as JavaScript, ASP.net, C#, SQL, HTML, XML and open source developmental tools such as Alfresco and others. Evaluate and identify new trends, ideas and solutions. Project planning of design, program, testing and deployment of application systems. Document and keep record of all developments, plans, and solutions. Develop web application using Microsoft.net technology. Interact with backend APIs. Build up application software architecture.

**ENQUIRIES**
- Mr A Managa Tel No: (012) 309 3283

**POST 32/35**
- **OFFICE ADMINISTRATOR GRADE III REF NO: DOT/HRM/2019/63**
  - Branch: Office of the Chief Financial Officer

**SALARY**
- R316 791 per annum (Level 08)

**CENTRE**
- Pretoria

**REQUIREMENTS**
- A recognised NQF 6 qualification in Office Management, Public Administration and four years’ experience in executive office environment. The following will serve as recommendations: Experience and ability to work with people. Excellent communication skills (written and verbal). Basic financial recording, minutes taking, report writing skills and project management skills. Ability to communicate with all cultures at all levels. Positive, open and friendly disposition in all communication. Confidence, confidentiality and reliability. Computer literacy. Ability to maintain client satisfaction, both internal and external. Willingness to work irregular hours.

**DUTIES**
- The Successful candidate will be responsible for providing a support service to the Deputy Director General and the Branch: Answer and record telephone calls / facsimile and email activity on behalf of the Deputy Director General as well as screen telephone calls. Ensure that the message system is updated and forward information as required. Take minutes during meetings and ensure that all logistics arrangements are adhered to. Organise meetings, strategic and business planning sessions etc. Stock refreshments supplies for the office and serve refreshments to the Deputy Director General and visitors. Attending and respond to queries from the public, stakeholders and staff members. Create a database of clients with respect to contact information, line of business and other information. Co-ordinate engagements across the whole Branch. Keep and maintain leave register. Keep circulars and all relevant HR, Finance and Supply Chain Management policies updated. Maintain strict confidentiality when working with documents relating to staff members, Entities Boards, CEO’s and other matters. Keep a database on the Branch’s projects. Assist with the co-ordination of project reports. Co-ordinate inputs and prepare presentations for the meetings. Manage project payments. Provide secretariat support at project meetings. Perform document tracking for all correspondence and memorandums. Receive documentation, acknowledge
receipt, apply and allocate a file number, record data into computer system and file documentation within the office of the Deputy Director-General in line with the relevant policies. Co-ordinate parliamentary questions for the Branch.

**ENQUIRIES**

: Ms M Manyasha Tel No: (012) 309 3393
DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 20 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 possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). "All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools" People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.

MANAGEMENT ECHELON

POST 32/36 : DIRECTOR: PROJECT MANAGEMENT REF NO: 200919/01
Branch: Chief Operations Office Gauteng
DIR: Infrastructure Development and Maintenance

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

REQUIREMENTS : A Degree at NQF level 7 in Project Management, Development studies or Environmental Management or equivalent qualification. Six (6) to ten (10) years industrial related project planning and/or management experience in civil engineering of which five (5) years’ experience should be at middle/senior management level. Experience preferably in the water sector. Possesses a general understanding of contract administration, business principles and business law. Possesses a broad understanding of each engineering discipline. Effective management and leadership skills. Effective computer skills: Microsoft Office Software, Lotus Notes, and other company and business specific software applications. Effective communication skills both verbally and written. Knowledge and understanding on Human Resource Management Legislation, policies, practices and procedures. Knowledge and understanding of Public Finance Management Act (PFMA). Framework for managing performance information. Knowledge on implementing policies of PMDS. Problem solving and analysis. People and Diversity Management. Client Orientation and Customer focus. Accountability and Ethical Conduct.

DUTIES : Develop and lead scoping, planning, cost-estimation and pricing of project, ensuring it is fit for purpose and supports the needs of the transformation programme. Define the scope of the project in collaboration with executive management. Develop a schedule for project completion that effectively allocates the resources to the activities. Review the project schedule with executive management and all other staff that will be affected by the project activities; revise the schedule as required. Defining, implementing and maintaining the programme management frameworks and methodologies, including those relating to group-wide roadmaps, transformation dashboards that provide oversight and governance of all initiatives, project portfolio governance, the change delivery lifecycle, programme and project level reporting, project planning tools, resource plans,
financial tracking tools, change control, impact assessment, stakeholder mapping and expectation management tools. Implement programme management frameworks and methodologies. Conduct monitoring and evaluation. To ensure that projects are completed on-time, within budget, and within expectations for quality and functionality. Execute the project according to the project plan. Develop forms and records to document project activities. Provide management level oversight regarding compliance and the programme management frameworks and methodologies. Write reports on the project for management and for funders. Monitor and approve all budgeted project expenditures. Responsible for statement of work and risk assessment, including defining goals and objectives, resource requirements, project budget, project risks and business requirements into specific deliverables. Ensure that the project deliverables are on time, within budget and at the required level of quality. Evaluate the outcomes of the project as established during the planning phase.

ENQUIRIES: Mr S Mthembu Tel No: (012) 392 1300/03
APPLICATIONS: Gauteng (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
NOTE: Preference will be given to female applicants.

OTHER POSTS

POST 32/37: CONTROL ENGINEERING TECHNOLOGIST GRADE A REF NO: 200919/02
Branch: IBOM: Eastern Operations

SALARY: R751 542 per annum (OSD)
CENTRE: Midmar Dam (Howick)

DUTIES: Manage the area office in the Eastern Operations Directorate. Implementation of Water Resource. Infrastructure operations. Medium-to-long term plans to ensure continuation of service delivery. Short term plan to schedule tasks for efficient operations and maintenance. Effective dam safety practices and emergency preparedness plans. Emergency plans for any emergency situations that may jeopardise lives and equipment in the area office. Provide leadership and directions as well as be responsible for facilities for financial management and corporate support in the Cluster Office. Manage and control state owned land and facilities related to water resource infrastructure. Ensure monitoring and evaluation of Cluster Office activities as well as reporting in this regard. Manage administration and technical staff. Promote good stakeholder relations and ensure a customer-focused service delivery related to water resources.

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 32/38 : CONTROL ENGINEERING TECHNICIAN (CIVIL) GRADE A REF NO: 200919/03
Branch: IBOM: Eastern Operations

SALARY : R446 202 per annum
CENTRE : Midmar Dam (Howick)

DUTIES : Responsible for the overall maintenance of the civil portions of the departmentally operated Government Water Resource Schemes and related infrastructure. Ensure maintenance plans are developed and implemented for civil infrastructure. Prepare, plan and execute projects related to routine maintenance requirements. Assist with asset management control. Support with dam safety inspections and advice with regards to written reports. Assist with the monitoring and implementation of Occupational Health and Safety processes. Assist Engineers and Associates in field, workshop and technical office activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Provide and consolidate inputs to the technical/engineering operational plan. Develop, implement and maintain databases. Supervise and control technical and related personnel. Ensuring stakeholder development and participation and build Inter-governmental Relations. Manage administrative functions, financial management, revenue management and general administration as well as personnel development and management. Improve the Department’s capacity to deliver quality services.

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 32/39 : CONTROL ASSISTANT TECHNICAL OFFICER (DATA MANAGEMENT HYDROMETRY) REF NO: 200919/04
Branch: Operational Integration Gauteng
CD: Provincial Operations
Re-advertisement and applicants who have previously applied are encouraged to re-apply

SALARY : R316 791 per annum (Level 08)
CENTRE : Boskop Dam Hydrometry Office
REQUIREMENTS : A National Senior Certificate (Grade 12) with Mathematics / Mathematic Literacy. Ten (10) years related experience in the field of hydrological data processing and management using KistersHydstra software. A thorough knowledge of and experience in hydrological processing, editing, auditing (quality control) and archiving is compulsory. Knowledge of and experience in the processing of water level recorder charts, flow meters, electronic logger data, evaporation data, dam returns, borehole data and dam spillway control gates are compulsory. Use of the Hydstra software to extract data management and statistical reports is required. Knowledge of the MS Office package, with experience in Word, Outlook, Power Point and Excel (which may be assessed if need be). Use of the Osiris operational management software will be an added advantage. Willingness to travel and a valid code B (8) drivers license is required, as well as the attendance of in-house training,
meetings and workshops at various locations countrywide. Good written and verbal communication skills are required. A high level of reliability, good interpersonal relationships and sound organizing skills are expected of the occupant of the post.

**DUTIES**: The successful candidate will be responsible for the management of the Data Management section. The officer will be responsible for the supervision and management of all personnel in the section and attending to their training needs, human resources requirements and performance management. The overall responsibility for the coordination and management of the capturing, processing, editing, evaluation and archiving of all collected surface and groundwater data in the Gauteng Hydrometry area of responsibility according to the required standard. Ensure that quality control is done on all processed data. Responsible for ensuring the proper registration and transfer of all collected water quality grab samples to Resource Quality Information Services. Liaison with technical officers to solve problems to ensure the quality of data collected. Compilation of monthly and quarterly management reports for performance reporting. Liaison with Head Office Hydstra Support to resolve system issues and maintain required process requirements. Supply reliable data and information to all internal and external clients and stakeholders immediately when requests are received. Supply the Directorate Surface and Groundwater Information at Head Office with all information or reports as requested.

**ENQUIRIES**
Mr G.J Venter Tel No: (018) 298 9000

**APPLICATIONS**
Boskop Dam: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X08, Noordburg, 2522 or hand deliver to Department of Water and Sanitation Office, Boskop Dam. (On the R501 between Potchefstroom and Carletonville, 16 kilometres from Potchefstroom).

**FOR ATTENTION**
Ms MMM Buyskes

**POST 32/40**: ARTISAN FOREMAN (GRADE A) REF NO: 200919/05
Branch: Infrastructure Build Operate and Maintenance: Southern Operations

**SALARY**: R304 263 per annum (OSD)

**CENTRE**: Uitkeer

**REQUIREMENTS**: An Appropriate Trade Test Certificate. Five (5) years post qualification experience as an Artisan. Valid code B/EB driver’s license. (Attach certified copy). The incumbent to be physically fit. Experience in all building trades. Good written and verbal communication. Ability to read and interpret manufacturing drawings. Be conversant with the requirement of the Machinery. Knowledge and understanding of compliance to Occupational Health and Safety Act in workshops and site environment is essential.

**DUTIES**: Manage the civil maintenance teams and carpenter shop and ensure compliance to prescribed standards to ensure safe and serviceable infrastructure which include pumps, valves, sluices, auxiliary drives, cranes, water vessels within the Eastern Cape Government Water Schemes through planned maintenance, scheduled- and unscheduled repairs and refurbishment projects. Manufacture items from own planning and from design drawings. Source, liaise and obtain quotations from suppliers and ensure product compliance to specifications and standards. Evaluate and identify staff training needs and assist with training facilitation process. Manage and evaluate staff performance on an on-going basis. Work requires traveling to remote areas and to overnight away from home on a regular basis. Standby and occasional overtime work, including weekends and public holidays, will be expected from time to time.

**ENQUIRIES**
Mr JM Viljoen Tel No: (041) 508 9703

**APPLICATIONS**
Uitkeer: Department of Water and Sanitation, P.O. Box 5501, Walmer, Port Elizabeth, 6065 or Hand deliver at 50 Heugh Road, Lion Roans Office Park c/o 3rd Avenue and Heugh Road, Walmer.

**FOR ATTENTION**
Ms EN Ngele

**NOTE**: Applicants may be subjected to skills test as part of the recruitment process in order to prove technical competence for the position.
POST 32/41: ASSISTANT TECHNICAL OFFICER REF NO: 200919/06
Branch: Planning Monitoring and Evaluation

SALARY: R173 703 per annum (Level 05)
CENTRE: Roodeplaat Dam (Pretoria)
REQUIREMENTS: A Senior Certificate with Mathematics / Mathematics Literacy. Computer literacy. Basic knowledge in handling laboratory equipment. A valid driver’s license (Certified copy must be attached). Basic problem solving skills. Good communication, interpersonal and organising skills. Willingness to acquire new skills.
ENQUIRIES: Ms MJ Silberbauer Tel No: (012) 808 9505
APPLICATIONS: Roodeplaat Dam (Pretoria): For purposes of response handling 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 32/42: DRIVER REF NO: 200919/07
Branch: Planning and Information

SALARY: R122 595 annum (Level 03)
CENTRE: Roodeplaat Dam
REQUIREMENTS: A Grade 10 certificate or equivalent. A Driver’s License and Operator License (Certified copies must be attached). One (1) to three (3) years’ experience in driver / operator services. Knowledge of organisational policies and procedures. Basic knowledge of government regulations, practice notes, circulars and policy frameworks. Ability to work under pressure and meet deadlines. An understanding and commitment of government objectives, policies and programmes. Good client orientation and customer focus. Knowledge of process flow. Communication and writing skills needed as well as ability to work in a team.
DUTIES: Responsible for transporting of personnel. The delivery and collection of passengers. Function in accordance with applicable legislative requirements. Routine maintenance of vehicles. Routine inspection on visible defects around the exterior of the vehicles. The monitoring of various fluid levels. Monitor the utilization of vehicles. Attend to special requests. The recording of fuel and fluids levels. The recording of operations of the vehicles. The periodic checks on vehicles maintenance standards. Ensure the safekeeping of vehicles.
ENQUIRIES: Ms G Mamoka Tel No: (012) 808 9591
APPLICATIONS: Roodeplaat (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
NOTE: The successful candidate will be subjected to a driving test

POST 32/43: GROUNDSMAN REF NO: 200919/08 (X4 POSTS)
Branch: IBOM: Eastern Operations

SALARY: R102 534 per annum (Level 02)
CENTRE: Hluhluwe Dam: Hluhluwe (X1 Post) Spioenkop Dam: Ladysmith (X1 Post) Goedertrouw dam: Eshowe (X2 Posts)

DUTIES : Cleaning and maintain grounds and repair tools and structure such as buildings, fences and benches using hand and power tools. Mixing spray or spread fertilizers, herbicides or insecticides onto grass, shrubs and trees using hand or automatic sprayers or spreaders. Provide proper upkeep of sidewalks, driveways, parking lots, planters and other related ground features. Maintain existing grounds/gardens by caring sod, plants and trees. Rake and mulch leaves, irrigate plants and lawns. Sweep parking lots, walkways, grounds, and clean buildings by sweeping, washing floors and windows. Assist with maintenance duties from time to time. Adhere to OHS Act.

ENQUIRIES : Mr SE Shange Tel No: (033) 239 1900
APPLICATIONS : Midmar Dam (Howick): Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X24, Howick 3290, or hand deliver to the Department of Water and Sanitation at the reception ground floor, R103 Prospect Road, Midmar Dam – Howick 3290.

FOR ATTENTION : Ms T Sindane

POST 32/44 : CLEANER REF NO: 200919/09
Branch: Planning and Information

SALARY : R102 534 per annum (Level 02)
CENTRE : Roodeplaat Dam


ENQUIRIES : Ms J Lekekiso Tel No: (012) 808 9750
APPLICATIONS : Roodeplaat Dam (Pretoria): For purposes of response handling 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
ANNEXURE K

PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF PUBLIC WORKS

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

APPLICATIONS: Head Office Bhisho: Hand Delivery: Room 2-09, second Floor, Corner of Siwani and Independence Avenue, Qhasana Building, Bhisho, Post to: The Director: HR Practices and Administration, Department of Public Works, Private Bag X0022, Bhisho, 5605. Enquiries: Ms N. Mtoba Tel No: (040) 602 4270 or Ms S. Mdoda Tel No: (040) 602 4140.

Amathole Region (East London): Hand Delivery, Department of Public Works, Corner of Amalinda & Scholl, Cambridge, 5201 or Post to: Department of Public Works, Private Bag X13004, Cambridge, 5201, Enquiries Mr Z. Tana / Ms L. Magama Tel No: (043) 711 5772.

OR Tambo Region (Mthatha): Hand Delivery: K.D. Matanzima Building, Owen Street, Mthatha, 5099 or Post to: Department of Public Works, Private Bag X5009, Mthatha, 5099 Enquiries Mr V. Sokhahleka/ Ms V. Potelwa Tel No: (047) 505 2767.

FOR ATTENTION: Ms N.H Malgas
CLOSING DATE: 20 September 2019
NOTE: Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department go to www.dpsa.gov.za/ or http://ecglgta.ecprov.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver’s license (where applicable) and Identity Document (with an original certification stamp) The Z83 form must be signed by an original signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Office of The Premier welcomes people with disabilities and they may be given preference. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted.

OTHER POSTS

POST 32/45: DEPUTY DIRECTOR: STRATEGIC PLANNING AND RESEARCH REF NO: DPW 20/08/2019
Component: Strategic Management Unit

SALARY: R733 257 per annum
CENTRE: Head Office (Bhisho)
pressure. Adequate knowledge and use of applied research methodologies and tools for planning purposes.

**DUTIES**
Manage and facilitate Departmental planning processes including strategic planning processes (strategic plans, annual performance plans and operational plans and other processes necessary to ensure the required compliance with legislation). Provide technical support to branches and regions on strategic activities. Facilitate capacity building of branches and regions on matters relating to strategic planning, annual performance planning and operations planning. Providing support in the development and review of departmental strategic planning related policies. Monitor and evaluate attainment of strategic objectives. Advise on the alignment of the managers' performance agreements with the strategic plans and annual performance plans. Perform policy, budget and strategy alignment. Engage with stakeholders in the coordination of the implementation of developmental and processes enhancements. Contribute to the governance of the Departmental Strategic, Annual Performance and Operational Plans, for a streamlined process. Provide and coordinate inputs into various plans required by the different departmental structures, and external stakeholders, especially AGSA, OTP, Presidency, Provincial and National Treasury. Manage and coordinate audit and risk queries within the area planning. Implement systems for effective strategic planning processes. Develop frameworks/templates/guidelines. Manage human resources, finance and assets. Assist in the development of appropriate research methodologies and instruments in the delivery of the Departments strategic goals and outcomes Manage and coordinate internal and external research work to meet Departmental objectives.

**ENQUIRIES**
can be directed to Ms N. Mtoba Tel No: (040) 602 4270 or Ms S. Mdoda Tel No: (040) 602 4140

**POST 32/46**
**SENIOR ADMIN OFFICER: PROVINCIAL COORDINATION REF NO: DPW 21/08/2019**
Component: expanded public works programme

**SALARY**
R316 791 per annum (Level 08)

**CENTRE**
OR Tambo Regional Office (Mthatha)

**REQUIREMENTS**
A Bachelor’s Degree/ National Diploma in Public Management/Administration/ Developmental Studies or Social Sciences with a minimum of three (3) years’ relevant experience in Expanded Public Works Programme coordination. A valid driver’s license. Key Competencies: Understanding and application of the: PFMA and EPWP prescripts i.e. EPWP Recruitment Guidelines, EPWP Reporting Systems and EPWP Municipal Policies. Excellent communication, presentation, report writing and coordination skills. Ability to work effectively with stakeholders at various levels.

**DUTIES**
The incumbent will be responsible for a wide variety of administrative tasks which includes, but is not limited to the following: Coordinate the compiling of inputs on the EPWP Business Plan. Coordinate and monitor functional steering committees in accordance with EPWP norms & standards. Provide support to Public Bodies to ensure implementation of EPWP targets. Lead the implementation of EPWP in the Infrastructure Sector: Coordinate the compliance to the EPWP Integrated Grant requirements. Monitor the creation of work opportunities with respect to the targets of the different public bodies across different sectors. Provide support and supervision to subordinates. Manage performance and development of subordinates to ensure competent knowledge base for the continued success of the sub directorate.

**ENQUIRIES**
can be directed to Ms V. Potelwa or Mr V. Sokahleleka Tel No: 047 505 2767

**POST 32/47**
**COMMUNICATION OFFICER: CORPORATE COMMUNICATION (GRAPHIC AND LAYOUT DESIGNER) REF NO: DPW 22/08/2019**

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

**CENTRE**
Head Office (Bhisho)

**REQUIREMENTS**
An appropriate B Degree/ National Diploma in Graphic and layout Design with at least two (2) years’ experience in the field. Excellent Computer skills: Proficiency on PC and Apple Mac with Adobe Creative Suite Knowledge of Coral Draw Suite,
Website Management, Photography and Videography. Ability to take work from concept through to reproduction. Knowledge of printing processes. Good communication skills. Creativity (planning, organising, problem-solving).

DUTIES: To effectively promote the Public Works Provincial Government’s identity, messages and visual branding and ensure the production of user-friendly, cost-effective and professional marketing communication products in line with the Department’s communication strategy and programmes. Produce print ready material for Eastern Cape Department of Public Works and its facilities and programs - from conceptualisation through to final print-ready products (Annual Reports, branding, internal communiqué, Newsletters, Campaign and promotional material). Conceptualise and execute Internal & External Communication campaigns. Website & Electronic Media - Convert all print material for Eastern Cape Department of Public Works Website and Social Media. Produce Electronic media for the department to be distributed electronically via email or intranet. Printing and liaison with service providers.

ENQUIRIES: can be directed to Ms N. Mtoba Tel No: (040) 602 4270 or Ms S. Mdoda Tel No: (040) 602 4140

POST 32/48: ADMIN OFFICER: SPECIAL PROGRAMMES UNIT REF NO: DPW 23/08/2019

SALARY: R257 508 per annum (Level 07)
CENTRE: Head Office (Bhisho)
REQUIREMENTS: An appropriate Bachelor’s Degree/ National Diploma in Administration/ Public Administration/Business Administration/Development Studies/ Social Sciences with a minimum of 2 years’ relevant experience in Special Programmes Unit. A valid driver’s license will be an added advantage. Key Competencies: Understanding of Public Service Act and Regulations, Basic Conditions of Employment Act, Public Finance Management Act, Commission on Gender Equality Act, Employment Equity Act with its applicable Codes of Good Practice. Broad, Treasury Regulations and the Strategic Framework on Women Empowerment and Gender Equality in the Public Service and other relevant prescripts and application of human resources as well as the legislative framework governing the Public Service.

DUTIES: Provide administrative support within the Unit. Ensure that procurement for the Unit is done. Compile reports, minutes and arrange meetings, workshops for Special Programmes Unit. Manage correspondence from internal and external stake holders. Provide support on the commemoration of the Institutionalized Days. Manage filing system for the Unit. Book accommodation for meetings. Assist in development of operational plans for Youth, Gender, Disability and Military Veterans.

ENQUIRIES: can be directed to Ms N. Mtoba Tel No: (040) 602 4270 or Ms S. Mdoda Tel No: (040) 602 4140

POST 32/49: GENERAL ASSISTANT: BUILDINGS (X2 POSTS)

SALARY: R102 534 per annum (Level 02)
CENTRE: OR Tambo Regional Office Ref No: DPW 24/08/2019: (Lusikisiki Depot 1X post) Amathole Regional Office Ref No: DPW 25/08/2019: (Zwelitsha Depot X1 post)

DUTIES: General maintenance of Departmental premises. Execute manual labour as required for maintenance tasks allocated to the unit. Loading and offloading of stock in the warehouse, cutting of grass and cleaning of weed. Must be prepared to render assistance after hours in the event of emergency. Assist at any other duties that may be tasked from time to time.

ENQUIRIES: Amathole,can be directed to Mr Z. Tana / Ms L. Magama Tel: 043 711 5772 and OR Tambo can be directed to Ms V. Potelwa or Mr V. Sokahleleka 047 505 2767

DEPARTMENT OF SOCIAL DEVELOPMENT

The Department of Social Development in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the department will be adhered to.
APPLICATIONS: Head Office: Hand Delivery: HR Beacon Hill Office Park, corner of Hangreaves Road AND Hockey Close, King William's Town, for the attention of Ms. Njaba or post to The Head of Department: Social Development, Private Bag X0039, Bhisho, 5605. Enquiries can be directed to Ms. Moyeni at Tel No: (043) 605-5049 / Ms A. Njaba Tel No: (043) 605-5101 / Mr M. Madonci Tel No: (043) 605-5110. Applications can be forwarded to the following District: Alfred Nzo: The District Director, Department of Social Development, Private Bag X 401, Mount Ayliff, 4735 or hand deliver at Room 7 Mt Ayliff Counseling Centre, Garane Street for the attention of Mr S Zondo. Enquiries may be directed to Mr S Zondo at Tel No: (039) 254 0900.

Amathole: The District Director, Department of Social Development, Private Bag X 9066, East London, 5200, or hand delivered at Absa Building, No. 85 Oxford Street, East London for the attention of Ms Z. Habe. Enquiries may be directed to Ms Z. Habe at Tel No: (043) 711 6626

Buffalo City Metro: The District Director, Department of Social Development, Private Bag X9066, East London 5200, or hand deliver at Ideal Homes Building, No 170 Oxford Street, East London, for the attention of Ms P. Kula Enquiries may be directed to Mr M. Yonana at Tel No: (043) 705-5650 / Ms P. Kula Tel No: (043) 705-5638.

Chris Hani: The District Director, Department of Social Development, Private Bag X7191, Queenstown 5320 or hand deliver at Pandarosa Building, 54 Ebden Street, Queenstown, for the attention of Ms N Mzinjana. Enquiries may be directed to Ms Mzinjana at Tel No: (045) 808-3709

Joe Gqqabi: The District Director, Department of Social Development and Special Programmes, Private Bag X 1002, Aliwal North or hand delivered at Aliwal North Spar Hotel, Dan-Pienaar Street, Aliwal North Enquiries may be directed to Ms N. Duba at Tel No: (051) 633-1616 OR Mr S Luzipho at Tel No: (051) 633-1609.

Nelson Mandela Metro: The District Director, Department of Social Development, Private bag X 3906 North End 5056 or hand delivered at Room 208, Ibhayi Building, Straundale Road Enquiries may be directed to Ms L. Thompson Tel No: (041) 406-5750

Sarah Baartman: The District Director, Department of Social Development, Private Bag X 1008, Grahamstown, 6139, or hand delivered at Room 11, 2nd floor, Corner African and Hill Street, Old SABC Building, Grahamstown Enquiries may be directed to Ms P. Kewuti at Tel No: (046) 636-1484.

O.R. Tambo: The District Director, Department of Social Development, Private Bag X 6000, Umtata, 5099 or hand delivered to at Room No 1045, 10th floor Botha Sigcau Building, for the attention of Ms Z. Dlanjwa. Enquiries may be directed to Ms Z. Dlanjwa at Tel No: (047) 5310844.

CLOSING DATE: 20 September 2019

NOTE: Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at http://www.info.gov.za/documents/forms/employ.pdf which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver’s license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s).
Preference will be given to persons with disabilities. Additional 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 recruiting department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools. The filling of these posts will be in line with the Annual Recruitment Plan 2018/19. The recruiting department has a right not to fill these posts. The People with disabilities are encouraged to apply for these posts to obtain more information on minimum requirements and key responsibilities visit www.ecprov.gov.za or www.dpsa.gov.za. Applications received after closing date will not be considered.

OTHER POSTS

POST 32/50 : DEPUTY DIRECTOR: ADMINISTRATION (X3 POSTS)

SALARY : R733 257 per annum (Level 11)
CENTRE : Amathole: Mnquma Area Office Ref No: DSD 02/09/2019 (X1 Post)
Amahlathi: Amahlathi Ref No: DSD 03/09/2019 (X1 Post)
Amathole: Mbashe Ref No: DSD 04/09/2019 (X1 Post)

REQUIREMENTS : Standard 10/ Grade 12 plus a Degree/National Diploma in Public Administration or equivalent qualification. 3 to 5 years’ relevant experience of which 3 years must have been at the level of an Assistant Director in Administration. Postgraduate degree will be an added advantage. Computer literacy. A valid South African driver’s license is a prerequisite. Competencies: Extensive knowledge of the Social Development Sector. Sound knowledge of financial, human resources and Supply Chain Management experience. Good planning, organizational and decision making skills. Strategic capability and leadership skills. Excellent management and empowerment skills. Service delivery innovation. Client and customer orientation. Understanding of the Batho Pele principles. Excellent problem-solving skills. Ability to communicate at all levels. Developmental with a clear understanding of the South African policies on social transformation and community development.


ENQUIRIES : Ms S Ntsaluba Tel No: (082) 4115773

POST 32/51 : DEPUTY DIRECTOR: EXPANDED PUBLIC WORKS PROGRAMME REF NO: DSD 05/09/2019

SALARY : R733 257 per annum (Level 11)
CENTRE : Provincial Office

REQUIREMENTS : A Degree or National Diploma in Public Administration or Public Management or Social Science or Socio-Economic Development or Development Studies or Project Management or Community Development with at least five (5) years Expanded Public Works Programme experience of which three (3) years must be at an Assistant Director level. A proven record of managing a team. Relevant experience in the Public Service would be an added advantage. A valid driver’s licence is a pre-requisite. Competencies: Knowledge and sound understanding of Public Employment Programmes. Knowledge of Labour Intensive programmes. Understanding of government legislation, policies and procedures. Social facilitation, problem-solving, conflict management, programme and project management. Strategic planning, project management, policy development and implementation skills. Monitoring and evaluation especially data analysis skills.
Change management skills and planning skills. Communication and Interpersonal and liaison skills. Financial management.

**DUTIES**

Ensure that the Department and other Social Sector public bodies implement EPWP programme. Liaise with Departmental Programmes and Public Bodies and encourage them to increase their investment on Public Employment Programmes. Provide support to ensure accurate reporting of all work opportunities implemented against the targets set. Ensure that the Department and other Social Sector Public Bodies have business plans in line with agreed targets. Ensure that the Department and other Social Sector Public Bodies comply and adhere to EPWP recruitment guidelines, policies and ministerial guidelines. Provide continuous support and monitoring on Departmental Programmes and other Social Sector Public Sector Bodies. Monitor the utilisation of the EPWP Incentive Grant and adherence to the grant framework. Manage resources allocated including human and finances. Develop strategies to mitigate against the possible risk that could be experienced. Provide periodic reports to all stakeholders and forums. Facilitate effective and efficient project governance of the EPWP (Social Sector) in line with government prescripts, best practices and project management methodology. This includes reviewing current systems, tools and practices of the Social Sector EPWP. Monitor and analyse implementation of strategic plans by DSD and other Social Sector departments (including financial performance) and provide support and guidance to ensure effective and efficient project delivery. Ensure monthly and quarterly reporting by DSD and all stakeholders in line with the policy guidelines of the Expanded Public Works Programme.

**ENQUIRIES**

Mr M Kala Tel No: (082) 3772 222

**POST 32/52**

CONSTRUCTION PROJECT MANAGER GR B REF NO: DSD 06/09/2019

(1-Year Contract)

**SALARY**

Grade B: R726 048 per annum

**CENTRE**

Provincial Office

**REQUIREMENTS**

Standard 10/ Grade 12 plus National Higher Diploma (Built Environment field) with a minimum of 4 years and six months certified experience / BTech (Built Environment field) with a minimum of 4 years certified managerial experience / Honours Degree in any Built Environment field with a minimum of 3 years' experience. A Valid driver’s license Compulsory registration with the SACPCMP as a Professional Construction Project Manager.

**DUTIES**

Manage and co-ordinate all aspects of projects: Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs and requirements; Identify resources needed and assign individual responsibilities; Manage day-to-day operational aspects of a project and scope; and Effectively apply methodology and enforce project standards to minimize risk on projects. Project Accounting and Financial Management: Report project progress to Chief Construction Project Manager; and Manage project budget and resources; Office Administration: Provide inputs to other professionals with tender administration; liaise and interact with service providers, client and management; contribute to the human resources and related activities; maintain the record management system and the architectural library; and utilize resources allocated effectively. Research and Development: Keep up with new technologies and procedures; Research/literature on new developments on project management methodologies; and Liaise with relevant bodies/councils on project management

**ENQUIRIES**

Ms B Nkwentsha Tel No: (082) 441-9543

**POST 32/53**

ASSISTANT DIRECTOR: HRA, RECRUITMENT, PMDS & TRAINING REF NO: DSD 07/09/2019 (X1 POST)

**SALARY**

R376 596 per annum (Level 09)

**CENTRE**

Joe Gqabi: District Office

**REQUIREMENTS**

Standard 10/ Grade 12 plus a B. Degree/National Diploma in Human Resource Management/ Public Management/ Equivalent qualification with 5 years’ relevant experience of which three years must be at supervisory level OR Grade 12 with ten

**DUTIES:**

**ENQUIRIES:**
Ms N Witbooi Tel No: (072) 604-6283

**POST 32/54:**
ASSISTANT DIRECTOR: LABOUR RELATIONS: BCM
**REF NO:** DSD 08/09/2019

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

**CENTRE:**
Buffalo City Metro: District Office

**REQUIREMENTS:**
Standard 10/ Grade 12 plus a B. Degree/National Diploma in Human Resource Management OR Public Management OR Equivalent qualification with 5 years’ relevant experience of which three years must be at supervisory level OR Grade 12 with ten (10) years’ experience in Human Resource of which three years must be at supervisory level. A valid South African driver’s license is a prerequisite. Computer Literacy. Knowledge of Persal. Competencies: Knowledge of LRA, BCEA, PSR, PSA and relevant government Regulations and policies. Sound knowledge of relevant PSCBC and PHSDSBC collective agreements, disciplinary code in the public service, dispute resolution rules, human resources policies, strategies and related matters. Possession of strategic capability, analytical and negotiation skills. Knowledge of codes of good practices annexed to the LRA. Possession of good writing and oral communication skills, customer care, people management, change management, coordination and planning skills, sound interpersonal and conflict resolution skills.

**DUTIES:**
Develop and implement labour relations policies, codes and practices. Handle staff grievances, disputes, incapacity and disciplinary matters. Provide labour relations support to the Districts. Facilitate capacity building to management and employees on all labour relations and labour law matters. Facilitate implementation of HIV/Aids Programmes and establish networks for implementation of those Programmes. Implement, facilitate and monitor SHE Programmes. Identify potential hazards and major incidents at the work place. Facilitate the capacitation of employee wellness committees and SHE representatives.

**ENQUIRIES:**
Ms L Cabane Tel No: (082) 773-5885

**POST 32/55:**
PROJECT MANAGER: CONDITIONAL GRANT
**REF NO:** DSD 09/09/2019 (X2 POSTS)
(1 Year Contract)

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

**CENTRE:**
Provincial Office (2)

**REQUIREMENTS:**
Grade 12 plus B. Degree or National Diploma / Tertiary qualification in Building/ Construction Management/ Quantity Surveying/ Civil Engineering or equivalent qualification. With a minimum of 3 years’ relevant experience working as a Project Manager. Registration on SACPCMP as a candidate will be an added advantage. Computer literacy. A valid South African driver’s license is a prerequisite. Competencies: Strategic Capability and Leadership; Programme and Project
DUTIES: Manage and Coordinate all aspects of projects. Guide the Project initiation, planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Conducting technical conditional assessments and compiling of bills of quantities from technical assessment report. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identifying resources needed and assign individual responsibilities. Project and accounting and Financial Management; Report project progress. Manage project budget resources. Office Administration: provide inputs with tender administration. Contribute to the human resource related activities. Research development: keep up developments on project management technologies. Provide technical consulting services for the operation of project related matters to minimize possible project risks.

ENQUIRIES: MS B Nkwentsha Tel No: (082) 441 9543

POST 32/56: SOCIAL WORKERS GR1 (X4 POSTS)

SALARY: R257 592 per annum
CENTRE: Joe Gqabi Ref No: DSD 10/09/2019 (X3 Posts)
NMM: Uitenhage Service Office Ref No: DSD 11/09/2019 (X1 Post)

REQUIREMENTS: Standard 10/ Grade 12 plus a Degree in Social Work, registration with the South African Council for Social Service Profession as a Social Worker. A valid code 8 driver’s license. Computer literacy. Competencies: Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Knowledge and understanding of human behavior and social systems and skills to intervene at the points where people interact with their environments in order to promote social well – being. Ability and competence to assist, develop, advocate for, and empower individuals, familiar, groups, organizations and communities to enhance their social functioning and their problem – solving capabilities. Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Ability to mentor and coach Social Auxiliary Workers.

DUTIES: Render a social work service with regard with to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant Programmes. Support Social Auxiliary Workers and Volunteers. Keep up to date with new developments in the Social Work and Social Welfare fields. Perform all the administrative functions required.

ENQUIRIES: Joe Gqabi: Ms Witbooi Tel No: (072) 6046283/NMM: 0829686345

POST 32/57: ADMIN OFFICER: HRD REF NO: DSD 12/09/2019

SALARY: R257 508 per annum (Level 07)
CENTRE: Sarah Baartman: District office

REQUIREMENTS: Grade 12 Certificate plus an appropriate degree/diploma in Human Resource Management or Public Administration or equivalent qualification. 3 years minimum experience in Human Resource Development. Practical Computer experience. Introduction to Persal. Driver’s license is essential. Competencies: Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act, Public Service Regulations, Skills Development Act and relevant Government Regulations and Policies. Knowledge and practical experience on Persal System. Knowledge of PMDS. Budgeting processes in Government, ability to work extended hours. Strong Planning, sound interpersonal and conflict management skills. Excellent communication skills and analytical ability. Ability to write submissions and reports.
DUTIES: Report to Assistant Director: HRA, Recruitment, PMDS & Training. Ensure that all employees in the District have Job Description and Work Plans. Ensure that all employees in the District complies with the PMDS Policy. Coordinate training and development matters within the District. Ensure that all performance assessments are done timeously. Make sure that HR issues and PMDS Registry functions are performed effectively. Perform a supporting function to other technical staff in the District. Reporting on all administrative activities to the District relating to all Area Offices. Ensure confirmation of probation for employees who completed probation period. Facilitate induction programme for newly appointed employees. Facilitate Internships, Learnerships and Scholarship programmes within the District.

ENQUIRIES: Ms P Kewuti Tel No: (046) 636-1485

POST 32/58: PRINCIPAL PERSONNEL OFFICER: SERVICE CONDITIONS REF NO: DSD 13/09/2019

SALARY: R257 508 per annum
CENTRE: Joe Gqabi District
REQUIREMENTS: Grade 12 Certificate plus an appropriate degree/diploma in Human Resources Management or Public Administration or equivalent qualification. 2-3 years’ minimum experience in Human Resource Administration. Practical Computer experience. Competencies: Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act, Public Service Regulations, Skills Development Act and relevant Government Regulations and Policies. Knowledge and practical experience on Persal System with Persal Introduction course. Excellent communication skills and analytical ability. Ability to write submissions and reports.

DUTIES: Administering of Human Resource Conditions of Service Administration within the District. Dealing with pensions, retirements and early retirements. Keeping of records of retirements. Facilitate appointment and transfers. Ensuring Salary adjustments as well as acting allowance. Dealing and attending with telephone confirmation to inside and outside clients. Resettlement, Leave Capturing on Persal and HRMS, capturing of HRMS Attendance Register, ensure that Leave Reconciliation in the District are done, coordinating Leave Reconciliation in the Local Service Offices and ensure that the Local Service Office has performed this duty and has submitted to the District on a monthly basis. Monthly report.

ENQUIRIES: Ms N Witbooi Tel No: (072) 6046283

POST 32/59: HR PERSONNEL PRACTITIONER: HR POLICY & PLANNING REF NO: DSD 14/09/2019

SALARY: R257 508 per annum
CENTRE: Provincial Office
REQUIREMENTS: Grade 12/ Standard 10 Certificate plus an appropriate Degree/Diploma in Human Resource Management/ Public Management/ Public Administration or equivalent qualification with 2-3 years’ relevant experience in the field of administration. Or Grade 12/ Standard 10 with 10 years’ relevant experience in the field of administration. Persal Introduction course will be an added advantage. Competencies: Understanding of Public Service Regulations, Public Service Act, Employment Equity Act and HR Policies. Knowledge of Strategic Human Resource Management. Ability to use PERSAL. Analytical and Research Skills. Facilitation and Co-ordination. Teamwork. In terms of Equity status of the unit, a male candidate is targeted.

DUTIES: Administer and render support in the implementation and monitoring of HR policies. Administer reviewal, implementation and monitoring of Human Resource Plan. Administer reviewal, implementation and monitoring of Employment Equity Plan. Consolidate HR statutory reports as required. Render support in the functioning of the unit.

ENQUIRIES: Ms Z Moyeni/Mr Toyiya Tel No: (043) 605-5101

POST 32/60: COMMUNITY DEVELOPMENT PRACTITIONER GR 1 REF NO: DSD 15/09/2019

SALARY: R217 659 per annum
CENTRE: Amathole
REQUIREMENTS: Standard 10/ Grade 12 plus a B Degree in Social Sciences with Developmental Economics/National Diploma in Development Studies/Community Development/Social and other related studies. Computer literacy will be an added advantage. A valid South African driver’s license is a prerequisite. Competencies: Theoretical understanding and practical experience/exposure to community Development issues. Demonstrate a facilitative approach to motivate constructive participation in programme development and implementation. Ability to document and report on programmes and projects according to required format. Communication and interpersonal skills, organizing and planning skills.

DUTIES: Facilitate awareness campaigns on community development programmes. Mobilise local community into Integrated Development Structures. Facilitate community Development initiatives in each local Municipality. Facilitate the development of community profiles utilizing contextualized Participatory Development Methodologies. Facilitate the development and alignment and utilization of resources from various Departments towards the implementation of Integrated Development Plans in each local Municipality. Assess application for funding to the Department by community organizations. Monitor, evaluate and render support service funded programmes/ Projects.

ENQUIRIES: Mr S Kleinbooi Tel No: (043) 7116628

POST 32/61: CHILD & YOUTH CARE SUPERVISOR GR1 REF NO: DSD 16/09/2019

SALARY: R199 188 per annum
CENTRE: Alfred Nzo

ENQUIRIES: Ms N Tukela Tel No: (066) 300-2277 / Mr Zondo S: 0392540621

NOTE: preference will be given to persons with disabilities.

REQUIREMENTS: An appropriate NQF Level 4 (Grade 12) or equivalent qualification. A minimum of 10 years’ appropriate experience in child and youth care work post after obtaining the required qualification. 5 years’ experience in a substance abuse environment. Computer literacy. A valid driver’s license will be an added advantage as well as FET or BQCC Qualification in Child and Youth Care. Competencies: Managerial and leadership skills. Knowledge of the relevant policies pertaining to child care. Be able to implement and manage administrative procedures, and new development and methodologies in child care work. Good communication skills. Conflict management and problem-solving skills. The ability to interpret policies and legislation. Planning and organizing skills. Basic research and analytical skills. Presentation and facilitation skills. Monitoring and evaluation skills. People management and empowerment skills. Understanding. Non-judgmental. Respectful and caring. Assertive. Tolerant. The ability to motivate.

DUTIES: Supervise staff to ensure an effective care service. Facilitate and supervise the caring for and life space interventions of children and young people. Form part of a multidisciplinary team. Keep up to date with new developments in the child and youth care and substance abuse field. Supervise and perform clerical/administration functions. Compile shift schedule for child and youth care workers and team leaders.

ENQUIRIES: Mr T Solani Tel No: (045) 808-3753

NOTE: preference will be given to persons with disabilities.

POST 32/62: PROV ADMIN CLERK (NPO) REF NO: DSD 17/09/2019

SALARY: R173 703 per annum (Level 05)
CENTRE: Chris Hani District: Lukhanji Area Office (1)

REQUIREMENTS: A Senior Certificate or equivalent qualification with (one) 1 year relevant working experience. Computer literacy. Competencies: Good reading and writing skills. Administration skills. Ability to work under pressure. Demonstrate understanding Management Information Systems (MIS).

DUTIES: Render general clerical support services. Provide supply chain clerical support services within the District. Receive, verify and printing of claim forms from NGO’s. Register, capture, admit and update beneficiaries’ information on MIS. Ensure timeous submission of claims to the district office and provincial office for funding and /or payment. Submit weekly, monthly and quarterly reports.

ENQUIRIES: Mr T Solani Tel No: (045) 808-3753
POST 32/63 : DATA CAPTURER REF NO: DSD 18/09/2019

**SALARY :** R173 703 per annum (Level 05)
**CENTRE :** OR Tambo
**REQUIREMENTS :** Senior Certificate/Grade 12/ equivalent qualification. Computer literacy. Experience in data capturing. Competencies: Ability to work in a time bound environment and in a team. Verbal and written communication skills and computer literacy. People with Disability will be given first preference.
**DUTIES :** The incumbent will be responsible for data management at facility level as follows: data collation, verification, validation, capturing data, reports, Generation and feedback.
**ENQUIRIES :** Mr T Sobantu: Tel No: (047) 531-2504

POST 32/64 : ADMIN CLERK REF NO: DSD 19/09/2019

**SALARY :** R173 703 per annum (Level 05)
**CENTRE :** OR Tambo
**REQUIREMENTS :** Senior Certificate/ equivalent qualification with 1-year relevant experience in administration. Computer literacy. Competencies: Good understanding of Public Service prescripts. Knowledge of PFMA and Treasury Regulations. Extensive computer literacy. Knowledge of general administration in the Public Service. Good understanding of procure to pay operations. Excellent communication skills and analytical ability.
**DUTIES :** Render general clerical support services. Provide supply chain clerical support services within the District. Provide personnel administration clerical support services within the District. Provide financial administration support services in the District.
**ENQUIRIES :** Mr T Sobantu: Tel No: (047) 531-2504

POST 32/65 : ADMIN CLERK REF NO: DSD 20/09/2019

**SALARY :** R173 703 per annum (level 5)
**CENTRE :** Sarah Baartman - Kouga Local Service Office
**REQUIREMENTS :** Senior Certificate/ equivalent qualification with 1-year relevant experience in Human Resources. Driver’s license will be an added advantage. Competencies: Good understanding of Public Service prescripts. Knowledge of PFMA and Treasury Regulations. Extensive computer literacy. Knowledge of general administration in the public service. Excellent communication skills and analytical ability.
**DUTIES :** Be responsible for variety of administrative duties related to staff provisioning and conditions of service. Ensure efficient and effective processing of service benefits and incentives of all employees. Administer HR processes at operational level.
**ENQUIRIES :** Ms P Kewuti: Tel No: (046) 636-1485

POST 32/66 : ADMIN CLERK
(6 Months Contract)

**SALARY :** R173 703 per annum (Level 05)
**CENTRE :** Provincial Office Ref No: DSD 21/09/2019 (X1 Post)
Amathole District Ref No: DSD 22/09/2019 (X1 Post)
BCM Ref No: DSD 23/09/2019 (X1 Post)
Chris Hani Ref No: DSD 24/09/2019 (X1 Post)
Alfred Nzo Ref No: DSD 25/09/2019 (X1 Post)
NMM Ref No: DSD 26/09/2019 (X1 Post)
Sarah Baartman Ref No: DSD 27/09/2019 (X1 Post)
Joe Gqabi Ref No: DSD 28/09/2019 (X1 Post)
OR Tambo Ref No: DSD 29/09/2019 (X1 Post)
**REQUIREMENTS :** Grade 12 / equivalent qualification with 1-year relevant experience in administration. Computer literacy (with an understanding of excel) Competencies: Good understanding of Public Service prescripts. Knowledge of PFMA and Treasury Regulations. Extensive computer literacy. Knowledge of general...
administration in the public service. Excellent communication skills and analytical ability.

**DUTIES**: Provide clerical support services relating to Early Childhood Development units within the Districts. Assist with data capturing within the Early Childhood Development unit to ensure credible database. Assist with profiling of ECD Centres within the Districts. Track and Monitor Financial Spending of ECD centers and submit monthly and quarterly reports. Attend and present in Monthly and Quarterly meetings of the Directorate.

**ENQUIRIES**: Ms S Ndima Tel No: (073) 913-0681

**POST 32/67**: SOCIAL AUXILIARY WORKER GR 1 REF NO: DSD 30/09/2019 - NMM

**SALARY**: R148 215 per annum

**CENTRE**: NMM

**REQUIREMENTS**: Grade 12 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as an Auxiliary Social Worker with the South African Council for (latest copy/current year. Computer literacy. A valid South African driver's license is a prerequisite. Competencies: Ability to work independently and under pressure. Experience in community involvement. Communication skills (both verbal and written).

**DUTIES**: Be responsible for crime prevention Programmes to young persons at risk in and out of school. Assist the Probation Officers in the implementation of diversion Programmes by gathering information for report writing, and like skills Programmes. Provide home-based supervision of young persons who are awaiting trial in the community rather than in prisons or residential care facilities. Provide supervision services to those young people's placed by the court under community service and probation supervision orders. Be responsible for family finding or tracing where it is necessary.

**ENQUIRIES**: Mr H Weyers Tel No: (041) 4065750

**INTERNSHIP**

**POST 32/68**: NPO MONITORING AND EVALUATION (X16 POSTS)

Twelve (12) Months

**STIPEND**: R60 000 per annum

Provincial Office Ref No: DSD 31/09/2019 (X2 Posts)
Amathole District Ref No: DSD 32/09/2019 (X2 Posts)
BCM Ref No: DSD 33/09/2019 (X1 Post)
Chris Hani Ref No: DSD 34/09/2019 (X2 Posts)
Alfred Nzo Ref No: DSD 35/09/2019 (X2 Posts)
NMM Ref No: DSD 36/09/2019 (X2 Posts)
Sarah Baartman Ref No: DSD 37/09/2019 (X1 Post)
Joe Gqabi Ref No: DSD 38/09/2019 (2 posts)
OR Tambo Ref No: DSD 39/09/2019 (X2 Posts)

**REQUIREMENTS**: Grade 12/ Senior Certificate plus Bachelor’s Degree/Diploma in Financial Management/ Cost and Management Accounting/ Public Administration/ Bookkeeping. Competencies: Knowledge and understanding of the PFMA, Treasury Regulations, Public Service Act, BCEA, Public Service Regulations and relevant Government Regulations and Policies. Good written and oral communication skills. Knowledge to capture data and operate a computer.

**DUTIES**: Capture information for funded organizations. Consolidate data from various sectors for reporting purposes. Provide support to districts at NPO units. Report on captured information on a monthly basis. Monitor expenditure patterns of funded NPO’s. Assist organizations in producing financial reports.

**ENQUIRIES**: can be directed to Ms Z. Moyeni at Tel No: (043) 605-5101 / Ms A. Njaba 043 605-5101/ Mr M. Madonci 043 605-5101.

**APPLICATIONS**: Head Office: Hand Delivery: Albertina Sisulu Building, No 7 Beatrice Street (behind KFC-Alexandra Road), King William’s Town, for the attention of Mr. M Madonci or post to The Director: HRA: Social Development, Private Bag X0039, Bhisho, 5605.
ANNEXURE L

PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HEALTH

CLOSING DATE : 27 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 representativity in line with the numerical targets as contained in our Employment Equity Plan.

OTHER POSTS

POST 32/69 : MEDICAL OFFICER: GRADE 1-3 REF NO: H/M/11

SALARY : Grade 1: R821 201 per annum (OSD)
          Grade 2: R938 964 per annum (OSD)
          Grade 3: R1 089 693 per annum (OSD)

CENTRE : Katleho District Hospital

REQUIREMENTS : MBCHB Degree. Registration with the HPCSA as Medical Practitioner. Experience:

Grade 1: None after registration as Independent Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified doctors. One-year relevant experience after registration as Medical Practitioner (Public Service) for foreign qualified doctor by Health Professional Council of South Africa, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 5 years after registration as Independent Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified doctors. Minimum of 6 years’ relevant experience after registration as Medical Practitioner (Public Service and/or Independent) for foreign qualified doctor by Health Professional Council of South Africa, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: Minimum of 10 years after registration as Independent Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified doctors. Minimum of 11 years’ relevant experience after registration as Medical Practitioner (Public Service and/or Independent) for foreign qualified doctor by Health Professional Council of South Africa, of whom it is not required to perform Community Service, as required in South Africa. Be available to perform overtime as guided by the commuted overtime.
contract of the Department of Health. The following trainings are not mandatory but of advantage: A.C.L.S; P.A.L.S; Ultrasound usage Knowledge and Skills: Knowledge of general Medicine, basic Maternity, basic Surgical and basic Orthopedic skills. Knowledge of Primary Health Care. Driver’s license.

**DUTIES**
- Rendering of clinical services, which includes examination and treatment of patients, emergencies, ward rounds and minor operation procedures. Patient administration and reporting. Be part of multidisciplinary clinical team; provide training and leadership to medical students; medical interns, nurses and medical officers.

**APPLICATIONS**
- To Be Send to: The Acting Chief Executive Officer, Katleho District Hospital, Private Bag X4, Virginia, 9430.

**ENQUIRIES**
- Dr. Thekisho B.N.N Tel No: (057) 221 3434

**FOR ATTENTION**
- Me NPL Sithebe

**POST 32/70**
- **OPERATIONAL MANAGER: PNA-5 REF NO: H/O/22**

**SALARY**
- R444 276 per annum (OSD)

**CENTRE**
- Soffel Coetzee Hospital, Smithfield

**REQUIREMENTS**
- Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. A minimum of 7 years appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Current registration with the South African Nursing Council (SANC).Knowledge And Skills: A qualification in post basic Management Course will be an advantage. Driver’s license (minimum Code B). Good communication skills, interpersonal relations, ability to work under pressures, computer literacy

**DUTIES**
- Provide holistic nursing care to patients in a nursing unit (General and Maternity Ward) in a cost effective, efficient and equitable manner. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Oversee coordination of Maternal and Child Health Programs of the facility. Act as Nursing Manager of the facility when the manager is on leave. Detailed Key Performance Areas can be obtained from the contact person.

**APPLICATIONS**
- To Be Send to: The Chief Executive Officer, Stoffel Coetzee Hospital, Private Bag 5, Smithfield, 9966

**FOR ATTENTION**
- Mr T J Molise

**POST 32/71**
- **PROFESSIONAL NURSE: PNB-1: MATERNITY REF NO: H/P/16**

**SALARY**
- R383 226 per annum (OSD)

**CENTRE**
- Neonatal Ward/High Care, Dihlabeng Hospital, Bethlehem

**REQUIREMENTS**
- Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse plus a post-basic nursing qualification with a duration of at least 1 year in Advanced Midwifery, accredited with SANC. Current registration with the South African Nursing Council (SANC) as Professional Nurse. Must be willing to work shifts. Must have the ability to provide holistic care. Knowledge and skills: Knowledge of management of people, financial and conflict management. Computer literacy. Advanced Antenatal course attendance will be an added advantage

**DUTIES**
POST 32/72: ENVIRONMENTAL HEALTH PRACTITIONER: GRADE 1: REF NO: H/E/7

SALARY: R317 976 per annum (OSD)
CENTRE: Diamant Hospital: Jagersfontein
REQUIREMENTS: Nat Diploma in Environmental Health/B Tech Degree in Environmental Health. Registration with the HPCSA as Environmental Health Practitioner: Computer literacy. A Valid Code B driver’s license. Experience: None after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in south africa. Knowledge and skills: National Diploma in Environmental Health/B Tech in Environmental Health will be an added advantage. Knowledge of Environmental Health related legislation. Knowledge of the following Health Act (63 of 1977) and Regulations, National Health Act (Act 61 of 2003), Foodstuffs, Cosmetic and Disinfection Act (Act 54 of 1972) Regulations, Hazardous Substances Act, National Sanitation Policy. Ability to work under pressure. Confidentiality.


ENQUIRIES: Mr M De Jager Tel No: (051) 4922421
APPLICATIONS: To: Applications To: The Chief Executive Officer, Albert Nzula Hospital Private Bag x 2, Trompsburg, 9913 or hand delivered @ Albert Nzula Hospital, 22 Louw Street, Trompsburg.

FOR ATTENTION: Xolile Ndara
ANNEXURE M

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF EDUCATION

APPLICATIONS:

DISTRICTS EKURHULENI NORTH (EN) Physical Address: 78 Howard Avenue, Munpen Building, Benoni Postal Address: Private Bag X059, Benoni, 1500. Enquiries: Emily Mochela Tel No: (011) 746-8190.


GAUTENG EAST (GE): Physical Address Corner 7th Street and 5th Avenue, 5th Floor Telkom Towers, Postal Address: Springs: 1560. Enquiries: Mpho Leotlela Tel No: (011) 736-0717.

DISTRICT GAUTENG NORTH (GN): Physical Address: Yorkcor Park Building, 86 Watermeyer Street, Val De Grace, Pretoria Postal Address: Private Bag X75 Pretoria, 0001. Enquiries: Alfred Phaswana Tel No: (012) 846-3754

DISTRICT GAUTENG WEST (GW): Physical Address: Corner Boshoff & Human Street, Krugersdorp Postal Address: Private Bag X2020, Krugersdorp 1740. Enquiries: Louisa Dhlamini Tel No: (011) 660-4581.

DISTRICT JOHANNESBURG CENTRAL (JC): Physical Address: Corner Morola & Chris Hani road Soweto College, Pimville, Postal Address: P.O. Box 900064, Bertiham, 2013. Enquiries: Linda Mabutho Tel No: (011) 983-2231.

DISTRICT JOHANNESBURG EAST (JE): Physical Address: 142/144, Fourth & Elizabeth Street, Parkmore, Sandton, Postal Address: Private Bag X9910, Sandton, 2146. Enquiries: Elizabeth Moloko: Tel No: (011) 666-9109.


DISTRICT JOHANNESBURG SOUTH (JS): Physical Address: 100 Northern Parkway, Crownwood Ormonde, Johannesburg Postal Address: Private Bag X13, Lenasia, 1820. Enquiries: Patrick Sesane Tel No: (011) 247-5957


DISTRICT SEDIBENG WEST (SW): Physical Address: Sebokeng College 6 Samuel Street; Zone 18, Sebokeng Postal Address: Private Bag X067, Vanderbijlpark, 1900. Enquiries: Bertha Mlotshwa Tel No: (016) 594 9193.

DISTRICT TSWANE NORTH (TN): Physical Address: Wonderboom Junction 11 Lavender Street, Pretoria, Postal Address: Private Bag X925, Pretoria, 0001 Enquiries: Ephraim Magakoa Tel No: (012) 543 1044.

DISTRICT TSWANE SOUTH (TS): Physical Address: President Towers Building, 265 Pretorius Street Pretoria Postal Address: Private Bag X198 Pretoria, 0001. Enquiries: Margie van der Walt Tel No: (012) 401 6363/5.

DISTRICT TSHWANE WEST (TW) Physical Address: Klipgat Road Old Hebron College Postal Address: Private Bag X38, Rosslyn, 0200. Enquiries: Priscilla Ravele Tel No: (012) 725 1451.

HEAD OFFICE (HO) Physical Address: 26th Loveday street, Kuyasa House, Johannesburg, Postal address: P.O. Box 7710, Johannesburg 2001. Enquiries: Check Enquiries on the Advert

CLOSING DATE: 20 September 2019
NOTE: It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of these posts. Applications must be submitted on form Z83, obtainable from any public service department or on internet at www.dpsa.gov.za/documents, which must be completed in full and originally signed. An updated CV as well as certified copy of your identity document and qualifications must be attached. Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Where applicable, candidate will be subjected to a skills/knowledge or computer assessment test. All candidates for MMS positions will be required to undergo competency assessment and security clearance. The specific reference number of the post must be quoted. The Department reserves the right not to make appointments to the advertised post(s). Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful. Department reserves the right not to make appointment(s) to the advertised post(s). No faxed, emailed and late applications will be considered.

OTHER POSTS

POST 32/73: SENIOR ADMINISTRATIVE OFFICER: BID ADJUDICATION SECRETARIAT
REF NO: HO2019/09/01 (X2 POSTS)
Chief Directorate: Supply Chain Management

SALARY: R316 791 per annum
CENTRE: Head Office


DUTIES: Provide efficient support to the executive secretariat during BAC and BSCOM meetings. Communicate the BAC and BSCOM decisions and resolutions to relevant internal and external stakeholders. Provide Administrative and logistical support to the BAC and BSCOM meetings. Control the quality of compiled meeting packs and minutes. Carry out analysis and provide quality assurance on various documents and consolidate inputs for consideration by both BAC and BSCOM. Provide effective and efficient follow up system for the implementation of BAC and BSCOM Recommendations and Decisions. Provide support on the implementation of all BAC and BSCOM Reports and resolutions and monitor compliance thereof. Provide regular feedback to the Unit Head on matters relating to the Component. Facilitate follow up on the implementation of the BAC and BSCOM decisions. Maintain a decision tracking grid for the Chairperson of the BAC. Provide guidance on the implementation and maintenance of effective and efficient administrative systems and procedures within the Office of the Secretariat. Provide advice and support on the implementation and maintenance of internal filing system for the Secretariat in terms of the departmental records management prescripts. Provide effective and secure archiving system for the BAC and BSCOM documentation. Monitor the manual and electronic recording of decisions from meetings. Monitor the implementation and maintenance of correspondence tracking system for all
Secretariat correspondence. Ensure the effective, efficient and economic utilisation of allocated resources. Manage and identify poor performance and address effectively to improve team performance. Guide, train and advice staff on all financial administration services to enhance the correct implementation of policies and practices. Compile and submit work plan, performance development plan, job description and performance agreements of staff. Ensure staff is kept abreast of all new prescripts and policies. Provide input in terms of the compilation of Unit’s Budget and monitoring thereof. Prepare submissions, letters and internal memorandums.

ENQUIRIES: Ms Matshidiso Ramela Tel No: (011) 355 0845

POST 32/74 : SENIOR STATE ACCOUNTANT REF NO: TS2019/09/10
Sub Directorate: Finance and Administration
Section: Finance Management

SALARY : R316 791 per annum
CENTRE : Tshwane South District
REQUIREMENTS : An appropriate recognised 3-year relevant qualification (National Diploma/Degree) plus 1 year’ experience working in Finance Management/Financial Planning and Budgeting. Proven Computer Literacy training and extensive experience in Microsoft Excel, Microsoft Word and Power Point. Practical experience in Government systems (BAS, SAP and PERSAL) and knowledge and application of Financial prescripts Public Finance Management Act (PFMA) Treasury Regulations, SCOA as well as Supply Chain processes. Good communication and supervisory skills. Report writing skills. Applicant must be in a possession of a South African valid driver’s license.

DUTIES : Receive Budget Allocation letter for the Financial year in respect of the District, per unit from Head office. Plan and commit all running costs (as well as accruals, where necessary) on cash flow spread sheets for various District units. Liaise with Budget Managers and capture intended expenditure as projections per Item for procurement in accordance with their Operational and Procurement Plans and provide them with copies of their Cash flow spread sheets. Capture District budget on BAS per amount and in accordance with the relevant SCOA codes. Receive RLS 01’s from various units and check fund availability as well as per relevant SCOA codes. Capture amounts as commitments and process documentation via the correct Supply Chain processes. Ensure all RLS 01’s are received from respective units within the set time-frames by constantly liaising with Budget Managers. Supply Budget Managers with monthly expenditure reports. Compiling and linking of In Year Monitoring (IYM) templates in accordance with Cash flow spread sheets. Obtain various BAS reports and capture all expenditure on the IYM report. Reconcile running costs interfaces on BAS, identify mis allocations as well as allocations that need to be adjusted to where budget is available and pass journals accordingly. Obtain Persal reports in order to reconcile and correctly identify allocations in terms of fuel claims etc. Apply mid-year and year-end adjustments/ requirements as per financial prescripts, where necessary. Update Cash flow spread sheets as well as IYM templates/reports with formulas and links from time to time when necessary and when SCOA Item codes change. Compile quarterly reports on progress/challenges within the unit. Contracting, monitoring and quarterly evaluation as well as supervising and managing of staff within the Finance Management unit. The successful incumbent will report to the Assistant Director of the unit.

ENQUIRIES : TS District: Ms M Van Der Walt Tel No: (012) 401 6363
POST 32/75 : SENIOR ADMIN OFFICER: TRANSPORT REF NO: SE2019/09/35
Sub Directorate: Finance & Administration
Unit: Office Service Pool

SALARY : R316 791 per annum
CENTRE : Sedibeng East District
REQUIREMENTS : An appropriate recognized three (3) years National Diploma/Degree in Transport Management plus 2 years’ relevant experience in Transport. Environment. Knowledge of Transport policies (Subsidized and g-Fleet vehicles). Knowledge of legislative frameworks applicable in the public sector. Good managerial and Supervisory skills, good interpersonal skills, organizing ability, computer skills (e.g. Ms. Suite). Candidate must be in possession of a driver’s license (Manual). Key competencies: Training on Electronic Log System (ELS), Financial Information System (FIS), Financial and Risk management and Policies regulating the use of Government vehicles and logistic scheduling. Knowledge of vehicle tracking system. Knowledge of subsidized vehicle application system (Affordability Calculator). Ability to track vehicles on the ability to lead, work in a team as well as alone, ability to work under pressure and meet the deadlines.

DUTIES : Supervise, render g-Fleet and subsidized vehicles administration services within the Department. Verify the submission of log sheets at the end of the month. Administer the cost-effective utilization of government-owned fleet and subsidised vehicles, eliminate and reduce fruitless expenditure. Supervise the issuing of g-Fleet vehicles in GDE. Validate the g-Fleet and subsidized vehicles asset register. Facilitate the requisition of vehicles for special project e.g. Exams from g-Fleet during exam time. Liaise with the line management with regard to all relevant matters pertaining to Fleet Management. Prepare monthly/quarterly reports g-Fleet vehicles and subsidized vehicles. Prepare and distribute relevant documents for the Subsidized Motor Transport Advisory Committee. Implement decisions taken at the Subsidized Vehicle Advisory Committee meetings. Verify vehicle fuel claims and other related payments to Service Providers within prescribed timeframes and procurement policies. Facilitate the requisition of subsidized vehicles. Implement transport policy within GDE. Provide inputs on the development of transport internal control policies for GDE. Administer g-Fleet Vehicles accident, Damaged, stolen and loss of vehicle within the GDE. Provide guidance with reporting of accident/damaged/stolen vehicles within the GDE. Ensure that misuse and abuse of g Fleet vehicles are investigated. Ensure that all users of government owned vehicles are assessed on their driving skills before they can be issued with the vehicle. Ensure that all users of government owned vehicles and subsidized vehicles are inducted on vehicle policies. Conduct preliminary investigation on fraudulent claims. Allocate parking space within GDE. Coordinate the acquisition of parking facilities. Implement the parking policy. Provide advice in all Parking related matters. Supervise Staff. Ensure that staff is kept abreast of all new prescripts and policies. Implement the cost-control measures in line with the PFMA, Treasury Regulations and other internal budget-control policies in respect of official travel costs.

ENQUIRIES : Mr. Peter Nkgage Tel No: 016 440 1856

POST 32/76 : CHIEF ADMIN CLERK REF NO: HO2019/09/03 (X2 POSTS)
Directorate: Examinations Management
Sub-directorate: Marking Process Unit

SALARY : R257 508 per annum
CENTRE : Head Office
**REQUIREMENTS**: Grade 12 with minimum of 3 years relevant experience. A valid driver’s licence is essential. Skills and Competencies: Good communications skills (verbal and written); Computer literacy (MS Word, Power Point and Excel); Ability to attend to detail and ensure the correctness of information; Ability to work under pressure; Ability to work independently and meet deadlines.

**DUTIES**: Provide administrative support to the Directorate within the marking processes unit. Ensuring effective liaison and communication with internal and external stakeholders. Assisting with the budget and procurement for the sub-directorate. Collect, control, capture and mop up all marking claim forms. Undertake ad hoc assignments that may be assigned. Provide manual and digital archival of examinations materials, including appointment of marking personnel. Provide support regarding training, procurement and financial administration. Supervise staff. Assist manager in compiling weekly and monthly reports and have knowledge of PMDS processes and compile composite records thereof. Compile submissions. Liaise with service providers regarding examination related matters / material.

**ENQUIRIES**: Mr Harry Culling Tel No: (011) 843 6532

**POST 32/77**: CHIEF ADMIN CLERK REF NO: HO2019/09/04
Directorate: Library Services & LTSM
Sub-directorate: Multi-Media Services Centre

**SALARY**: R257 508 per annum
**CENTRE**: Head Office
**REQUIREMENTS**: Grade 12 with minimum of 3 years relevant experience. Knowledge of Legislative frameworks applicable to Education. Good interpersonal skills and communication skills (verbal and Written). Administrative, analytical and organizational skills, Computer Literacy. Ability to work under pressure.


**ENQUIRIES**: Ms Busi Dlamini Tel No: (011) 843 6532

**POST 32/78**: CHIEF ADMIN CLERK: FLEET MANAGEMENT REF NO: HO2019/09/05
Directorate: Auxiliary Services and Fleet Management

**SALARY**: R257 508 per annum
**CENTRE**: Head Office
**REQUIREMENTS**: Grade 12 with minimum of 3 years’ experience in Transport. A relevant three year Degree/National Diploma qualification in Transport Management will be an added advantage. Knowledge of Transport policies (GG vehicles). Knowledge of legislative frameworks applicable in the public sector. Good interpersonal skills, communication skills (verbal and written) and managerial skills. Organising ability. Computer Literacy (Ms Word, Excel, PowerPoint, and Outlook). Candidate must be in possession of a driver’s licence (manual). Ability to use Fleet Information system (FIS), GG vehicle management system, Financial and risk management. Ability to lead work in a team as well as alone. Ability to work under pressure and meet deadlines.

**DUTIES**: Participate in the rendering of the subsidized and g-Fleet administration services within the Department. Maintain GG vehicles asset register, administer the issuing
of GG vehicles within the department, Facilitate the requisition of GG vehicles for projects, e.g. during exams period from Government Garage or within the department, Monitor effective utilisation of GG vehicles(PFMA Compliance), Ensure GG vehicles are sent for service and maintenance and are roadworthy, Ensure all accident, incident, damages and losses are reported to Government Garage on the stipulated time, Ensure misuse and abuse of GG vehicles are reported, Responsible for parking allocation. Ensure that Performance Management of subordinates are executed. Submission of monthly reports. Coordination of Parking Policy. Develop training programmes for GDE transport officers. Assist staff in acquiring of Scheme A and B transport. Supervise Staff.

ENQUIRIES: Ms Monica Sampson Tel No: (011) 355 1205

POST 32/79: PERSONAL ASSISTANT (X5 POSTS)

SALARY: R257 508 per annum
CENTRE: Head Office
Chief Directorate: DOM (JHB Region) Ref No: HO2019/09/06
Directorate: Recruitment and Selection Ref No: HO2019/09/07
Directorate: Security Services and Safe School Management Ref No: HO2019/09/08
Directorate: FET Curriculum Coordination Ref No: HO2019/09/09
Directorate: Finance and Administration Ref No: HO2019/09/41

REQUIREMENTS: Grade 12 plus Secretarial/Office Management certificate/Diploma with minimum 3 years’ experience in rendering secretarial/administrative support service. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours when needed.

DUTIES: Overall management of the office administration functions. Provide a secretarial/receptionist support service to the Senior Manager. Compile realistic schedules of appointments. Provide administrative support services in the Office of the Senior Manager. Provide support to senior manager regarding meetings. Record minutes and communicates to relevant role-players. Coordinate logistical arrangements for meetings when required. Support the manager with the administration of the Office Budget. Collect and coordinate all the documents that relate to the Director/chief director’s budget. Remain up to date with regard to the policies and procedures applicable to senior manager work terrain to ensure efficient and effective support to the Senior Manager. Remain abreast with the procedures and processes that apply in the office of the Director/Chief Director.

ENQUIRIES: Ms Lerato Machaka Tel No: (011) 843 6532

POST 32/80: CHIEF ADMIN CLERK: SECRETARY (X2 POSTS)
Sub-Directorate: Finance & Administration

SALARY: R257 508 per annum
CENTRE: Tshwane North District Ref No: TN2019/09/11
Gauteng North District Ref No: GN2019/09/15

REQUIREMENTS: Grade 12 with minimum of 3 years relevant experience. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Computer literacy (packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research
and analytical skills. Ability to work in a team and independently. Willingness to work after hours when needed will be an added advantage.

**DUTIES**
Supervise and render general office support services. Arrange travelling and accommodation. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Capture and update expenditure within the component. Record, organise, store, capture and retrieve correspondence and data (line function. Update registers and statistics. Handle routine enquiries. Distribute documents/packages to various stakeholders as required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. Liaise with internal and external stakeholders in relation to Procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the attendance register of the component. Keep and maintain personnel records in the component. Supervise Staff.

**ENQUIRIES**
TN District: Ms R Manamela Tel No: (012) 543 4313
GN District: Mr LA Phaswana Tel No: (012) 846 3641

**POST 32/81**
**CHIEF ADMIN CLERK: AUXILIARY SERVICES REF NO: GN2019/09/13**
Sub-directorate: Finance & Administration
Section: Office Service Pool

**SALARY**
R257 508 per annum

**CENTRE**
Gauteng North

**REQUIREMENTS**
Grade 12 with minimum of 3 years relevant experience. Knowledge of relevant prescribed Act, regulations and policies within Gauteng Provincial Government, PMFA, treasury regulations. Knowledge of finance procedures and asset management. Communication skills (verbal & written). Computer Literacy (MS Word, Excel, Access, PowerPoint BAS, SAP). Ability to work under pressure and work in a team. Good interpersonal relations. Ability to work under pressure and long hours during audit process. Valid driver’s license.

**DUTIES**
Supervise the daily activities of the Cleaners and the General Assistants. Conduct random inspections of all areas allocated to the support staff. Monitor cleaning in the allocated areas for each support staff. Monitor adherence to the weekly report for inspections. Check and confirm that all cleaning equipment is available and in good working condition. Inventory management. Waste Paper Management. Manage leave and Performance for allocated staff. Co-ordinate and report all office maintenance issues. Supervise and render general office support services. Liaise with internal and external stakeholders in relation to Procurement of goods and services.

**ENQUIRIES**
Mr. LA Phaswana Tel No: (012) 846 3641

**POST 32/82**
**CHIEF ADMIN CLERK (SECRETARY) REF NO: TW2019/09/14**
Sub-Directorate: Curriculum Management & Delivery

**SALARY**
R257 508 per annum

**CENTRE**
Tshwane West District

**REQUIREMENTS**
Grade 12 with minimum of 3 years relevant experience. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Computer literacy (packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to work after hours when needed will be an added advantage.
work after hours when needed will be an added advantage. Valid driver’s license will be an added advantage.

**DUTIES**

Supervise and render general office support services. Arrange travelling and accommodation. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Capture and update expenditure within the component. Record, organise, store, capture and retrieve correspondence and data (line function. Update registers and statistics. Handle routine enquiries. Distribute documents/packages to various stakeholders as required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. Liaise with internal and external stakeholders in relation to Procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the attendance register of the component. Keep and maintain personnel records in the component. Supervise Staff.

**ENQUIRIES**

Ms P Ravele Tel No: (012) 725 1451

**POST 32/83**

CHIEF PROVISIONING ADMIN CLERK REF NO: TN2019/09/17 (X2 POSTS)

Sub-Directorate: Finance and Administration

Section: Provisioning & Administration for institutions

**SALARY**

R257 508 per annum (plus benefits)

**CENTRE**

Tshwane North District

**REQUIREMENTS**

Grade 12 with minimum of 3 years relevant clerical support experience. Knowledge of Procurement directives (Supply chain management manual), Treasury Regulations, PFMA, PPPFA, SASA and Assets Policy. Asset management. Related administrative procedures, norms and standards. Planning and organizing own work. Client services. Reporting procedures, Computer literacy, interpersonal relations, problem solving and conflict resolution skills. Maintaining discipline. Good verbal and written communication skills. A driver’s license will be added advantage.

**DUTIES**

Monitor of School Municipal Accounts for Non-Section 21. Meet with the Municipality/Eskom with regard to problems experienced with billing of services, bail out etc. Monitor payment of services by None-S21 schools and provide reports to the respective Supervisor. Receive invoices from municipalities/Head Office for Non-S21 schools. Monitor payments made by Head Office. Monitoring Schools Expenditure Section 21. Liaise with schools regarding budget spending in terms of Section 21 function. Liaise with schools regarding budget spending in terms of Non-Section 21 functions. Facilitate Financial Management and Procurement procedures and policies to schools. Ensure financial inspection is done at schools to ensure compliance to Financial Regulation and Supply Chain regulations. Monitoring of Overdraft, Loan, Investment and School Fee Compensations Applications Section 21. Provide support in the implementation of policies and procedures regarding overdrafts, loans, investments and school fee compensation applications. Verify the correctness of the application forms with regard to the application for school fee compensation, loan and investment. Forward applications to Head Office for approval. Inform schools on the outcome of the application submission. Supervise allocated staff. Provide training to staff on administration procedures and processes. Ensure Performance management is executed. Execute leave management policies and procedures. Check and authorize the work of subordinates. Handle queries from internal and external stakeholders. Provide clerical support to the Unit. Compile weekly reports. Ensure filing of all reports in the Unit.

**ENQUIRIES**

TN District: Ms R Manamela Tel No: (012) 543 4313
POST 32/84 : CHIEF ADMIN CLERK: AUXILIARY SERVICES REF NO: JC2019/09/21
Sub Directorate: Finance & Administration
Unit: Office Service Pool

SALARY : R257 508 per annum
CENTRE : Johannesburg Central District

DUTIES : Supervise the daily activities of the Cleaners and the General Assistants. Conduct random inspections of all areas allocated to the support staff. Monitor cleaning in the allocated areas for each support staff. Monitor adherence to the weekly report for inspections. Check and confirm that all cleaning equipment is available and in good working condition. Inventory management. Waste Paper Management. Manage leave and Performance for allocated staff. Co-ordinate and report all office maintenance issues. Supervise and render general office support services. Liaise with internal and external stakeholders in relation to Procurement of goods and services.

ENQUIRIES : Mr Linda Mabutho Tel. No: (011) 983 2231

POST 32/85 : CHIEF ADMIN CLERK: (SECRETARY)
Sub Directorate: Education Support

SALARY : R257 508 per annum
CENTRE : Johannesburg West District Ref No: JW2019/09/23
Johannesburg East District Ref No: JE2019/09/22
REQUIREMENTS : Grade 12 with minimum of 3 years relevant clerical support experience. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Computer literacy (packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to work after hours when needed will be an added advantage. Valid driver’s license will be an added advantage.

DUTIES : Supervise and render general office support services. Arrange travelling and accommodation. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Capture and update expenditure within the component. Record, organise, store, capture and retrieve correspondence and data (line function. Update registers and statistics. Handle routine enquiries. Distribute documents/packages to various stakeholders as required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. Liaise with internal and external stakeholders in relation to Procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain personnel records in the component. Supervise Staff.

ENQUIRIES : Mr Lizwe Jafta Tel No: 011 831 5433 (JW)
Ms Elizabeth Moloko Tel No: 011 666 9109 (JE)
POST 32/86:  
CHIEF ADMIN CLERK: (SECRETARY) REF NO: JW2019/09/24  
Sub Directorate: Information Systems and Strategic Planning

SALARY:  
R257 508 per annum

CENTRE:  
Johannesburg West District

REQUIREMENTS:  
Grade 12 with minimum of 3 years relevant clerical support experience. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Computer literacy (packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to work after hours when needed will be an added advantage. Valid driver’s license will be an added advantage.

DUTIES:  
Supervise and render general office support services. Arrange travelling and accommodation. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Capture and update expenditure within the component. Record, organise, store, capture and retrieve correspondence and data (line function. Update registers and statistics. Handle routine enquiries. Distribute documents/packages to various stakeholders as required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. Liaise with internal and external stakeholders in relation to Procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the attendance register of the component. Keep and maintain personnel records in the component. Supervise Staff.

ENQUIRIES:  
Mr Lizwe Jafta Tel No: (011) 831 5433 (JW)

POST 32/87:  
PERSONAL ASSISTANT REF NO: JW2019/09/25  
Office of the District Director

SALARY:  
R257 508 per annum

CENTRE:  
Johannesburg West District

REQUIREMENTS:  
Grade 12 plus Secretarial/Office Management certificate/Diploma with minimum 3 years’ experience in rendering secretarial/administrative support service. Experience in facilitating travel and accommodation arrangements. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours when needed.

DUTIES:  
Overall management of the office administration functions. Provide a secretarial/receptionist support service to the Senior Manager. Compile realistic schedules of appointments. Provide administrative support services in the Office of the Senior Manager. Provide support to senior manager regarding meetings. Record minutes and communicates to relevant role-players. Coordinate logistical arrangements for meetings when required. Support the manager with the administration of the Office Budget. Collect and coordinate all the documents that relate to the Director/chief director’s budget. Remain up to date with regard to the policies and procedures applicable to senior manager work terrain to ensure efficient and effective support to the Senior Manager. Remain abreast with the procedures and processes that apply in the office of the Director.

ENQUIRIES:  
Mr Lizwe Jafta Tel No: (011) 831 5433
POST 32/88: CHIEF PROVISIONING ADMIN CLERK REF NO: JE2019/09/26
Sub Directorate: Finance and Administration
Section: Provisioning & Administration for institutions

SALARY: R257 508 per annum
CENTRE: Johannesburg East District
REQUIREMENTS: Grade 12 with minimum of 3 years relevant clerical support experience. Knowledge of Procurement directives (Supply chain management manual), Treasury Regulations, PFMA, PPPFA, SASA and Assets Policy. Asset management. Related administrative procedures, norms and standards. Planning and organizing own work. Client services. Reporting procedures, Computer literacy, interpersonal relations, problem solving and conflict resolution skills. Maintaining discipline. Good verbal and written communication skills. A driver’s license will be added advantage.

DUTIES: Monitor of School Municipal Accounts for Non-Section 21. Meet with the Municipality/Eskom with regard to problems experienced with billing of services, bail out etc. Monitor payment of services by None-S21 schools and provide reports to the respective Supervisor. Receive invoices from municipalities/Head Office for Non-S21 schools. Monitor payments made by Head Office. Monitoring Schools Expenditure Section 21. Liaise with schools regarding budget spending in terms of Section 21 function. Liaise with schools regarding budget spending in terms of Non-Section 21 functions. Facilitate Financial Management and Procurement procedures and policies to schools. Ensure financial inspection is done at schools to ensure compliance to Financial Regulation and Supply Chain regulations. Monitoring of Overdraft, Loan, Investment and School Fee Compensations Applications Section 21. Provide support in the implementation of policies and procedures regarding overdrafts, loans, investments and school fee compensation applications. Verify the correctness of the application forms with regard to the application for school fee compensation, loan and investment. Forward applications to Head Office for approval. Inform schools on the outcome of the application submission. Supervise allocated staff. Provide training to staff on administration procedures and processes. Ensure Performance management is executed. Execute leave management policies and procedures. Check and authorize the work of subordinates. Handle queries from internal and external stakeholders. Provide clerical support to the Unit. Compile weekly reports. Ensure filing of all reports in the Unit.

ENQUIRIES: Ms Elizabeth Moloko Tel No: (011) 666 9109

POST 32/89: CHIEF ADMIN CLERK: (SECRETARY) REF NO: JE2019/09/27
Sub Directorate: Finance and Administration

SALARY: R257 508 per annum
CENTRE: Johannesburg East District
REQUIREMENTS: Grade 12 with minimum of 3 years relevant experience. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Computer literacy (packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to work after hours when needed will be an added advantage. Valid driver’s license will be an added advantage.

DUTIES: Supervise and render general office support services. Arrange travelling and accommodation. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Capture and update expenditure within the component. Record,
organise, store, capture and retrieve correspondence and data (line function. Update registers and statistics. Handle routine enquiries. Distribute documents/packages to various stakeholders as required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. Liaise with internal and external stakeholders in relation to Procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the attendance register of the component. Keep and maintain personnel records in the component. Supervise Staff.

ENQUIRIES : Ms Elizabeth Moloko Tel No: (011) 666 9109

POST 32/90 : CHIEF REGISTRY CLERK REF NO: JE2019/09/28
Sub Directorate: Transversal Human Resources Services
Unit: Conditions of Service

SALARY : R257 508 per annum
CENTRE : Johannesburg East District
REQUIREMENTS : Grade 12 with minimum of 3 years relevant registry support experience in a Human Resource Registry. Knowledge and understanding of Record Management and Archive policies, procedures, regulations. Excellent communication (verbal and written) and interpersonal skills. Security consciousness/awareness. Ability to work under pressure, use of PERSAL and Ms Office software. A valid South African driver’s license is an added advantage.

DUTIES : Supervise subordinates and registry activities in the unit. Supervise the maintenance of filing plans according to regulatory framework. Supervise and provide registry counter services. Handle incoming and outgoing correspondence. Control receipt, opening and maintenance of files and documents. Update and maintain records management and documents classification systems. Maintain safe custody and protection of files and records. Identify files and records for archiving. Allocate file reference numbers. Provide advice and guidance to Registry Clerks on the day-to-day functions of the Registry. Maintain various control registers. Responsible for the administration and supervision of all registry procedures. Supervise performance management and training of subordinate(s).

ENQUIRIES : Ms Elizabeth Moloko Tel No: (011) 666 9109

POST 32/91 : CHIEF ADMIN CLERK (SECRETARY) REF NO: JE2019/09/29
Sub Directorate: Curriculum Management and Delivery

SALARY : R257 508 per annum
CENTRE : Johannesburg East District
REQUIREMENTS : Grade 12 with minimum of 3 years relevant experience. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Computer literacy (packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to work after hours when needed will be an added advantage. Valid driver’s license will be an added advantage.

DUTIES : Supervise and render general office support services. Arrange travelling and accommodation. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Capture and update expenditure within the component. Record, organise, store, capture and retrieve correspondence and data (line function. Update registers and statistics. Handle routine enquiries. Distribute
documents/packages to various stakeholders as required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. Liaise with internal and external stakeholders in relation to Procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the attendance register of the component. Keep and maintain personnel records in the component. Supervise Staff.

ENQUIRIES : Ms Elizabeth Moloko Tel No: (011) 666 9109

POST 32/92 : CHIEF ACCOUNTING CLERK REF NO: JE2019/09/30
Sub Directorate: Finance & Administration
Unit: Finance and Procurement

SALARY : R257 508 per annum
CENTRE : Johannesburg East District
REQUIREMENTS : Grade 12 with Accounting as a passed subject and minimum of 3 years clerical support experience in a finance environment. Knowledge of Treasury Regulations, PFMA, procurement procedures and other legislative frameworks applicable to the Public Sector. Knowledge of PERSAL, BAS, SAP and SRM. Asset management. Reporting skills. Planning and organizing. Interpersonal relations. Problem solving. Maintaining discipline. Conflict resolution. Supervisory skills. Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational skills. Computer literacy (MS Excel, MS Word, MS Office). Share information with team members. Ability to work under pressure and long hours during audit process. A valid driver’s license.

DUTIES : Ensure adherence to PFMA, Treasury Instructions. Check and reconcile payments. Ensure that losses and thefts are managed and reported accordingly. Ensure that records of financial transactions are updated correctly. Supervise, develop mentor junior staff. Provide statistical reports when required. Function as team leaders for staff in Pay Office, Salary Office, Cashier Office and Payment Office. Monitor payment on SRM and expenditure on Bas reports. Monitor distribution of payroll control sheets and reconciliation of payrolls against PERSAL. Monitor compliance with Petty Cash policy. Monitor capturing of receipts and banking of state money is taking place. Supervise Staff. Check and authorize the work of subordinates. Provide weekly, monthly and quarterly reports. Give written feedback on queries – internal and external. Attend office meetings. To Circuit Managers and Sub-Directorate Heads on the compliance of the submission of payroll reports to the Pay Office.

ENQUIRIES : Ms Elizabeth Moloko Tel No: (011) 666 9109

POST 32/93 : CHIEF PROVISIONING ADMIN CLERK REF NO: JN2019/09/31
Sub Directorate: Finance & Administration
Unit: Provisioning & Administration for Institutions

SALARY : R257 508 per annum
CENTRE : Johannesburg North District
REQUIREMENTS : Grade 12 with minimum of 3 years relevant clerical support experience. Knowledge of Procurement directives (Supply chain management manual), Treasury Regulations, PFMA, PPPFA, SASA and Assets Policy. Asset management. Related administrative procedures, norms and standards. Planning and organizing own work. Client services. Reporting procedures, Computer literacy, interpersonal relations, problem solving and conflict resolution skills. Maintaining discipline. Good verbal and written communication skills. A driver’s license will be added advantage.
DUTIES: Monitor of School Municipal Accounts for Non-Section 21. Meet with the Municipality/Eskom with regard to problems experienced with billing of services, bail out etc. Monitor payment of services by None-S21 schools and provide reports to the respective Supervisor. Receive invoices from municipalities/Head Office for Non-S21 schools. Monitor payments made by Head Office. Monitoring Schools Expenditure Section 21. Liaise with schools regarding budget spending in terms of Section 21 function. Liaise with schools regarding budget spending in terms of Non-Section 21 functions. Facilitate Financial Management and Procurement procedures and policies to schools. Ensure financial inspection is done at schools to ensure compliance to Financial Regulation and Supply Chain regulations. Monitoring of Overdraft, Loan, Investment and School Fee Compensations Applications Section 21. Provide support in the implementation of policies and procedures regarding overdrafts, loans, investments and school fee compensation applications. Verify the correctness of the application forms with regard to the application for school fee compensation, loan and investment. Forward applications to Head Office for approval. Inform schools on the outcome of the application submission. Supervise allocated staff. Provide training to staff on administration procedures and processes. Ensure Performance management is executed. Execute leave management policies and procedures. Check and authorize the work of subordinates. Handle queries from internal and external stakeholders. Provide clerical support to the Unit. Compile weekly reports. Ensure filing of all reports in the Unit.

ENQUIRIES: Ms Nelisiwe Mashazi Tel No: (011) 694 9321

POST 32/94: CHIEF PROVISIONING ADMIN CLERK REF NO: GE2019/09/33

Sub-Directorate: Finance and Administration
Section: Provisioning & Administration for institutions

SALARY: R257 508 per annum
CENTRE: Gauteng East District

REQUIREMENTS: Grade 12 with minimum of 3 years relevant clerical support experience. Knowledge of Procurement directives (Supply chain management manual), Treasury Regulations, PFMA, PPPFA, SASA and Assets Policy. Asset management. Related administrative procedures, norms and standards. Planning and organizing own work. Client services. Reporting procedures, Computer literacy, interpersonal relations, problem solving and conflict resolution skills. Maintaining discipline. Good verbal and written communication skills. A driver’s license will be added advantage.

DUTIES: Monitor of School Municipal Accounts for Non-Section 21. Meet with the Municipality/Eskom with regard to problems experienced with billing of services, bail out etc. Monitor payment of services by None-S21 schools and provide reports to the respective Supervisor. Receive invoices from municipalities/Head Office for Non-S21 schools. Monitor payments made by Head Office. Monitoring Schools Expenditure Section 21. Liaise with schools regarding budget spending in terms of Section 21 function. Liaise with schools regarding budget spending in terms of Non-Section 21 functions. Facilitate Financial Management and Procurement procedures and policies to schools. Ensure financial inspection is done at schools to ensure compliance to Financial Regulation and Supply Chain regulations. Monitoring of Overdraft, Loan, Investment and School Fee Compensations Applications Section 21. Provide support in the implementation of policies and procedures regarding overdrafts, loans, investments and school fee compensation applications. Verify the correctness of the application forms with regard to the application for school fee compensation, loan and investment. Forward applications to Head Office for approval. Inform schools on the outcome of the application submission. Supervise allocated staff. Provide training to staff on administration procedures and processes. Ensure Performance management is executed. Execute leave management policies and procedures. Check and authorize the work of subordinates. Handle queries from internal and external stakeholders. Provide clerical support to the Unit. Compile weekly reports. Ensure filing of all reports in the Unit.
procedures and processes. Ensure Performance management is executed. Execute leave management policies and procedures. Check and authorize the work of subordinates. Handle queries from internal and external stakeholders. Provide clerical support to the Unit. Compile weekly reports. Ensure filing of all reports in the Unit.

ENQUIRIES : Mr Mpho Leotlela Tel No: (011) 736 0717

POST 32/95 : CHIEF PROVISIONING ADMIN CLERK REF NO: EN2019/09/36
Sub Directorate: Finance and Administration
Section: Provisioning & Administration for Institutions

SALARY : R257 508 per annum
CENTRE : Ekurhuleni North District
REQUIREMENTS : Grade 12 with minimum of 3 years relevant experience. Knowledge of Procurement directives (Supply chain management manual), Treasury Regulations, PFMA, PPPFA, SASA and Assets Policy. Asset management. Related administrative procedures, norms and standards. Planning and organizing own work. Client services. Reporting procedures, Computer literacy, interpersonal relations, problem solving and conflict resolution skills. Maintaining discipline. Good verbal and written communication skills. A driver’s license will be added advantage.

DUTIES : Monitor of School Municipal Accounts for Non-Section 21. Meet with the Municipality/Eskom with regard to problems experienced with billing of services, bail out etc. Monitor payment of services by None-S21 schools and provide reports to the respective Supervisor. Receive invoices from municipalities/Head Office for Non-S21 schools. Monitor payments made by Head Office. Monitoring Schools Expenditure Section 21. Liaise with schools regarding budget spending in terms of Section 21 function. Liaise with schools regarding budget spending in terms of Non-Section 21 functions. Facilitate Financial Management and Procurement procedures and policies to schools. Ensure financial inspection is done at schools to ensure compliance to Financial Regulation and Supply Chain regulations. Monitoring of Overdraft, Loan, Investment and School Fee Compensations Applications Section 21. Provide support in the implementation of policies and procedures regarding overdrafts, loans, investments and school fee compensation applications. Verify the correctness of the application forms with regard to the application for school fee compensation, loan and investment. Forward applications to Head Office for approval. Inform schools on the outcome of the application submission. Supervise allocated staff. Provide training to staff on administration procedures and processes. Ensure Performance management is executed. Execute leave management policies and procedures. Check and authorize the work of subordinates. Handle queries from internal and external stakeholders. Provide clerical support to the Unit. Compile weekly reports. Ensure filing of all reports in the Unit.

ENQUIRIES : Ms Emily Mochela Tel No: 011 746 8190

POST 32/96 : CHIEF ADMIN CLERK (SECRETARY) REF NO: EN2019/09/37
Sub Directorate: Information Systems and Strategic Planning

SALARY : R257 508 per annum
CENTRE : Ekurhuleni North District
REQUIREMENTS : Grade 12 with minimum of 3 years relevant experience. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Computer literacy (packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to
work after hours when needed will be an added advantage. Valid driver’s license will be an added advantage.

**DUTIES**

Supervise and render general office support services. Arrange travelling and accommodation. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Capture and update expenditure within the component. Record, organise, store, capture and retrieve correspondence and data (line function. Update registers and statistics. Handle routine enquiries. Distribute documents/packages to various stakeholders as required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. Liaise with internal and external stakeholders in relation to Procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the attendance register of the component. Keep and maintain personnel records in the component. Supervise Staff.

**ENQUIRIES**

Ms Emily Mochela Tel No: (011) 746 8190

**POST 32/97**

**CHIEF REGISTRY CLERK REF NO: ES2019/09/38**
Sub Directorate: Finance & Administration
Unit: Office Service Pool

**SALARY**

R257 508 per annum

**CENTRE**

Ekurhuleni South District

**REQUIREMENTS**

Grade 12 with minimum of 3 years relevant registry support experience. Experience in Records Management will be an added advantage. Knowledge and understanding of Record Management and Archive policies, procedures, regulations. Excellent communication (verbal and written) and interpersonal skills. Security consciousness/awareness. Ability to work under pressure, use of PERSAL and Ms Office software. Applicant must be in possession of a South African valid driver’s license.

**DUTIES**

Supervise subordinates and registry activities in the unit. Supervise the maintenance of filing plans according to regulatory framework. Supervise and provide registry counter services. Handle incoming and outgoing correspondence. Control receipt, opening and maintenance of files and documents. Update and maintain records management and documents classification systems. Maintain safe custody and protection of files and records. Identify files and records for archiving. Allocate file reference numbers. Provide advice and guidance to Registry Clerks on the day-to-day functions of the Registry. Maintain various control registers. Responsible for the administration and supervision of all registry procedures. Supervise performance management and training of subordinate(s).

**ENQUIRIES**

Mr Xolani Kheswa Tel No: (011) 389 6062

**POST 32/98**

**CHIEF ADMIN CLERK: (SECRETARY) REF NO: EN2019/09/39**
Sub-Directorate: Transversal Human Resource Services

**SALARY**

R257 508 per annum

**CENTRE**

Ekurhuleni North District

**REQUIREMENTS**

Grade 12 with minimum of 3 years relevant experience. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Computer literacy (packages such as Microsoft).

**DUTIES**

Supervise and render general office support services. Arrange travelling and accommodation. Check correctness of subsistence and travel claims of officials
and submit to manager for approval. Handle telephone accounts and petty cash for the component. Capture and update expenditure within the component. Record, organise, store, capture and retrieve correspondence and data (line function. Update registers and statistics. Handle routine enquiries. Distribute documents/packages to various stakeholders as required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. Liaise with internal and external stakeholders in relation to Procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the attendance register of the component. Keep and maintain personnel records in the component.

**ENQUIRIES**

Ms Emily Mochela Tel No: (011)746 8190

**POST 32/99**

CHIEF ADMIN CLERK: REF NO: ES2019/09/40
Sub-Directorate: Finance & Administration
Section: Provisioning & Administration for Institutions

**SALARY**

R257 508 per annum

**CENTRE**

Ekurhuleni South District

**REQUIREMENTS**

Grade 12 with minimum of 3 years relevant clerical support experience. Knowledge of Procurement directives (Supply chain management manual), Treasury Regulations, PFMA, PPPFA, SASA and Assets Policy. Asset management. Related administrative procedures, norms and standards. Planning and organizing own work. Client services. Reporting procedures, Computer literacy, interpersonal relations, problem solving and conflict resolution skills. Maintaining discipline. Good verbal and written communication skills. A driver’s license will be added advantage.

**DUTIES**

Monitor of School Municipal Accounts for Non-Section 21. Meet with the Municipality/Eskom with regard to problems experienced with billing of services, bail out etc. Monitor payment of services by None-S21 schools and provide reports to the respective Supervisor. Receive invoices from municipalities/Head Office for Non-S21 schools. Monitor payments made by Head Office. Monitoring Schools Expenditure Section 21. Liaise with schools regarding budget spending in terms of Section 21 function. Liaise with schools regarding budget spending in terms of Non-Section 21 functions. Facilitate Financial Management and Procurement procedures and policies to schools. Ensure financial inspection is done at schools to ensure compliance to Financial Regulation and Supply Chain regulations. Monitoring of Overdraft, Loan, Investment and School Fee Compensations Applications Section 21. Provide support in the implementation of policies and procedures regarding overdrafts, loans, investments and school fee compensation applications. Verify the correctness of the application forms with regard to the application for school fee compensation, loan and investment. Forward applications to Head Office for approval. Inform schools on the outcome of the application submission. Supervise allocated staff. Provide training to staff on administration procedures and processes. Ensure Performance management is executed. Execute leave management policies and procedures. Check and authorize the work of subordinates. Handle queries from internal and external stakeholders. Provide clerical support to the Unit. Compile weekly reports. Ensure filing of all reports in the Unit.

**ENQUIRIES**

Mr Xolani Kheswa Tel. No: (011) 389 6062
DEPARTMENT OF HEALTH

ERRATUM: Kindly note that the post of Administration (For Tshwane District Hospital) with Ref No: TDH09/2019 advertised in Public Service Vacancy Circular 31 dated 30 August 2019 has been withdrawn.

OTHER POSTS

POST 32/100 : CLINICAL MANAGER GRADE 1 REF NO: CM/ CARLT/ 2019/9 (X1 POST)
Directorate: Medical

SALARY : R1 173 900 – R1 302 849 per annum (excluding commuted overtime)
CENTRE : Carletonville Hospital
REQUIREMENTS : An appropriate qualification that allows for registration with HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 6 years appropriate experience as a Medical Practitioner after registration with HPCSA in the Public Service. Experience in Management in Health care will be added as an advantage. Strategic capability and leadership. Change management, planning and organizing, client orientation and focus, people orientated. Independent decision-making and problem-solving skills and teamwork. Clinical Acumen, Computer literacy and Driver’s license are essential. Good knowledge of applicable to National Core Standards, Ideal Hospital framework, NHI, clinical guidelines, labour relations and other legislations, regulations as well as provincial policies. Knowledge of the new sustainable golden millennium goals and new strategies on HAST programs as well as outreach programs in the area. Innovation, ability to work smarter and under pressure.

DUTIES : Functioning as a Clinical Manager in a District Hospital. Provide and inspire clinical services to deliver quality care. Plan, manage, monitor and evaluate activities of all Medical and Allied services. Liaise with internal and external stakeholders related to patient care. Conduct clinical audits. Manage equipment planning. Participate in various clinical and non-clinical committees in the Hospital. Analyze data, patient files and prepare reports for management and ensure adherence to clinical governance in the institution. Manage performance management and development system of Medical and Allied Staff.

ENQUIRIES : Dr D P Moloi Tel No: (018) 788 1701/2
APPLICATIONS : Applications to be sent to Carletonville Hospital. Hand post and other means of posting delivery to Human Recources Manager or post to: Carletonville Hospital, Private Bag X 2023, Carletonville, 2499
FOR ATTENTION : Mrs. C Raborifi
NOTE : Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualification/s and ID document. Correspondence will be limited to short-listed candidates only. If you have not been conducted within three months after closing date, please accept that your application was unsuccessful. NB!! The Hospital reserve the right to do background check for any relevant records of a candidate to determine suitability.

CLOSING DATE : 20 September 2019

POST 32/101 : MEDICAL SPECIALIST GRADE 1-3 REF NO: MSPEC/NEURO/08/19
Directorate: Neorosurgery Unit

SALARY : Grade 1: R1 106 040 per annum (all inclusive)
Grade 2: R1 264 623 per annum (all inclusive)
Grade 3: R1 467 651 per annum (all inclusive)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : MBChB, MMed or FC (Neurosurg) SA. A valid registration with the HPCSA as an independent Neurosurgery Medical Specialist.
DUTIES : The successful candidate will be responsible for the provision of quality and cost effective Neurosurgery clinical services at Kalafong Provincial Tertiary Hospital. Provide full time clinical services including after hours (Weekday, Weekends and Public holidays). Patient Management and supervision of junior staff. The
The successful candidate will be responsible for training of undergraduate and postgraduate students. Participation in the Neurosurgery academic program in the University of Pretoria. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the hospital Medical Manager on service delivery, clinical audits and where necessary quality improvement plans.

**ENQUIRIES**: Dr. Mokwene Tel No: (012) 318 7040

**APPLICATIONS**: must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 3 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

**CLOSING DATE**: 20 September 2019

**POST 32/102**: DEPUTY MANAGER REF NO: DHS/PROG/002/19

Directorate: Johannesburg Health District

Re-advertised post and applicants who applied before should re-apply for this position.

**SALARY**: R843 618 per annum (Inclusive Remuneration package)

**CENTRE**: Health Programs

**REQUIREMENTS**: A Degree/Diploma in Nursing or health related field and registration with HPCSA OR SANC. Proof of the current registration with the health professional body. A minimum of 10 years Appropriate / recognizable experience after registration with the Professional council. 6 years’ experience in Health Programmes management as an Assistant Director. Knowledge in financial management, Human Resource management, leadership, decision making and problem-solving skills. Sound Knowledge of Public Service policies and District Health service. Public Service Code of Conduct and policy formulation. Computer literacy and valid drivers License.

**DUTIES**: Coordination and evaluation of maternal, child and Women’s Health (MCWH), Nutrition, School Health, Youth Friendly services and expanded program on immunisation. Analyse performance of Health Programmes against set targets. Compile and submit monthly quarterly and annual reports on the performance of Health Programs. Liaise with internal and external stakeholders. Coordinate outreach programmes in the district. Supervise and manage performance of personnel and officials reporting to the programme. Ensure prudent Financial Management and control of government resources. Prioritise procurement needs according to available resources. Support sub-districts in health programmes.

**ENQUIRIES**: Ms M. Makhetha Tel No: (011) 694-3709

**APPLICATIONS**: must be submitted to: HR Department at Johannesburg Health District Office, corner Smit and Klein Str. Administration Building, Ground floor, Hillbrow Clinic.
NOTE: People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive signed CV highlighting or stating the requirements mentioned above; and certified copies of ID, qualifications and other documents attached. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons who are foreign nationals or who are in possession of a foreign qualification must furnish the Department with an evaluation or endorsement certificate from the respective Council or body. Candidates will be subjected to security screening, reference and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. If you have not been consulted in three months or more after the closing date, please accept that your application was unsuccessful. The Department of Health (Gauteng) is committed to the achievement and maintenance of diversity and equity in employment, especially in respect in respect of race, gender and disability.

CLOSING DATE: 20. September 2019

POST 32/103: MEDICAL OFFICER REF NO: MO/CARLT/ 2019/08
Directorate: Medical

SALARY:
Grade 1: R821 205 – R884 670 per annum (excluding commuted overtime)
Grade 2: R938 964 – R1 026 693 per annum (excluding commuted overtime)

CENTRE:
Carletonville Hospital

REQUIREMENTS:
Grade 1: Registration with the HPCSA as Medical Practitioner. Appropriate qualification that allows registration with the HPCSA as Medical Officer and proof of current registration. Grade 2: Registration with the HPCSA as Medical Practitioner. Appropriate qualification that allows registration with the HPCSA as Medical Officer and proof of current registration. A minimum of 5 years appropriate experience as Medical Officer after registration with the HPCSA as Medical Officer. Experience in General Surgery or Obstetrics and gynaecology will be an added advantage.

DUTIES:
Be able to treat most of the common conditions. Patient safety incident, clinical risk and MMR. 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, participate in all activities of 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, ICD 10 coding and record keeping is done. Performing commuted overtime rendering of after hour duties to provide continuous uninterrupted care of patients.

ENQUIRIES:
Dr. D P Moloi Tel No: (018) 788 1701

APPLICATIONS:
Applications to be sent to Carletonville Hospital. Hand post and other means of posting delivery to Human Recourses Manager or post to: Carletonville Hospital, Private Bag X 2023, Carletonville, 2499.

FOR ATTENTION:
Mrs. C Raborifi

NOTE:
Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/ documents. The completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualification/s and ID document. Correspondence will be limited to short-listed candidates only. If you have not been conducted within three months after closing date, please accept that your application was unsuccessful. NB!! The Hospital reserve the right to do background check for any relevant records of a candidate to determine suitability.

CLOSING DATE: 20 September 2019

POST 32/104: MEDICAL REGISTRAR REF NO: REG/ORTH/ 08/19
Directorate: Orthopaedic

SALARY:
Grade 1: R821 205 – R858 711 per annum (all inclusive)

CENTRE:
Kalafong Provincial Tertiary Hospital
**REQUIREMENTS**: MBChB or equivalent. Registered as an Independent Medical Officer with HPCSA.


**APPLICATIONS**: Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

**ENQUIRIES**

Prof Motsitsi Tel No: (012) 373 1010

**NOTE**: Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

**CLOSING DATE**: 20 September 2019

**POST 32/105**: DENTIST GRADE 1 REF NO: CHBAH 208 (X1 POST)

**CENTRE**: Chris Hani Baragwanath Academic Hospital (CHBAH)

**SALARY**: R797 109 per annum (All-Inclusive package)

**REQUIREMENTS**: Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as a Dentist. Registration with HPCSA as Independent Practice and proof of current registration. Knowledge of Conditions and Mouth of Teeth. The ability to interpreted and implement policies. Teambuilding, people and interpersonal relations skills. Communication skills (verbal and written) Organizational, problem-solving and interventional skills. Highly motivated and enthusiastic to contribute patient care and services. The ability to work under pressure. Exposure in Maxillo-Facial and Oral Surgery (MFSO) will be an added advantage.

**DUTIES**: Dentist will be responsible for rendering of clinical services, assessment and treatment of patients. Related administrative duties. Participating in all activities of the discipline in relation to teaching and research. Participating in Departmental audit activities, preparing and writing reports. Instruct patients on how to care for their mouths and teeth on their own. Increase clients through marketing services and creative practice options. Examine and diagnose patients via routine check-ups and tools such as x-ray machines. Consult with patients about dental options to discuss treatment of the mouth and teeth. Keep accurate records of patient visits, diagnosis and treatment. Implement clinical treatment of mouth and teeth conditions such as gum disease and tooth decay. Managing and training other dental staff or dental practice managers. Plan and manage budgets of dental practice. Purchase equipment and maintain equipment inventory as needed. Recommend both prescription and non-prescription products, such as toothpaste, mouthwash, etc., for optimal care of patients’ mouth and teeth. Stay updated on
patient care, new technology and new products that can improve or treat patient conditions or improve overall health. Keep all certifications, registrations and insurance current in accordance with national laws and regulations. Maintain sanitary environment for patient care and examination. Rotate through Maxillo-Facial and Oral Surgery (MFOS) Departments at various hospitals as well as hospitals served in their specific outreach programmes. Coordinate and monitor the provision of Oral Health Services. Ensure the promotion of oral Health Services. Ensure quality assurance on Oral Health Services.

ENQUIRIES
Prof E Rikhotso Tel No: (011) 717 2130

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

NOTE
Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE
20 September 2019

POST 32/106
DENTIST GRADE 1/LECTURER REF NO UPOHC/0004
(2-Year Contract)
Directorate: Maxillo-Facial and Oral Surgery

SALARY
R797 109 – R884 670 per annum (Inclusive package)

CENTRE
University of Pretoria Oral Health Centre

REQUIREMENTS
Registration with the HPCSA as a Dentist in the category independent practice.
Development candidates only.

DUTIES
Service rendering. Teaching undergraduates students. Assist in both under graduate and postgraduate clinics. Assist in theatre.

ENQUIRIES
Prof M Mabongo Tel No: (012) 319 2678

APPLICATIONS
Quoting the relevant reference number. Direct applications must be delivered to Ms. I Swart, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to Ms. I Swart PO Box 1266, Pretoria, 0001.

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.

CLOSING DATE
20 September 2019
POST 32/107: DEPUTY DIRECTOR (HUMAN RESOURCES MANAGEMENT) REF NO: DHS/HRM/003/19
Directorate: Johannesburg Health District

SALARY: R733 257 per annum (All Inclusive Remuneration package)
CENTRE: Human Resources Management
REQUIREMENTS: A recognized 3 year Bachelor's Degree or Diploma in Human Resources Management with at least three years' experience in a Management position at an Assistant Director Level or Grade 12 certificate with 5-10 years' experience in Management position as at Assistant Director Level. Knowledge of Persal system, management and leadership skills are essential. District Management experience will be an added advantage. Ability to interpret and implement policies, directives/circulars and guidelines of the Gauteng Department of Health. Knowledge and understanding of Human Resources legislation policy, procedures and processes applicable in the Public Service and be able to ensure compliance through implementation. Must have good communication, dispute Resolution, and conflict resolution and negotiation skills. Must have excellent planning and organizational skills. To be prepared to work independently or with a team under pressure in stressful circumstances. Must be in possession of a driver's license and be computer literate.

DUTIES: To manage the allocated Human Resources budget and be able to assess, analyze and audit Persal information and reports. To coordinates Human Resource Management functions, administration of service benefits and recruitment. To also manage Occupational Health and Safety, Performance Management. Training and Development and Labour Relations functions. To Administer and manage Human Resource records and information systems. Oversee service delivery improvement plans for all Services units within Human Resources and manage operational plan of the section. Provide units quarterly and adhoc reports. Ensure participation in National core standards and lean management principles. Ensure compliance at all levels of operation.

ENQUIRIES: Ms C. Rabotapi Tel No: (011) 694-3702
APPLICATIONS: must be submitted to: HR Department at Johannesburg Health District Office, corner Smit and Klein Str. Administration Building, Ground floor, Hillbrow Clinic.
NOTE: People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive signed CV highlighting or stating the requirements mentioned above; and certified copies of ID, qualifications and other documents attached. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons who are foreign nationals or who are in possession of a foreign qualification must furnish the Department with an evaluation or endorsement certificate from the respective Council or body. Candidates will be subjected to security screening, reference and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. If you have not being consulted in three months or more after the closing date, please accept that your application was unsuccessful. The Department of Health (Gauteng) is committed to the achievement and maintenance of diversity and equity in employment, especially in respect in respect of race, gender and disability.

CLOSING DATE: 20 September 2019

POST 32/108: DEPUTY DIRECTOR: FINANCE REF NO: 004556
Directorate: Forensic Medical Services

SALARY: R733 257 - R863 748 per annum (All inclusive remuneration package of which a portion could be structured according to individual's needs)
CENTRE: Head Office
REQUIREMENTS: An appropriate three-year Degree or National Diploma in Financial/Public Management. Five years middle/senior managerial experience in Finance. An In-depth knowledge of Government / Provincial Budget Procedures. The Ability to
perform independently and under pressure. Good communication and interpersonal Relations. Planning, Organizational and Problem-Solving Skills. Computer Literacy: including Excel, Power Point: - BAS, SAP and SRM. Well conversant with the Provincial Financial Systems. Well conversant with the Legislation regulating Financial Management (Treasury Regulations), PFMA etc. Must have a Code 08 driver’s license. NB: Shortlisted applicants will be subjected to a competency test in financial management aspect.

**DUTIES**

Establish and maintain appropriate systems to ensure effective and efficient management of the allocated resources. Ensure Provincial Treasury guidelines are implemented, operational plans are costed, and budgets remains in line with the strategic objective. Advise the CEO and line managers in execution of their functions in terms of Treasury regulation and PFMA. Report to and liaise with Director. Ensure effective and efficient budget management and compile monthly and quarterly reports. Develop and manage the budgeting process in the institution in consultation with management and other stakeholders in line with the Department's strategy of financial management and other applicable prescripts for the MTEF cycle. Must be able to plan and organize own work and that of support personnel to ensure proper care. Ensure correction and timely expenditure allocations. Ensure timely clearing of suspense account with relevant documentation. Monitor financial transaction with an aim of reducing irregular/fraudulent transactions. Ensure that assets and liabilities are effectively managed. Keep electronic and physical accounting records. Account for timeous compilation of monthly IYM expenditure reports, provision of explanations on report content where major variances between actual and budgets exist. Ensure that supplier’s statements are reconciled. Ensure that payments are done within 30 days. Supervise performance of monthly reconciliations (BAS/PERSAL, BAS/MEDSAS, BAS/SAP, BAS/Assets and parking). Maintain commitment register for payment and internal control measures. Ensure that Petty cash, bank and cash activities are managed and monitored properly. Recommend actions to prevent any overspending, under spending, fruitless and wasteful expenditure. Ensure the implementation of Enterprise Risk Management. Ensure compliance to Auditor General Recommendations and monthly reporting of action plans. Audit liaison officer between internal/external audit teams and Directorate. Management of the Institutional Risk Management Committee and Finance Management Committee on a quarterly basis. Ensure the implementation of policies and procedures in line with applicable prescripts. Ensure proper management of losses. Supervision and management of staff, conduct performance reviews and attendance of meetings.

**ENQUIRIES**

Mr. G Phashe Tel No: (082) 560 7246

**APPLICATIONS**

Applications must be hand delivered to Forensic Medical Services, No. 45 Commissioner Street, Life Centre Building, Ground Floor, Johannesburg or can be posted to Forensic Pathology Services, P.O Box 7128, Johannesburg 2000.

**NOTE**

Application must be submitted on Z83 form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents, certified copies of ID, qualifications and Curriculum vitae with a detailed description of duties and the names of two referees must accompany your application. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and Personnel Suitability Checks (PSC): It is a legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Checks (PSC) - verification), upon appointment within the Department. This verification process entails reference checks, identity verification, qualifications verification, criminal records checks as well as a credit/financial stability checks. The Department of Health is committed to providing equal opportunities and practises, Affirmative action employment. It is our intention to promote representatives (race, gender, disability) in the Department through the filling of these posts and candidates whose transfer, promotion, or appointment will promote representatives will receive preference. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee
Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy except for MMS/SMS as a portion of the package need to be structured according to individuals needs. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful.

**CLOSING DATE**: 20 September 2019

**POST 32/109**: **PSYCHOLOGIST REF NO: LRT PSY \ 01 (X1 POST)**
Directorate: Allied Services

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

**CENTRE**: Leratong Hospital

**REQUIREMENTS**:
The candidate must have completed master’s Degree in Clinical Psychologist. Registered with HPCSA as a Clinical Psychologist or Community Service Clinical Psychologist (must be doing the 2nd half of the community service). The candidate must demonstrate the sound knowledge of Mental Health CARE Act (MHCA), Children’s Act, PFMA with advanced clinical diagnostic skills. Experience in working with traumatized patients is necessary. Understanding children and trauma will be an added advantage. The candidate must have good professional ethics / attitude / conduct / good communication skills, team workability & be able to work flexible hours and under pressure. Computer literacy will be an added advantage

**DUTIES**:
The candidate should be able to provide therapeutic management duties, co-ordinate clinical services, be able to function effectively in a Multi-Disciplinary Team. Present relevant issues to the Department of Psychiatry Journal Club.

**ENQUIRIES**:
Ms Z Nongogo Tel No: (011) 411 3700

**APPLICATIONS**:
Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.

**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 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified HPCSA registration certificate and proof of current registration with HPCSA. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks – provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

**CLOSING DATE**: 20 September 2019 (at 12h00 PM)

**POST 32/110**: **ASSISTANT MANAGER PHC (FACILITY MANAGER) REF NO: DHS/EBO/001/19**
Directorate: Johannesburg Health District

**SALARY**:
R614 991 per annum (Plus Benefits)

**CENTRE**:
Ebony Park Community Health Centre

**REQUIREMENTS**:
A basic R425 qualification i.e. diploma/ degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse and proof of current registration. A post basic nursing qualification with duration of at least one year accredited with SANC in one of the specialties referred to in the glossary of terms. A minimum of ten (10) years appropriate/ recognizable experience in Nursing after
registration as professional nurse with SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/recognizable experience after obtaining 1 year post basic qualification in relevant specialty. At least three (3) years of the period referred to above must be appropriate/recognizable experience at management/supervisory level. Financial management and human resource management, leadership, organizational, decision making and problem solving skills; sound knowledge of public service policies, Code of Conduct, team building and policy formulation. Computer literacy and valid driver’s license.

**DUTIES**

Ensure that a Comprehensive Nursing Treatment and Care Service is delivered to Patients in a Cost Effective, Efficient and Equitable manner by the Facility. To Ensure Compliance to Professional and Ethical Standards at all times. Promote Quality of Nursing Care as directed by the Professional Scope of Practice and Standards as determined by South African Nursing Counsel (SANC). Facilitate Provision of a Comprehensive Package of Service at PHC level and Ensure that the Unit Adheres to the Batho Pele Principle and patience Rights. Ensure Effective Implementation of Service Quality Improvement Plans, Occupational Health and Safety as well as Quality Assurance Programmes etc. Ensure Compliance with Clinical Protocols, Norms and Standards within the clinic. Compliance towards Achievements of National Core Standards, 6 Ministerial Priorities and ideal Clinic Status National Standards ensure Effective Achievement on Ministerial Priorities, Ideal Clinic Compliance and support PHC Re-Engineering Programme Implementation. Ensure Management and Control of Human Resource, Financial and Material Resources. Monitor Utilization of Budget to ensure that the clinic Functions within the Allocated Budget. Supervise and Monitor Staff Performance in accordance with Performance Management and Development System (PMDS); Develop and Implement Staff Training Plan. Attend to Grievances of Staff and Administer Discipline, and ensure that absenteeism and abscondment of Staff is Effectively Controlled. Ensure Submission of Weekly, Monthly, Quarterly and Annual Reports. Be reachable at all time and Conflict management

**ENQUIRIES**

Mrs Lombuso Matlala Tel No: (082) 307 0267

**APPLICATIONS**

must be submitted to: HR Department at Johannesburg Health District Office, corner Smit and Klein Str. Hillbrow Clinic.

**NOTE**

People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive signed CV highlighting or stating the requirements mentioned above; and certified copies of ID, qualifications and other documents attached. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons who are foreign nationals or who are in possession of a foreign qualification must furnish the Department with an evaluation or endorsement certificate from the respective Council or body. Candidates will be subjected to security screening, reference and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. If you have not being consulted in three months or more after the closing date, please accept that your application was unsuccessful. The Department of Health (Gauteng) is committed to the achievement and maintenance of diversity and equity in employment, especially in respect in respect of race, gender and disability.

**CLOSING DATE**

20 September 2019

**POST 32/111**

ASSISTANT MANAGER NURSING REF NO: DHS/CFM/001/19

Directorate: Johannesburg Health District

**SALARY**

R562 800 per annum (Plus benefits)

**CENTRE**

Clinical Forensic Medicine

**REQUIREMENTS**

A Degree/Diploma in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Proof of the current registration with the health professional body. A minimum of 8 years Appropriate / recognizable experience after registration with the Professional council, of which 3 years’ experience of the period referred to above must be managerial in Clinical Forensic Medicine. Knowledge in financial management, Human Resource management, leadership,
decision making and problem-solving skills. Sound Knowledge of Public Service policies and District Health service. Public Service Code of Conduct and policy formulation. Good communication, report writing, interpersonal skills, integrity & ability to perform under pressure. Computer literacy and valid driver’s License.

**DUTIES**: Facilitate the day to day running of CFM Clinics and delivery of ensure delivery of fully comprehensive CFM service. Monthly reports to be submitted. To ensure training, demonstrations, orientation of staff and monthly multi sectorial meetings takes place. Plan, organize, and give lectures whenever required or necessary. Management of budget & Nursing Staff. Administration of the unit and supporting the CFM Clinical Managers and senior management. Coordination and evaluation of Forensic services and analyse performance of services rendered against set targets. Compile and submit monthly and annual reports. Liaise with internal and external stakeholders. Supervise and manage performance of personnel and officials reporting to the programme. Prioritise procurement needs according to available resources.

**ENQUIRIES**: Dr A. Ilunga Tel No: (011) 694 3803 / 082 336 3278

**APPLICATIONS**: must be submitted to: HR Department at Johannesburg Health District Office, corner Smit and Klein Str. Administration Building, Ground floor, Hillbrow Clinic.

**NOTE**: People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive signed CV highlighting or stating the requirements mentioned above; and certified copies of ID, qualifications and other documents attached. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons who are foreign nationals or who are in possession of a foreign qualification must furnish the Department with an evaluation or endorsement certificate from the respective Council or body. Candidates will be subjected to security screening, reference and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. If you have not being consulted in three months or more after the closing date, please accept that your application was unsuccessful. The Department of Health (Gauteng) is committed to the achievement and maintenance of diversity and equity in employment, especially in respect in respect of race, gender and disability.

**CLOSING DATE**: 20 September 2019

**POST 32/112**: OPERATIONAL MANAGER ICU REF NO: LRT \OM/\ 04 (X1 POST)

Directorate: Nursing

**SALARY**: R562 800 - R633 432 per annum (plus benefits)

**CENTRE**: Leratong Hospital

**REQUIREMENTS**: Grade 12 certificate, Basic R425 qualification (i.e. diploma/ degree in nursing that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwifery. certificate of registration with the SANC as Professional Nurse and proof of current registration. 1 Year post basic nursing qualification in the relevant speciality, accredited with the SANC. A minimum of 9 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1- year post basic qualification in relevant speciality.

**DUTIES**: Ensure effective communication within the health setting. Take charge of a ward/ unit and ensure smooth running Development polices and protocols for the Department, Supervision and control of all material resources and manage costs strict control of equipment and budget of the department, Liaise with Hospital management regarding complex issues. Maintain sound relations and team work within the department. Ensure optimal utilizations of personnel in the unit, Ability to deal with conflict and knowledge of DoH policies, have knowledge of national core standards, Ensure training needs are met by staff, Quality patient care with prevention of serious adverse events, Programme of skilling staff through in-service and demonstration, Develop systems to ensure efficient running of the ward, Ensure health value to patients, Conduct PMDS of all staff in the department.
ENQUIRIES : Ms. W.M Phambuka Tel No: (011) 411 3506
APPLICATIONS : Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.
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 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified SANC registration certificate and proof of current registration with SANC. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). NB: Applicants who previously applied are encouraged to reapply.
CLOSING DATE : 20 September 2019 at 12h00 PM
POST 32/113 : OPERATIONAL MANAGER PHC (FACILITY MANAGER) REF NO: DHS/BRA/001/19
Directorate: Johannesburg Health District
SALARY : R562 800 per annum (Plus Benefits)
CENTRE : Braamfischerville Clinic
REQUIREMENTS : A basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as professional nurse. Registration with SANC as professional nurse and proof of current registration. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 10 years; appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in general nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. At least 2 years of the period referred to above must be appropriate/recognizable experience at management/supervisory level. Financial management and human resource management; leadership, organizational, decision making and problem solving skills; sound knowledge of public service policies, code of conduct, team building and policy formulation. Computer literacy and a valid driver’s license.
DUTIES : To ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective, efficient and equitable manner by the facility. To ensure compliance to professional and ethical standards at all times. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by relevant health facilities. Facilitate provision of a comprehensive package of service at PHC level and ensure that the unit adheres to the principles of Batho Pele. Ensure effective implementation of service and quality improvement plans, occupational health and safety as well as quality assurance programs etc. Ensure compliance with clinical protocols, norms and standards within the clinic. Adhere to national core standards and ensure effective achievement on Ministerial Priorities of an ideal clinic. Support PHC re-engineering program implementation. Ensure management and control of human, financial and material resources. Monitor utilization of budget to ensure that the clinic functions within the allocated budget. Supervise and monitor staff performance in accordance with performance management and development system (PMDS); Develop and implement staff training plan. Attend to grievances of staff and administer discipline; and ensure
that absenteeism and abscondment of staff is effectively controlled. Ensure submission of monthly, quarterly and annual reports. General administration duties and management soft skills is mandatory.

ENQUIRIES
Mrs. Lombuso Matlala Tel No: (082) 307 0267

APPLICATIONS
must be submitted to: HR Department at Johannesburg Health District Office, corner Smit and Klein Str. Hillbrow Clinic

NOTE
People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive signed CV highlighting or stating the requirements mentioned above; and certified copies of ID, qualifications and other documents attached. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons who are foreign nationals or who are in possession of a foreign qualification must furnish the Department with an evaluation or endorsement certificate from the respective Council or body. Candidates will be subjected to security screening, reference and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. If you have not been consulted in three months or more after the closing date, please accept that your application was unsuccessful. The Department of Health (Gauteng) is committed to the achievement and maintenance of diversity and equity in employment, especially in respect in respect of race, gender and disability.

CLOSING DATE
20 September 2019

POST 32/114
OPERATIONAL MANAGER MEDICAL
REF NO: LRT \ OMM \ 02 (X1 POST)
Directorate: Nursing

SALARY
R444 276 - R500 031 per annum (plus benefits)

CENTRE
Leratong Hospital

REQUIREMENTS
Grade 12 certificate, Basic R425 qualification (i.e. diploma/ degree in nursing) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwifery. Certificate of registration with the SANC as Professional Nurse and proof of current registration. A minimum of 7 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.

DUTIES
Ensure effective communication within the health setting. Take charge of a ward/ unit and ensure smooth running Development polices and protocols for the Department, Supervision and control of all material resources and manage costs strict control of equipment and budget of the department, Liaise with Hospital management regarding complex issues. Maintain sound relations and team work within the department. Ensure optimal utilizations of personnel in the unit, Ability to deal with conflict and knowledge of DoH policies, Ensure and have knowledge of national core standards, Ensure training needs are met by staff. Quality patient care with prevention of serious adverse events, Programme of skilling staff through in-service and demonstration, Develop systems to ensure efficient running of the ward, Ensure health value to patients, Conduct PMDS of all staff in the department.

ENQUIRIES
Ms. W.M Phambuka Tel No: (011) 411 3506

APPLICATIONS
Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.

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 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified SANC registration certificate and proof of current registration with SANC. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be
subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks
provide at least 3 of which one must be immediate supervisor, identity verification,
qualifications verification, criminal record checks, credit/financial stability checks
and employment verification). The recommended candidate may be subjected to
medical surveillance as required by the Occupational Health and Safety Act, Act
5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for
Non-SMS positions during the recruitment process to determine the suitability of
candidates for the post(s).

CLOSING DATE : 20 September 2019 at 12h00 PM

POST 32/115 : OPERATIONAL MANAGER GYNAECOLOGY REF NO: LRT \GYN\03 (X1 POST)
Directorate: Nursing

SALARY : R444 276 - R500 031 per annum (plus benefits)

CENTRE : Leratong Hospital

REQUIREMENTS : Grade 12 certificate, Basic R425 qualification (i.e. diploma/ degree in nursing) that
allows registration with the South African Nursing Council (SANC) as a
Professional Nurse and Midwifery. Certificate of registration with the SANC as
Professional Nurse and proof of current registration. A minimum of 7 years
appropriate/ recognizable experience in nursing after registration as Professional
Nurse with the SANC in General Nursing.

DUTIES : Ensure effective communication within the health setting. Take charge of a ward/ unit and ensure smooth running Development polices and protocols for the
Department, Supervision and control of all material resources and manage costs
strict control of equipment and budget of the department, Liaise with Hospital management regarding complex issues. Maintain sound relations and team work
within the department. Ensure optimal utilizations of personnel in the unit, Ability to
deal with conflict and knowledge of DoH policies, Ensure and have knowledge of
national core standards, Ensure training needs are met by staff, Quality patient care
with prevention of serious adverse events, Programme of skilling staff through in-
service and demonstration, Develop systems to ensure efficient running of the
ward, Ensure health value to patients, Conduct PMDS of all staff in the department.

ENQUIRIES : Ms. W.M Phambuka Tel No: (011) 411 3506

APPLICATIONS : Applications should be hand delivered to Leratong Hospital: Human Resource
Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to
Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740.
Applications should be delivered by 12h00 pm (Noon) on the closing date.

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 fully completed, obtainable from any
Documents to be attached are certified ID copy, certified copies of qualification/s
including matric, certified SANC registration certificate and proof of current
registration with SANC. Certification should not be older than three months. Failure to
submit all the requested documents will result in the application not being
considered. If you have not been contacted within three (3) months after the closing
date, please accept that your application was unsuccessful. Candidates will be
subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks
provide at least 3 of which one must be immediate supervisor, identity verification,
qualifications verification, criminal record checks, credit/financial stability checks
and employment verification). The recommended candidate may be subjected to
medical surveillance as required by the Occupational Health and Safety Act, Act
5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for
Non-SMS positions during the recruitment process to determine the suitability of
candidates for the post(s).

CLOSING DATE : 20 September 2019 at 12h00 PM
### POST 32/116: CLINICAL PROGRAMME COORDINATOR GRADE 1 (MENTAL HEALTH) REF NO: EHD2019/09/01

**Directorate:** Health Programmes  
Re-advertisement, applicants who applied previously are encouraged to re-apply

**SALARY:** R444 276 – R500 031 per annum (plus benefits)  
**CENTRE:** Ekurhuleni Health District (ESDR)  
**REQUIREMENTS:**  
Basic qualification accredited with SANC in terms of Government Notice No. R425. qualification, i.e. Diploma/ Degree in Nursing. A minimum of 7 years appropriate recognizable experience in Nursing after registration as a Professional Nurse and a Midwife. A valid driver’s license. Computer literacy. Supervisory experience will be an added advantage. Experience in Psychiatric Nursing. Proof of current registration with SANC. Good human relations, communications and management skills in Mental Health, Ability to plan and organize own work.

**DUTIES:**  
Coordinate the management of Mental Health Services in the ESDR. To strengthen the DHS by providing quality Mental Health Services ensure integration of Mental Health Services at Primary and Secondary Mental Health Clinics including Hospitals. Monitoring and Evaluation of existing and new NGOs. Supporting Mental Health staff within the Sub-District. Supporting all programs within the Sub-District on Mental Health Promotions. To strengthen and implement training of Mental Health and Substance abuse services at all levels by ensuring training of all categories of staff within the Sub District and the community. Crisis intervention and complaints or crisis management within the Sub-District. Effective Management, Utilization and of Human and Material resources within the program and District Clinics. Knowledge and legislative frame work governing Public Health. To be part of the Sub-District Management team. Perform all other duties delegated by Supervisor/Manager.

**ENQUIRIES:** Ms J.F. Joubert Tel No: (011) 737 9701  
**APPLICATIONS:** Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

### POST 32/117: PROFESSIONAL NURSE SPECIALTY – THEATRE REF NO: LRT \ PNT \ 05 (X2 POSTS)

**Directorate:** Nursing

**SALARY:** R383 226 - R444 276 per annum (plus benefits)  
**CENTRE:** Leratong Hospital  
**REQUIREMENTS:**  
Grade 12 certificate, basic R425 qualification (i.e. diploma/ degree in nursing) that allows registration with the South African Nursing Council (SANC) as a professional Nurse and Midwife. Certification of registration with the SANC as professional Nurse and proof of current registration. 1 year post basic nursing qualification in the relevant speciality, accredited with the SANC in one of the specialities referred to in the above. A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.

**DUTIES:**  
To assist in planning/ organising and monitoring of the objective of the specialised unit in consultation with subordinates. To delegate duties and support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing staff/ housekeeping staff and to give guidance. To do readjustments as required on the staff to provide adequate nursing cover. To assist in record keeping and providing statistical information on training and staffing as requested including agency staff. Monitoring of financial resources with emphasis on cost containment and the keeping of all record within the financial policies regarding tenders, procurement and the policy regarding revenue generation. To give budget inputs regarding consumables and equipment budget for financial year. To exercise the
control functions to meet medical/ legal obligations, i.e. weekly schedule drugs control, control of medication used.

ENQUIRIES : Ms. W.M Phambuka Tel No: (011) 411 3506
APPLICATIONS : Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.

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 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified SANC registration certificate and proof of current registration with SANC. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

CLOSING DATE : 20 September 2019 at 12h00 PM

POST 32/118 : PROFESSIONAL NURSE SPECIALTY – ICU REF NO: LRT \ PNI \ 06 (X2 POSTS)
Directorate: Nursing

SALARY : R383 226 - R444 276 per annum (plus benefits)
CENTRE : Leratong Hospital
REQUIREMENTS : Grade 12 certificate, basic R425 qualification (i.e. diploma/ degree in nursing) that allows registration with the South African Nursing Council (SANC) as a professional Nurse and Midwife. Certificate of registration with the SANC as professional Nurse and proof of current registration. 1 year post basic nursing qualification in the relevant specialty, accredited with the SANC in critical care as referred to in the above. A minimum of 4 years appropriate/ recognizeable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.

DUTIES : To assist in planning/ organising and monitoring of the objective of the specialised unit in consultation with subordinates. To delegate duties and support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing staff/ housekeeping staff and to give guidance. To do readjustments as required on the staff. To provide adequate nursing cover. To assist in record keeping and providing statistical information on training and staffing as requested including agency staff. Monitoring of financial resources with emphasis on cost containment i.e. weekly schedule of drugs control, control of medication used. Keeping of all record within the financial policies regarding tenders, procurement and the policy regarding revenue generation. To give budget inputs regarding consumables and equipment budget for financial year. To exercise the control functions to meet medical/ legal obligations, i.e. weekly schedule drugs control, control of medication used. Ensure and have knowledge of National Core Standards.

ENQUIRIES : Ms. W.M Phambuka Tel No: (011) 411 3506
APPLICATIONS : Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.

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 fully completed, obtainable from any
Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified SANC registration certificate and proof of current registration with SANC. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

CLOSING DATE : 20 September 2019 at 12h00 PM

POST 32/119 : LECTURER_PND1/PND2 MIDWIFERY NURSING SCIENCE_REF NO: CHBNCS2019/MNS2 (X6 POSTS)

Directorate: Nursing Education and Training

SALARY : PND 1: R383 226 per annum (plus benefits)
PND 2: R471 333 per annum (plus benefits)

CENTRE : Chris Hani Baragwanath Nursing College

REQUIREMENTS : Senior Certificate /Grade 12 or equivalent qualification. Basic qualifications accredited with SANC in terms of Government Notice R425 (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANC as a Registered Nurse. Post basic qualification in Nursing Education registered with the SANC. Post basic qualification in Midwifery and Neonatal nursing science registered with the SANC will be an added advantage. PND1, minimum of four (4) years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General nursing and Midwifery and three(3) years’ of the period must be experience in Midwifery clinical. PND2 minimum of 4 years appropriate/ recognizable nursing experience after registration as a Professional Nurse and 3 years’ of the period must be experience in Midwifery clinical. PND2 -additional 10 years of appropriate experience in nursing education. A thorough knowledge and application of the South African Nursing Council Code of Ethics, Nursing Standards of Practice and Scope of Practice and all relevant regulations. Must be computer literate. Sound communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Valid driver’s license and have ability to drive.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: planning, coordination and implementation of training programmes; provide theoretical and clinical instructions, and conduct evaluations of Midwifery Nursing Science academic programmes; clinical accompaniment, supervision and implementation of assessment strategies to determine student competencies; exercise control over students; provide student guidance and support towards attainment of minimum course requirements as set by SANC; support the mission of the College by serving in Committees, attending and participating in meetings and College activities; promote the image of the College; participate in research relevant to Nursing Education; develop, review and evaluate curriculum, and engage in own continuous Professional development (CPD) related to own area of practice and to Nursing Education.

ENQUIRIES : Ms T.I. Sithole Tel No: (011) 983 3010

APPLICATIONS : Applications should be submitted at the Chris Hani Baragwanath Nursing College (inside the Hospital premises) or post to Chris Hani Road, Diepkloof, and Soweto or posted to Private Bag X05, Bertsham, 2013. All applications must be forwarded to the Human Resource Department.

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

CLOSING DATE : 20 September 2019 12h00 am

POST 32/120 : LECTURER PND1/PND2 SOCIAL SCIENCES AND PSYCHIATRIC NURSING SCIENCE REF NO: CHBNC/2019/PNS2 (X3 POSTS)
Directorate: Nursing Education and Training

SALARY : PN-D1: R383 226 per annum (plus benefits)
          PN-D2: R471 333 per annum (plus benefits)

CENTRE REQUIREMENTS : Chris Hani Baragwanath Nursing College
Senior Certificate /Grade 12 or equivalent qualification. Basic qualifications accredited with SANC in terms of Government Notice R425 (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANC as a Registered Nurse. Post basic qualification in Nursing Education registered with the SANC. A minimum of four (4) years appropriate/recognizable nursing experience after registration as Registered Nurse with the SANC in General Nursing for PND1. A minimum of two (2) years’ experience in Clinical Psychiatric Nursing for PND1. Minimum of 14 years appropriate/recognizable nursing experience after registration as a Professional Nurse, at least 10 years of the period must be appropriate experience in nursing education for PND2. Valid drivers’ license. The ability to do power point presentation and report writing using micro-soft word. Sound communication, supervisory, word and presentation skills. Ability to work in a team and under pressure.

DUTIES : Involvement in the planning, coordination and implementation of Psychiatric Nursing Science training programmes. Provide theoretical and clinical instruction, and evaluation of Social Sciences and Psychiatric Nursing Science. Clinical accompaniment which include clinical teaching and evaluation to determine students’ competencies. Exercise control over students. Provide student with clinical guidance and support. Support the mission of the College by serving in Committees, attending and participating in meetings and College activities. Promote the image of the College. Participate in research relevant to Nursing Education. Develop, review and evaluate curriculum. Engage in own professional development related to Nursing Education.

ENQUIRIES : Mr H.R Letlape Tel No: (011) 983 3007
APPLICATIONS : Applications should be submitted at the Chris Hani Baragwanath Nursing College (inside the Hospital premises) or post to Chris Hani Road, Diepkloof, and Soweto or posted to Private Bag X05, Bertsham, 2013. All applications must be forwarded to the Human Resource Department.

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

CLOSING DATE : 20 September 2019 12h00 am
POST 32/121: LECTURER PND1/PND 2 GENERAL NURSING SCIENCE (GNS) REF NO: CHBNC/2019/GNS2 (X6 POSTS)

Directorate: Nursing Education and Training

SALARY:
- PND1 R383 226 per annum (plus benefits)
- PND2 R471 333 per annum (plus benefits)

CENTRE:
- Chris Hani Baragwanath Nursing College

REQUIREMENTS:
- Senior Certificate /Grade 12 or equivalent qualification. Basic qualifications accredited with SANC in terms of Government Notice R425 (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANC as a Registered Nurse. Post basic qualification in Nursing Education registered with the SANC. PND1: minimum of four (4) years appropriate/recognizable nursing experience after registration as Registered Nurse in the SANC in General Nursing and Midwifery. PND2: minimum of four (4) years appropriate/recognizable nursing experience after registration as a Professional Nurse and 10 years appropriate experience in Nursing Education. A thorough knowledge and application of the South African Nursing Council Code of Ethics, Nursing Standards of Practice and Scope of Practice and all relevant regulations. Valid driver’s license. Must be computer literate. Sound communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Current registration with SANC.

DUTIES:
The successful candidate will be responsible for, amongst others, the following specific tasks: planning, coordination and implementation of training programmes; provide theoretical and clinical instructions, and conduct evaluations of General Nursing Science academic programmes; clinical accompaniment, supervision and implementation of assessment strategies to determine student competencies; exercise control over students; provide student guidance and support towards attainment of minimum course requirements as set by SANC; support the mission of the College by serving in Committees, attending and participating in meetings and College activities; promote the image of the College; participate in research relevant to Nursing Education; develop, review and evaluate curriculum, and engage in own continuous professional development (CPD) related to own area of practice and to Nursing Education.

ENQUIRIES:
Ms. N Kubeka Tel No: (011) 983 3003 or Ms. M Tshabalala Tel No: (011) 983 3005

APPLICATIONS:
Applications should be submitted at the Chris Hani Baragwanath Nursing College (inside the Hospital premises) or post to Chris Hani Road, Diepkloof, and Soweto or posted to Private Bag X05, Bertsham, 2013. All applications must be forwarded to the Human Resources Department.

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

CLOSING DATE: 20 September 2019 12h00 am

POST 32/122: OCCUPATIONAL HEALTH NURSE PRACTITIONER (OHNP) REF NO: CHBNC2019/OHS01

Directorate: Nursing Education and Training

SALARY:
- Grade 1: R383 226 per annum (plus benefits)
- Grade 2: R471 333 per annum (plus benefits)

CENTRE:
- Chris Hani Baragwanath Nursing College
REQUIREMENTS:
Senior Certificate /Grade 12 or equivalent qualification. Registration with the South African Nursing Council (SANC) as a professional nurse and midwife or Basic qualifications accredited with SANC in terms of Government Notice R425. Diploma/Degree in Occupational Health Nursing Science. Diploma/Degree in Clinical Nursing Science, Health, Assessment Treatment and Care (PHC) and a Dispensing License might be added as an advantage. Grade 1: a minimum of 4 years appropriate/recognizable nursing experience after registered as Professional Nurse. A minimum of 2 years' experience in providing Occupational Health Services and developing programs will be added as an advantage for Grade 1. Grade 2: a minimum of 14 years appropriate/recognizable nursing experience after registered as Professional Nurse, at least 10 years of the period must be appropriate/recognizable experience in Occupational Health Knowledge of Audiometry and Spirometer. Last position held as an Occupational Health Nurse Practitioner should not be more than 10 years from the current held position. Good knowledge of an integrated Employee Wellness Program. A valid Drivers' License. Proof of computer literacy skills (Word, Power Point, Excel.), Sound Verbal and written communication skills. Ability to work under pressure within a changing environment. Ability to work independently. Sound interpersonal skills.

DUTIES:
Administer policies and procedures of Employee Wellness Programs (EWP) and Occupational Health. Manage resources to meet the institution's Occupational Health objectives. Provide Occupational Health services to employees that lead to the promotion, protection and restoration of employee's health within a safe working environment. Comply with statutory requirements, departmental policies, procedures and administration duties. Implement relevant EWP and Occupational Health, Occupational Injury and Disease services to the institution's employees through the means of the Employee Wellness Centre. Implement a referral system for institutions, program development and marketing of EWP services. The incumbent will also be expected to manage medical emergencies, PHC requirements planning and implementation of disaster management. Work with Human Resources and other stakeholders in the management of absenteeism due to ill health and injury on duty. Plan and budget for EWP. Identify training needs and develop programs. Monitor and evaluate programs. Advise management on legislated EWP and OHS matters. Ensure promotion of health and well-being through EWP and OHS service.

ENQUIRIES:
Ms. P.C Sithole Tel No: (011) 983 3002

APPLICATIONS:
Applications should be submitted at the Chris Hani Baragwanath Nursing College (inside the Hospital premises) or post to Chris Hani Road, Diepkloof, and Soweto or posted to Private Bag X05, Bertsham, 2013. All applications must be forwarded to the Human Resource Department.

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

CLOSING DATE:
20 September 2019 12h00 am

POST 32/123: ASSISTANT DIRECTOR REF NO: REFS/004546 (X1 POST)
Directorate: Administration
SALARY: R376 596 – R443 601 per annum (plus benefits)
CENTRE: Helen Joseph Hospital
REQUIREMENTS: Degree or national diploma in public administration and any other relevant degree or diploma or grade 12 and five (5) years’ experience in the relevant field. Sound
and in-depth knowledge of relevant prescripts, as well as understanding of the Public Service e.g. PFMA, Public Service Regulations, Labour Relations Act etc.

Computer Literacy, Good communication skills, Leadership Skills.

DUTIES: To provide leadership and direction to the hospital’s support services i.e. Laundry Services, Portering Services, and Theatre Operator Services. Shall also be responsible for Messenger Services, Food Services and Cleaning Services. Utilize resources in accordance with relevant directives. Supervise Human Resource and contract with all staff under your care.

ENQUIRIES: Ms. Cathy Moatshe Tel No: (011) 489 0571

APPLICATIONS: Helen Joseph Hospital, No14 Perth Road Auckland Park. Human Resource Department or apply online at: www.gautengonline.gov.za

NOTE: Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.

CLOSING DATE: 20 September 2019

POST 32/124: ASSISTANT DIRECTOR (EMPLOYEE WELLNESS PROGRAM) REF NO: DHS/EWP/002/19

Directorate: Johannesburg Health District

Re-advertised post and applicants who applied before should re-apply for this position.

SALARY: R376 596 per annum

CENTRE: Human Resources Management

REQUIREMENTS: A three-year Degree/ Diploma in Social/ Behavioral/Psychology, Nursing or relevant qualification. Three years (3) proven supervisory level experience in Employee Health and Wellness Program. Candidate must have decision making, reporting, and problem-solving skills. Sound knowledge of public service policies, Code of Conduct and team building attributes. Must be computer literate. A valid driver’s license will be an advantage.

DUTIES: Responsible for the development of and improvement of Wellness. To promote physical, mental and social well-being of employees and a conducive environment. To comply with all legislative and statutory requirements for health and wellness. To reduce the Impact of HIV/ Aids, and TB In the workplace and related occupational health hazards or diseases. Promotion of individual physical wellness and coordination of sports and recreation programmes, facilitation of wellness of the employee and striking a balance of work life. Promote the functionality of a Wellness Committee at District level and educate Facility EHWP Committees. Develop partnership and network with relevant stakeholders. Manage and analyze data and other wellness information for reporting purposes and produce reports thereof. Manage high level of confidentiality. Monitor and evaluate EH&W Programmes. Maintain the EH&W database and compile reports. Participate in the planning and implementation of business plans for the component.

ENQUIRIES: Ms. C. Rabotapi Tel No: (011) 694-3702

APPLICATIONS: must be submitted to: HR Department at Johannesburg Health District Office, corner Smit and Klein Str. Administration Building, Ground floor, Hillbrow Clinic.

NOTE: People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive signed CV highlighting or stating the requirements mentioned above; and certified copies of ID, qualifications and other documents attached. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment
will be verified. Persons who are foreign nationals or who are in possession of a foreign qualification must furnish the Department with an evaluation or endorsement certificate from the respective Council or body. Candidates will be subjected to security screening, reference and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. If you have not being consulted in three months or more after the closing date, please accept that your application was unsuccessful. The Department of Health (Gauteng) is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.

**CLOSING DATE**: 20. September 2019

**POST 32/125**: ASSISTANT DIRECTOR RISK AND SECURITY REF NO: DHS/ADM/002/2019

**Directorate**: Risk and Security

**SALARY**: R376 596 per annum (plus benefits)

**CENTRE**: Johannesburg Health District Office


**DUTIES**: Manage Security guard services, liaise regularly with NIA, SAPS and risk management directorate of the department of health (DOH). Implement the department security policy and minimum information. Implement the ERM implementation plan. Implement risk assessment methodologies, models and systems. Facilitate the assessment of identified risks. Facilitate the compilation of operational risk registers. Facilitate the development of risk response strategies (mitigate plans). Report all relevant ERM matters including, findings risk positions and recommendations to relevant stakeholders. Establish and maintain a risk management philosophy and culture within the organization. Manage and coordinate of risk management with all assurance providers. Coordinate the activities of risk management committee and perform the secretariat function. Implementation of Security Policies Standards. Assess and improve the effectiveness of security measures and procedures. Conduct threats and risk assessment and implement recommendations. Create security awareness regarding access control measures and compliance thereof. Manage access control security system and maintenance thereof. Develop and implement procedures for the movement of movable assets and information documents. Maintain records of information security breaches/incidents. Recommend interventions/improvements/disciplinary measures where appropriate. Compile and provide management reports. Hold regular meetings with security service providers. Investigate all reported security breaches incidents and write reports. Report security breaches to the SSA or SAPS. Develop, implement, evaluate and monitor the performance agreements with security personnel. Assess performance of security staff.

**ENQUIRIES** : Mrs. S. Khanyile Tel No: (011) 694 3705/10

**APPLICATIONS** : must be submitted to: HR Department at Johannesburg Health District Office, corner Smit and Klein Str. Administration Building, Ground floor, Hillbrow Clinic.

**NOTE** : People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive signed CV highlighting or stating the
requirements mentioned above; and certified copies of ID, qualifications and other documents attached. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons who are foreign nationals or who are in possession of a foreign qualification must furnish the Department with an evaluation or endorsement certificate from the respective Council or body. Candidates will be subjected to security screening, reference and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. If you have not being consulted in three months or more after the closing date, please accept that your application was unsuccessful. The Department of Health (Gauteng) is committed to the achievement and maintenance of diversity and equity in employment, especially in respect in respect of race, gender and disability.

CLOSING DATE: 20 September 2019

POST 32/126: ASSISTANT DIRECTOR: ADMIN AND LOGISTICS REF NO: DHS/ADM/001/2019

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

CENTRE: JHB Health District

REQUIREMENTS: An appropriate 3-year degree or National Diploma in Public Administration/Management/ equivalent Qualification with at least 3 years relevant experience at supervisory Level in Administration and Logistics. In-depth understanding of administration in the District Health Service environment will be an advantage. Good report writing skills, computer literacy and a code 8 driver’s license. To be a multi-disciplinary team member. Appropriate knowledge of infection control and safety procedures in a Health environment. To have good interpersonal relations, be honest and reliable. Good communication skills. Organizational planning and problem solving skills. A good understanding of the Public Service Legislation such as Record management, and prescripts applicable to the Government including PFMA, Treasury Regulations and Public Service Act, Fleet management and information management Policies.

DUTIES: Plan, organize and control all activities of the co-operate staff in the district. Manage and provide overall support to the Administration/ Logistics/support service staff, clerical, cleaning, registry and fleet Management) and liaise with internal and external stakeholders in all sub-district clinics. Facilitate compilation of operational plans and also improve the systems that are in place. Provide management advice and support to respective strategic processes. Enforce compliance with turn around strategies’ non-negotiable and manage Labour related issues. Conduct and manage performance assessment evaluations and monitor services within the area of responsibility. Organize, retrieve information and compile and submit reports.

ENQUIRIES: Mrs. S. Khanyile Tel No: (011) 694 3705/10

APPLICATIONS: must be submitted to: HR Department at Johannesburg Health District Office, corner Smit and Klein Str. Administration Building, Ground floor, Hillbrow Clinic.

NOTE: People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive signed CV highlighting or stating the requirements mentioned above; and certified copies of ID, qualifications and other documents attached. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons who are foreign nationals or who are in possession of a foreign qualification must furnish the Department with an evaluation or endorsement certificate from the respective Council or body. Candidates will be subjected to security screening, reference and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. If you have not being consulted in three months or more after the closing date, please accept that your application was unsuccessful. The Department of Health
(Gauteng) is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.

**CLOSING DATE**: 20 September 2019

**POST 32/127**: PHYSIOTHERAPIST REF NO: LRT \ PHY \ 07 (X1 POST)

**Directorate**: Allied Services

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

**CENTRE**: Leratong Hospital

**REQUIREMENTS**:
- Bsc Physiotherapy degree/equivalent and experience of one-year post community service. Certificate of registration with HPCSA and current registration with HPCSA. Sound knowledge of clinical theory and practice, ethical professional conduct of physiotherapist at hospital setting. Good verbal and written communication skills. Ability to work in a team. Ability to work under pressure in a changing environment. To relief colleagues as the need arises and work closely with other disciplines. Must be computer literate.

**DUTIES**:
- To provide Quality and effective Physiotherapy treatment to patients. To perform administration functions including legible, appropriate record keeping and assets securing. Facilitate health awareness campaigns. Participate in monthly ward rotation. Participate in mentorship of community service, students and scholars. To adhere to department and national core standards.

**ENQUIRIES**:
- Mr. P Selepe Tel No: (011) 411 3700

**APPLICATIONS**:
- Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740.
- Applications should be delivered by 12h00 pm (Noon) on the closing date.

**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 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified copy drivers licence, certified HPCSA registration certificate and proof of current registration with HPCSA. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). NB: Applicants who previously applied are encouraged to reapply.

**CLOSING DATE**: 20 September 2019 at 12h00 PM

**POST 32/128**: CLINICAL TECHNOLOGIST GRADE 1 (NEPHROLOGY) REF NO: CHBAH 209 (X1 POST)

**Directorate**: Nephrology

**SALARY**: R317 976 per annum (plus benefits)

**CENTRE**: Chris Hani Baragwanath Academic Hospital (CHBAH)

**REQUIREMENTS**:
- An appropriate Degree or National Diploma in Clinical Technology. Registration with the relevant Health Professions Council of South Africa (HPCSA) as a Clinical Technologist in Nephrology and proof of payment for the period 2019/20. Ability to work as a member of a multidisciplinary team. Good communication skill and committed to patient health care. Good knowledge of how Clinical Technology systems work in Nephrology Department. Computer literacy will be an added advantage.
DUTIES: Correctly handle all disposal items for dialysis, prepare for chronic and acute Hemodialysis machines. Perform acute and chronic renal replacement therapies. Monitor quality of water and dialysis fluids. Monitor dialysis adequacy. Familiarity with VA2 form, RLS01 and able to order disposables in the unit and participate in training of Clinical Technologist’s students in Nephrology unit. Be capable of research related to renal placement therapy.

ENQUIRIES: Mr. MW. Madondo Tel No: (011) 933 9412

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

NOTE: Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY), Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks: Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE: 20 September 2019

POST 32/129: PROFFESIONAL NURSE GRADE 2 (GENERAL) REF NO: JUB 08/2019

Directorate: Nursing

SALARY: R315 963 – R362 865 (per annum)

CENTRE: Jubilee District Hospital

REQUIREMENTS: Grade 12, basic diploma/degree in nursing accredited with SANC, good communication skills, good ethical practice and caring attitude. Computer skills, valid driver’s license.

DUTIES: Co-ordinate the activities of quality assurance programme, manage customer care programmes plus complaints management, client satisfaction, monitor waiting time. Manage accredited programmes for the hospital in line with the regulation standards (NCS).assist the clinical audit system which will include reporting and investigation of patient safety incidents. Liaise with central district on quality management matters. Prepare and present quality improvement report, monitor and evaluate with ideal hospital, assist with clinical record audits, conduct hospital walk about, support all quality champions to ensure the attainment of quality compassionate care, attend district and provincial quality meetings.

ENQUIRIES: MS Mokwena R.A Tel No: (012)717 9355

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

NOTE: Applications must be completed fully on a signed Z83 form. Certified copies of all required documents must be attached (Certification must not be older than 3 months). No copy of a copy.

CLOSING DATE: 20 September 2019
POST 32/130  :  CHIEF ADMINISTRATION CLERKS REF NO: LRT / CAC / 08 (X2 POSTS)
Directorate: Patient Affairs

SALARY  :  R257 508 – R303 339 per annum (plus benefits)
CENTRE  :  Leratong Hospital
REQUIREMENTS  :  3 years National Diploma in Public Administration or Grade 12/ Equivalent with 5-7 years hospital experience in Patient Affairs Department. Computer Skills. Knowledge of PAAB system. Good verbal and written communication skills. Good management and problem-solving skills. Knowledge of PFMA, UPFS and Administrative Procedure Manuals. Ability to work under pressure in a changing environment. To relief colleagues as the need arises and work closely with other disciplines. Must have at least code 8 driver’s license.

DUTIES  :  Management of all key responsibility areas by applying and implementing relevant administrative policies. Participating in all financial structures of the institution. Ensuring continues training and development of staff. Compilation and submission of accurate patient statistics to improve efficiency. Responsible for the implementation of ICD 10 coding in all areas of responsibility. Ensure conducting of inspection in all areas of responsibility. Responsible for personnel performance evaluations and monitoring of attendance. General Human Resource Management.

ENQUIRIES  :  Mr. M Molefe Tel No: (011) 411 3514
APPLICATIONS  :  Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdo, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.

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 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric and proof of computer literacy. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

CLOSING DATE  :  20 September 2019 at 12h00 PM

POST 32/131  :  CLIENT INFORMATION CLERK – SWITCHBOARD REF NO: CHBAH 210 (X1 POST)
Directorate: ICT

SALARY  :  R257 508 per annum (Level 07) Plus Benefits
CENTRE  :  Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS  :  A minimum of Grade 12 with 3-5 years’ experience in switchboard or call centre environment, preferably in Health Department. Must have experience of working in an environment of a PBAX System or any other related phoning system. Knowledge of Telephone management System (TMS). Excellent phone etiquette, good reporting skills. Good leadership qualities. Must be proficient in MS Word, MS Excel and Outlook. Be prepare to work shifts, weekends and public holidays. Any additional relevant switchboard course would be an added advantage.

DUTIES  :  Render supervision of Switchboard Department on a 24/7 hour shift system. Manage the shift roaster, leave plans, overtime, Sunday hour’s claims and overall running of the Department. Appraise the staff performance in the Switchboard Department. Ensure that all resources in the Switchboard Department are well managed and optimally used. Ensure that workers perform their duties according
to the prescribed Public Service Regulations and Public Finance Management Act. Allocate extension numbers to different Departments and privileges of outgoing calls. Allocate mobile phones and monitor and regulate the usage thereof. Ensure implementation of training and development of staff. Liaise with internal and external stakeholders regarding calls queries and complaints. Attend meetings, report and escalate to Departmental line managers. Management of personnel performance and review thereof.

ENQUIRIES: Mr TV Mnguni Tel No: (011) 933 9038
APPLICATIONS: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE: Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks - Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE: 20 September 2019
POST 32/132: LOGISTICS SUPERVISOR REF NO: DHS LOG/ /003/19
Directorate: Johannesburg Health District

SALARY: R257 508 (per annum plus benefits)
CENTRE: Admin and Logistics
REQUIREMENTS: A Diploma or equivalent qualification in Administration and Logistics with 3 years or more experience in administration and logistics or Grade 12 or equivalent qualification with 5 years or more experience in administration and logistics. Organizational, analytical, Sound interpersonal relations, assertiveness and communication skills. Conflict management, Record management and sound knowledge of government policies e.g. PFMA, National Treasury Regulations, public Service Act etc. Driver’s license Acceptable. No criminal record. Should be computer literate.

DUTIES: Supervise and render general support service to the unit such as cleaning, gardening and security service. Provide and supervise staff within your area of responsibility. Staff development and training. Ensuring compliance to legislative framework within his/her care of responsibility. Conduct performance contracts and evaluation. Monitoring of services within the area responsibility. Compile and submit monthly reports to supervisor. Organize, retrieve, and store information. Order resources necessary for the effectively functioning of the unit. Liaise with internal and external stakeholders in relation to his area of responsibility. Provide financial administration support to the unit. Manage Labour related issue terms of department policies.

ENQUIRIES: Mrs. S. Khanyle Tel No: (011) 694 3705/10
APPLICATIONS must be submitted to: HR Department at Johannesburg Health District Office, corner Smit and Klein Str. Administration Building, Ground floor, Hillbrow Clinic.

NOTE: People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive signed CV highlighting or stating the requirements mentioned above; and certified copies of ID, qualifications and other documents attached. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons who are foreign nationals or who are in possession of a foreign qualification must furnish the Department with an evaluation or endorsement certificate from the respective Council or body. Candidates will be subjected to security screening, reference and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. If you have not been consulted in three months or more after the closing date, please accept that your application was unsuccessful. The Department of Health (Gauteng) is committed to the achievement and maintenance of diversity and equity in employment, especially in respect in respect of race, gender and disability.

CLOSING DATE: 20 September 2019

POST 32/133: ASSET CONTROLLER REF NO: LOG/ASS/001/19
Directorate: Asset Management

SALARY: R257 508 per annum (plus benefits)
CENTRE: Johannesburg Health District
REQUIREMENTS: Matric or Grade 12 with a minimum of 5 to 10 years’ experience in Asset management section. A Diploma/Degree in Accounting/ Supply Chain Management will be an added advantage. A valid driver license. Knowledge of the following: PFMA act 1 of 1999, Asset Management policy, Computer literate (Excel, word etc.) Ability to work under immense pressure. Good interpersonal and communication skills. Must be in good health and be able to function well in a team.

DUTIES: Receive and bar code all assets in the District. Safe guarding and maintenance of the Assets. Monitor the movements of Assets. Liaise with Stores and end users. Provide to the District office weekly reports of new acquisition received. Coordinate the activities of the Disposal committee. Ensure the reconciliation of the purchases of assets against the Asset registers. Assist in the facilitation of the assets transfers. Conduct Asset verification in Clinics. Attend to queries from internal and external auditors. Ensure all rooms have Inventories and movement of assets is reported. Contracts and evaluate subordinates in the unit.

ENQUIRIES: Mr. J. Mafokoane Tel No: (011) 694-3830
APPLICATIONS: must be submitted to: HR Department at Johannesburg Health District Office, corner Smit and Klein Str. Administration Building, Ground floor, Hillbrow Clinic.

NOTE: People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive signed CV highlighting or stating the requirements mentioned above; and certified copies of ID, qualifications and other documents attached. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons who are foreign nationals or who are in possession of a foreign qualification must furnish the Department with an evaluation or endorsement certificate from the respective Council or body. Candidates will be subjected to security screening, reference and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. If you have not being consulted in three months or more after the closing date, please accept that your application was unsuccessful. The Department of Health (Gauteng) is committed to the achievement and maintenance of diversity and equity in employment, especially in respect in respect of race, gender and disability.

CLOSING DATE: 20 September 2019

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POST 32/134 : FINANCIAL CONTROLLER REF NO: DHS/FIN/001/19
Directorate: Finance

SALARY : R257 508 per annum (Level 07) (plus benefits)
CENTRE : Johannesburg Health District
REQUIREMENTS : Grade 12 (matric) with a minimum of 5 years’ experience in Finance or, a relevant degree or diploma in Finance Management with three years’ experience. Professional person with integrity & ability to perform under pressure. Self-driven and results oriented. Good communication, report writing, presentation & interpersonal skills. A good understanding of the Public Service Legislation such as prescripts applicable to the Government including PFMA, Treasury Regulations and any related to financial Management will be an additional advantage. Good computer skills (MS Office) & a driver’s license.

DUTIES : Co-ordinate & compile the District budget & ensure compliance with prescripts. Compile management reports with regard to budget, expenditure and revenue projections & monitor expenditure against budget. Analyze expenditure reports & give sound advice to management for decision making. Ensure timeous submission of monthly, quarterly & annual reports. Monitor budget in line with the objectives of the department by ensuring budgetary control mechanisms are in place & effective. Ensure that the web cycles is cleared on a regular basis & supplier payments are made within a prescribed period (within 30 days of submitting an invoice). Do reconciliations with regard to transversal systems (Bas/Sap; Bas/Persal; Bas/Medsas; Bas/Receipts-Deposits; Bas/Parking- Accommodation). Management of NGOs (Mental Health; Nutrition & Hast). Petty cash & state moneys administration. Assist with DHER; DHP and any other finance related reports. Check monthly financial reports for completeness, accuracy & validity. Ensure proper controls & systems are in place to manage the workflow in the division. Perform any other work related duties as may be required from time to time. Manage & supervise staff by ensuring their development & appraisal.

ENQUIRIES : Ms. L. Ntangeni Tel No: (011) 694-3879
APPLICATIONS : must be submitted to: HR Department at Johannesburg Health District Office, corner Smit and Klein Str. Administration Building, Ground floor, Hill brow Clinic.in respect of race, gender and disability.

NOTE : People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive signed CV highlighting or stating the requirements mentioned above; and certified copies of ID, qualifications and other documents attached. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons who are foreign nationals or who are in possession of a foreign qualification must furnish the Department with an evaluation or endorsement certificate from the respective Council or body. Candidates will be subjected to security screening, reference and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. If you have not being consulted in three months or more after the closing date, please accept that your application was unsuccessful. The Department of Health (Gauteng) is committed to the achievement and maintenance of diversity and equity in employment, especially in respect in respect of race, gender and disability.

CLOSING DATE : 20 September 2019

POST 32/135 : HEALTH PROMOTION COORDINATOR REF NO: DHS/HEP/001/19 (X2 POSTS)
Directorate: Health Promotion

SALARY : R257 508 per annum (Level 07) (plus benefits)
CENTRE : Johannesburg Health District
REQUIREMENTS : A matric or equivalent with at least. 5 years’ experience in the Health Promotion. A Diploma or equivalent in Health Promotion with 3 years’ experience will be an added advantage. Possess good understanding of the health sector at all managerial spheres (national, provincial and district level). Demonstrate ability and competence to interpret legislation, policy, and strategy. Must have appropriate
working experience and pure understanding of Behaviour Change Communication Strategies, Health Promotion principles and action areas. Must be able to work independently, have good interpersonal relations, good organisational and coordination skills. Must demonstrate potential to work under extreme pressure. Must have a valid driver’s license. Must be computer literate and can produce reports using excel, word and power point.

**DUTIES**

- Manage and coordinate implementation of health promotion programme within the district
- Conduct district needs assessment and disease profile analysis.
- Develop Health implementation plans, mobilise and manage IEC resources.
- Develop and coordinate implementation of Health Literacy plans including health education sessions, dialogues and campaigns in different settings: e.g. schools, health facilities, ECD centres, community and households.
- Monitor and respond on the targeted Health Promotion priorities.
- Conduct support and monitoring visits to sub-districts to ensure effective implementation of health promotion activities.
- Facilitate and support the development of health promotion staff to inform them of the latest developments in priority areas requiring health promotion interventions.
- Conduct monthly meetings with sub-districts to receive and provide feedback.
- Assist in resource and financial management.
- Establish and maintain partnerships with key stakeholders, e.g. programme managers, WBOTs, Local Authority, Community leaders, etc.
- Address the social determinants of health and submit health promotion reports according to district and provincial requirements.

**ENQUIRIES**

Dr Ohaju Tel No: (011) 694-3888

**APPLICATIONS**

must be submitted to: HR Department at Johannesburg Health District Office, corner Smit and Klein Str. Administration Building, Ground floor, Hillbrow Clinic.

**NOTE**

People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive signed CV highlighting or stating the requirements mentioned above; and certified copies of ID, qualifications and other documents attached. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons who are foreign nationals or who are in possession of a foreign qualification must furnish the Department with an evaluation or endorsement certificate from the respective Council or body. Candidates will be subjected to security screening, reference and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. If you have not being consulted in three months or more after the closing date, please accept that your application was unsuccessful. The Department of Health (Gauteng) is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.

**CLOSING DATE**

20 September 2019

**POST 32/136**

**ADMINISTRATION OFFICER: PATIENT AFFAIRS**

**REF NO: BGH 2019/ SEPT/01**

Directorate: Administration

**SALARY**

R257 508 per annum (plus benefits)

**CENTRE**

Bertha Gxowa Hospital

**REQUIREMENTS**

An appropriate three years Diploma or Degree Public Administration and Management with more than 2 years’ experience in Patient Affairs or Grade 12 with 5-10 years’ experience in Patient Affairs. Computer Literacy (MS Word, MS Excel). Must have experience in Knowledge and understanding of PFMA, Treasury Regulations, Treasury Regulations and Administrative Procedure Manual. Good communication, Report writing and interpersonal skills. Ability to communicate well with people at different levels and from different backgrounds. Ability to handle information confidentiality. Must be able to plan, organize and Coordinate the activities of the unit. Ability to work under pressure and to handle conflict.

**DUTIES**

Supervise Patient Administration personnel, i.e. ensuring that there is reduced waiting time, adequate patient data is collected, UPFS is implemented. Revenue Policies and Prescripts are adhered to. Take supervision role in Patient’s Record Management, Mortuary, Porters and Ward Clerks. Compile and submit monthly
ENQUIRIES
APPLICATIONS
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CLOSING DATE
POST 32/137
SALARY
CENTRE
REQUIREMENTS
DUTIES
ENQUIRIES
APPLICATIONS
NOTE
CLOSING DATE
POST 32/138
SALARY
CENTRE
REQUIREMENTS
DUTIES
relevant to nursing and health care, maintain a constructive working relationships with nursing personnel and other stakeholders. Utilize human, material and physical resources efficiently and effectively.

ENQUIRIES: MS Ngwenya Tel No: (012)717 9398

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

NOTE: Applications must be completed fully on a signed Z83 form. Certified copies of all required documents must be attached (Certification must not be older than 3 months). No copy of a copy.

CLOSING DATE: 20 September 2019

POST 32/139: ADMINISTRATION CLERK – PROCUREMENT REF NO: 004557

Directorate: Forensic Medical Services

SALARY: R173 703 - R204 612 per annum (plus benefits)

CENTRE: Supply Chain Management

REQUIREMENTS: Grade 12 or equivalent qualification with 12 months or more experience in Supply Chain Management (acquisition). Knowledge and understanding of procurement policies and procedures, PFMA, PPPFA, BBBEE Act, Treasury Regulations, Supply Chain Management, Contract and stores management. Good communication skills (both verbal and written), problem solving, and interpersonal skills. Highly motivated, results oriented and have the ability to organize and plan. Working knowledge of BAS, SAP and SRM. Computer literacy is essential. Have the ability to work under pressure and meet deadlines. Driver’s license and an appropriate Degree/National Diploma will be added advantage.

DUTIES: Provide an efficient Supply Chain Management Services. Receive and record all requisitions send by end users. Send out request for quotations for goods and services in accordance with prescribed procurement policies and procedures. Ensure rotation of suppliers and provider monthly BEE targets achieved status report. Ensure proper update of Procurement Registers for RLS 01 received and processed. Capture RSL 01 on SRM system. Follow up with HPC for creating Purchase Orders. Ensure that service providers and end users receive copy of purchase order as soon as it is available. Compile submissions, motivations and reports. Manage and attend all queries related to Procurement. Provide guidance and support to End Users. Ensure proper filing of RLS 01, contract documents, VA2 and RLS 02. Monitor all existing contracts and give support to the supervisor on all matters relating to contract management. Ensure proper control and managing of internal stores. Prepare weekly plans and reports.

ENQUIRIES: Ms. G Tshamano Tel No: (082) 573 7952

APPLICATIONS: Applications must be hand delivered to Forensic Medical Services, No. 45 Commissioner Street, Life Centre Building, Ground Floor, Johannesburg or can be posted to Forensic Pathology Services, P.O Box 7128, Johannesburg 2000.

NOTE: Application must be submitted on Z83 form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents, certified copies of ID, qualifications and Curriculum vitae with a detailed description of duties and the names of two referees must accompany your application. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and Personnel Suitability Checks (PSC): It is a legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Checks (PSC) - verification), upon appointment within the Department. This verification process entails reference checks, identity verification, qualifications verification, criminal records checks as well as a credit/financial stability checks. The Department of Health is committed to providing equal opportunities and practises, Affirmative action employment. It is our intention to promote representatives (race, gender, disability) in the Department through the filling of these posts and candidates whose transfer, promotion, or appointment will promote representatives will receive preference. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have
to annually disclose her or his financial interests. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful.

CLOSING DATE : 20 September 2019

POST 32/140 : FORENSIC OFFICER REF NO: 004558
Directorate: Forensic Pathology Service

SALARY : R173 703 – R204 612 per annum (Level 05) (plus benefit)

CENTRE : Sebokeng FPS

REQUIREMENTS : Senior Certificate/Grade 12 (related experience in the forensic pathology field will be an added advantage). Relevant qualifications in the health science field will be an added advantage. Willingness to work with the deceased. Expected to work shift duties, including weekend and public holidays. Basic knowledge regarding the Legislative Framework regulating Forensic Pathology Service. Commitment to Batho Pele Principle. A valid driver's license minimum Code C1 with Public Driver’s Permit (PDP). Basic computer skills (MS Word). Additional Competencies: Organizing and Planning, communication, time management and interpersonal skills.

DUTIES : Effective and efficient recovery, storage and processing of bodies. Safe keeping of deceased, documents, evidence, information, exhibits and property from incidents scenes. Assist in rendering an efficient Forensic Autopsy process, which includes evisceration, dissection, scribting and typing in accordance with set standards and guidelines under the supervision of Forensic Pathologists. Management of exhibits, specimens, specimen statements and reports including completion and administration of statements and documentation during and after the Forensic Pathology process. Maintenance of mortuary and equipment hygiene in terms of Occupational Health and Safety. Caring and kind interaction with bereaved families.

ENQUIRIES : Mr P Denner Tel No: (016) 988 9720

APPLICATIONS : Applications must be hand delivered to Forensic Medical Services, No. 45 Commissioner Street, Life Centre Building, Ground Floor, Johannesburg or can be posted to Forensic Pathology Services P.O Box 7128, Johannesburg 2000.

NOTE : Application must be submitted on Z83 form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents, certified copies of ID, qualifications and Curriculum vitae with a detailed description of duties and the names of two referees must accompany your application. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and Personnel Suitability Checks (PSC): It is a legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Checks (PSC) - verification), upon appointment within the Department. This verification process entails reference checks, identity verification, qualifications verification, criminal records checks as well as a credit/ financial stability checks. The Department of Health is committed to providing equal opportunities and practises, Affirmative action employment. It is our intention to promote representatives (race, gender, disability) in the Department through the filling of these posts and candidates whose transfer, promotion, or appointment will promote representatives will receive preference. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful.

CLOSING DATE : 20 September 2019
<table>
<thead>
<tr>
<th>POST 32/141</th>
<th>ADMINISTRATION CLERKS REF NO: LRT / ADM /09 (X10 POSTS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directorate: Patient Affairs</td>
<td></td>
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<tr>
<td>SALARY</td>
<td>R173 703 – R204 612 per annum (plus benefits)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Leratong Hospital</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Relevant 3 years National Diploma or Grade 12/ Equivalent with 2 years hospital experience or Grade 10/ equivalent with 5 to 10 years hospital experience. Computer Skills. Sound knowledge of PFMA. Good verbal and written communication skills. Ability to work under pressure in a changing environment. To relief colleagues as the need arises and work closely with other disciplines.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Registration of inpatients and outpatients. Collection and safe custody of patient’s fees. Kitting of patients valuable as per request. Booking of patient and efficient handling of enquiries. Updating of patient’s information in the system as and when required.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr. M Molefe Tel No: (011) 411 3514</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.</td>
</tr>
<tr>
<td>NOTE</td>
<td>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 fully completed, obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a>. Documents to be attached are certified ID copy, certified copies of qualification/s including matric and proof of computer literacy. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).</td>
</tr>
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<td>CLOSING DATE</td>
<td>20 September 2019 at 12h00 PM</td>
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<tr>
<th>POST 32/142</th>
<th>MATERIAL RECORDING CLERK REF NO: LRT/MRC/10 (X2 POSTS)</th>
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<tbody>
<tr>
<td>Directorate: Asset Management</td>
<td></td>
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<tr>
<td>SALARY</td>
<td>R173 703 – R204 612 per annum (plus benefits)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Leratong Hospital</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Relevant 3 years National Diploma or Grade 12/ Equivalent with 2 years hospital experience or Grade 10/ equivalent with 5 to 10 years hospital experience. Computer Skills. Sound knowledge of PFMA. Good verbal and written communication skills. Ability to work under pressure in a changing environment. To relief colleagues as the need arises and work closely with other disciplines.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Ensure that all assets in the wards and offices are verified and fallen barcodes are replaced. Redundant assets are condensed and moved to the storage area. Capture GRV for new equipment, repairs and WEB cycle posted. Ensure that VA2, VA7 and technical report are compiled. Ensure that maintenance for contract are renewed and extended.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms C Manzini Tel No: (011) 411 3716</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.</td>
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Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric and proof of computer literacy. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

**CLOSING DATE** : 20 September 2019 at 12h00 PM

**POST 32/143** : LABOUR RELATIONS SECRETARIENT REF NO: LRT / LRS / 11 (X1 POST)

**Directorate:** Human Resource

**SALARY** : R173 703 – R204 612 per annum (plus benefits)

**CENTRE** : Leratong Hospital

**REQUIREMENTS** : Relevant 3 years National Diploma or Grade 12/ Equivalent with 2 years hospital experience or Grade 10/ equivalent with 5 to 10 years hospital experience. Computer Skills. Knowledge of PERSAL and secretariat experience will be an added advantage Good verbal and written communication skills. Ability to work under pressure in a changing environment. Work closely with other disciplines. Innovative thinking and problem-solving skills.

**DUTIES**

Record all incoming correspondence in different registers daily. Provide secretarial services in the department. Minutes taking in bi and multilateral meetings, minutes taking in Grievance sittings and minutes taking in all HR committee meetings (i.e. Overtime, Early retirement, PILIR, reasonable accommodation, employment Equity and skills development committees etc). Compile weekly, monthly, quarterly and annual labour related reports. Compliance to all relevant time frames. Ensure capturing of grievances and misconducts on PERSAL. Handle office correspondence (i.e. manage incoming and outgoing mails and distribute accordingly). Coordinate all LRO meetings.

**ENQUIRIES** : Mr. H Chauke Tel No: (011) 411 3552

**APPLICATIONS** : Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamдор, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.

**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 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric and proof of computer literacy. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

**CLOSING DATE** : 20 September 2019 at 12h00 PM
<table>
<thead>
<tr>
<th>POST 32/144</th>
<th>CLIENT INFORMATION CLERK REF NO: HRM 81/2019</th>
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<tbody>
<tr>
<td><strong>SALARY</strong></td>
<td>R173 703 per annum plus benefits</td>
</tr>
<tr>
<td><strong>CENTRE</strong></td>
<td>Steve Biko Academic Hospital</td>
</tr>
<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>Grade 12 and a minimum of 6 months working experience at Switchboard/Reception/Helpdesk/Service Desk/Call Centre. A call centre or relevant/equivalent qualification will be an added advantage. Office Management, Computer literacy, customer service skills, experience in client liaison and telephone etiquette as well as good communication skills. Fluency in English. Previous learnership in a hospital environment will add as an advantage.</td>
</tr>
<tr>
<td><strong>DUTIES</strong></td>
<td>The successful candidate will be expected to work shifts (Both day and night), including weekends and public holidays. He/she will perform all switchboard related duties, IT helpdesk and other office related tasks. Switchboard duties comprises of answering and screening of incoming calls and outgoing calls; attending to enquiries; transferring calls to relevant departments; sending of SMS’s to staff and patients; taking messages and relay to the relevant person. Office related administrative tasks comprises of filling; completing of official documents; updating of telephone directory and compiling and distribution of in-house telephone bills to relevant departments; take minutes of meetings upon request. Perform standby duties and overtime as and when rostered. The candidate must remain friendly and helpful at all times, even when working under pressure and adhere to Batho Pele Principles. The candidate must be flexible to perform his/her duties on short notice if the roster changes. N.B Shortlisted candidates are expected to write a computer literacy test.</td>
</tr>
<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Ms L.O.S Mogane Tel No: (012) 354 3927 or Mr. F.C Boshoff (012) 354 2478</td>
</tr>
<tr>
<td><strong>APPLICATIONS</strong></td>
<td>Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe &amp; Steve Biko Road, Main Entrance at Level 3.</td>
</tr>
<tr>
<td><strong>NOTE</strong></td>
<td>Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.</td>
</tr>
<tr>
<td><strong>CLOSING DATE</strong></td>
<td>20 September 2019</td>
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<thead>
<tr>
<th>POST 32/145</th>
<th>ENROLLED NURSE REF NO: JUB 10/2019</th>
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</thead>
<tbody>
<tr>
<td><strong>SALARY</strong></td>
<td>Grade 1: R171 381 - R192 879 per annum</td>
</tr>
<tr>
<td><strong>CENTRE</strong></td>
<td>Jubilee District Hospital</td>
</tr>
<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>Registration with the SANC as enrolled nurse. 2019 SANC receipt. Basic communications skills, basic writing skills. Ability to function as part of the team, basic interpersonal relationships and elementary function skills.</td>
</tr>
<tr>
<td><strong>DUTIES</strong></td>
<td>Development and implementation of basic patient care plans, provide basic clinical nursing care, effective utilization of resources. Maintain professional growth/ethical standards of self-development.</td>
</tr>
<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Ms Ngwenya Tel No: (012)717 9398</td>
</tr>
<tr>
<td><strong>APPLICATIONS</strong></td>
<td>Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.</td>
</tr>
<tr>
<td><strong>NOTE</strong></td>
<td>Applications must be completed fully on a signed Z83 form. Certified copies of all required documents must be attached (Certification must not be older than 3 months). No copy of a copy.</td>
</tr>
<tr>
<td><strong>CLOSING DATE</strong></td>
<td>20 September 2019</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POST 32/146</th>
<th>STAFF NURSE REF NO: STDH/0009 (X3 POSTS)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SALARY</strong></td>
<td>R171 381 – R192 879 per annum plus benefits</td>
</tr>
<tr>
<td><strong>CENTRE</strong></td>
<td>Sizwe Tropical Disease Hospital</td>
</tr>
<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>Grade 12 certificate. Qualification that allows registration with the South African Nursing Council (SANC) as Enrolled Nurse and proof of current registration. A minimum of one (1) year appropriate experience in nursing after registration with</td>
</tr>
</tbody>
</table>
the SANC as Enrolled Nurse will be an advantage. Good communication skills, basic writing skills and the ability to function as part of a team. Knowledge of nursing care process and procedures and other relevant legal framework.

DUTIES : To ensure safe and effective clinical nursing practice. Ensure effective implementation of Standard Operating Procedure (SOP) to ensure rendering Quality Nursing Care to patients. Ensure that the Nursing Standards are upheld and maintained. Ensure effective communication according to hierarchy. Ensure optimal utilization of material resources. Demonstrate basic understanding of nursing procedures. Demonstrate basic understanding of the legislative framework protocols, policies governing the Public Service. Ensure that the national core standards (Ideal Hospital) are maintained and upheld. Demonstrate understanding on the ethical standard of nursing and professional image.

ENQUIRIES : Ms BM Rikhotso Tel No: (011) 531 4304/4302
APPLICATIONS : Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham.

NOTE : To be submitted on a completed and signed Z83 form, certified copies of qualifications and ID not older than three months, a detailed Curriculum Vitae (CV) with two or more references. Applicants must indicate the department for which they are applying for. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)

CLOSING DATE : 20 September 2019

POST 32/147 : ENROLLED NURSES REF NO: LRT \ GEN \ 12 (X5 POSTS)
Directorate: Nursing

SALARY : Grade 1: R171 381 – R192 879 per annum (Plus, benefits)
Grade 2: R204 627 – R230 307 per annum (Plus, benefits)
Grade 3: R242 166 – R297 825 per annum (Plus, benefits)

CENTRE : Leratong Hospital

REQUIREMENTS : Appropriate qualification that allows registration with SANC as Enrolled Nurse. Certificate of registration with the SANC as an Enrolled Nurse and proof of current registration. Good verbal and written communication skills. Ability to work in a team. Ability to work under pressure in a changing environment. To relief colleagues as the need arises and work closely with other disciplines

DUTIES : Development and implementation of basic patient care plans. Provide basic clinical nursing Care, Effective utilization of resources. Maintain of professional growth, ethical standards and development. Compliance with code of conduct. Compliance with all public service legislation and regulations.

ENQUIRIES : Ms. W.M Phambuka Tel No: (011) 411 3506
APPLICATIONS : Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.

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 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified SANC registration certificate and proof of current registration with SANC. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for
Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

**CLOSING DATE** : 20 September 2019 at 12h00 PM

**POST 32/148** : **PRINCIPAL PORTER REF NO: LRT / PPT / 13 (X2 POSTS)**
Directorate: Support Services

**SALARY** : R145 281 – R171 138 per annum (plus benefits)

**CENTRE** : Leratong Hospital

**REQUIREMENTS** : Grade 10 / equivalent qualification with minimum of 5 years’ experience as porter in hospital environment. Good verbal and written communication skills. Ability to work under pressure in a changing environment. To relief colleagues as the need arises and work closely with other disciplines. Be prepared to supervise a big team. Ability to read and write in English. Be prepared to work after hours.

**DUTIES** : Ensure that efficient provision of pottering services is done around the hospital. Manage the work attendance of employees. Control the duty roster. Arrange leave of staff. Control overtime and weekend claims forms. Filling probation forms for new appointees. Do PMDS contracting and evaluation for staff. Apply disciplinary measures where necessary. Order uniform for staff. Order pottering equipment and send them for repairs where required.

**ENQUIRIES** : Mr. P Leiso Tel No: (011) 411 3559

**APPLICATIONS** : Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.

**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 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric and proof of computer literacy. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

**CLOSING DATE** : 20 September 2019 at 12h00 PM

**POST 32/149** : **LINEN ROOM ASSISTANT REF NO: LRT / LAU / 14 (X1 POST)**
Directorate: Support Services

**SALARY** : R102 534 – R120 780 per annum (plus benefits)

**CENTRE** : Leratong Hospital

**REQUIREMENTS** : Grade 8 or ABET level 3. Good verbal and written communication skills. Ability to work under pressure in a changing environment. To relief colleagues as the need arises and work closely with other disciplines.

**DUTIES** : Daily sorting and counting of soiled and clean linen. Provision of cleaning linen to the Wards and different departments. Daily collection of soiled linen and replenishment of clean linen to end users. Be prepared to drive the goods scooter to collect and deliver linen to different points. Offload and load the truck for dispatch to Masakhane Laundry. Daily unpack and packing of linen in the bags.

**ENQUIRIES** : Mr. P Leiso Tel No: (011) 411 3559

**APPLICATIONS** : Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.
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 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

CLOSING DATE: 20 September 2019 at 12h00 PM

POST 32/150: OPERATOR CSSD

REQUIRMENTS: Grade 8 or ABET level 3. Good verbal and written communication skills. Ability to work under pressure in a changing environment. To relief colleagues as the need arises and work closely with other disciplines. Knowledge of types of sterilization methods used in Operating Theatre. Experience of compiling instruments linen will be an added advantage.

DUTIES: Compliance to NCS guidelines / ideas hospital guidelines of TSSU / CSSD. Operate types of autoclaves and autoclaves trolleys. Loading and offloading autoclaves. Compile all types of linen utilised in the OT/ CSSD. Damp dusting in TSSU / CSSD areas. Daily bowie dick testing. Cleaning and packing of anaesthetic tubes and suctions. Washing of instruments and compiling of sets according to OT standards. Compiling the white packs and packing gowns / linen. Preparing cleaning solutions for all type of instruments. Daily issuing of scrubs to theatre staff. Cleaning of lead aprons, boots and fridges. Messaging for all errands e.g. bloods, specimens to laboratory plus stores etc. Provide all theatre scrubs – rooms with linen e.g. draw sheet. Compiling of different types of linen according to procedures. Unpacking of vacoliters from boxes. Operating autoclaves and instruments washers of all types.

APPLICATIONS: Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.

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 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for
Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

**CLOSING DATE**

<table>
<thead>
<tr>
<th>POST 32/151</th>
<th>HOUSE KEEPER REF NO: TDH10/2019 (X1 POST)</th>
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<tbody>
<tr>
<td>Directorate: Patient Affairs</td>
<td></td>
</tr>
</tbody>
</table>

**SALARY**

R102 534 per annum

**CENTRE**

Tshwane District Hospital

**REQUIREMENTS**

Abet, Good Verbal Communication and interpersonal skills. Be able to work in team environment.

**DUTIES**

Ensure maintenance of general cleanliness of the wards. Serve tea, food and water to patients. To ensure proper Handling of kitchen crockery and cutlery. Packing of clean linen in the linen store inside the ward. Pack dirty linen inside linen bags and seal for collection. Sealing of boxes for medical waste. Monitor linen stock levels and order when the need arises. Clean walls, windows, locker and patient’s bed inside the wards. Disinfection of all surfaces according to programme and supervisor’s instruction. Report defect to works department.

**ENQUIRIES**

Ms Lewis A Tel No: (012) 354 7364

**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.

**CLOSING DATE**

20 September 2019

**POST 32/152**

MESSENGER REF NO: MESSE/KPTH/08/19 (X3 POSTS)

Directorate: Patience Affairs

**SALARY**

R102 534 – R120 780 per annum (plus benefits)

**CENTRE**

Kalafong Provincial Tertiary Hospital

**REQUIREMENTS**

Grade 10 and above (original certified report / transcript of not more than 3 months). Twelve (12) months proven experience as a Messenger. Ability to work in a team environment, under pressure and meet deadlines. Knowledge of Batho Pele Principles. Be prepared to work on weekends and holidays when requested. Driver’s license will be an added advantage.

**DUTIES**

Collection and delivery of files around the hospital assist with issuing out files. Assist with drawing of files in Records. Collect and send files to archives. Internal collection and distribution of mail, circulars, memos, prescription charts, TTO’s and order books. External: collection and distribution of mail outside the Hospital. Assist with other duties as instructed by the supervisor.

**ENQUIRIES**

Ms J Khoza Tel No (012) 318-6469

**APPLICATIONS**

Department. Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book.

**NOTE**

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

**CLOSING DATE**

20 September 2019
POST 32/153 : PROPERTY CARETAKER REF NO: STDH/00010 (X3 POSTS)
Directorate: Admin & Support Services
Re-advertisement

SALARY : R102 534 – R120 780 per annum plus benefits
CENTRE : Sizwe Tropical Disease Hospital
REQUIREMENTS : Grade 10/Standard 8. Grade 12, Horticulture certificate and a valid driver’s license will be an advantage. Have good communication skills and work as a team and rotate to other sections. Gardening/ grounds experience will be an added advantage.
DUTIES : Collect general and medical waste, empty dustbins, mow the grass, apply insecticides, remove weeds, prune and trim the flowers and trees, cleaning of machines and tools after use, Loading and offloading of furniture. Cleaning of storm water and gutters. Keep equipment and tools safe. Communicate with all stakeholders, Adhere to infection control. Carry lawful instructions given by the supervisor.
ENQUIRIES : Ms CT Mtsweni Tel No: (011) 531-4378
APPLICATIONS : Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham.

NOTE : To be submitted on a completed and signed Z83 form, certified copies of qualifications and ID not older than three months, a detailed Curriculum Vitae (CV) with two or more references. Applicants must indicate the department for which they are applying for. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)
CLOSING DATE : 20 September 2019

POST 32/154 : FOOD SERVICE AID REF NO: STDH/00011
Directorate: Admin & Support Services

SALARY : R102 534 – R120 780 per annum plus benefits
CENTRE : Sizwe Tropical Disease Hospital
REQUIREMENTS : Abet level 4/ Grade 10 with 1-2 years' experience and appropriate knowledge of food preparation. Grade 12, Food and beverage certificate will be an added advantage. Exposure to hospital environment and awareness of Batho Pele principles. Should be prepared to work shifts and public holidays. Be willing to work in a team and under stressful conditions.
DUTIES : Responsible for food preparation, snacks, Food parcels (provision) and beverages for patients. Responsible for patients’ meal distribution and serving in wards. Apply hygiene and safety measures in all work areas according OHS Act. Responsible for the cleanliness of the Foodservice unit, ward kitchen and equipment. Report waste and losses. Be prepared to relieve in all areas of the Foodservice and wards when required.
ENQUIRIES : Ms P Thwala Tel No: (011) 531-4346/4369
APPLICATIONS : Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to No.2 Corner Club and Modderfontein Road, Sandringham.

NOTE : To be submitted on a completed and signed Z83 form, certified copies of qualifications and ID not older than three months, a detailed Curriculum Vitae (CV) with two or more references. Applicants must indicate the department for which they are applying for. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)
CLOSING DATE : 20 September 2019

POST 32/155 : SESSIONAL MEDICAL OFFICER REF NO: LRT / SMO 116
Directorate: Anaesthesia (X1 Post), Quality Assurance (X1 post) and MMC (X1 post)

SALARY : Grade 1: R395 per session
CENTRE: Leratong Hospital

GRADE 2: R452 per session
GRADE 3: R524 per session

REQUIREMENTS: Appropriate qualification that allows registration with HPCSA as a Medical Practitioner. The following will be an added advantage, Diploma in Anaesthetics, Current certificate in Advance Cardiac Life Support (ACLS), Paediatric Advance Life Support (PALS), Advance Trauma Life Support (ATLS), ECG, BLS Course, Surgical skills and Neonatal Resuscitation Course. Good verbal and written communication skills. Ability to work in a team. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines.

DUTIES: Full participation in all activities as required for the post, including patient ward care, outpatient clinics, after hour’s duties as per roster as well as academic discussions and research. Daily student tutorials. Referrals, bookings and performance of all procedures for correct indications. To ensure maintenance of records for audit purposes. Assist in HR management and 102 developments of maintenance in productivity standards and participation in NCS and LEAN management.

ENQUIRIES: Dr. RM Phanzu Tel No: (011) 411 3818 / Dr. W Mokae Tel No: (011) 411 3679

APPLICATIONS: Applicants should clearly indicate the discipline that they are applying for. NB: applicants who previously applied are encouraged to reapply. Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.

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 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified copy drivers license, certified HPCSA registration certificate and proof of current registration with HPCSA. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

CLOSING DATE: 20 September 2019 at 12h00 PM

DEPARTMENT OF ROADS AND TRANSPORT

APPLICATIONS: can be delivered: to Life Centre Building, Ground floor, 45 Commissioner Street, Marshalltown, Johannesburg, 2107.

CLOSING DATE: 20 September 2019

NOTE: Shortlisted candidates will be subject to pre-employment screening (vetting). An updated CV, certified ID copy, certified driver’s license & certified qualifications must be attached (certified copies older than 3 months will not be accepted). Applications received after the closing date will be disqualified. Your Z83 form must be signed, if not your application will be disqualified. The Department reserves the right to fill the position (s). Women and people with disabilities are encouraged to apply.
<table>
<thead>
<tr>
<th>POST 32/156</th>
<th>DEPUTY DIRECTOR: STAKEHOLDER MANAGEMENT, SOCIAL FACILITATION AND JOB CREATION REF NO: DRT/DS/2019/15 (X1 POST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Branch: Roads Infrastructure</td>
<td>Directorate: Design Services</td>
</tr>
<tr>
<td><strong>SALARY</strong></td>
<td>R733 257 per annum (An all-inclusive remuneration package)</td>
</tr>
<tr>
<td><strong>CENTRE</strong></td>
<td>Johannesburg, Head Office</td>
</tr>
<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>Bachelor's degree or equivalent National diploma in Public Administration/ Real Estate/ Deeds/ RPL Certificate in relation to the post with at least 3-5 years’ experience in Land Acquisition or Property Management related to the proclamation of Provincial roads, and junior management experience. Knowledge and understanding of Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Public Service Act and its regulations, HR Policies and procedures, Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPFA), Gauteng Transport Infrastructure Act (GTIA) and Batho Pele Principles. Good communication (verbal and written) skills, analytical thinking, report writing and problem solving skills.</td>
</tr>
<tr>
<td><strong>DUTIES</strong></td>
<td>Provide operational leadership to the sub – directorate. Manage Human Resources Administration, Planning and Controls systems. Manage financial administration, planning and Controls systems. Effectively Manage Land Acquisition Services. Provide effective management of HR leaves, Performance Management and Development System (PMDS), and general Human Resources administration. Provide effective management of the budgeting process and budget control for goods and services and capital projects. Provide effective administration and management of assets and travel claims of the directorate. Provide effective management of Land acquisition process and efficient resolution of Land acquisition inquiries (Request for Leasing of land, Confirmation of Compensation, Confirmation of whether property is affected by future road, Inquiry about compensation process and Inquiry on whether the road is proclaimed or not). Accomplish staff job results by coaching, counselling, and disciplining employees; planning, monitoring, and appraising job results; conducting training; implementing enforcing systems, policies, and procedures. Plan Service Delivery to meet Client Expectations. Develop Initiatives for Managing Development and Transformation Processes in a Workplace. Communicate as a Manager in the Public Service. Produce data and analyse statistics for workplace operations in the GPG. Apply Problem Solving Strategies as a Manager in the Public Service. Maintain physical and/or electronic information records. Use Technology to achieve Workplace Objectives.</td>
</tr>
<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Mr. E Mashaba Tel No: (011) 355 7096/7013</td>
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<tr>
<th>POST 32/157</th>
<th>DEPUTY DIRECTOR: LAND ACQUISITION AND SUPPORT SERVICES REF NO: DRT/DS/2019/16 (X1 POST)</th>
</tr>
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<tbody>
<tr>
<td>Branch: Roads Infrastructure</td>
<td>Directorate: Design Services</td>
</tr>
<tr>
<td><strong>SALARY</strong></td>
<td>R733 257 per annum (An all-inclusive remuneration package)</td>
</tr>
<tr>
<td><strong>CENTRE</strong></td>
<td>Johannesburg, Head Office</td>
</tr>
<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>Bachelor's degree or equivalent National diploma in Public Administration/ Real Estate/ Deeds/ RPL Certificate in relation to the post with at least 3-5 years’ experience in Land Acquisition or Property Management related to the proclamation of Provincial roads, and junior management experience. Knowledge and understanding of Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Public Service Act and its regulations, HR Policies and procedures, Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPFA), Gauteng Transport Infrastructure Act (GTIA) and Batho Pele Principles. Good communication (verbal and written) skills, analytical thinking, report writing and problem solving skills.</td>
</tr>
</tbody>
</table>
| **DUTIES** | Provide operational leadership to the sub – directorate. Manage Human Resources Administration, Planning and Controls systems. Manage financial administration, planning and Controls systems. Effectively Manage Land Acquisition Services. Provide effective management of HR leaves, Performance Management and
Development System (PMDS), and General Human Resources administration. Provide effective management of the budgeting process and budget control for goods and services and capital projects. Provide effective administration and management of assets and travel claims of the directorate. Provide effective management of land acquisition process and efficient resolution of land acquisition inquiries (Request for Leasing of land, Confirmation of Compensation, Confirmation of whether property is affected by future road, Inquiry about compensation process and Inquiry on whether the road is proclaimed or not). Accomplish staff job results by coaching, counselling, and disciplining employees; planning, monitoring, and appraising job results; conducting training; implementing enforcing systems, policies, and procedures. Plan Service Delivery to meet Client Expectations. Develop Initiatives for Managing Development and Transformation Processes in a Workplace. Communicate as a Manager in the Public Service. Produce data and analyse statistics for workplace operations in the GPG. Apply Problem Solving Strategies as a Manager in the Public Service. Maintain physical and/or electronic information records. Use Technology to achieve Workplace Objectives.

ENQUIRIES  :  Mr. E Mashaba Tel No: (011) 355 7096/7013

POST 32/158 :  DEPUTY DIRECTOR: VEHICLE FITNESS  REF NO: DRT/R&C/2019/17 (X1 POST)
Branch: Transport Branch
Directorate: Registration and Compliance

SALARY  :  R733 257 per annum (An all-inclusive remuneration package)
CENTRE  :  Johannesburg, Head Office

REQUIREMENTS  :  Appropriate Diploma or Equivalent qualifications/RPL Certificate in relation to the post. At least 5 years ‘management experience within traffic law administration environment. Experience in court procedures and in-depth working knowledge of Natis and NRTA is a requirement. A working knowledge and understanding of the government regulatory framework and policies governing roads and transport, Public Finance Management Act, Public Service Act, Treasury Regulations and Basic Conditions of Employment Act, Public Service Act, Labour Relations Act, Promotion of Administrative Justice Act and Promotion of Access to Information Act. Excellent management skills, leadership skills, and advanced computer literacy, excellent interpersonal skills, communication (verbal and written) and report writing skills are some of the attributes required for the post. A valid driver’s license is an inherent requirement of the position.

DUTIES  :  The incumbent will be responsible for the registration for the registration and monitoring of Vehicle Testing Stations, Manufacturers, Importers and Builders of vehicles and Authorised Officers, as prescribed by the National Road Traffic Act, 1996 (Act 93 of 1996) and related regulations. Develop and monitor service delivery standards and procedures. Perform any other function relevant to the Directorate. Give guidance on the interpretation of legislation and input into legislation, policy and procedure development and amendments. Represent the Province at various national and technical and policy committees. Manage Service Level Agreements. Keep and update a database of all service centres. Develop tools/controls for fighting fraud and corruption at Vehicle Testing Stations. Create and manage working relationship with the law enforcement agencies. Ensure regular consultation with the service centres/proprietors and stakeholders on challenges and innovations relating to frontline services and customer care services in line with the Batho Pele principles. Manage human resources including direct supervision of staff and therefore effective HR management. Optimal management and utilization of the resources allocated.

ENQUIRIES  :  Ms. K Tshabalala Tel No: (011) 891 0090

POST 32/159 :  DEPUTY DIRECTOR: COLLECTIVE BARGAINING REF NO: DRT/LR/2019/18 (X1 POST)
Branch: Corporate Services
Directorate: Labour Relations

SALARY  :  R733 257 per annum (Level 11) (all-inclusive package)
CENTRE  :  Johannesburg
REQUIREMENTS: Appropriate Bachelor’s Degree or equivalent NQF level 7 Qualification in Labour Relations/Law/Human Resource Management/RPL Certificate in relation to the post with 5 years’ experience in the field of Labour Relations or Labour Law or trade union environment, coupled with 3 years’ junior management experience in Government. Knowledge of Labour Relations Act, Public Service Act and Regulations, Public Knowledge of Service Legislative Frameworks, Basic Conditions of Employment Act, Promotion of Administrative Justice Act, Employment Equity Act, Skills Development Act, PFMA, PSCC/CBC resolutions as well as Human Resources policies and procedures. The following skills are important: written and communication skills, report writing skills, analytical skills, presentation and facilitation skills, planning and organizing skills, investigation skills, negotiation skills, conflict management, decision making skills, financial management and computer literacy.

DUTIES: The incumbent will responsible for the following tasks, coordination and facilitation of grievance resolutions and management of collective bargaining in the department. Monitor the implementation of collective agreements and resolutions. Facilitate consultative structure within the Department and the regions. Develop and monitor regional consultative structures. Represent the Department on collective Bargaining disputes. Facilitate training for line managers in handling grievances and collective bargaining issues. Advise management and staff on labour relations issues (collective bargaining). Promote sound labour relations practices. Management of Sub-directorate. Manage staff performance and assessments. Attend Bargaining Chamber meetings and workshops. Establish and maintain good relationships with organized labour and other external stakeholders.

ENQUIRIES: Mr. Xolani Mlambo Tel No: (011) 355-7560

POST 32/160: DEPUTY DIRECTOR: ORGANISATIONAL DESIGN AND DEVELOPMENT REF NO: DRT/OD&HRA/2019/19 (X1 POST)
Branch: Corporate Services
Directorate: Organisational Development and Human Resources Administration

SALARY: R733 257 per annum (An all-inclusive remuneration package)
CENTRE: Johannesburg, Head Office


DUTIES: Overall management of the Organisational Development sub-directorate: Overseeing the development and implementation of business plans, outlining critical strategic/service delivery improvement interventions to be effected in accordance with the relevant legislation. Ensure the reviewing, re-designing, coordination and implementation of organisational structures and post establishment of the department; Manage and coordinate the job evaluation process within the department; Ensure the development of generic job profiles; Provisioning of HR Organisational Development Information Systems; Ensure the preparation of HR OD related monthly statistics e.g. vacancy rate, headcounts etc. Conduct research on HR OD matters; Coordinate the development of business improvements, standardisation of business processes and process information; Manage overall change management interventions; Assess the overall organization and units affected by change; Develop a change management strategy for the department; Design, develop and implement training and education programmes pertaining to change; Compile submission(s) on any development that relates to organizational structure, business processes, job evaluations, OSD’s and
any directive from the Minister of Public Service and Administration (MPSA);
Facilitate the creation of organisational development strategies that support the
business strategy of the department; Supervise and manage staff; Plan, organize
and control activities pertaining to the functions of the component; Provide a
mentoring and quality assurance role to Organisational Development personnel.

ENQUIRIES

: Mr. G. Tauanye Tel No: (011) 355 7526

POST 32/161

: SPECIALIST: EMPLOYEE HEALTH AND WELLNESS REF NO: DRT/ OD&HRA /2019/20 (X1 POST)
Branch: Corporate Services
Directorate: Organizational Development and Human Resources Administration

SALARY

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

CENTRE

: Johannesburg, Head Office

REQUIREMENTS

: A relevant Bachelor’s degree in Social Sciences or equivalent NQF Level 7
qualification; Registration with relevant professional Council; 3 - 5 year’s middle
management experience in Employee Health and Wellness/EAP/RPL Certificate in
relation to the post. Knowledge and understanding of Employee Health and
Wellness theory, practice and management; Knowledge of DPSA Employee Health
and Wellness Framework and related policies e.g. Health and Productivity,
Wellness management, HIV,AIDS,STI & TB, SHERQ, PILIR, Mental Health Policy
Framework, NSP and Policy on Reasonable Accommodation and Assistive
Devices for Employees with Disability in the Public Service; knowledge of Human
Resource and Organisational Development policies, procedures and guidelines;
Relevant Human Resource legislation e.g. BCEA, LRA, EEA, SDA, OHSA; COIDA
A Valid Drivers’ license and must be computer literate. Proficiency required in
Microsoft Office Suite (especially Excel, Word, and PowerPoint); a valid driver’s
License.

DUTIES

: To promote disease and chronic illness management. Conduct awareness
programmes on the functions and purpose of health surveillance and the relevant
laws and regulations. To promote the management of Mental Health and
Psychosomatic illnesses. Develop and implement a toolkit for Mental Health
Promotion in the workplace which looks at practical steps for addressing mental
health. To manage injury on duty and incapacity due to ill health. Put measures in
place to integrate Health Risk Assessments and Management and Productivity
Management. To promote occupational health education and promotion. Provide
information on health care options to employees to exercise more control over their
own health and over their environments, and to make choices conducive to health.
To manage resources of the programme. Supervise and manage staff.

ENQUIRIES

: Ms. T Odame-Takyi Tel No: (011) 355 7490

POST 32/162

: SPECIALIST: HIV, AIDS, STI & TB (HAST) REF NO: DRT/OD&HRA /2019/21 (X1 POST)
Branch: Corporate Services
Directorate: Organisational Development and Human Resources Administration

SALARY

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

CENTRE

: Johannesburg, Head Office

REQUIREMENTS

: A relevant Bachelor’s degree in Social Sciences or equivalent NQF Level 7
qualification; Registration with relevant professional Council/RPL Certificate in
relation to the post. 3 - 5 year’s middle management experience in Employee
Health and Wellness/EAP. Knowledge and understanding of Employee Health and
Wellness theory, practice and management; Knowledge of DPSA Employee Health
and Wellness Framework and related policies e.g. Health and Productivity,
Wellness management, HIV,AIDS,STI & TB, SHERQ, PILIR, Mental Health Policy
Framework, NSP and Policy on Reasonable Accommodation and Assistive
Devices for Employees with Disability in the Public Service; knowledge of Human
Resource and Organisational Development policies, procedures and guidelines;
Relevant Human Resource legislation e.g. BCEA, LRA, EEA, SDA, OHSA; COIDA
A Valid Drivers’ license and must be computer literate. Proficiency required in
Microsoft Office Suite (especially Excel, Word, Power Point); A valid driver’s
License.
DUTIES: To manage and promote HAST prevention. Develop and implement interventions for reduction of vulnerability to HIV and TB infection and all modes of HIV transmission. To facilitate provision of Treatment Care and Support. Provide access to HIV Counselling and Testing, promote adherence to counselling and regular HIV testing, including those with active TB disease. To promote Conducting of research, monitoring and evaluation. Develop and implement data management system for NSP indicators developed to generate quarterly and annual reports. To promote human right and access to justice. Manage and conduct workshops and campaigns to address matters relating to unfair discrimination, unfair treatment and stigma against people living with HIV and AIDS and Related ailments. Manage compilation of management reports as required. Present monthly, quarterly and annual reports for the purpose of appropriate reporting by management as required. Manage the resources of the HAST programmes. Supervise and manage staff.

ENQUIRIES: Ms. T. Odame-Takyi Tel No: (011) 355 7490

POST 32/163 : DEPUTY DIRECTOR: MOTOR VEHICLE REGISTRATION & LICENSING REF NO: DRT/R&C/2019/22 (X1 POST)
Branch: Transport Branch
Directorate: Registration and Compliance

SALARY: R733 257 per annum (An all-inclusive remuneration package)
CENTRE: Johannesburg, Head Office
REQUIREMENTS: Appropriate Bachelor’s Degree or Equivalent NQF Level 7 qualification/RPL Certificate in relation to the post. At least 5 Years management experience within traffic law administration environment. A working knowledge of NaTIS and NRTA is a requirement. Excellent management skill, leadership skills and advanced computer literacy are essential. Knowledge of the Public Finance Management Act, Public Service Act, Basic Conditions of Employment Act, Labour Relations Act, and Treasury Regulations are essential. Project management and research skills will be an advantage. A valid driver’s license is an inherent requirement of the position.

DUTIES: Manage a vehicle registration and licensing NaTIS high risk transaction help desk services, NaTIS hard and software calls and the NaTIS call Centre. Manage the effective application and performance of transactions by the Provincial Help Desk staff on the NaTIS Task Management System ensuring compliance with Legislative prescripts i.e. the National Road Traffic Act, (Act 93 of 1996). Handle with high level telephonic calls and faxes from Registering Authorities and other customers i.e. SAPS, SABS, Auditor-General, Motor Industry etc. Manage the registration and regulation of manufactures of number plates. Represent the province at the NaTIS User Group meeting and at the Interprovincial Policy and Procedure Work Group, and regular consultation with Registering Authorities. Give advice on all matters relating to vehicle registration and licensing. Develop, maintain and monitor Motor Vehicle Registering Authority’s service delivery standards and procedures. Ensure regular consultation with registering authorities and stakeholders on challenges and innovations relating to frontline services and customer care services in line with Batho Pele principles. Perform any other function relevant to the Directorate. Manage the Provincial Help Desk Section including direct supervision of staff and therefore effective HR management. Optimal management and utilization of the resources allocated. Keep and update a database of all Registering Authorities. Develop tools for fighting fraud and corruption at Motor Vehicle Registering Authorities (MVRA).

ENQUIRIES: Ms. K Tshabalala: Tel No: 011 891 0090

POST 32/164 : DEPUTY DIRECTOR HELPDESK REF NO: DRT/OL/2019/23 (X1 POST)
Directorate: Operating Licensing

SALARY: R733 757 per annum (Level 11) (all-inclusive package)
CENTRE: Ekurhuleni
REQUIREMENTS: A National Diploma or Bachelor’s Degree in Administration must have a B-Degree/RPL Certificate in relation to the post with a minimum of 5 years or more experience at a managerial or supervisory level. At least 4-5 years’ experience within public transport environment. A related Post Graduate degree will be an
added advantage. Knowledge and experience in the following fields are critical: Project Management, Legal and Public Transport. Knowledge and understanding of the following legislative prescripts is critical: National Land Transport Act No5 of 2009 (NLTA) and its supporting regulations, Public Finance Management Act as amended and its Regulations, Public Service Act and Regulations, Basic Conditions of Employment Act. Competencies: Communication Skills (Verbal and written); Computer literacy with emphasis on Excel, MS Word, MS Projects and Power Point; Good liaison and team working skills; Proven administrative and organisational skills Good interpersonal, organization and planning skills; Valid Driver's License.

**DUTIES**
Manage the administration and verification of applications. Receive applications. Manage the administration of revenue collection. Receive fees for accepted applications. Manage the processing of applications and issuing operating Licenses. Gazette applications. Manage the process of preparing of issued operating licenses. Track processed applications. Manage the establishment of regional TOLABS. Facilitate the implementation of Transport Operating Licensing Administrative Bodies (TOLABs) in Regions and ensure the effective and efficient function of the TOLABs. Manage the implementation of the Anti-Fraud and Corruption control system. Attend to Audits queries and implementations thereof. Manage the resources of the component and perform generic management functions. Compile weekly/monthly/quarterly performance report and make budgetary recommendations. Develop project/operational plans to execute strategic objectives outlined in the department’s strategic plan.

**ENQUIRIES**
Ms N. Dube Tel No: (011) 227 8305

**POST 32/165**
**DEPUTY DIRECTOR: APPLICATION SYSTEM SUPPORT REF NO: DRT/IF/2019/24 (X1 POST)**
Branch: Corporate Services
Directorate: Information Systems

**SALARY**
R733 257 per annum (Level 11) (all-inclusive package)

**CENTRE**
Johannesburg, Head Office

**REQUIREMENTS**
BSc Degree/National Diploma in IT, at least 5 –10 years’ experience in systems development and managing consultants and SLA’s. Knowledge of VB.Net, ASP, ASP.Net, SQL MS Access. Good communication skills and a valid driver’s license.

**DUTIES**
Policy formulation, implementation and standards, Change Management, Knowledge Management problem solving and analysis. Render development of new Information Systems services. Supervise applications team, analyze application reports to identify trends and take appropriate preventative actions. Drive the implementation of policies and standards, assist director in implementing operational plans. Manage consultants contracted by Directorate. Manage upgrading and maintenance of Information Systems services. Provide technical consultancy and support to clients. System documentation. Manage staff training and performance reviews.

**ENQUIRIES**
Mr. Edward Ndou Tel No: (011) 355-7315

**POST 32/166**
**DEPUTY DIRECTOR REF NO: DRT/FA/2019/25 (X1 POST)**
Branch: Corporate Services
Directorate: Financial Accounting

**SALARY**
R733 257 per annum (Level 11) (all-inclusive package)

**CENTRE**
Johannesburg

**REQUIREMENTS**
Bachelors degree or equivalent NQF level 7 in Financial or Management Accounting/ RPL Certificate in relation to the post, with at least 3-5 years relevant experience in Financial or Management Accounting of which at least 3 years must have been at the level of Assistant Director. Proven management experience. In-depth knowledge of Public Finance Management Act, Treasury Regulations, Procurement reforms, SAP and BAS. Computer literacy proficiency in writing and excel. Good planning and organizational skills. Good communication skills (written and verbal), understanding of expectations of various stakeholders. Sound interpersonal and analytical skills, ability to work under pressure, willingness to
DUTIES: To lead, direct and control the Finance Control Sub unit within Financial Accounting Directorate: Assist in providing strategic support to the Director Financial Accounting to ensure delivery and implementation of planned work, and proactively foster a high-performance culture. Put measures in place to ensure valid claims or invoices are paid within 15 days upon receipt. Implement mechanism to effectively manage and minimize accruals. Timeous processing of travel and subsistence advances and clearance of relevant suspense accounts. Put measures in place to prevent and detect fruitless and wasteful expenditure. Implement the strategic objectives of the section. Assist in development of policies, strategies, guidelines and tools to ensure effective monitoring. Preparation and consolidation of monthly finance reports, additionally ensure monthly reports are submitted on predetermined dates. Prepare monthly cash flow projections and daily management of the PMG Account. Ensure fund requisitions are prepared timeously on weekly basis. Act as a mentor and supervisor to junior staff. Ensure performance agreements and evaluations are finalized timeously within the Finance Control sub unit. Ensure adherence to policies, regulations and instruction notes. Respond to internal and external audit queries as well as all enquiries from various committees, and Engage with key stakeholders to ensure we bridge the expectation gap.

ENQUIRIES: Mr. TM Mokete Tel No: (011) 355-7473

POST 32/167: ENGINEER PRODUCTION GRADE A REF NO: DRT/CCPP&B/2019/14 (X1 POST)
Branch: Roads Infrastructure
Directorate: Construction, Capital Projects Programming and Budgeting

SALARY: R718 059 - R1 090 458 per annum (all-inclusive remuneration package: The department will determine the final salary offer based on proven years of experience post qualification)

CENTRE: Johannesburg


DUTIES: Manage and execute the programming and budgeting for the Construction Chief directorate: Management of the overall construction projects programming. Human capital management for the programming and budgeting sub – directorate: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Manage and execute social facilitation activities for the Construction Chief Directorate. Management of the social facilities on all construction projects; Manage and ensure EPWP compliance for the Construction Chief Directorate: Ensure job creation on all projects.

ENQUIRIES: Ms V Govinden Tel No: (011) 355 7031

POST 32/168: SENIOR LEGAL ADMIN OFFICER REF NO: DRT/LAS/2019/27 (X1 POST)
Branch: Corporate Services
Directorate: Legal Advisory Services

SALARY: R473 820 – R1 140 828 per annum (Salary Notch/package to be determined according to relevant experience in terms of OSD)

CENTRE: Johannesburg

REQUIREMENTS: B Proc/LLB//RPL Certificate in relation to the post. Admitted as an Attorney or Advocate will be an added advantage. At least 8 years’ relevant experience gained after obtaining the qualification. Experience in legal research. Good communication (written and verbal). Ability to solve problems. Ability to work under pressure. Valid driver’s license and willingness to travel. Good office administration, computer literacy, planning and organizing skills.
DUTIES: To provide legal advice and opinions. Ensure compliance with all relevant legislation and policies by the department. Legal drafting and interpretation. To draft, review and amend contracts and any other legal documents. To comment on legislation, policies and any other legal documents. Knowledge of Court procedures. Administer the process of appeals. Management of litigation. Coordinate and monitor the implementation of Access to Information Act and PAJA.

ENQUIRIES: Ms. Jocelyne Madumo Tel No: (011)355 7277

POST 32/169: SURVEY TECHNICIAN CONTROL; FIELD REF NO: DRT/CCPP&B/2019/26 (X1 POST)
Branch: Roads Infrastructure
Directorate: Construction, Capital Projects Programming and Budgeting

SALARY: R452 895 – R774 252 per annum (all-inclusive remuneration package: The department will determine the final salary offer based on proven years of experience post qualification)

CENTRE: Johannesburg


DUTIES: Manage and execute the programming and budgeting for the Construction Chief directorate: Management of the overall construction projects programming; Human capital management for the programming and budgeting sub – directorate: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Manage and execute social facilitation activities for the Construction Chief Directorate; Management of the social facilities on all construction projects; Manage and ensure EPWP compliance for the Construction Chief Directorate: Ensure job creation on all projects.

ENQUIRIES: Mr. E Mashaba Tel No: (011) 355 7096/7013

POST 32/170: ASSISTANT DIRECTOR: LEAVE ADMINISTRATION AND TERMINATIONS REF NO: DRT/OD&HRA/2019/28 (X1 POST)
Branch: Corporate Services
Directorate: Organisational Development and Human Resources Administration

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

CENTRE: Johannesburg

REQUIREMENTS: An appropriate 3 years’ tertiary qualification or equivalent NQF level 6 qualification relevant to the post Or Matric qualification or equivalent NQF level 4 qualification/RPL Certificate in relation to the post. Relevant 3-5 years’ experience (with the assumption that supervision as part of experience) Or Relevant 8 years or more experience (with the assumption that supervision as part of experience). Knowledge and understanding of: Human Resource theory, practice and management; human resource policies, procedures and guidelines; relevant human resource legislation e.g. Basic Conditions of Employment Act, Labour Relations Act and Employment Equity Act. A valid driver’s license.

DUTIES: Overall management of the division PILIR, Leave Administration and Termination of Services delivered by the unit to ensure continuous quality, quantity of the impact of services delivered linked to conditions of services. Develop/communicate and manage the implementation of processes, procedures, programs, databases, quality assurance measures, service delivery improvements and strategies regarding PILIR, Leave Administration and Termination of Service functions. Establish control and monitoring mechanisms to ensure departmental compliance with legislative requirements in scope PILIR, Leave Administration and Termination of Services processes and assertively manage non-compliance. Compile monthly, quarterly and annual management information reports.

ENQUIRIES: Mr G Taunyane Tel No: (011) 355 7526
### POST 32/171
**ASSISTANT DIRECTOR: RECRUITMENT AND SELECTION**  
**REF NO:** DRT/O&D/HRA/2019/29 (X1 POST)  
**Branch:** Corporate Services  
**Directorate:** Organisational Development and Human Resources Administration  
**SALARY:** R376 596 per annum (Level 09) (plus benefits)  
**CENTRE:** Johannesburg  
**REQUIREMENTS:** An appropriate 3 years' tertiary qualification or equivalent NQF level 6 qualification relevant to the post Or Matric qualification or equivalent NQF level 4 qualification/RPL Certificate in relation to the post. Relevant 3-5 years' experience (with the assumption that supervision as part of experience) Or Relevant 8 years or more experience (with the assumption that supervision as part of experience). Knowledge and understanding of Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Public Service Act, PSA Regulations, HR Policies, procedures and guidelines. Good communication (verbal and written) skills, analytical thinking, report writing and problem solving skills. A Valid Driver's license.  
**DUTIES:** Overall management of the division Recruitment and Selection. Develop/communicate and manage the implementation of processes, procedures, programs, database and filling of vacancies. Develop, maintain and implement HR related polices and strategies. Monitor all career incidents on PERSAL and implement control measures, procedures and processes. Render guidance and training advice to managers or employees on matters relating to Recruitment and Selection. Develop or quality assures the correctness of submissions to delegated authorities. Compile monthly, quarterly and annual management information reports. Establish control and monitoring mechanisms to ensure departmental compliance with legislative requirements.  
**ENQUIRIES:** Mr G Taunyane Tel No: (011) 355 7572

### POST 32/172
**ASSISTANT DIRECTOR: LAND ACQUISITION AND SUPPORT SERVICES**  
**REF NO:** DRT/DS/2019/30 (X1 POST)  
**Branch:** Roads Infrastructure  
**Directorate:** Design Services  
**SALARY:** R376 596 per annum (Level 09) (plus benefits)  
**CENTRE:** Johannesburg, Head Office  
**REQUIREMENTS:** Bachelor's Degree/National Diploma in Public Administration, Real Estate & Deeds /RPL Certificate in relation to the post with 3- 5 years in Land Acquisition and Supervisory level. Good communication (verbal and written) skills, analytical thinking, report writing and problem solving skills. Driver’s license an advantage. Knowledge and understanding of Gauteng Transport Infrastructure Act (GTIA), Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPFA), and Batho Pele Principles. Good communication (verbal and written) skills, analytical thinking, report writing and problem solving skills.  
**DUTIES:** Bachelor’s Degree/National Diploma in Public Administration, Real Estate & Deeds /RPL Certificate in relation to the post with 3- 5 years in Land Acquisition and Supervisory level. Good communication (verbal and written) skills, analytical thinking, report writing and problem solving skills. Driver’s license an advantage. Knowledge and understanding of Gauteng Transport Infrastructure Act (GTIA), Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPFA), and Batho Pele Principles. Good communication (verbal and written) skills, analytical thinking, report writing and problem solving skills.  
**ENQUIRIES:** Mr E Mashaba Tel No: (011) 355 7096/7013

### POST 32/173
**ASSISTANT DIRECTOR: LABOUR RELATIONS (CASE MANAGEMENT)**  
**REF NO:** DRT/LR/2019/31 (X1 POST)  
**Branch:** Corporate Services  
**Directorate:** Labour Relations  
**SALARY:** R376 596 per annum (Level 09) (plus benefits)  
**CENTRE:** Johannesburg
REQUIREMENTS: Appropriate Degree or equivalent NQF level 7 qualification in Labour Relations/Law/Human Resource Management/RPL Certificate in relation to the post with at least 3 years’ experience in the field of Labour Relations or Labour Law coupled with 2 years’ experience in Government. Knowledge of Labour Relations Act, Public Service Act and Regulations, Public Service Legislative Frameworks, Basic Conditions of Employment Act, Promotion of Administrative Justice Act, Employment Equity Act, Skills Development Act, PFMA, PSCC CBC resolutions as well as Human Resources policies and procedures. The following skills are important: written and communication skills, report writing skills, analytical skills, presentation and facilitation skills, planning and organizing skills, investigation skills, negotiation skills, conflict management, decision making skills, financial management and computer literacy.

DUTIES: The incumbent will be responsible for coordinating and facilitating grievances and misconducts cases in the Department. The duties will include being responsible to maintain and manage a case management system, as well as manage and facilitate all disciplinary process, in terms of providing advisory services to the Department on Labour Relations issues. Promote sound Labour Relations practices, acknowledge and register all cases in the Department by capturing and updating all cases on case management system. Produce and submit reports for the Department and external Stakeholders. Timeously prepare and facilitate on resolutions for the misconduct and grievance cases. Assist with other interests such as facilitating training on line managers on how to assist in handling of grievances and collective bargaining issues. Conduct awareness sessions on Labour Relations matters and liaising with HR on Labour Relations matters. Promote sound collective bargaining practices. Management of Sub-directorate.

ENQUIRIES: Mr Xolani Mlambo Tel No: (011) 355-7560

POST 32/174: ASSISTANT DIRECTOR: DESKTOP SUPPORT REF NO: DRT/IS/2019/32 (X1 POST)
Branch: Corporate Services
Directorate: Information Systems

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

REQUIREMENTS: National Diploma or equivalent NFQ level 6/NQF level 7 in Financial or Management Accounting/RPL Certificate in relation to the post with at least 3-5 years’ experience, or Grade 12 certificate (or equivalent NQF level 4 certificate) with a minimum of 6 years’ experience within the Financial Accounting environment of which a minimum of 2 years should be at a supervisory position, be able to lead and direct a team, extensive knowledge of Public Finance Management Act, Treasury Regulations, SAP and BAS. Knowledge in preparation of the financial statements in accordance with Modified Cash Standard is essential.


ENQUIRIES: Mr. Edward Ndou, Tel No: (011) 355-7315

POST 32/175: ASSISTANT DIRECTOR: FINANCIAL CONTROL REF NO: DRT/FA/2019/33 (X1 POST)
Branch: Finance
Directorate: Financial Accounting

SALARY: R376 596 per annum (Level 09) (plus benefits)
CENTRE: Johannesburg
**REQUIREMENTS**

A recognized 3 year degree or equivalent NFQ level 6/NQF level 7 in Financial or Management Accounting/RPL Certificate in relation to the post with at least 3-5 years’ experience, or Grade 12 certificate (or equivalent NQF level 4 certificate) with a minimum of 6 years’ experience within the Financial Accounting environment of which a minimum of 2 years should be at a supervisory position, be able to lead and direct a team, extensive knowledge of Public Finance Management Act, Treasury Regulations, SAP and BAS. Knowledge in preparation of the financial statements in accordance with Modified Cash Standard is essential.

**DUTIES**

Ensure suspense accounts are monitored and cleared on a monthly basis. Effectively deal with the month and year-end closure procedures. Perform analytical reviews on both expenditure and revenue accounts per line item. Ensuring interdepartmental receivables and payables are reconciled timeously. Compilation of accurate and complete monthly, quarterly and annual financial statements and also ensure the audit file is properly referenced. Ensure the financial reports are submitted timeously in line with the pre-determined dates. Ensure compliance to PFMA, Treasury Regulations, internal policies and any other Legislation that might be necessary. Maintain a complete and accurate register for all liabilities within the Department. Provide financial support to other stakeholders within the department to produce quality financial information. Assist in executing the duties of the assistant director and smooth running of the component. Assist in the administration of the debt account of the Department and responding to internal and external audit queries.

**ENQUIRIES**

Mr TM Mokete Tel No: (011) 355-7473

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**POST 32/176**

**SENIOR EXAMINER REF NO: DRT/PRA/2019/34 (X3 POSTS)**

Branch: Transport Branch
Directorate: Provincial Registration Authority (DLTCs)

**SALARY**

R376 596 per annum (Level 09) (plus benefits)

**CENTRE**

Maponya/Xavier/ Kliptown/ Sebokeng

**REQUIREMENTS**

Minimum Grade 12 certificate/RPL Certificate in relation to the post with 3-5 years’ Supervisor and Examiners of Vehicle experience; Qualified and registered as a Grade A Examiner with a relevant qualification (Code EC and A); valid Driver's License Grade EC; Knowledge of Public Service Act; Basic Conditions of Employment Act; Promotion of Administrative Justice Act; Promotion of Access to Information Act; e-NaTIS; Municipal By-Laws; Control of Access to Premises and Vehicles Act; and OHS Act. Computer literacy skills.

**DUTIES**

The incumbent will be responsible for ensuring that applicable documents are received for consideration in terms of the National Road Traffic Act. Ensure that tests are conducted in terms of the National Traffic Act; ensure that test results are captured on e-NaTIS. Ensure that renewals of driving licenses and PrDPs are conducted. Monitoring of Fraud and Corruption, and reporting of all unlawful activities. Stakeholder communication and management. Ensure maintenance and compliance of all testing facilities; and Human Resource Management.

**ENQUIRIES**

Mr. B.M. Mabeba / Ms. M.M. Nkabiti Tel No: (011) 355-9039/9037

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**POST 32/177**

**ASSISTANT DIRECTOR: PROJECTS REF NO: DRT/R/2019/35 (X1 POST)**

Branch: Transport Branch
Directorate: Registration

**SALARY**

R376 596 per annum (Level 09) (plus benefits)

**CENTRE**

Johannesburg

**REQUIREMENTS**

A recognized 3-years National Diploma/Bachelor's Degree in Transport Management or Administration / RPL Certificate in relation to the post from an accredited institution with 3-5 years' relevant experience. Proven competence and experience in the public sector at a supervisory level, preferably in the Transport and Project Management environment. Knowledge and understanding of the following legislative prescripts: National Land Transport Act (NLTA) and its supporting Regulations, Public Finance Management Act as amended and its Regulations, Public Service Act and Regulation, Basic Conditions of Employment Act. Good communication skills (verbal and written); Computer Literacy with
emphasis on Excel, MS Word, MS Projects and Power Point; proven administrative and organizational skills, good liaison and team working skills; Good Interpersonal, organization and planning skills; A valid driver’s license.

**DUTIES**

Manage the proper assessment of registration applications by associations and operators as per application checklist. To ensure that all received registration applications are administered correctly. To ensure compliance to all relevant transport legislation; to manage the accurate capturing of information in relation to the registration of Public Transport operators/associations. To supply data to relevant Metropolitan and District Municipal authorities in relation to confirmation of registration. To manage the effective administration and record keeping of enquiries/queries for the registration process. To manage received applications for the registration of operators/associations; to assist with the administration of projects. Coordinate meetings and workshops, to manage constant communication with staff in relation to the verification of information and documents for registration. To train and supervise Sub-ordinate staff; Assign tasks and functions to subordinates. To ensure proper communication and feedback to all staff. To report on the statistics in relation to received and processed registration applications. Prepare weekly and monthly reports and any other tasks assigned by the Supervisor within the Directorate.

**ENQUIRIES**

Mr Modise Sojane Tel No: (011) 227-8302

**POST 32/178**

**ASSISTANT DIRECTOR: ADMINISTRATIVE COMPLIANCE REF NO: DRT/R&C/2019/36 (X1 POST)**

Branch: Transport Branch
Directorate: Registration and Compliance

**SALARY**

R376 596 per annum (Level 09) (plus benefits)

**CENTRE**

Johannesburg, Head Office

**REQUIREMENTS**

National Diploma/Degree/RPL Certificate in relation to the post. At least 3 years appropriate experience in the eNatis environment. Knowledge of the following will be a distinct advantage: Road Traffic Act, PFMA, Criminal Procedure Act, Public Service Act and Treasury Regulations. Supervisory, leadership skills and advanced computer literacy, excellent interpersonal skills, communication (verbal and written) and report writing skills are some of the attributes required for the post. Understanding of the TRAFMAN system and a valid Driver’s license is an inherent requirement of the position.

**DUTIES**

The incumbent will be responsible to maintain a high level of Administrative expertise and proficiency amongst the Review and Control. Ensure that compliance with the Administrative Requirements in terms of the National Road Traffic Act, 1996 (Act 93 of 1996) and the Gauteng Provincial Road Traffic Act, 1997 (Act 7 of 1997) and the PFMA, is maintained throughout Gauteng. Ensure e-NaTIS is maintained by all Registering Authorities, Vehicle Testing Stations and SAPO throughout Gauteng, as well as number plate manufacturers and MiB’s. The incumbent will be responsible to ensure an effective and efficient frontline service delivery monitoring, customer relations, query management and transversal services. Develop and manage a programme of reporting and operational reporting templates that facilitate the acquisition and aggregation of licensing service centre activity information. Develop the management control systems and procedures, geared towards quality and customer service excellence. Develop and manage a Registering Authority statistics maintenance policy and framework. Ensure regular consultation with registering authorities and stakeholders on challenges and innovations relating to frontline services and customer care services in line with the Batho Pele principles. Develop and manage a framework for Registering Authorities site visits. Provide information and accompany delegates to front line service centres. Prepare reports and other documentation for senior management as required. Develop and manage a training programme aimed at ensuring that licensing centre personnel and monitoring team is conversant with relevant legislation, policies, procedures and development needs.

**ENQUIRIES**

Dr Innocentia Marule Tel No: (011) 891 0090
POST 32/179: ASSISTANT DIRECTOR: VEHICLE FITNESS REF NO: DRT/R&C/2019/37 (X1 POST)
Branch: Registration and Compliance
Directorate: Registration and Compliance

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

CENTRE:
Johannesburg, Head Office

REQUIREMENTS:
Appropriate Bachelor’s Degree or equivalent NQF Level 7 qualification. At least of 2-3 years’ junior management experience within traffic law administration environment/RPL Certificate in relation to the post. The candidate should have in depth knowledge of the National Road Traffic Act and Regulations, Public Finance Management Act, Basic Conditions of Employment Act, Public Service Act, Labour Relations Act, Basic conditions of Employment Act, Promotion of Administrative Justice Act and Promotion of Access to information Act. An in depth understanding of NaTIS will be a distinct advantage. Supervisory, leadership skills and advanced computer literacy, excellent interpersonal skills, communication (verbal and written) and report writing skills are some of the attributes required for the post. A valid Driver’s license is an inherent requirement of the position.

DUTIES:
Supervise, control and monitor the establishment of Vehicle Testing Stations and monitor the performing of all relevant e-NaTIS transactions including the performance of Vehicle Testing Stations. Ensure the correctness of Vehicle Testing Station Statistical returns in conjunction with eNaTIS transaction reports, Codes of Practice SABS 10216 and 10047 and National Road Traffic Act, 1996 (Act 93 of 1996) Supervise, control and monitor the following of all prescribed administrative processes and handle queries in respect of Vehicle Testing Stations. Supervise and motivate subordinates and provide advice on personnel matters. Give constant input into Road Traffic legislative amendments as it relates to area of responsibility. Register and monitor Compliance of Vehicle Testing Stations, Authorised Officers, Manufacturers, Importers and Builders of vehicles (MIB’s), and implement Administrative Action in terms of the PAJA. Handle MEC and legislature enquiries. Develop management control systems and procedures, geared towards quality and customer service excellence, and which eliminate risks in the area of responsibility. Prepare reports and other documentation for senior management as required. Manage human resources of the section, supervise subordinates and perform any other delegated tasks in line with the functions of the directorate.

ENQUIRIES:
Ms. K. Tshabalala: Tel No: (011) 891 0090

POST 32/180: ASSISTANT DIRECTOR: MONITORING REF NO: DRT/R/2019/38 (X3 POSTS)
Branch: Transport Branch
Directorate: Registration

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

CENTRE:
Tshwane Regional Office
West Rand Regional Office
Johannesburg Regional Office

REQUIREMENTS:
A recognized 3 years National Diploma/Bachelor’s Degree in Transport Management or Administration / RPL Certificate in relation to the post from an accredited institution with 3-5 years’ relevant experience. Proven competence and experience in the public sector at a supervisory level, preferably in the Transport and Project Management environment. Knowledge and understanding of the following legislative prescripts: National Land Transport Act (NLTA) and its supporting Regulations, Public Finance Management Act as amended and its Regulations, Public Service Act and Regulation, Basic Conditions of Employment Act. Good communication skills (verbal and written); Computer Literacy with emphasis on Excel, MS Word, MS Projects and Power Point; proven administrative and organizational skills, good liaison and team working skills; Good Interpersonal, organization and planning skills; A valid driver’s license.

DUTIES:
Manage the proper assessment of registration applications by associations and operators as per application checklist. To ensure that all received registration applications are administered correctly. To ensure compliance to all relevant transport legislation; to manage the accurate capturing of information in relation to the registration of Public Transport operators/associations. To supply data to
relevant Metropolitan and District Municipal authorities in relation to confirmation of registration. To manage the effective administration and record keeping of enquiries/queries for the registration process. To manage received applications for the registration of operators/associations; to assist with the administration of projects. Coordinate meetings and workshops, to manage constant communication with staff in relation to the verification of information and documents for registration. To train and supervise Sub-ordinate staff; Assign tasks and functions to subordinates. To ensure proper communication and feedback to all staff. To report on the statistics in relation to received and processed registration applications. Prepare weekly and monthly reports and any other tasks assigned by the Supervisor within the Directorate.

ENQUIRIES : Mr. Modise Sojane Tel No: (011) 227-8302

POST 32/181 : ASSISTANT DIRECTOR APPLICATIONS COUNTER REF NO: DRT/OL/2019/39
(X2 POSTS)
Branch: Transport Branch
Directorate: Operating Licensing

SALARY : R376 596 per annum (Level 09) (plus benefits)
CENTRE : Johannesburg & Ekurhuleni
REQUIREMENTS : A National Diploma / Bachelor’s Degree in Administration /RPL Certificate in relation to the post at least 3-5 years’ experience within the public transport environment. Knowledge of the issuing of operating licenses for all modes of public passenger’s road transport will be added advantage. Knowledge and understanding of the following legislative prescripts: National Land Transport Act No.5 of 2009 (NLTA) and its supporting regulations, Public Finance Management Act as amended and its Regulations, Public Service Act and Regulations, Basic Conditions of Employment Act. Competencies: Communication Skills (Verbal and written); Computer literacy with emphasis on Excel, MS Word, MS Projects and Power Point; Proven administrative and organisational skills Good liaison and team working skills; Good interpersonal, organization and planning skills; Valid Driver’s License.

DUTIES : To manage receiving of Applications. Ensure that information on applications and supporting documents are complete and correct. Manage the verification of applications. Ensure the receipt and verification of permits/operating license. Manage the capturing of applications. Ensure that all relevant information is captured accurately. Manage the resources of the component and perform generic management functions. Contribute towards the finalisation of the Annual Performance Plan and Operational plan.

ENQUIRIES : Ms N Dube Tel No: (011) 227 8305

POST 32/182 : ASSISTANT DIRECTOR ISSUING AND COLLECTION SERVICES REF NO: DRT/OL/2019/40
(X1 POST)
Branch: Transport Branch
Directorate: Operating Licensing

SALARY : R376 596 per annum (Level 09) (plus benefits)
CENTRE : Tshwane
REQUIREMENTS : A National Diploma or Bachelor’s Degree in Administration/RPL Certificate in relation to the post at least 3-5 years’ experience within the public transport environment. Knowledge of the issuing of operating licenses for all modes of public passengers’ road transport will be added advantage. Knowledge and understanding of the following legislative prescripts: National Land Transport Act No.5 of 2009 (NLTA) and its supporting regulations, Public Finance Management Act as amended and its Regulations, Public Service Act and Regulations, Basic Conditions of Employment Act. Competencies: Communication Skills (Verbal and written); Computer literacy with emphasis on Excel, MS Word, MS Projects and Power Point; Proven administrative and organisational skills Good liaison and team working skills; Good interpersonal, organization and planning skills; Valid Driver’s License.

DUTIES : Manage the tracking of processed applications. Manage the scheduling of permit/operating license applications for Provincial Regulatory Entity (PRE)
hearings. Manage issuing of operating Licenses. Manage the flow of information, documents and files for issuing of permits/ operating licenses. Manage the recording of operating license to be collected. Managed the hand-over of issued operating licenses and documents received for collection. Manage registry functions and provide records management services. Manage the receiving and dispatching of files. Manage the resources of the component and performance of generic management functions. Contribute towards the finalization of the Annual Performance Plan and Operational Plan.

ENQUIRIES : Ms N. Dube Tel No: (011) 227 8305

POST 32/183 : ASSISTANT DIRECTOR PROCESSING SERVICES REF NO: DRT/OL/2019/41 (X2 POSTS)
Branch: Transport Branch
Directorate: Operating Licensing

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

REQUIREMENTS : A National Diploma or Bachelor’s Degree in Administration/RPL Certificate in relation to the post at least 3-5 years’ experience within the public transport environment. Knowledge of the issuing of operating licenses for all modes of public passenger’s road transport will be added advantage. Knowledge and understanding of the following legislative prescripts: National Land Transport Act No.5 of 2009 (NLTA) and its supporting regulations, Public Finance Management Act as amended and its Regulations, Public Service Act and Regulations, Basic Conditions of Employment Act. Competencies: Communication Skills (Verbal and written); Computer literacy with emphasis on Excel, MS Word, MS Projects and Power Point; Proven administrative and organizational skills Good liaison and team working skills; Good interpersonal, organization and planning skills; Valid Driver’s License.

DUTIES : Manage the gazetting of applications. Ensure that the effective administration of information and documents. Manage the preparation of e applications for consideration. Ensure the liaison support function. Manage the coordination with municipalities on concurrencies and advise applicants on hearings. Ensure the processing of applications for the permit conversion process and administer referrals to Metros and Inter-Provincial Boards/Entities. Manage the resources of the component and perform generic management functions. Contribute towards the finalization of the Annual Performance Plan and Operational Plan.

ENQUIRIES : Ms N. Dube Tel No: (011) 227 8305
ANNEXURE N

PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF HEALTH

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

OTHER POSTS

POST 32/184 : HEAD CLINICAL UNIT – GRADE 1 REF NO: GS 61/19
Component – Emergency Department

SALARY : R1 728 807 per annum (All inclusive package), consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted overtime which is subject to the needs of the Department Employee must sign the commuted overtime contract form annually.

CENTRE REQUIREMENTS : Greys Hospital

A tertiary qualification (MBCHB) or equivalent registered with the Health Professional Council of South Africa (HPCSA) Current certificate of registration with the HPCSA as a Medical Specialist in Emergency Medicine Possession of an FCEM (SA) certificate or equivalent A minimum of three (3) years appropriate experience after registration with the HPCSA as a Medical Specialist in Emergency Medicine Recommendations: 1 year of relevant management/supervisory experience Computer literacy – Microsoft Office software package Instructor’s certificate in Basic Emergency Ultrasound (Level 1). Knowledge Skills, Training and Competencies Required: Comprehensive management, leadership, clinical and technical skills. Ability to diagnose and manage all emergencies (Adult and Paediatric) and in all clinical disciplines. Competence and expertise in developing, implementing and monitoring policies, protocols and guidelines applicable to the Emergency Department. Thorough understanding of financial management and resource allocation and optimization, including budgeting and expenditure control. Sound knowledge of Human Resource Management (incl. EPMDS process and requirements) and disciplinary and grievance management procedures Risk management within the Department, including disaster preparedness and management. Aptitude to teach and supervise staff at all levels (Registrars, Interns, Medical Officers, nursing personnel, undergraduate students, etc.) in the Emergency Department. Problem-solving, decision-making and conflict-resolution proficiency. Excellent communication (verbal and written) and time management skills. The ability to work under stress and maintain a good working relationship at all times. Knowledge, understanding and implementation of Batho Pele principles Sound knowledge and experience of relevant ethical and medico-legal matters, including J88 forms. Knowledge of relevant legislation, Policies and Regulations of the Department of Health/ DPSA, including, but not limited to, the National Health Act, Children’s Act, Promotion of Access to Information Act, PFMA, SCM regulation.

DUTIES : The incumbent will head the Grey’s Hospital Emergency Department (ED). Rationalize and manage the emergency services delivered by Grey’s Hospital, and ensure 24/7 emergency service availability. Formulate and execute a medium- to long-term strategy for the ED, which meets the Department of Health’s needs, and develop and manage the ED in line with the strategy. Ensure optimal level of skills and competencies of all staff, incl. sessional medical practitioners, in the ED. Promote and undertake teaching and training (Registrars, Medical Officers, Interns, Nursing personnel, undergraduate students, etc.) Conduct audits that are relevant to the needs of the department, including Morbidity and Mortality meetings on a monthly basis, regular Clinical Audits. Maintaining a risk register for the ED. Design, implement and evaluate Quality Assurance and Improvement Programmes as may be required. To chair and actively participate in the Resuscitation Services Committee and other committees at Grey’s Hospital as may be required. To chair the Disaster Management Committee, and manage and maintain agile disaster management preparedness, including co-ordination and hosting external disaster drills. Ensure that all
necessary emergency equipment and other medical/non-medical resources are available and functional in the ED. Participation in after-hours call duties (on-site calls) as may be required. Maintain close liaison with the Department of Emergency Medicine at the Nelson R. Mandela School of Medicine (UKZN) and other relevant academic facilities. Manage / address client complaints which may arise in the ED. Participate in Outreach/Inreach Programmes as may be required. Work as part of a team within the Pietermaritzburg Metropolitan Complex Hospitals.

ENQUIRIES : Dr L. Naidoo Tel No: (033) 897 3317
APPLICATIONS : To be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.
FOR ATTENTION : Mrs M. Chandulal
NOTE : Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 61/19. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).

CLOSING DATE : 20 September 2019

POST 32/185 : HEAD CLINICAL UNIT REF NO: HCU ORTHO 01/2019
Directorate: Orthopaedics

SALARY : R1 728 807 per annum (plus benefits)
CENTRE : Ladysmith Regional Hospital
REQUIREMENTS : Grade 12/ national senior certificate. Appropriate qualification that allows registration with the HPCSA as a Medical Specialist in Orthopaedics. PLUS Current registration with the HPCSA as a Medical Specialist in Orthopaedics (2019) PLUS A minimum of three (3) years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Orthopaedics NB: proof of current/previous certificates of service endorsed by human resource department knowledge, skills, training and competencies required Sound knowledge of clinical concept within the relevant discipline. Good operative skills to carry out major orthopaedics procedures. Research and organizational ability. Ability to supervise and teach junior staff. Conflict management. Management skills including financial and human resource management. Knowledge of current national and international health and public service legislation and policies including medical ethics, epidemiology and statistics.

DUTIES : Key Performance Areas Conduct, assist and stimulate research relevant to the Specialty. Represent the Hospital where requested by the Department and the Medical Manager. Promote and ensure community orientated clinical services and develop outreach services to the referring hospitals in Uthukela district. Maintain necessary discipline over staff under his/her control. Conduct out-patient specialist clinics and provide expert opinion where required and participate in provisioning a 24 hour service. Accept the responsibility for consultation of inpatient and outpatient service delivery to Ladysmith Hospital and referring facilities. Participate in commuted overtime. Responsible for clinical governance pertaining to the unit. Create academic and training platform for staff and assist in sourcing accreditation from HPCSA.

ENQUIRIES : Dr M E Pule Tel No: (036) 6372111 EXT: 1155
APPLICATIONS : Private Bag X9928 Ladysmith 3370
CLOSING DATE : 27 September 2019
<table>
<thead>
<tr>
<th>POST 32/186</th>
<th>HEAD CLINICAL UNIT: FAMILY MEDICINE REF NO: HCU FAM MED/ 02/2019</th>
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<tr>
<td><strong>SALARY</strong></td>
<td>R1 728 807 per annum (plus benefits)</td>
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<tr>
<td><strong>CENTRE</strong></td>
<td>Ladysmith Regional Hospital</td>
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<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>Grade 12/ national senior certificate. Appropriate qualification that allows registration with the HPCSA as a Medical Specialist in Family Medicine PLUS Current registration with the HPCSA as a Medical Specialist in Family Medicine (2019) PLUS A minimum of three (3) years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Family Medicine NB: proof of current/previous certificates of service endorsed by human resource department knowledge, skills, training and competencies required: Sound knowledge of clinical concept within the relevant discipline. Good operative skills to carry out major orthopaedics procedures. Research and organizational ability. Ability to supervise and teach junior staff. Conflict management. Management skills including financial and human resource management. Knowledge of current national and international health and public service legislation and policies including medical ethics, epidemiology and statistics.</td>
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<tr>
<td><strong>DUTIES</strong></td>
<td>Key Performance Areas: Conduct, assist and stimulate research relevant to the Specialty. Represent the Hospital where requested by the Department and the Medical Manager. Promote and ensure community orientated clinical services and develop outreach services to the referring hospitals in Uthukela district. Maintain necessary discipline over staff under his/her control. Conduct out-patient specialist clinics and provide expert opinion where required and participate in provisioning a 24 hour service. Accept the responsibility for consultation of inpatient and outpatient service delivery to Ladysmith Hospital and referring facilities. Participate in commuted overtime. Responsible for clinical governance pertaining to the unit. Create academic and training platform for staff and assist in sourcing accreditation from HPCSA.</td>
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<td><strong>ENQUIRIES</strong></td>
<td>Dr M E Pule Tel No: (036) 6372111 EXT: 1155</td>
</tr>
<tr>
<td><strong>APPLICATIONS</strong></td>
<td>Private Bag X9928 Ladysmith 3370</td>
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<td><strong>CLOSING DATE</strong></td>
<td>27 September 2019</td>
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<tr>
<th>POST 32/187</th>
<th>SPECIALIST MEDICINE REF NO: RKK M 19/2019 (X2 POSTS)</th>
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<tbody>
<tr>
<td><strong>SALARY</strong></td>
<td>Grade 1: R1 106 040 per annum (All-inclusive salary package (commuted overtime is compulsory). Grade 2: R1 264 623 per annum (All-inclusive salary package (commuted overtime is compulsory))</td>
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<tr>
<td><strong>CENTRE</strong></td>
<td>R. K Khan Hospital – Medicine</td>
</tr>
<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>Grade 1: Minimum requirement appropriate qualification MBChB Degree Plus current registration with HPCSA as a Specialist in Medicine. Grade 12 certificate. Registration certificate as Specialist with HPCSA. Grade 2: The minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Medicine. Grade 12 certificate. Proof of current registration with HPCSA 2019. NB’ 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”. Knowledge, Skills and Competencies. Sound clinical knowledge and expertise. Good interpersonal, managerial and supervisory skills. Sound knowledge of clinical procedures and protocols within the discipline. Knowledge of the Current Health and Public Service Legislature. Ability to innovate. Ability to manage patients independently. Interest in conducting and supervising research. Stress tolerance, self-confidence and the ability to build and maintain good relationships. To work within a multi-disciplinary team.</td>
</tr>
<tr>
<td><strong>DUTIES</strong></td>
<td>To provide effective and efficient specialist/consultant care for the patients of RK Khan Hospital and its catchment population. To assist the Head Clinical Unit in the development of systems for timeous and effective management of patients (consults, referrals, admitted, awaiting admissions).To assist in the development and implementation of guidelines and protocols. To participate and/or accept delegation for the coordination and implementation of Clinical Governance projects (as well as Quality Improvement Programmes). To participate in outreach activities for the delivery, supervision and support of services at referring or down-referral</td>
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facilities. To contribute towards a positive, supportive and conducive environment for junior staff, patients and their relatives. To participate in the academic programmes (for medical students & registrars) and in-service programmes (for nurses, interns, medical officers) as well as research initiatives. Standard of patient care and services is maintained.

ENQUIRIES: DR. J Mulla Tel No: (031) 459 6209
APPLICATIONS: Human Resource Department, R K Khan Hospital Private Bag x 004 Chatsworth, 4030 or Hand deliver to R K Khan Hospital Human Resource Department Ground floor Recruitment Officer Room no. 35.

FOR ATTENTION: Human Resource Manager
NOTE: Applications should be submitted on form Z83 from any Public Service Department Human Resource Department OR from the website www.kznhealth.gov.za Certified copies of ID, Matric, highest educational qualifications and HPCSA registration – not copies of certified copies. Current registration with HPCSA 2019. Updated Curriculum Vitae. Certified copy of certificates of service endorsed by Human Resource. The reference number must be indicated in the column provided on form Z83 e.g. HR 01/2019. Faxed documents will not be accepted. NB: Failure to comply with the above instructions will result in disqualification. Please note that if you are not contacted within 3 months of the closing date, your application is unsuccessful. Every shortlisted applicant will be advised of the outcome of their application in due course. Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPC (Companies Intellectual Property Commission) screening. Due to financial constraints no S & T or relocation costs will be paid for attending interviews. NB: relocation is at your own cost due to financial contraints- no S&T or relocation cost to be paid

CLOSING DATE: 27 September 2019 16:00 afternoon

POST 32/188: MEDICAL SPECIALIST: SURGERY REF NO: SPEC 05/2019 (X2 POSTS)

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

CENTRE REQUIREMENTS: knowledge, skills, training and competencies required Sound knowledge of clinical concept within the relevant discipline. Good operative skills to carry out major surgery procedures. Research and organizational ability. Ability to supervise and teach junior staff. Conflict management. Management skills including financial and human resource management. Knowledge of current national and international health and public service legislation and policies including medical ethics, epidemiology and statistics. 

Grade 1: Grade 12/ national senior certificate. Appropriate qualification in Surgery that allows registration as a specialist in Surgery with HPCSA plus current registration with HPCSA (2019) Grade 2: Grade 12/National Senior certificate. Appropriate qualification in Surgery that allows registration as a specialist in Surgery plus current registration with HPCSA (2019) and 5 years appropriate experience as Medical Specialist in Surgery after registration with HPCSA in Surgery. Grade 3: Grade 12/National Senior certificate. Appropriate qualification in Surgery that allows registration as a specialist in Surgery with HPCSA plus current registration with HPCSA (2019) and 10 years appropriate experience as Medical Specialist after registration with HPCSA in Surgery. NB: proof of current/previous certificates of service endorsed by human resource department.

DUTIES: Conduct, assist and stimulate research relevant to the Specialty. Represent the Hospital where requested by the Department and the Medical Manager. Promote and ensure community orientated clinical services and develop outreach services to the referring hospitals in Uthukela district. Maintain necessary discipline over staff under his/her control. Conduct out-patient specialist clinics and provide expert opinion where required and participate in provisioning a 24 hour service. Accept the responsibility for consultation of inpatient and outpatient service delivery to Ladysmith Hospital and referring facilities. Participate in commuted overtime. Responsible for clinical governance pertaining to the unit. Create academic and training platform for staff and assist in sourcing accreditation from HPCSA.
ENQUIRIES : Dr M E Pule Tel No: (036) 6372111 EXT: 1155
APPLICATIONS : Private Bag X9928 Ladysmith 3370
CLOSING DATE : 27 September 2019

POST 32/189 : MEDICAL – SPECIALIST: OBSTETRICS AND GYNAECOLOGY REF NO: SPEC 01/2019 (X1 POST)

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

CENTRE : Ladysmith Regional Hospital

REQUIREMENTS : Grade 1: Grade 12/ national senior certificate. Appropriate qualification in Obstetrics and Gynaecology that allows registration as a specialist in Obstetrics and Gynaecology with HPCSA plus current registration with HPCSA (2019) Grade 2: Grade 12/National Senior certificate. Appropriate qualification in Obstetrics and Gynaecology that allows registration as a specialist in Obstetrics and Gynaecology plus current registration with HPCSA (2019) and 5 years appropriate experience as Medical Specialist in Obstetrics and Gynaecology after registration with HPCSA in Obstetrics and Gynaecology. Grade 3: Grade 12/National Senior certificate. Appropriate qualification in Obstetrics and Gynaecology that allows registration as a specialist in Obstetrics and Gynaecology with HPCSA plus current registration with HPCSA (2019) and 10 years appropriate experience as Medical Specialist after registration with HPCSA in Obstetrics and Gynaecology. NB: Proof of Current/Previous Certificates of service endorsed by Human Resource Department

DUTIES : Training of undergraduate and post graduate medical students. Participate in formal teaching as required by the Department. The incumbent will represent the Department where requested by the Department and the Hospital Manager. Will promote and ensure community orientated clinical services. Control and management of clinical services as delegated. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertains to the unit. Conduct out-patient clinics and provide expert opinion. Provide outreach to surrounding PHC clinics and the two District Hospitals which refer to Ladysmith Hospital.

ENQUIRIES : Dr M E Pule Tel No: (036) 6372111 EXT: 1155
APPLICATIONS : Private Bag X9928 Ladysmith 3370
CLOSING DATE : 27 September 2019

POST 32/190 : MEDICAL – SPECIALIST: PAEDRIATRIC REF NO: SPEC 02/2019

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

CENTRE : Ladysmith Regional Hospital

REQUIREMENTS : Grade 1: Grade 12/National Senior certificate. Appropriate qualification in Paediatrics that allows registration as a specialist in Paediatrics with HPCSA plus current registration with HPCSA (2019). Grade 2: Grade 12/National Senior certificate. Appropriate qualification in Paediatrics that allows registration as a specialist in Paediatrics with HPCSA (2019) and 5 years appropriate experience as Medical Specialist after registration with HPCSA in Paediatrics. Grade 3: Grade 12/National Senior certificate. Appropriate qualification in Paediatrics that allows registration as a specialist Paediatrics with HPCSA plus current registration with HPCSA (2019) and 10 years appropriate experience as Medical Specialist after registration with HPCSA in the relevant discipline. NB: proof of current/previous certificates of service endorsed by human resource department Knowledge, Skills, Training and Competencies Required Sound knowledge of clinical concept within the Paediatrics discipline. Good operative skills to carry out advanced clinical services. Research and
organizational ability. Ability to supervise and teach junior staff. Conflict management. Management skills.

**REQUIREMENTS**: Training of undergraduate and post graduate medical students. Participate in formal teaching as required by the Department. The incumbent will represent the Department where requested by the Department and the Hospital Manager. Will promote and ensure community orientated clinical services. Control and management of clinical services as delegated. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertains to the unit. Conduct out-patient clinics and provide expert opinion. Provide outreach to surrounding PHC clinics and the two District Hospitals which refer to Ladysmith Hospital.

**ENQUIRIES**: Dr M E Pule Tel No: (036) 6372111 EXT: 1155

**APPLICATIONS**: Private Bag X9928 Ladysmith 3370

**CLOSING DATE**: 27 September 2019

**POST 32/191**: MEDICAL SPECIALIST: ANAESTHETICS REF NO: SPEC 03/2019

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

**CENTRE**: Ladysmith Regional Hospital

**REQUIREMENTS**: 

**Grade 1**: Grade 12/National Senior certificate. Appropriate qualification in Anaesthesia that allows registration as a specialist with HPCSA plus current registration with HPCSA (2019)  
**Grade 2**: Grade 12/National Senior certificate. Appropriate qualification in Anaesthesia that allows registration as a specialist with HPCSA plus current registration with HPCSA (2019) and 5 years appropriate experience as Medical Specialist in Anaesthesia after registration with HPCSA in Anaesthetics.  
**Grade 3**: Grade 12/national Senior certificate. Appropriate qualification in Anaesthesia that allows registration as a specialist with HPCSA plus current registration with HPCSA (2019) and 10 years appropriate experience as Medical Specialist in Anaesthesia after registration with HPCSA in Anaesthetics.

**NB**: proof of current/previous certificates of service endorsed by human resource department knowledge, skills, training and competencies required Sound knowledge of clinical concept within Anaesthetics. Good verbal and written communication skills and interpersonal skills. Ability to work in a multi-disciplinary team, tolerate stress. Good operative skills to carry out advanced clinical services. Experienced teaching and supervisory abilities. Awareness of cross-cultural differences. Knowledge of all Public Service Legislation, Policies and procedures. Medical Ethics, epidemiology and statistics. Conflict management skills. Management skills.

**DUTIES**: Training of junior staff. Conduct, assist and stimulate research relevant to Anaesthetics. To represent the Department where requested by the Department and Hospital Manager. Responsibility for co-ordinating intern and community service doctors training. Maintain clinical, professional and ethical conduct. Administrative responsibilities pertaining to the unit. Maintain necessary discipline over staff under his/her control. Active participation in quality improvement programs including clinical audits and continuous professional development activities. Conduct out-patient specialist clinics and provide expert opinion where required and participate in provisioning of a 24 hour service. Assist with quality of patient care, assisting team members with quality assurance, morbidity and mortality reviews and monthly audits. Promote and ensure community orientated clinical services. Control and management of clinical services as delegated. Assist the Departmental Manager to ensure optimal service delivery. Assist with the development of protocols and policies as per specialty and disease proofing. Provide effective and efficient consultant care at regional level. Performance of overtime is required – after hours and weekends.

**ENQUIRIES**: Dr M E Pule Tel No: (036) 6372111 EXT: 1155

**APPLICATIONS**: Private Bag X9928 Ladysmith 3370

**CLOSING DATE**: 27 September 2019
POST 32/192

MEDICAL – SPECIALIST: PSYCHIATRY REF NO: SPEC 04/2019

SALARY

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

CENTRE

Ladysmith Regional Hospital

REQUIREMENTS

Grade 1: Grade 12/national senior certificate. Appropriate qualification in Psychiatry that allows registration as a specialist with HPCSA plus current registration with HPCSA (2019)
Grade 2: Grade 12/national senior certificate. Appropriate qualification in Psychiatry that allows registration as a specialist with HPCSA plus current registration with HPCSA (2019) and 5 years appropriate experience as Medical Specialist after registration with HPCSA in Psychiatry
Grade 3: Grade 12/national senior certificate. Appropriate qualification in Psychiatry that allows registration as a specialist with HPCSA plus current registration with HPCSA (2019) and 10 years appropriate experience as Medical Specialist after registration with HPCSA in Psychiatry

NB: Proof of Current/Previous Certificates of Service Endorsed by Human Resource Department

Knowledge, Skills, Training and Competencies Required

Sound knowledge of clinical concept within the Psychiatry discipline. Good operative skills to carry out advanced clinical services. Research and organizational ability. Ability to supervise and teach junior staff. Conflict management. Management skills.

DUTIES

Training of undergraduate and post graduate medical students. Participate in formal teaching as required by the Department. The incumbent will represent the Department where requested by the Department and the Hospital Manager. Will promote and ensure community orientated clinical services. Control and management of clinical services as delegated. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertains to the unit. Conduct out-patient clinics and provide expert opinion. Provide outreach to surrounding PHC clinics and the two District Hospitals which refer to Ladysmith Hospital

ENQUIRIES

Dr M E Pule Tel No: (036) 6372111 EXT: 1155

APPLICATIONS

Private Bag X9928 Ladysmith 3370

CLOSING DATE

27 September 2019

POST 32/193

ASSISTANT MANAGER: PHARMACEUTICAL SERVICES REF NO: PHARM 02/2019

Component: Pharmacy

SALARY

R897 936 - R1 042 095 per annum (all-inclusive package consists of 70% basic salary and 30% flexi portion) PLUS Inhospitable Rural Allowance (12% of basic salary)

CENTRE

Ladysmith Regional Hospital

REQUIREMENTS

Matric/Senior Certificate/Grade 12 Bachelor Degree in Pharmacy Registration certificate with South African Pharmacy Council (SAPC) as a Pharmacist Proof of current registration with SAPC as a Pharmacist (registration card plus proof of payment of annual fees for 2019/ receipt) Minimum of five (5) years’ experience after registration with SAPC as a Pharmacist Valid driver’s license Certificate of Service to prove current and previous work experience endorsed by Human Resource.

Recommendations: computer literacy Knowledge, Skills, Training and Competencies: Knowledge of public sector pharmacy, as well as relevant acts, regulations, District Health System, EML, Good Pharmacy Practice, policies and procedures, the National Drug Policy Sound understanding of Procurement reforms and the CCMD program Sound knowledge of legislation relating to pharmaceutical practice in South Africa Sound knowledge of the District Health System and National Drug Policy Good communication, leadership, motivational, decision-making, team-building, ethics, operational, professional and supervisory skills Knowledge of the principles, functioning and operation of a PTC and Anti-Microbial Stewardship. Knowledge of Human Resource Management, staff training and development and financial management. Commitment to service excellence, together with innovative and analytical thinking based on sound ethical and legal principles. Effective, planning, organisational, managerial and interpersonal skills.
DUTIES: Supervise, oversee and manage the pharmaceutical services at the institution associated clinic. Supervise and manage the provision, implementation and review of pharmaceutical management protocols, policies and procedures and ensure that they are in accordance with statutory regulations and guidelines. Support and Monitor adherence to National Core Standards for Quality Assurance in Pharmaceutical Services. Ensure that Standards for operating systems for prescribing and dispensing practice are maintained. Ensure that availability of medicines is in line with new standard treatment guidelines. Support Pharmacovigilance activities and develop systems for ADR reporting. Support Human Resource Development and training of Pharmacists, pharmacy support personnel and other health professionals. Implement in-patient Pharmaceutical Care services. Work as part of a multi-disciplinary team and provide secretarial duties to the Pharmacy and Therapeutic Committee (PTC). Execute control over expenditure of pharmaceutical and related products. Provide a consultative pharmaceutical service to other health professional and patients.

ENQUIRIES: Dr M E Pule Tel No: (036) 6372111 EXT: 1155
APPLICATIONS: Private Bag X9928 Ladysmith 3370
CLOSING DATE: 27 September 2019
POST 32/194: DEPUTY NURSING MANAGER REF NO: TCHC 04/2019 (X1 POST)
SALARY: R843 618 – R949 482 per annum All-inclusive package (This inclusive package consists of 70% basic salary and 30% flexible portion that can be structure in terms of the applicable rules)
CENTRE: Tongaat Community Health Centre
REQUIREMENTS: Grade 12/Senior Certificate. Basic R425 Qualification i.e. Diploma or Degree in Nursing or equivalent qualification that allows registration with South Africa Nursing Council (SANC) as a Professional Nurse. Certificates of Registration with SANC as a Professional Nurse. Proof of current registration with SANC (2019 receipt). Experience: A Minimum of 9 years Appropriate/Recognizable Experience in Nursing after Registration as a Professional Nurse with SANC in General Nursing. At least 4 years of the Period Referred to Above must be Appropriate/Recognizable Experience at Management Level. NB: Proof of Current and Previous Work Experience, Endorsed and Stamped by Human Resources Manager plus Persal Service Record Printout where Possible. Recommendations: Diploma in Primary Health Care accredited with SANC. Degree or Diploma in Nursing Administration/Management accredited with SANC.

DUTIES: To provide Leadership and Facilitate Strategic Planning, Policy Planning, Development and Implementation. To exercise overall control over Nursing Care, including information and implementation of Nursing Programs, Execution and Evaluation. To execute duties and function with proficiency, supporting the aim and Strategic Objectives of this Facility and of the Department of Health. To Demonstrate Facility’s Commitment to Quality Nursing Care and ensure compliance with Norm and Standards. Facilitate and oversee the development of Nursing Operation/Business Plans to give Strategic Direction by managing and coordinating the activities of the Component. To ensure Identification, Selection, Recruitment and Development of Nursing Staff. To ensure Control of disciplinary matters, Grievances and Labour Issue in the Nursing component. Advocate and promote Nursing Ethos and Professionalism Maintaining the Image of Nursing. Plan, manage, coordinate, monitor and evaluate Service Delivery. Facilitate cost control in the utilization of both Human and Material Resources. Advise CHC Manager and Management Team on Norms and Standard of Nursing Practices. Ensure systems and processes are in place to Support implementation of Objectives. Facilitate clinical workshops and meetings to update Nursing Staff. Ensure compliance with all relevant Legislations Including OHS Act. Submit verbal and written reports timeously to the relevant Managers. Coordinate, facilitate and implement Quality Improvement Initiatives and Good Governance. Ensure compliance with Data collection and adherence to Data Management Principles of the KZN DOH by the Nursing Component. Provide professional, technical and management support for the provision of Quality Patient Care through proper
management of Nursing Care Programs. Coordination of health promoting activities/events within the Community. Be able to understand and implement the Concept of 90 90 90 Strategy.

ENQUIRIES: Mrs P Moonsamy Tel No: (032) 944 5054 ext.204
APPLICATIONS: Application to be forwarded to: The Human Resource Manager, Tongaat Community Health Centre, Private Bag x07, Tongaat 4400.
NOTE: Direction to candidate: The following documents must be submitted, Application for employment form (Z83), which is obtainable as any Government Department or from website www.kznhealth.gov.za Original signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification(s) (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D copy. Updated Curriculum Vitae. Application must be submitted on or before closing date. The reference number must be indicated in the column provided on the form Z83 e.g. TCHC 04/2019. Failure to comply with the above instruction will disqualify applications. Please note that due to the number anticipated, applications will not acknowledge. Correspondence will be limited to short listed candidate only. NB: African Male are encouraged to apply.
CLOSING DATE: 20 September 2019
POST 32/195: MEDICAL OFFICER (GRADE 1, 2, 3) REF NO: GS 62/19
Component: Internal Medicine
SALARY: Grade 1: R821 205 per annum (All-inclusive package)
Grade 2: R938 964 per annum (All-inclusive package)
Grade 3: R1 089 693 per annum (All-inclusive package)
consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, plus commuted overtime which is subject to the needs of the department (Incumbent will have to sign the relevant contract form annually)
CENTRE: Greys Hospital, Pietermaritzburg Complex
REQUIREMENTS: MBCHB Degree plus Current registration with the Health Professions Council of South Africa as an Independent Medical Practitioner by the time of appointment. Community services doctors may be considered provided they are registered as an Independent Medical Practitioner within a month of the closing date. Recommendation ACLS course completed (current valid certificate) Grade 1: Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as an independent Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as an independent Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. Grade 3: Experience: 10 years experience after registration with the HPCSA as an independent Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. Studying for, or successfully completed, Primary (Part 1) examinations in Internal Medicine.
DUTIES: Medical care of patients: Level of care required – medical care appropriate to Grey's Hospital, a tertiary and referral health facility; Sub-discipline rotations – terms of duty in any or all sub-disciplines of Internal Medicine will be required and will include Neurology, Dermatology and ICU, depending on the needs of the services; Overtime requirements – commuted overtime is mandatory if required by operational demands; Geographical limits – the post(s) will be based at Grey's but you will be expected to perform duties at various health Facilities, which will include rotations at facilities within the Pietermaritzburg metropole (Edendale, Northdale and Greys Hospital). Outreach services to facilities in Area 2 may be required either regularly or from time to time. Administration and management: Supervise junior medical staff, including in clinical work, attendance, time management, conflict management etc; Service logistics – assist in administrative aspects of running the
Department e.g. roster and rotation planning, clinical and Operational protocol development; Quality improvement – assists and participates in quality improvement, including audits

ENQUIRIES : R. K. Rasmussen Tel No: (033) 897 3289
APPLICATIONS : To be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.
FOR ATTENTION : Mrs Chandulal
NOTE : Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 62/19. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).

CLOSING DATE : 20 September 2019
POST 32/196 : MEDICAL OFFICER REF NO: MURCH 12/2019 (X2 POSTS)

SALARY : Grade 1: R821 205 per annum (All-inclusive package). This inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules
Grade 2: R938 964 per annum (All-inclusive package). This inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
Grade 3: R1 089 693 per annum (All-inclusive package). This inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 22% Rural Allowance.

CENTRE : Murchison Hospital

REQUIREMENTS : Grade 1: Requirements Senior Certificate PLUS, Appropriate qualification in Health Science-MBCHB PLUS, Current registration with HPCSA as a Medical Practitioner OR, 1 year relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Certificate of service endorsed by your Human Resources. Verification of experience Pre Screening endorsed by your Human resources. Qualified applicants will be liable for the performance of commuted overtime as per the Roster. Grade 2: Requirements Senior Certificate PLUS Appropriate qualification in Health Science-MBCHB PLUS Current registration with HPCSA as a Medical Practitioner plus 5 years’ experience after registration with the HPCSA as a Medical Practitioner OR 6 years’ 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 Certificate of service endorsed by your Human Resources Grade 3: Senior Certificate Plus Appropriate qualification in Health Science-MBCHB PLUS Current registration with HPCSA as a Medical Practitioner plus 10 years’ experience after registration with the HPCSA as a Medical Practitioner OR 11 years’ 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 Certificate of service endorsed by your Human Resources Verification of Experience Pre Screening endorsed by your Human Resources Verification of Experience Pre Screening endorsed by your Human Resources.
Resources. Knowledge, Skills and Competencies: Ability to diagnose and manage common medical and surgical / orthopaedic problems including in the major clinical disciplines Obstetrics and sound general and regional anaesthetics Departmental knowledge of grievance and disciplinary procedures Knowledge of public service regulations of 2016 and health related legislations Sound medical ethics and Batho Pele principles Good communication and problem solving skills.

DUTIES: Provide primary health care oriented services inclusive of preventive measures, treatment and rehabilitation Adherence to essential medical list and rational antibiotic use Ensure effective use of all resources within the clinical field Provide outreach services to feeder primary health care clinics Participate in community health care programmes Assist evaluation of existing standards and effectiveness of health care Performance of commuted overtime based on operational requirements

ENQUIRIES: Dr VJW Kalaka Tel No: (039) 6877311 ext. 106

APPLICATIONS: All Applications Should Be Forwarded To: Chief Executive Officer P/Bag X701 Portshepstone 4240 or Hand Delivered To: Human Resources Department Murchison Hospital.

NOTE: The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months Curriculum Vitae and Identity document Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH 13/2018 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) Previous experience in the fields of TB/MDR TB will prove advantageous. Preference will also be given to applicants with Diploma in Anesthesia. If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.

CLOSING DATE: 20 September 2019

POST 32/197: ASSISTANT MANAGER NURSING (SPECIALTY) REF NO: EST/MAN 06/2019 (X1 POST)

Re-Advert if you already applied no need to re-apply

SALARY: R614 991 per annum, Plus 13th Cheque, Medical Aid (Optional) Home Owner Allowance 08% rural allowance (Employee must meet the prescribed requirement)

CENTRE REQUIREMENTS: Estcourt District Hospital

Senior certificate/ matric or equivalent national diploma/ degree in nursing or equivalent qualification that allows registration with SANC as professional nurse. Post basic nursing with at least one (1) year in advanced midwifery and neonatal care accredited with SANC in one of the specialty referred above. Minimum of 10 years appropriate/ recognizable experience in nursing after registration as professional nurse with SANC in general nursing. At least 6 years referred to above must be appropriate/ recognizable experience in the specific specialty after obtaining one (1) year post basic qualification in the relevant specialty. At least three (3) years of the period referred above must be appropriate/ recognizable experience at management level. Current registration with SANC as general nurse and relevant specialty (2019). Verification of experience endorsed by supervisor to
be attached. Certificate of service endorsed by human resource department to be attached. Knowledge, skills, training and competences required Demonstrate effective communication with patients, Supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as a part of multi-disciplinary team at unit level to ensure good nursing care by nursing team. Work efficiently and amicably at a supervisory level with persons of diverse intellectual racial and religious difference. Able to manage own work, time and that of junior colleagues to ensure proper nursing services in the unit. Demonstrate and in-depth understanding of nursing legislation and related legal and ethical nursing practice and how this impact on service delivery. Ensure clinical nursing practice and nursing team in accordance with scope of practice and nursing standards. Demonstrate basic understanding of Human Resource and Financial policies and practices.

DUTIES
Implement and co-ordinate Material and Child Care services. Implement standard practices criteria and indicators for quality Maternal and Child care. Create and maintain a complete and accurate nursing record for individual health users. Facilitate and conduct perinatal mortality meetings. Participate in health promotion and illness prevention initiatives. Maintain a constructive working relationship with the multi-discipline team. N.B if you already applied no need to re-apply and Subsistence and Travelling Claims will not be considered due to financial constraints.

ENQUIRIES
T.S. Hlongwa Tel No: (036) 342 7038

APPLICATIONS
Should be forwarded to No.1 Old Main Road, Estcourt District Hospital or The Human Resource Department, Estcourt District Hospital, P/Bag X7058, Estcourt, 3310

CLOSING DATE
30 September 2019

POST 32/198
OPERATIONAL MANAGER – SPECIALTY (ORTHOPAEDICS) REF NO: NURS 20 / 2019

SALARY
R562 800 –R633 432 per annum. Other Benefits: 13th cheque, 8% inhospitable rural allowance, Medical Aid (Optional) Housing allowance (employee must meet prescribed Requirements

CENTRE
Ladysmith Regional Hospital

REQUIREMENTS
senior Certificate (Grade 12) or equivalent. Current Registration with SANC as a Professional Nurse and Midwife. Diploma/Degree in nursing or equivalent qualification. A post-basic nursing qualification with a duration of at least 1 year accredited with SANC in Orthopaedic Nursing Science. A minimum of 9/nine years appropriate recognizable in nursing after registration as a General Nurse. At least 5 years of the period referred to above must be appropriate recognizable experience in the specific specialty after obtaining the 1 year Post Basic qualification in Orthopaedic nursing. Knowledge, Skills, Training, and Competencies: Good verbal and written communication and report writing skills. Leadership, organizational, decision making and problem solving skills. Knowledge of legal frame work and prescripts within the Department of Health. Conflict management and negotiation skills. Knowledge of code of conduct and Labour Relations procedures / processes. Knowledge of Batho Pele principles and Patients’ Rights Charter.

DUTIES
Promote quality nursing care as directed by the professional scope of practice and standards as determined by the institution. Assist in planning, organizing and monitoring of objectives of the units and departments. Demonstrate understanding of Human Resource and Financial Management and practices and procedures. Supervise staff under your control. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients’ needs, requirements and expectations (Batho-Pele). Able to plan and organize own work and that of support personnel to ensure proper nursing care. Manage all resources within units effectively and efficiently to ensure optimal service delivery. Carry out PMDS evaluation of staff, formulate training programmes and participate in the training and development of staff. Carry out PMDS evaluation of staff, formulate training programmes and participate in the training and development of staff. Ensure that all equipment in the nursing department is adequate, checked and is in working order. Provide a safe,
therapeutic and hygienic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Oversee the functioning of units / wards and report to nursing management.

ENQUIRIES: Mrs. T.M. Buthelezi Tel No: (036) 637 2111
APPLICATIONS: Private Bag X9928 Ladysmith 3370
CLOSING DATE: 27 September 2019

POST 32/199: OPERATIONAL MANAGER NURSING SPECIALTY-(MATERNITY) REF NO: APP/10/2019

SALARY: R562 800 – R633 432 per annum. Other Benefits: 13TH Cheque, 8% Rural Allowance, Medical Allowance Optional and Housing Allowance (employee must meet prescribed requirements).

CENTRE: Appelsbosch Hospital
REQUIREMENTS: Degree / Diploma in General nursing and Midwifery plus 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. Registration with South African Nursing Council as a Professional Nurse and Midwife. Proof of current registration as a Professional Nurse with SANC (2019 receipt). A minimum of nine (09) years appropriate / recognizable experience after registration as a Professional Nurse and Midwife, with SANC in General Nursing. At least 5 years of the period preferred to above must be appropriate/ recognizable experience after obtaining the one(01) year post basic qualification in Advance Midwifery and Neonatal Nursing Science. Proof of previous and current work experience endorsed and stamped by Human Resource. Certificate of service endorsed and stamped by HR. Knowledge, Skills, Training & Competence Required Knowledge of Nursing Care process and procedures, nursing status and relevant legal framework such as Nursing Act Health Patients’ Rights etc. Good knowledge of women health protocols and guidelines. Basic understanding and knowledge of HR and financial policies. Good report writing and capacity for training and development. Good communication skills both verbal and written. Good leadership, organization, decision making and problem solving skills. Good interpersonal including public relation, negotiating, conflict handling and team building skills. Financial and budgetary knowledge.

DUTIES: Participating in development and implementation of clinical policies, procedures and guidelines for IMCI and other related program’s/ projects. Basic understanding and knowledge of HR and financial policies. Maintain client satisfaction, through quality service, innovation and nursing care by upholding relevant principles. Implement staff development and performance by implementing EPMS and other related human resource policies. Administer Clinical Treatment to acute patients and make appropriate referrals. Monitor infection Control measures within the unit. Ensure implementation, monitoring and evaluation of all programs. Plan and monitor the use of budget for the unit. Improve quality care through reduction of public complaints and waiting times. Ensure perinatal meeting run efficiently and effectively. Ability to present PIPP and CHIPP programs. Monitor and evaluate maternity and perinatal statistics. Oversee all aspects related to mother and child (CTOP, ESMOE, FP, MBFI and CARMMA and HBB). Assist with coverage in the nursing component. Ability to do presentation at District level. Maintain professional growth/ ethical standards and self-development. Maintain the code of conduct: Public Service and Professional Body. Ability to plan and organize own work and that of support personnel to ensure proper nursing care.

ENQUIRIES: Mrs. MT Zondi Tel No: (032) 2948000 ext. 261
APPLICATIONS should be forwarded to: The Human Resource Manager, Appelsbosch hospital Private bag x215, Ozwathini 3242.
NOTE: Equity Target: African Male
CLOSING DATE: 27 September 2019

POST 32/200: OPERATIONAL MANAGER (PHC SUPERVISOR) REF NO: STC 03/2019 (X1 POST)

SALARY: R562 800 per annum. Other Benefits: 13th Cheque, Medical Aid (optional), Home Owner Allowance (subject to employee meeting prescribed requirements) plus 8% Rural Allowance.
CENTRE: St Chads CHC

REQUIREMENTS:
Senior certificate/Grade 12 or equivalent qualification. Diploma/Degree in General Nursing and Midwifery plus one year Diploma in PHC. Current registration with SANC as General Nurse and Primary Health Care Nurse. A minimum of 9 years recognisable experience after registration as a Professional Nurse with SANC in General nursing of which 5 years must be recognizable experience after obtaining one year post Basic qualification in Primary Health Care. Computer literacy with proficiency in MS office software application. Unendorsed driver’s license. Proof of previous and current work experience endorsed and stamped by HR. Recommendations: Diploma/degree in Nursing Management. The ideal candidate must possess: Financial management, leadership, organizational, decision making and problem solving skills. Knowledge of public service policies and other health related prescripts. Sound knowledge of code of conduct. Good interpersonal skills. Human Resource management and Labour Relations Act.

DUTIES:
Ensure implementation of operational imperatives set by the District as per Health policies and programmes. Ensure cost effective and appropriate management of resources. Ensure appropriate implementation Batho Pele and proper complaint management. Ensure staff development, implementation an evaluation of EPMDS in line with department prescripts. Resolve conflicts, oversee disciplinary and grievance matters including monitoring and managing absenteeism. Implement consequence management at facility and sub–district level. Maintain intersectoral collaboration with other government structures through operation Sukuma Sakhe activities. Deputize assistant Manager Nursing and take over his/ her responsibilities. Ensure that quality standards are implemented (Norms and Standards, Ideal Clinic Realization).Promote Nursing Ethics and professionalism. Participate in different committees e.g. morbidity and mortality. Be able to work with multidisciplinary team Involvement in target setting for the sub-district ensuring that priority programmes meet the targets. Ensuring provision of comprehensive PHC service according to DHS package. Do supervision of all programmes in the sub-district using the standardized prescribed audit tools and ensure QIPs are developed and monitored. Ensure proper Data Management.

ENQUIRIES: Mrs C I Ndlovu Tel No: 036 6379600
APPLICATIONS: All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag X 9950 Ladysmith 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.

FOR ATTENTION: Mr S D Mdletshe
NOTE: Applications must be submitted on the prescribed Application for employment form (Z83) which is obtainable at any Government OR from website www.kznhealth.gov.za which must be signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copy of ID document, certified copies of highest educational qualifications (not copies of previously certified copies), and registration with council. The reference number must be indicated in the column provided on the form Z83 (Part A).Persons with disabilities should feel free to apply for the post. NB: Failure to comply with the above instructions will disqualify applications. Please note that due to a large of applications received, applications will not be acknowledged. However, every successful applicant will be advised of the outcome of the application in due course. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance/vetting),credit records, citizenship) qualifications of Educational Qualification by SAQA, verification of previous experience from Employers and Verification form Company Intellectual Property Commission (CIPC).Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate 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: 23 September 2019
POST 32/201  :  OPERATIONAL MANAGER REF NO: TCHC 02/2019 (X2 POSTS)

SALARY  :  R562 800 – R633 432 per annum. Other Benefits: 13th cheque medical aid (optional) GEHS (employee must meet prescribed requirement)

CENTRE  :  Tongaat Community Health Centre

REQUIREMENTS  :  Senior Certificate / Grade 12. 2. Degree/ Diploma in General nursing and Midwifery that allows registration with SANC as a Professional Nurse. 3. A post basic qualification with a duration of at least one (01) year accredited with SANC in Clinical 4. Nurse Science, Assessment, Diagnosis, Treatment and Care. 5. Proof of current registration with SANC (2019 receipt) 6. A minimum of 09 years appropriate/ recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing. 7. At least 5years of the period referred to above must be appropriate/ recognizable experience after 8. Obtaining the 1 year post basic qualification in the relevant specialty. 9. Proof of previous and current work experience endorsed and stamped by Human Resource Department (certificate of service). 10. Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply.

DUTIES  :  Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how tis impacts on service delivery. Ensure clinical nursing practice by nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Coordination of health promoting activities/ events within the community. Manage: the WBPHCOI and CCG program. Demonstrate a basic understanding of Human Resource and Financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of the multidisciplinary team to ensure good nursing care at unit level to ensure good nursing care by nursing team. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the facility. Display concern for patients, advocating and facilitating proper treatment and care and ensuring that the facility adheres to the principle of Batho Pele Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery within the community. Demonstrate basic computer literacy as a support tool to enhance service delivery. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the unit and give guidance. Demonstrate an understanding of Human Resource and Financial Management Policies and procedures. Monitor and evaluate the care and management of all patients through clinical audits and drawing quality improvement plans for the facility. Ability to supervise Medical and Surgical emergencies and refer appropriately. Monitor implementation and performance on indicators on daily, weekly and monthly basis; provide feedback to management, analyse data and draw up quality improvement plan and implementation plan. Ensure quality data collection, validation and verification is done as per guidelines. Exercising control of discipline and any other Labour Related issues in terms of laid down procedures. Ensure complaints management and work towards reducing them. Ensure functionality of the Clinic committee programme so that community involvement and participation is achieved. Monitor staff performance, appraisal by and development.

ENQUIRIES  :  Mrs P. Moonsamy Tel No: (032) 944 5054 ext.204

APPLICATIONS  :  Application to be forwarded to: The Human Resource Manager, Tongaat Community Health Centre, Private Bag x07, Tongaat 4400.

NOTE  :  Direction to candidate: The following documents must be submitted, Application for employment form (Z83), which is obtainable as any Government Department or from website www.kznhealth.gov.za. Original signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D copy, Updated Curriculum Vitae. Application must be submitted on or before closing date. The reference number must be indicated in the column provided on the form Z83 e.g. TCHC 02/2019.
Failure to comply with the above instruction will disqualify applications. Please note that due to the number anticipated, applications will not acknowledge. Correspondence will be limited to short listed candidate only. NB: African Male are encouraged to apply.

CLOSING DATE : 20 September 2019

POST 32/202 : OPERATIONAL MANAGER GENERAL (MEDICAL AND DIAGNOSTIC) REF NO: NURS 18/2019

SALARY : Grade 1: R444 276 – R500 031 per annum
Grade 2: R515 040 - R579 696 per annum
Other benefits 13th cheque, 8% inhospitable rural allowance, Medical Aid (Optional) Housing allowance (employee must meet prescribed requirements).

CENTRE : Ladysmith Regional Hospital

REQUIREMENTS : Degree / Diploma in General Nursing and Midwifery. Registration with SANC in General Nursing and Midwifery. Senior Certificate (Grade 12) or equivalent. Proof of current registration with SANC (2019). A minimum of 7 years appropriate recognizable experience in nursing after registration as professional nurse with SANC in General Nursing. Certificate of Service to prove current and previous work experience endorsed by human resource recommendation: Degree / Diploma in Nursing Administration. A valid driver’s license, Computer literacy knowledge, skills, training, and competencies: Good verbal and written communication and report writing skills. Leadership, organizational, decision making and problem solving skills. Knowledge of legal frame work and prescripts within the Department of Health. Knowledge of legal frame work and prescripts within the Department of Health. Conflict management and negotiation skills. Conflict management and negotiation skills. Conflict management and negotiation skills. Knowledge of Batho Pele principles and Patients’ Rights.

DUTIES : Promote quality nursing care as directed by the professional scope of. Practice and standards as determined by the institution. Assist in planning, organizing and monitoring of objectives of the units and departments. Demonstrate understanding of Human Resource and Financial Management and practices and procedures. Supervise staff under your control. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients’ needs, requirements and expectations (Batho-Pele). Able to plan and organize own work and that of support personnel to ensure proper nursing care. Manage all resources within units effectively and efficiently to ensure optimal service delivery. Carry out PMDS evaluation of staff, formulate training programmes and participate in the training and development of staff. Ensure that all equipment in the nursing department is adequate, checked and is in working order. Provide a safe, therapeutic and hygienic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Oversee the functioning of units / wards and report to nursing management. Promote and monitor the implementation of IP&C strategies in the unit. Ensure quality Data management and utilization.

ENQUIRIES : Mrs T M Buthelezi Tel No: (036) 637 2111
APPLICATIONS : Private Bag X9928 Ladysmith 3370
CLOSING DATE : 27 September 2019

POST 32/203 : OPERATIONAL MANAGER GENERAL GRADE 1 (SURGICAL) REF NO: NURS 19/2019

SALARY : Grade 1: R444 276 – R500 031 per annum
Grade 2: R515 040 - R579 696 per annum
Other Benefits 13th cheque, 8% inhospitable rural allowance, Medical Aid (Optional) Housing allowance (employee must meet prescribed requirements).

CENTRE : Ladysmith Regional Hospital

REQUIREMENTS : Senior Certificate (Grade 12) or equivalent. Degree / Diploma in General Nursing and Midwifery. Registration with SANC in General Nursing and Midwifery. Proof of current registration with SANC (2019). A minimum of 7 years appropriate recognizable experience in nursing after registration as professional nurse with SANC in General Nursing. Certificate of Service to prove current and previous work

DUTIES: Promote quality nursing care as directed by the professional scope of practice and standards as determined by the institution. Assist in planning, organizing and monitoring of objectives of the units and departments. Demonstrate understanding of Human Resource and Financial Management and practices and procedures. Supervise staff under your control. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients’ needs, requirements and expectations (Batho-Pele). Able to plan and organize own work and that of support personnel to ensure proper nursing care. Manage all resources within units effectively and efficiently to ensure optimal service delivery. Carry out PMDS evaluation of staff, formulate training programmes and participate in the training and development of staff. Ensure that all equipment in the nursing department is adequate, checked and is in working order. Provide a safe, therapeutic and hygienic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Oversee the functioning of units / wards and report to nursing management. Promote and monitor the implementation of IP&C strategies in the unit. Ensure quality Data management and utilization.

ENQUIRIES: Mrs T M Buthelezi, Tel No: (036) 637 2111
APPLICATIONS: Private Bag X9928 Ladysmith 3370
CLOSING DATE: 27 September 2019

POST 32/204: CLINICAL NURSE PRACTITIONER (PHC) GRADE 1&2 (X2 POSTS)

SALARY: Grade 1: R383 226 - R444 276 per annum
Grade 2: R471 333 - R579 696 per annum
Other Benefits: 13th Cheque, Medical Aid (optional), Home Owner Allowance (subject to employee meeting prescribed requirements) plus 8% Rural Allowance.

CENTRES:
St Chads CHC Ref No: STC 01/2019
Ekuvukeni Clinic Ref No: EKU 03/2019

REQUIREMENTS: Senior certificate/Grade 12 or equivalent qualification Degree/Diploma in General nursing that allows registration with SANC Registration with SANC as a Professional Nurse (2019) Post-Basic Diploma in Clinical Nursing Science, Assessment, Diagnosis treatment and care (PHC) with a duration of at least one (1) year. Certificate of Service Endorsed by Human Resource Department. Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a professional nurse with SANC in General Nursing. At least one year Post Basic Nursing qualification in Clinical Nursing Science, Health assessment, Treatment and Care. Grade 2: annum. A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General nursing. At least 10 years must be appropriate/recognisable experience after obtaining the one year Post Basic qualification in Clinical Nursing Science, Health assessment, Treatment and Care. The ideal candidate must possess: Knowledge and experience of Public Service Policies, Acts and Regulations. Ability to formulate patient care related policies. Knowledge of provincial and national acts policies. Knowledge of sound nursing care delivery approaches. Basic financial management skills. Knowledge of human resource management. Ability to formulate vision, mission and objectives of the unit. Communication skills and decision making. Ability to provide mentoring and coaching to her and his supervisees. Have leadership and supervisory skills.

DUTIES: Provision of comprehensive service according to PHC core package. Provision of holistic health care approach (preventative, promotive, curative and rehabilitative) services. Provision of administrative services. Involvement in community stakeholder meetings and various committees. Provision of staff development through EPMDS management clinical teaching; workshops and continuous
evaluation of employees. Sit in different facility meetings. Responsible for screening, diagnosis treatment and care at PHC level. Initiate community projects, involvement in Operation Sukuma Sakhe. Ensure safe and clean environment according to IPC standards. Utilise human and other resources efficiently in a cost effective manner. Work as part of multi-disciplinary team to ensure quality nursing care and quality standards (Ideal Clinic Realization, Norms and Standards) are met. Involved in clinical audits. Ensure data management. Advocate for Nursing ethics and professionalism. Conduct health awareness and campaigns. Ensure priority programmes indicators are achieved. Hours of duty: 40 hours per week, shift work (day and night duty), Shift work may include straight shift and flexi hours and may include re-adjustments as required to provide adequate nursing coverage.

ENQUIRIES:
Mrs C I Ndlovu Tel No: (036) 637 9600

APPLICATIONS:
All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag X 9950 Ladysmith 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.

FOR ATTENTION:
Mr S D Mdletshe

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

CLOSING DATE: 23 September 2019

POST 32/205: PROFESSIONAL NURSE-SPECIALTY (ADM) GRADE 1 & 2 REF NO: STC 02/2019 (X1 POST)

SALARY:
Grade 1: R383 226 - R444 276 per annum
Grade 2: R471 333 - R579 696 per annum
Other Benefits: 13th Cheque, Medical Aid (optional), Home Owner Allowance (subject to employee meeting prescribed requirements) plus 8% Rural Allowance.

CENTRE:
St Chads CHC

REQUIREMENTS:
Senior certificate/Grade 12 or equivalent qualification. Diploma/Degree in General Nursing plus Midwifery. One (1) year Post basic qualification in Advanced Midwifery and Neonatal Nursing Science. Current SANC receipt for 2019. Registration with SANC as the General Nurse. Certificate of service endorsed by Human Resource Department. Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a professional nurse with SANC in General Nursing. At least one year Post Basic Nursing qualification in Advanced Midwifery and Neonatal Nursing Science. Current SANC receipt for 2019. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General nursing. At least 10 years must be appropriate/ recognisable experience after obtaining the one year Post Basic

**DUTIES**

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

**ENQUIRIES**

Mrs C I Ndlovu Tel No: (036) 637 9600

**APPLICATIONS**

All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag X 9950 Ladysmith 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.

**FOR ATTENTION**

Mr S D Mdletshe

**NOTE**

Applications must be submitted on the prescribed Application for employment form (Z83) which is obtainable at any Government OR from website www.kznhealth.gov.za which must be signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copy of ID document, certified copies of highest educational qualifications (not copies of previously certified copies), and registration with council. The reference number must be indicated in the column provided on the form Z83 (Part A).Persons with disabilities should feel free to apply for the post. NB: Failure to comply with the above instructions will disqualify applications. Please note that due to a large of applications received, applications will not be acknowledged. However, every successful applicant will be advised of the outcome of the application in due course. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance/vetting), credit records, citizenship) qualifications of Educational Qualification by SAQA, verification of previous experience from Employers and Verification form Company Intellectual Property Commission (CIPC).Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate 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**

23 September 2019
POST 32/206: CLINICAL NURSE PRACTITIONER (GRADE 1-2) REF NO: SMKH 08/2019

SALARY: Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R444 276 per annum
Basic, 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 (Ndundulu Clinic)

REQUIREMENTS: Grade 1: Grade 12/ Senior Certificate. Basic R425 qualification (i.e. Diploma / Degree in General Nursing and Midwifery). Registration certificate with SANC as a Professional Nurse in General Nursing and Midwifery. 1 Year Post Basic Diploma in Clinical Nursing Science, Health assessment, Treatment and Care (PHC). Current registration certificate with SANC in General Nursing and Primary Health Care. Proof of current registration 2019. A minimum of four (4) years appropriate experience after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of fourteen (14) years actual service and or appropriate / recognizable experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of this period must be appropriate/recognizable experience in PHC after obtaining the relevant 1 year post basic required for relevant specialty. Proof of previous and current experience endorsed by Human Resource Department (not certificate of service) knowledge and experience of Public Service Policies, Acts and Regulations. Sound management, negotiation, inter-personal and problem solving skills. Good verbal and written communication skills. Knowledge of Labour Relations and disciplinary procedures. Clinical competencies. Knowledge of nursing care delivery approaches Analytical thinking, decision-making and conflict management skills.

DUTIES: Ensure the provision of nursing care through adequate supervision. Ensure the efficient and effective control of surgical sundries, pharmaceuticals, equipment and miscellaneous stores. Deal with grievances and labour relations issues in the terms of laid down policies/procedures. Ensure the supervision and provision of basic patient needs. Promote preventive and promotive health for clients through outreach and OSS. Evaluate and follow up patients during clinic visits. Initiate treatment, implementation of programmes and evaluations of patients clinical condition. Attend and participate in doctors’ visits. Co-ordinate between hospital and community. Health education of patients, staff and public. Assessing in-service training needs, planning and implementing programs. Assist patients and families to develop a sense of care.

ENQUIRIES: Mrs E T Sithole Tel No: (035) 450 8203
APPLICATIONS: All applications should be posted to: The 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. Directions 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 Male.

CLOSINGDATE : 20 September 2019

POST 32/207 : CLINICAL NURSE PRACTITIONER GR 1 & 2 REF NO: TCHC 03/2019 (X1 POST)

SALARY : Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 696 per annum
13th Cheque. Medical Aid (Optional). Housing allowance (employee must meet prescribed requirements).

CENTRE : Tongaat Community Health Centre
REQUIREMENTS : Grade 12/Senior Certificate Degree / Diploma in General nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Registration Certificate as General Nurse and Primary Health Care Nurse. Current SANC receipt (2019) Previous and current proof of experience endorsed by Human Resource must be attached (with complete dates, months and year). Grade 1: A minimum of 4 years appropriate / recognizable experience in nursing, after registration as a Professional Nurse with SANC in General Nursing and Midwifery. Grade 2: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General nursing and midwifery of which 10 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care.

DUTIES : Co-ordinate HAST programme Implement, monitor and evaluate national strategic plan on HIV, STI's and TB. Provide quality comprehensive community health care by promoting preventative, curative and rehabilitative services for the clients and the community. Provide quality Clinical care according to policies/ guidelines. Provide administrative services such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Execute disciplinary code and grievance procedure at her/his level. Assist on in conducting orientation and induction to all new staff members. Implement and maintain clinical competencies to ensure scientific of nursing process, policies and standards are maintained. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Promote scientific quality nursing care by functioning as a therapeutic team, coordinating between CHC and community and preventing medico-legal hazards. Ensure proper utilization and management of resources. Maintain client satisfaction through quality services, innovation and professional nursing care by holding Batho Pele principles and standards set by the accreditation unit. Ensure that all administrative functions required in the component are performed to the required standards including performance management development system (EPMDS).Encourage research by assisting in departmental projects and always ensuring that the community needs, are taken into account. Ability to handle obstetric and emergencies and high risk conditions. Be able to understand and implement the concept of 90 90 90 strategy. Participation in multidisciplinary teams (OSS) and outreach services with all stakeholders including NGO’s, other governmental departments. Participate on Sub-District assessments of National Core Standards and Ideal Clinics. Be prepared to work under pressure as the CHC operates for 24 hours. Assist the unit manager with overall management and necessary support for effective functioning in the facility. Participate in clinical records audits and monitor priority programs. Advocate for Nursing Professionalism and Ethics.

ENQUIRIES : Mrs P. Moonsamy Tel No: (032) 944 5054 ext.204
APPLICATIONS : Application to be forwarded to: The Human Resource Manager, Tongaat Community Health Centre, Private Bag x07, Tongaat, 4400.

NOTE : Direction to candidate: The following documents must be submitted, Application for employment form (Z83), which is obtainable as any Government Department or from website www.kznhealth.gov.za. Original signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D copy, Updated Curriculum Vitae.
Application must be submitted on or before closing date. The reference number must be indicated in the column provided on the form Z83 e.g. TCHC 03/2019. Failure to comply with the above instruction will disqualify applications. Please note that due to the number anticipated, applications will not acknowledge. Correspondence will be limited to short listed candidate only. NB: African Male are encouraged to apply.

**CLOSING DATE** : 20 September 2019

**POST** 32/208 : ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: PCHC 08/2019

**SALARY** : R376 596 per annum. Benefits: 13th Cheque, home owner allowance, and Medical aid optional (Employee must meet prescribed policy requirements)

**CENTRE** : Phoenix Community Health Centre

**REQUIREMENTS** :

**DUTIES** :
- Manage Human Resource Practices, Staff Relations, HRD and employee health and wellness in that the institution will deliver sustainable, integrated and coordinated services. Promote sound employer-employee relationship and minimise conflict within institution in line with the vision, mission and core values of the Department of Health. Manage day to day functioning of the Human Resource components in the institution in order to ensure that high quality of service is being provided. Manage day to day functioning of the HRD section in the institution in order to ensure that high quality of training is being provided. Ensure proper implementation of EPMDS within the institution. Ensure that advertising, recruitment, appointment and transfers are in accordance with laid down policies and procedures. Participate in the development, implementation, monitoring and reviewing of skills audit. Oversee and deal with misconduct, discipline and grievance procedure in the institution in terms of Labour Relations Act. Participate in the development of HR strategies and policies. Attend to staff wellness and occupational health and safety of the institution. Develop Human Resource Plan and Equity Plan for the institution and ensure that they are put into practice. Ensure the effective, efficient and economical utilization of resources allocated to the institution including the development to staff. Provide regular inputs towards realization of National Core Standards. Plan monitor and control the use of budget and equipment allocated to HR component.

**ENQUIRIES** : Dr B.C Badripersad Tel No: (031) 538 0806

**APPLICATIONS** :
- Application to be forwarded to: The Human Resource Manager, Phoenix Community Health Centre, Private Bag x007, Mt Edgecombe 4300.

**FOR ATTENTION NOTE** :
- Direction to candidate: The following documents must be submitted, Application for employment form (Z83), which is obtainable as any Government Department or from website www.kznhealth.gov.za. Original signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D copy. Updated Curriculum Vitae. Application must be submitted on or before closing date. The reference number must be indicated in the column provided on the form Z83 e.g. PCHC 03/2019. Failure to comply with the above instruction will disqualify applications. Please note that due to the number anticipated, applications will not acknowledge. Correspondence will be limited to short listed candidate only. NB: African Male are encouraged to apply.

**CLOSING DATE** : 20 September 2019
POST 32/209: CLINICAL NURSE PRACTITIONER (OUTPATIENT) (GRADE 1) REF NO: PCHC 07/2019 (X2 POSTS)

**SALARY**: R383 226 per annum. Benefits: 13th Cheque, home owner allowance, and Medical aid optional (Employee must meet prescribed policy requirements)

**CENTRE**: Phoenix Community Health Centre

**REQUIREMENTS**: Senior certificate/Matric or equivalent plus Degree / Diploma in General Nursing, Midwifery plus one year post basic qualification in Primary Health Care. Proof of current registration with SANC as General nursing and Primary Health Care (2019 receipt). Experience: **Grade 1**: A minimum of 4 years appropriate/ recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. Certificate of service from current / previous employers stamped by HR must be attached: Knowledge, Skills, Attributes and Abilities required: Knowledge of all applicable legislation such as Nursing Acts, Mental Act, OH&S Act, Knowledge of nursing care processes and procedure, Batho Pele Principles and Patients Right Charter, Labour Relations Act, Grievance Procedure etc, Display a concern for patient, promoting and advocating proper treatment, Sound understanding of legislation and related ethical nursing practices within a primary health care environment, Report writing skills, Time management skills, Good listening and communication skills, Co-ordination and planning skills, Team building and supervisory skills, Good interpersonal skills. Good sight of procedures and policies pertaining to nursing care, Ability to assist in formulation of patient care related policies.

**DUTIES**: Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined from a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of nursing legislation and related legal and ethical nursing practices within a primary health care environment Work effectively and amicably at a supervisory level, with person of inverse intellectual, culture race or religious differences. Able to manage own work time and that of junior colleagues to ensure proper nursing service in a unit Develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Supervision of patient and provision of basic patient needs eg oxygen, nutrition, elimination, fluids and electrolyte balance, safe and therapeutically environment in the clinic using EDL guidelines. Ensure clinical intervention to client including administering of prescribed medication and ongoing observation of patient in the clinic. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of self care. Ensure proper utilisation and safe keeping of basic medical, surgical pharmaceutical and stock.

**ENQUIRIES**: Mr MA Ndlovu (Deputy Manager Nursing) Tel No: (031) 538 0808

**APPLICATIONS**: Application to be forwarded to: The Human Resource Manager, Phoenix Community Health Centre, Private Bag x007, Mt Edgecombe 4300.

**FOR ATTENTION**: Ms H.S Khuzwayo

**NOTE**: Direction to candidate: The following documents must be submitted, Application for employment form (Z83), which is obtainable as any Government Department or from website www.kznhealth.gov.za. Original signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D copy, Updated Curriculum Vitae. Application must be submitted on or before closing date. The reference number must be indicated in the column provided on the form Z83 e.g. PCHC 02/2018. Failure to comply with the above instruction will disqualify applications. Please note that due to the number anticipated, applications will not acknowledge. Correspondence will be limited to short listed candidate only. NB: African Male are encouraged to apply.

**CLOSING DATE**: 20 September 2019

POST 32/210: RADIOGRAPHER (GRADE 1, 2 & 3) REF NO: EST/RAD 04/2019 (X1 POST)

**SALARY**: Grade 1: R317 976. – R361 872 per annum
Grade 2: R372 810 – R426 291 per annum
Grade 3: R439 164 – R532 959 per annum
Benefits: 13th Cheque, Medical Aid (Optional) Home Owner Allowance 12% rural allowance (Employee must meet the prescribed requirement).

CENTRE : Estcourt District Hospital
REQUIREMENTS : Experience: Grade 1: Senior Certificate (Grade 12). Required appropriate qualification plus current registration with HPCSA as Diagnostic Radiographer Minimum of one (1) year relevant experience after registration as a Diagnostic Radiographer with a recognized 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: Minimum of 10 years’ experience after registration with HPCSA as a Radiographer. Minimum of 11 year relevant experience after registration with HPCSA as a Radiographer in respect of foreign qualified candidates. Grade 3: Minimum of 20 years’ experience after registration with HPCSA as a Radiographer. Minimum of 21 years relevant experience after registration with HPCSA as a Radiographer in respect of foreign qualified candidates. Certificate of service must be attached as proof of experience where applicable. Current registration with HPCSA should also be attached Knowledge, skills, training and competencies required. Knowledge of relevant Health and Safety policies. Sound planning and organizational skills. Knowledge of Radiation Control and Safety Regulation. Sound communication and problem solving skills. Good interpersonal relations and ability to perform well within a team. Ability to perform basic quality assurance test. Computer literacy and administrative skills.

DUTIES : Provide a high diagnostic service according to patient needs. Participate in shift and standby duties including nights, weekends and public holidays. Ensure optimal care of patients. Reception, clerical and darkroom duties as required. Participate in quality assurance and quality improvement programmes. Play a role in institutional radiographic policy making and planning for service improvement. Provide guidance and supervision to Junior Radiographers and staff within the component. To participate and comply with National Core Standards. To participate in quality improvement programmes.

ENQUIRIES : P.P. Ndlovu Tel No: (036) 342 7096
APPLICATIONS : Should be forwarded to No.1 Old Main Road, Estcourt District Hospital or The Human Resource Department, Estcourt District Hospital, P/Bag X7058, Estcourt, 3310.
NOTE : Subsistence and Travelling Claims will not be considered due to financial constraints.
CLOSING DATE : 30 September 2019
The Mpumalanga Department of Education is committed to providing equal opportunities and practices in affirmative action employment. It is the intention of the Department to promote representivity (disability, gender and race) through the filling of posts and a candidate whose transfer/promotion/appointment will promote representivity will receive preference.

APPLICATIONS:
The Head of Department, Department of Education, Private Bag x 11341, Nelspruit, 1200 or applications may also be placed in the application container located at the Security Desk, Upper Ground, Building 5 of the Riverside Government Complex.

FOR ATTENTION:
Mr. G Mathebula, HR Provisioning

CLOSING DATE:
26 September 2019

NOTE:
Applications should be submitted on Form Z.83, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recent updated comprehensive CV, originally certified copies (not older than three months) of all qualifications and RSA ID-document, as well as valid driver’s license where required. Please note that a passport or driver’s license will not be accepted in lieu of an Identity document. Failure to attach the requested documents will result in your application not being considered. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered.

Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered.

If you are currently in service, please indicate your PERSAL number at the top of form Z83. The filling of posts will be done in terms of the Department’s approved Employment Equity Plan. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Education within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful.

The Mpumalanga Department of Education awaits applications from suitably qualified and experienced persons for appointment to positions funded through the DORA Infrastructure Conditional Grant, as set out below.

OTHER POST

POST 32/211:
ASSISTANT DIRECTOR: FACILITIES MANAGEMENT
REF NO: N4/036

SALARY:
R376 596 per annum

CENTRE:
Head Office, Nelspruit

REQUIREMENTS:
Diploma in Real Estate or related Property Management fields and three years’ relevant post-qualification (after completing qualification) experience. Knowledge and understanding of the building environment and property legislation. Knowledge of the Division of Revenue Act (DORA), Public Finance Management Act (PFMA), Infrastructure Development Improvement Programme (IDIP) and Construction Industry Development Broad (CIDB). Sound knowledge of Government financial systems such as BAS, PERSAL and LOGIS. Computer literacy. Sound analysis and problem solving skills. Good, organisational, verbal and written communication skills. Good interpersonal skills. Ability to perform accurately and methodically under pressure. Valid Driver’s License.

DUTIES:
Exercise financial control over the expenditure of infrastructure projects. Analyse the monthly and quarterly financial reports on the performance of infrastructure projects. Compile, manage and maintain the Infrastructure Reporting Model (IRM). Manage the reconciliation of the IRM and In Year Monitoring (IYM) Reports. Prepare monthly projections and cash flow reports for infrastructure projects. Advice on the corrective steps to be taken on the performance of infrastructure projects. Manage and maintain the submission of monthly reports on the

ENQUIRIES : Ms N Maribe Tel No: (013) 766 5274
ANNEXURE P

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE

CLOSING DATE: 23 September 2019
NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 32/212: SENIOR AGRICULTURAL ADVISOR: FARMER SUPPORT AND DEVELOPMENT REF NO: AGR 2019-46

SALARY: R376 596 per annum (Level 09)
CENTRE: Department of Agriculture, Western Cape Government.
REQUIREMENTS: An appropriate 4-year tertiary qualification (BSc Agric/B Agric Management Degree or equivalent qualification); A minimum of 3 years’ experience in agricultural extension; Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP); A valid code B driving licence. Recommendation: Experience in agricultural production. Competencies: Knowledge of the following: Production of crops and/or livestock produced in the specific area, also markets and value adding; Land reform programme and project implementation; Written and verbal communication skills including report writing; Problem solving skills; Ability to work under pressure and meet deadlines; Computer literacy in MS Office Package (Word, Excel, Outlook and PowerPoint); Project Management abilities; Sound organisational and leadership skills; Research skills.

DUTIES: Conduct relevant project evaluation within the monitoring and evaluation framework; Deliver continuous support to all farmers, especially developing farmers across all functions, which include land reform, infrastructure development, extension and support on production and economic principles, institutional support as well as capacity building and food security; Assist with the research demonstration trials; provide information on markets; Facilitate farmer's days, demonstration day, workshops and planning sessions to determine needs and progress; Promote sustainable systems; Facilitate the development of organisational skills of the developing agricultural sector; Facilitate relevant record keeping and economical training as well as support to projects; Participate as a member of the project team by giving sound technical input for compilation of business plans; General office administration; Ensure the implementation of Agricultural Information Management system (AIMS); Facilitate, engage and provide inputs to Implementing Agencies and relevant Commodity Project allocation Committees in the delivery and implementation of projects.

ENQUIRIES: Mr D Chitepo at Tel No: (021) 808 5100
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

POST 32/213: AGRICULTURAL ADVISOR: METROPOLE REF NO: AGR 2019-44

SALARY: R316 791 per annum (Level 08)
CENTRE: Department of Agriculture, Western Cape Government
REQUIREMENTS: An appropriate 3 year B.Agric Degree or relevant tertiary qualification/studies on Agricultural Extension (or higher qualification); Registered with SACNASP or any other recognised professional body; A valid code B driving licence. Recommendation: Proven working experience in MS Office (Excel, Word and...
PowerPoint). Competencies: Knowledge of the following: Production of crops and/or livestock produced in the specific area, also markets and value adding; Practical research; Good understanding of land reform programme and project implementation; Good communication (written and verbal), leadership and presentation skills in at least two of the three official languages of the Western Cape; Proven computer literacy in Excel, Word, PowerPoint; Good at problem solving (research skills); Good time management and ability to work under pressure (project implementation).

**DUTIES**
Provision and facilitation of extension and advisory services to all levels of farmers, mainly in the confined service delivery areas of the Metropole District that leads to sustainable and viable farming. Provide and facilitate access to agricultural information for improved planning and decision making. Facilitate access to technology and in advice on sustainable (including conservation of natural resources) production. Provide and facilitate advice on skills development in agriculture. Strengthen institutional arrangements (stakeholders, partnership, establishing new entity/ties) for the effective delivery of service.

**ENQUIRIES**
Mr P Mentani at Tel No: (021) 483 7778

**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

**POST 32/214**
FARM AID: FARM SERVICES (LANGGEWENS RESEARCH FARM: MOORREESBURG) REF NO: AGR 2019-45

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

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

**REQUIREMENTS**
Basic literacy and numeracy (ABET Level 2 or higher). Competencies: A good understanding of the following: Activities regarding small grain production; Handling of livestock (e.g. sheep, cattle and ostriches); Handling of machinery and power tools regarding maintenance of infrastructure; Communication skills in at least two of the three official languages of the Western Cape; Ability to work independently, as well as part of a team.

**DUTIES**
Perform the following tasks: Routine activities in respect of crop production and livestock; General routine farm activities in respect of infrastructure.

**ENQUIRIES**
Mr S Laubscher at Tel No: (022) 433 8931

**APPLICATIONS**
To submit your application, only use 1 of the 3 options available: (1) Hand deliver to: Affirmative Portfolios, Unit 14, 1st floor, 3 Canal Edge, Tyger Waterfront, Carl Cronje Drive, Bellville, 7530 (Between 08:00 am to 17:00 pm). (2) Postal address: PO 5496, Tyger Valley Centre Parking Area, Bellville, 7536. (3) E-mail address: adresponsecpt@affirm.co.za. Only one application will be accepted per job. Applications not submitted on or before the closing date as well as faxed will not be considered.

**NOTE**
Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department. To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form.

**DEPARTMENT OF CULTURAL AFFAIRS AND SPORT**

**APPLICATIONS**
Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

**CLOSING DATE**
23 September 2019

**NOTE**
Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you
experience any difficulties with your online application, contact the Helpline: 0861 370 202.

OTHER POST


SALARY : R257 508 per annum (Level 07)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government.
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Library and Information Science; A valid Code B driving licence. Recommendation: Experience in events and project management. Competencies: Knowledge of the following: Working in a publications environment; Proofreading, promotions and marketing; Public and provincial libraries; Budget management; Proven computer literacy; Written and verbal communication skills; Planning and organising skills; Ability to work under pressure.
DUTIES : Assistance to the Cape Librarian magazine; Sub-editing of Cape Librarian; Proofreading and translations; Budget management; Planning and organising of annual promotional programs; Events management; Management of all promotional material; Displays and exhibitions; Staff supervision; Liaison with management; Participation in orientation tours, talks and other presentations; Perform administrative duties; Organisation of storeroom.
ENQUIRIES : Mr N Adonis at Tel No: (021) 483 2145

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
CLOSING DATE : 23 September 2019
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 32/216 : DEPUTY DIRECTOR (DIGITAL GOVERNMENT TEAM LEADER): DIGITAL LEADERSHIP REF NO: DEDAT 2019-34
(3-Year Contract Position)

SALARY : R733 257 per annum (Level 11) (All-inclusive salary package)
CENTRE : Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) or related qualification in Computer Science or Information Systems; A minimum of 3 years' management level experience in e-Business; A valid code B driving licence. Recommendation: Working knowledge of the following: E-Government environment; Economy and Information Society; Change management; e-Business on an enterprise scale; Enterprise portal development; Knowledge management; Public access to information and associated technologies; ICT sector; Experience in Project Management implementation; e-Government programmes/projects; Various spheres of internet policy-making; Business process re-engineering. Competencies: Knowledge of the following: Applicable policies, legislation (PFMA, Public Service Act and Regulations, SITA Act and Regulations, Access to Information Act, Telecommunications Act, Electronic Communications and Transactions Act) guidelines, standards, procedures and best practices; Management principles; Public Service procedures; People management processes; Labour relations; Financial management; Written and verbal
communication skills; Problem solving and analysis skills; Proven computer literacy.

DUTIES: Contribute to the e-Government project specifications and ensure the appropriate tasks are performed at the appropriate level of quality; Ensure that the appropriate policies and strategies are in place and if/when not provide the expertise to the Policy and Strategy unit; Ensure that the strategies and policies are implemented and adhered to; Ensure the development of applicable business processes, procedures and templates; Liaison between programme managers and technical experts; Plan for operationalisation; Manage and develop dynamic teams of e-Government experts; Co-ordinate and manage content development for e-Government services and products within the framework of the content strategy; Manage and implement change processes for people and processes.

ENQUIRIES: Ms O Dyers at Tel No: (021) 483 9918

POST 32/217: PERSONAL ASSISTANT: ECONOMIC DEVELOPMENT INTEGRATION REF NO: DEDAT 2019-33

SALARY: R257 508 per annum (Level 07)
CENTRE: Department of Economic Development and Tourism, Western Cape Government.
REQUIREMENTS: Grade 12 (Senior Certificate or equivalent qualification) plus a Secretarial/Office Administration Diploma/ Certificate (or equivalent qualification); A minimum of 3 years' relevant experience in rendering support services to Senior Management; A valid Code B driving licence. Competencies: Knowledge and understanding of the following: Regulations/policies/prescripts and procedures; Good interpersonal skills; Written and verbal communication and presentation skills; Proven computer literacy in MS Office; Excellent organisational and time management skills; Organising and planning skills; Ability to work under pressure; Telephonic etiquette; Accuracy and attention to detail.

DUTIES: Provide a secretarial/receptionist support service to the manager; Managing the diary and organising meetings and appointments, often controlling access to the manager; Typing, compiling and preparing reports, presentations, correspondence and other administrative duties and ensure safekeeping of all documents; Managing databases and filing systems; Booking and arranging travel, transport and accommodation; Supports the manager with the administration of the budget; Provide support to the manager regarding meetings; Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application there-of is properly understood.

ENQUIRIES: Ms B Mpahlaza at Tel No: (021) 483 9001

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
CLOSING DATE: 23 September 2019
NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 32/218: CONTROL ENVIRONMENTAL OFFICER: DEVELOPMENT MANAGEMENT REF NO: EADP 2019-45

SALARY: Grade A: R495 219 per annum (OSD as prescribed)
CENTRE: Department of Environmental Affairs and Development Planning, Western Cape Government.
REQUIREMENTS : An appropriate 4-year Degree (or equivalent qualification) in Environmental Management, Natural or Environmental Science or a related field; A minimum of 6 years’ relevant post-qualification experience; A valid (Code B) driving licence.
Recommendation: Experience in the following: Reviewing Environmental Impact Assessment (EIA) applications; Integrated Environmental Management, including applicable legislation and policies; Supervision of staff. Competencies: Knowledge of the following: Environmental Impact Assessment (EIA) requirements; Integrated Environmental Management. Problem solving skills related to human resource management and interpersonal relationships; Proven computer literacy (Word, Excel and PowerPoint); Written and verbal communication and report writing skills; Strategic planning and project/time management skills; Ability to research, synthesise and present information in a scientific manner; Reviewing skills; Problem solving skills; Ability to work under pressure and meet strict deadlines; Ability to work independently and within a team; Ability to resolve conflict.

DUTIES : Supervise and maintain quality and productivity with regard to evaluation of applications in terms of the relevant environmental legislation; Implementation and supervision of the compliance monitoring and auditing strategy for environmental authorisations; Supervise and maintain quality and productivity with regard to provision of comment on assigned non-applications; Supervision and leadership in assigned projects.

ENQUIRIES : Mr Z Toefy Tel No: (021) 483 2700

POST 32/219 : ENVIRONMENTAL OFFICER - SPECIALISED PRODUCTION: AIR QUALITY MONITORING REF NO: EADP 2019-44

SALARY : R402 045 per annum (OSD as prescribed)
CENTRE : Department of Environmental Affairs and Development Planning, Western Cape Government.

REQUIREMENTS : An appropriate Honours Degree in Natural or Physical Sciences, Environmental Sciences or Engineering Sciences or related; A valid (Code B) driving licence.
Recommendation: Working knowledge and experience of the following: Environmental Management, related to Air Quality Management; Operation and Maintenance of an Air Quality Monitoring Systems or Networks; Compliance Monitoring and Enforcement of relevant air quality management legislation with respect to statutory obligations; Compliance Monitoring and Enforcement of relevant air quality management legislation with respect to statutory obligations; Project Management/ Planning; Technical knowledge and experience in Air Quality Monitoring. Competencies: Knowledge of the following: Air Quality Management, Air Quality Monitoring, Integrated Environmental Management; Pollution Management; Compliance monitoring and enforcement, with respect to statutory obligations (e.g. NEMA; NEM:AQA); Regulatory processes/ environmental legislation (e.g. NEMA, NEM:AQA); General office/ administrative, financial and human resource management; Research and report writing skills, including the drafting of official and technical reports; Ability to analyse, interpret and respond to scientific and technical reports; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Provide the following: Specialist advice and technical expertise towards the development and administration of Air Quality Management Systems and policies; Leadership, guidance and technical advice on the development and implementation of specific projects (e.g. specialised air quality management projects to inform human health risk assessment); Contribute towards the development and implementation of air quality monitoring projects and capacity building; Specialist inputs on compliance monitoring and enforcement with respect to statutory obligations (NEMA and NEM: AQA); Support and input to all financial management, human resource management, administrative and strategic planning and related functions.

ENQUIRIES : Dr Joy Leaner Tel No: (021) 483 2888


SALARY : R402 045 per annum (OSD as prescribed)
**CENTRE**: Department of Environmental Affairs and Development Planning, Western Cape Government.

**REQUIREMENTS**: An appropriate Honours Degree in Natural or Physical Sciences, Environmental Sciences or Engineering Sciences or related; A valid (Code B) driving licence. Recommendation: Working knowledge of the following: Environmental legislation, policies and regulations that includes waste management; Conducting research; Policy development; Waste minimisation; Drafting scientific reports; Supervisory and mentoring experience. Competencies: Knowledge of environmental management, integrated waste management and resource efficiency and waste minimisation and policy and legislation; Human resource management (including interpersonal skills); Proficiency in communication – verbal and writing skills (including report writing); Planning and project/time management skills; Computer literacy (Microsoft Office); Ability to research, synthesise and present information in a scientific manner.

**DUTIES**: Manage and facilitate the effective and efficient development and implementation of policies, legislation, guidelines, norms and standards w.r.t integrated waste management; Assist with general office management i.e. assist with Financial and Human Resource Management and office administration; Manage and provide specialist technical advice on complex technical scoping and environmental impact assessment reports and policy documents to organs of state and other stakeholders on integrated waste management; Monitor compliance and enforce relevant statutory provisions with regards to the National Environmental Management: Waste Act; Manage the execution of programmes and projects related to the implementation of waste minimization strategies.

**ENQUIRIES**: Ms B Langenhoven at Tel No: (021) 483 2712

**POST 32/221**: ENVIRONMENTAL OFFICER (PRODUCTION): ENVIRONMENTAL ECONOMY

**REF NO: EADP 2019-41**

(24 Month Contract)

**SALARY**

Grade A: R272 739 - R302691 per annum (OSD as prescribed) plus 37% in lieu of benefits.

Grade B: R318267 - R353 226 per annum (OSD as prescribed) plus 37% in lieu of benefits.

Grade C: R373 209 - R473 574 per annum, (OSD as prescribed) plus 37% in lieu of benefits.

**CENTRE**: Department of Environmental Affairs and Development Planning, Western Cape Government.

**REQUIREMENTS**: An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in the Natural Science, Physical Science, Social Science, Environmental Science, Economics, Entrepreneurial Development or project management. Recommendation: An appropriate post graduate qualification; Working experience in the relevant field; Experience working in a government department/state institution; Valid code 08 driving license. Competencies: Knowledge of green economy network; Innovative and creative; People skills; Ability to multi-task; Organised and systematic; Written and verbal communication skills; Problem solving ability; Proven computer literacy.

**DUTIES**: Assist with the coordination of Environmental Economy activities in the Department; Undertake research and reporting as required to support Environmental Economy efforts within the Western Cape; Undertake activities as required for the planning and implementation of the Environmental Economy projects within the sustainability directorate; Assist with mainstreaming, implementation and reporting of Resource Efficiency efforts across the Western Cape; Assist with organising meetings events, seminars and conferences; Provide Project management support to identified projects; Leverage existing connections with non-state green economy actors to develop transversal projects.

**ENQUIRIES**: Mr R. Mukanya at Tel No: (021) 483 9787

**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.

MANAGEMENT ECHELON

POST 32/222 : DIRECTOR: DISTRICT HEALTH SERVICES
Garden Route District

SALARY : R1 057 326 per annum
CENTRE : Garden Route and Central Karoo Districts (Based in George)
REQUIREMENTS : Minimum educational qualification: An appropriate tertiary qualification (NQF 7) in a Health/Social Science or related field or 4-year degree in an appropriate management field with at least 5 years’ experience at a middle or senior management level. Experience: Proven extensive management experience of health services. Inherent requirement of the job: Valid (Code B/EB) drivers Licence. Willingness to travel extensively in the province. Competencies (knowledge/skills): Knowledge and understanding of Health Systems (DHS).Knowledge of financial and human resource management applicable to the public service. Proven experience in the provision and management of health services.

DUTIES : Manage the implementation of health services (inclusive of district hospital, primary health care and home and community-based services) within the Garden Route and Central Karoo districts, in line with the relevant Departmental policies. Support the implementation of health service priorities within the districts. Ensure that quality of care is maintained and improved in the Garden Route and Central Karoo Districts in line with the National Core Standards. Manage the corporate services of the two districts. This includes Financial, Human Resources and Support Services. Co-ordinate the rendering of professional support services (including information management) within the districts. Collaborate with key stakeholders within the districts, like other government departments, community structures, non-profit organisations (NPOs), local government, and private sector.

ENQUIRIES : Dr R Crous Tel No: (044) 695-0047
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
NOTE : Applicants may be subjected to a competences assessment test. No payment of any kind is required when applying for this post.
CLOSING DATE : 20 September 2019

OTHER POSTS

POST 32/223 : MANAGER: MEDICAL SERVICES
Garden Route District

SALARY : R1 173 900 per annum
CENTRE : Knysna Hospital (Knysna/Bitou Sub-district)
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with professional council: Registration with the HPCSA as Medical Practitioner. Experience: A minimum of 3 years appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: Willingness and skills to do after hours work. Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): The ability to communicate in at least two of the three official languages of the Western Cape. Strong business orientation with proven skills and abilities in the clinical management of a health service. Proven management competencies specific to a health-care environment. Computer literacy (MS Word, Excel, PowerPoint, Internet and email). Appropriate experience of managing clinical services.

DUTIES : (key result areas/outputs): Strategic and operational management of all health service platforms in the Knysna/Bitou Sub district, including PHC and district hospital services. Ensure safe clinical services and practices that comply with professional laws of the country and compatible with acceptable clinical practices.
Set up systems to manage quality assurance in Knysna/Bitou Sub District to ensure support of the patient centred experience, compliance to national core standards, ideal clinic standards and improved information management. Provide operational support to the office of the Director by effective and efficient use of allocated human, financial, infrastructure and health technology resources and to support service delivery of all the health service platforms in the Knysna/Bitou Sub District. Develop internal and external key partnerships in the sub-district to ensure a WOSA to address the BoD and move to a wellness approach.

ENQUIRIES
APPLICATIONS: Dr R Crous Tel No: (044) 695-0047
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: 20 September 2019

POST 32/224: MEDICAL SPECIALIST (PUBLIC HEALTH)
Health impact Assessment

SALARY:
Grade 1: R1 106 040 per annum
Grade 2: R1 264 623 per annum
Grade 3: R1 467 651 per annum

CENTRE:
Head Office

REQUIREMENTS:
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa as a Public Health Specialist. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Public Health. Experience:

Grade 1: None after registration with the HPCSA as a Medical Specialist in Public Health.
Grade 2: A minimum of 5 years’ appropriate experience as a Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Public Health.
Grade 3: A minimum of 10 years’ appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Public Health.

Competencies (knowledge/skills): Insight into public health policies and programmes. Strong skills in epidemiology, research and evaluation. Excellent knowledge of Quality Assurance and Quality Improvement in healthcare, Occupational Health and Safety and Infection Prevention and Control. Advanced analytical and problem-solving skills. Good communication and presentation skills. Computer literacy. Ability to conduct independent research and report research findings to a professional and non-professional audience. Teaching and education skills. Policy and report writing skills. Either MMed in Public Health or FCPHM or both.

DUTIES:
Provide technical support, strategic and operational direction as well as coordination for QA, QI, OHS and IPC in the WCG: H. Provide public health specialist support to WCG: Health impact Assessment/Strategy & Health Support. Provide technical support for guideline and policy development. Capacity development in public health competencies. To provide formal supervision to one or more public health registrars within the programme and informal support for the registrar teaching within the programme. Academic activities consistent with the mandate of the University for Research, teaching and social responsiveness.

ENQUIRIES:
APPLICATIONS: Dr M Moodley Tel No: (021) 483-9366
APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
NOTE: “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)”. No payment of any kind is required when applying for this post.
CLOSING DATE: 20 September 2019
**POST 32/225**: DEPUTY DIRECTOR: MANAGER HEALTH TECHNOLOGY  
(3 Year Contract)  
Directorate: Facilities & Infrastructure Management (Project Office Tygerberg Hospital Redevelopment)

**SALARY**: R733 257 per annum (A portion of the package can be structured according to the individual’s personal needs).

**CENTRE**: Head Office, Cape Town

**REQUIREMENTS**: Minimum educational qualification: Appropriate 3 year National Diploma/Degree in electrical engineering, mechanical engineering, clinical technology, health sciences or related fields. Experience: Appropriate experience in health technology needs analysis, procurement planning, operations management, maintenance management and disposal. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Sufficiently physically fit and healthy to walk long distances in the confines of the building and on site. Work long-hours, including travel and overnight stay away from home whilst on official business. Competencies (knowledge/skills): Advanced computer literacy in MS Word and Excel and the ability to use computerised Project Management tools. Ability to manage diverse interests and processes in the interest of government. Experience in project management and stakeholder management. Understanding of Public-Private Partnership projects (PFMA and Treasury Regulation 16). Understanding of health technology and facility management in particular regarding procurement and maintenance. Knowledge of the content Hospital Revitalisation Project Implementation Manual on Health Technology. Knowledge in the assessment and asset management of Healthcare Technology and Infrastructure. Knowledge in information systems supporting healthcare delivery and medical device innovation. Knowledge of health facilities design, planning and assessment. Good organising, problem solving and interpersonal skills. Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Excellent conceptualisation, report writing and editing skills. Good research and analytical skills.

**DUTIES**: Prepare packages of project brief in liaison with all relevant stakeholders, including analysis of clinical and technology needs, and ensures adherence throughout development process. Manage the interface with user groups for the development of output specifications together with Transaction Advisory team. Ensure strategic fit of new facilities and its health technology to overall portfolio and service platform. Develop and maintain the baseline budget for the health technology component, tests and ensures affordability of project together with Transaction Advisor and Senior Manager. Facilitate and manage value-for-money appraisals among stakeholders. Facilitate the development of appropriate allocations of (health technology management) services to private partner. Develop and maintain comprehensive risk management tool, including development of mitigating strategies relating to health technology. Develop together with stakeholders, including Human Resource Management Department, a Human Resource plan for the project.

**ENQUIRIES**: Mr M Poluta Tel No: (021) 815-8637

**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**: 20 September 2019

**POST 32/226**: THERAPEUTIC AND MEDICAL SUPPORT SERVICE PROGRAMME COORDINATOR GRADE 1 (ENVIRONMENTAL HEALTH)  
Garden Route District

**SALARY**: R466 119 per annum

**CENTRE**: garden Route District Office, George

**REQUIREMENTS**: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Environmental Health. Registration with a professional council: Registration with the HPCSA as Environmental Health Practitioner. Experience: A minimum of 3 years’ appropriate experience in Environmental Health after registration with the HPCSA. Inherent requirement of the job: Responsible for duties in the Garden Route and Central

**DUTIES**

Administration of the provincial environmental health program. Monitoring, evaluation and support of Environmental Health Services (Municipal Health Services) rendered by district municipalities. Control over the sale of Group I Hazardous substances. Co-ordination of the environmental health response to notifiable medical conditions. Support for Port Health Services. Support to Provincial Health institutions regarding environmental health related issues.

**ENQUIRIES**

Dr T Marshall Tel No: (044) 803-2700/2752

**APPLICATIONS**

Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)

**NOTE**

short-listed candidate may be subjected to a competency test. No payment of any kind is required applying for this post.

**CLOSING DATE**

20 September 2019

**POST 32/227**

**OPERATIONAL MANAGER NURSING (GENERAL) (X2 POSTS)**

West Coast District

**SALARY**

R444 276 per annum

**CENTRE**

Radie Kotze Hospital (X1 Post)
Lapa Munnik Hospital (X1 Post)

**REQUIREMENTS**

Minimum educational qualification: A Basic R425 qualification (i.e. diploma/degree in nursing) or an equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Current registration with the SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, day or night when required. Valid (Code B/EB) driver’s licence and willingness to travel. Competencies (knowledge/skills): Basic Computer Literacy. Knowledge of appropriate SANC rules and regulations. Knowledge of policies and procedures applicable to the profession. Ability to function independently and as part of a multi-disciplinary and Strategic Planning team. Effective communication, leadership, decision making and supervisory skills Good interpersonal skills.

**DUTIES**

Coordinate optimal holistic Nursing Care provided within set standards and a professional/legal framework within areas. Participate in the analysis, formulation, and implementation of nursing guidelines, practice standards and procedures. Manage and effectively utilise all resources. Maintain professional growth/ethical standards and self-development. Provide effective support to Nursing Services. Participate in training and research. Supervise support services in cooperation with Sub-District Management including: effective management of cleaning services, food services, information management, finance management with input in budget monitoring, people management, case management and grounds maintenance in collaboration with the Head of Administration. Direct interaction and involvement in the primary health care services platform of the Bergriver Sub–district and commitment to the promotion of integrated health care service.

**ENQUIRIES**

Dr B Smith Tel No: (022) 487 9201

**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 32/228 : ASSISTANT DIRECTOR: INFORMATION MANAGEMENT
Garden Route District

SALARY : R376 596 per annum
CENTRE : Garden Route District Office, George
REQUIREMENTS : Minimum educational qualification: Matric Certificate (or equivalent). Experience: Extensive experience in Health Information Management (e.g. SINJANI, DHIS, TIER.net and ETR.net). Inherent requirements of the job: Prepared to travel in the district. Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Advanced computer literacy. Thorough working knowledge of all relevant legislation, policies and prescripts applicable to Health Information Management. Ability to critically analyze bio-statistical and epidemiological information. Good interpersonal and leadership skills.

DUTIES : Ensure systems, processes and structures for data capture, analysis and reporting are efficient and deliver high quality information to district. Ensure the Information Management team delivers a responsive, customer-focused support service built on the organization’s values. Develop systems to continually improve data quality at all points in the data management process. Implement and monitor compliance with departmental information management policies in the district and all sub-districts. Provide knowledge and mentoring support to Sub-district Information Management and clinical staff. Manage the District Information Management Unit.

ENQUIRIES : Dr T Marshall Tel No: (044) 803-2700/2752
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
NOTE : Please Note: Approval has been granted that this post may be advertised with a relaxed minimum educational qualification of a Matric Certificate. I must be noted that a bursary shall be made available to the successful candidate to obtain the required qualification in the absence thereof, in the event of appointment. No payment of any kind is required when applying for this post.
CLOSING DATE : 20 September 2019

POST 32/229 : ARTISAN PRODUCTION GRADE A TO C (BRICKLAYING/BUILDING)
Metro West District Maintenance Hub based at Zwaanswyk

SALARY : Grade A: R190 653 per annum
Grade B: R224 574 per annum
Grade C: R262 176 per annum
CENTRE : Directorate: Engineering and Technical Services
REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate. Experience:
Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB) drivers licence. Willingness to attend to emergencies including after hour repairs and standby duties. Competencies (knowledge/skills): Conversant with the Machinery and Occupational Health and Safety Act. Proficiency in at least two of the three official languages of the Western Cape. Working knowledge of bricklaying and plastering techniques. Proficiency in erecting of scaffolding.

DUTIES : Produce objects with material and equipment according to job specifications and standards. Bricklaying, plastering and repair of plants and buildings according to standards. Manage and assist with the execution of building projects/repairs within the health facility. Exercise control over tools and materials. Administration duties including the processing of requisitions, ordering, control of maintenance materials and equipment.

ENQUIRIES : Mr B Lesch Tel No: (021) 715-5921
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. Shortlisted candidates may be subjected to a competency test.
CLOSING DATE : 20 September 2019
<table>
<thead>
<tr>
<th>POST 32/230</th>
<th>HANDYMAN</th>
<th>Chief Directorate: Metro Health Services</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R145 281 per annum</td>
<td></td>
</tr>
<tr>
<td>CENTRE</td>
<td>Helderberg Hospital, Somerset West</td>
<td></td>
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<tr>
<td>DUTIES</td>
<td>Carry out minor maintenance and repairs. Assist with repairs and emergency breakdowns (including after-hours repairs). Assist with the control and requisitioning of material and parts. Clean areas where work has been carried out. Ensure that all tools and materials are available before commencing any tasks. Render assistance to Artisan Production and colleagues.</td>
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<tr>
<td>ENQUIRIES</td>
<td>Mr AJoubert Tel No: (021) 850-4750</td>
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<tr>
<td>APPLICATIONS</td>
<td>The Chief Executive Officer: Helderberg Hospital, Private Bag X2 Somerset West, 7129.</td>
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<tr>
<td>NOTE</td>
<td>For Attention: Mr M Abrahams</td>
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<tr>
<td>CLOSING DATE</td>
<td>27 September 2019</td>
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<tr>
<th>POST 32/231</th>
<th>TRADESMAN AID</th>
<th>West Coast District</th>
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<tr>
<td>SALARY</td>
<td>R102 534 per annum</td>
<td></td>
</tr>
<tr>
<td>CENTRE</td>
<td>Swartland Hospital, Malmesbury</td>
<td></td>
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<tr>
<td>REQUIREMENTS</td>
<td>Minimum requirements: Basic numeracy and literacy. Experience: Appropriate experience to carry out maintenance tasks. Appropriate experience in the handling of workshop tools. Inherent requirements of the job: Valid (code B/EB) drivers licence. Physically able to do hard manual labour. Ability to do overtime and standby duties. Competencies (knowledge/skills): Ability to read and write written instructions. Good communication skills in at least two of the three official languages of the Western Cape.</td>
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<tr>
<td>DUTIES</td>
<td>Provide assistance to the maintenance of buildings and equipment. Provide assistance with installation of equipment and other items. Collection, movement and delivery of equipment and furniture. Provide assistance with other support functions of a workshop as well as control of tools. Maintain professional growth/ethical standards and self-development.</td>
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<tr>
<td>ENQUIRIES</td>
<td>Mr CA Vermaak Tel No: (022) 487-9226</td>
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<tr>
<td>APPLICATIONS</td>
<td>The Director: West Coast, Private Bag X15, Malmesbury, 7299.</td>
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<tr>
<td>FOR ATTENTION</td>
<td>Mr E Sass</td>
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<td>NOTE</td>
<td>No payment of any kind is required when applying for this post.</td>
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<td>CLOSING DATE</td>
<td>27 September 2019</td>
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<tr>
<th>POST 32/232</th>
<th>TRADESMAN AID</th>
<th>Overberg District</th>
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<tr>
<td>SALARY</td>
<td>R102 534 per annum</td>
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<tr>
<td>CENTRE</td>
<td>Robertson Hospital, Langeberg Sub-district</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Minimum requirements: Basic numeracy and literacy skills. Experience: Appropriate experience in tasks performed in a maintenance workshop. Inherent requirement of the job: Valid (Code B/EB) drivers’ licence. Do standby on rotation basis and work overtime if needed. Competencies (knowledge/skills): Ability to use electrical and hand tools. Good interpersonal, communication and organisational skills. Ability to work independently. Ability to handle heavy equipment, heights and narrow spaces.</td>
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<tr>
<td>DUTIES</td>
<td>Provide a support service to the technical staff. Provide a clean hygiene and safe working environment. Maintain program according to allocated schedule. Cleaning of drains.</td>
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<tr>
<td>ENQUIRIES</td>
<td>Mr JMuller Tel No: (023) 626-8529</td>
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</tbody>
</table>
APPLICATIONS: To the Manager: Medical Services Robertson Hospital, Langeberg Sub District, Private Bag X617, Robertson, 6705.
FOR ATTENTION: Ms TM Padiachy
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 27 September 2019

DEPARTMENT OF LOCAL GOVERNMENT

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only; via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

CLOSING DATE: 23 September 2019
NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 086 1370 202

OTHER POSTS

POST 32/233: ASSISTANT DIRECTOR: DISASTER INSTITUTIONAL CAPACITY REF NO: LG 2019-25
(12 Months Contract Position)

SALARY: R376 596 per annum (Level 09), plus a 37% in lieu of service benefits.
CENTRE: Department of Local Government, Western Cape Government.
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Disaster Management or related qualification; A minimum of 3 years’ relevant experience in disaster management/operations or similar environment. Recommendation: Knowledge or experience in basic journalism and newsletter development. Competencies: Knowledge of the following: Disaster Management Act (Act 57 of 2002) and related policies and guidelines; IGR Act and related policies and guidelines; Knowledge and understanding of disaster management systems and procedures as applied in all three spheres of government; Financial Management; Strategic Planning; Risk analysis skills; Crisis management skills; Organisational and project management skills; Written and verbal communication skills; Training and facilitation skills; Ability to work under pressure (in emergency or disaster situations); Ability to manage / lead people; Decisiveness and the ability to work independently; Professional report writing; Proven computer literacy (MS Office).

DUTIES: Assist to co-ordinate the development and functioning of the Disaster Management Framework structures in the Province: Functional and active PDMAF (Provincial Disaster Management Forum), PDMSC (Provincial Disaster Management Steering Committee); Support Metro, District and Local Mun. DMAF (Disaster Management Advisory Forum); Assist to co-ordinate the development of Disaster Management Framework in the Province; Approved and adopted Disaster Management Framework; Review, amend and support adopting of Metro and District Disaster Management Frameworks; Assist to co-ordinate Special Events in the Province: Support and co-ordinate Special events in the planning processes; Facilitate Disaster Management contingency plans for events; Assist in managing the financial management: Comply with the PFMA; Assist in the exercise control on utilisation of all resources of the unit; Assess, manage and monitor financial risks; Development of the Disaster Management newsletter; Draft disaster management newsletter; Develop and coordinate the inputs for the Western Cape Disaster Management Centre’s Annual Report; Ensure the submission of the annual reports of the Metro and District Disaster Management Centres; Support and coordinate capacity building initiatives.

ENQUIRIES: Ms S Chinnian at Tel No: (021) 937 6303

SALARY : R376 596 per annum (Level 09), plus a 37% in lieu of service benefits
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 6 years’ relevant experience. Recommendation: Experience providing administrative support to a senior manager. Competencies: Knowledge in the following: Relevant legislation/policies/prescripts and procedures; Latest advances in public management and administration; Public service reporting procedures; Modern systems of governance and administration; Policies, regulations, internal arrangements and procedures; SMS Manual Financial Manual; Human Resource Management; Broad knowledge of all aspects pertaining to line functions within the Department; Administration and financial management including budget control; Procurement and tender administration; High level of communication (verbal and written) and negotiation skills; Outstanding planning, organising and people management skills; Ability to perform functions politically and diplomatically; Proven computer literacy; Good interpersonal relations, strong leadership and ability to motivate staff; Interpersonal relations.

DUTIES : Render administrative support services: Supporting the manager with the administration of the budget; Communication and liaison: Liaise with various local government officials as well as the general public; Assist manager in the execution of its inter- and intra-governmental function; Render personal support to the HOD (Head of Department); Organise interviews, appointments and performances for and to the HOD (Head of Department); Control all documents for meetings, including cabinet meetings; Management and supervision: Perform role of supervisor e.g. disciplining, performance management, mentoring and determining of workload and additional tasks; Minute-taking of HOD (Head of Department) meetings.

ENQUIRIES : Ms D Benjamin at Tel No: (021) 483 3938


SALARY : R316 791 per annum (Level 08) plus 37% in lieu of benefits
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 3 years’ experience; A valid code B driving licence. Recommendation: Adobe Creative Suite Creative Suite (InDesign, Photoshop and Illustrator). Competencies: Knowledge of the following: Design and Colour Theory; Adobe Creative Suite; Printing and reproduction processes; Competency in the dynamics of Social Awareness Communication; Marketing and Communication Theory; Proven computer literacy; Creativity and artistic ability; Time management skills; Strong ability to think conceptually; Advanced technical proficiency in the required design software; Written and verbal communication skills.

DUTIES : Formulate design concepts for the subject to be communicated; Create, design and layout of communication products; Review final layouts and suggest improvements as needed; Develop graphics ad layouts for product illustrations and internet websites; Taking responsibility for writing of complex notes, submissions, motivations and specifications.

ENQUIRIES : Ms P Dlikilili at Tel No: (021) 483 2661


SALARY : R257 508 per annum (Level 07), plus 37% in lieu of benefits
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification) plus a Secretarial/Office Administration Diploma/Certificate; A minimum of 3 years’ relevant experience in
office administration and rendering support services to Senior Management. Recommendation: Ability to work effectively in a very dynamic office; Stress tolerance; Willingness to work irregular hours; Ability to liaise with diverse people; Attention to detail. Competencies: Good interpersonal and decision-making skills; Communication (written and verbal) skills; Advanced computer literacy skills; Customer service orientation; Office management; Organising and planning skills; Problem solving skills; High level of reliability; Ability to work under pressure and meet deadlines; Ability to work independently and within a team.

DUTIES
Provide a secretarial/ receptionist support service to the manager; Render administrative support services; Provide support to the manager regarding meetings; Supports the manager with the administration of the manager’s budget; Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application there-of is properly understood.

ENQUIRIES
Ms E Barnard at Tel No: (021) 483 6126

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS
Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

CLOSING DATE
23 September 2019

NOTE
Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 32/237
STATE ACCOUNTANT: BOOKKEEPING REF NO: DSD 2019-82

SALARY
R316 791 per annum (Level 08)

CENTRE
Department of Social Development, Western Cape Government

REQUIREMENTS
An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in the Finance Accounting field; A minimum of 2-year relevant experience. Competencies: Knowledge and understanding of the following: PFMA, NTR, OPTI, DORA, departmental instructions and delegations; Financial Management Systems (FMS) and PERSAL; Compilation of financial statements; Cash flow procedures (monthly reporting on revenue and expenditure); Budget process; Report writing; Analytical problem solving; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Computer Literacy; Numeric and mathematical skills.

DUTIES
Compile and manage departmental budget and the Medium Term Expenditure Framework (MTEF) processes by assisting with the compilation of the Financial circulars requesting budgetary input for MTEF from customers; Manage the departmental expenditure and revenue and monitor expenditure against voted funds from the financial reports; Evaluate and compile revenue budget for the department; Perform human resource administration on a supervisory level.

ENQUIRIES
Mr J. Joubert at Tel No: (021) 483 6022

POST 32/238
SOCIAL WORKER: SOCIAL WORK SERVICES (EDEN KAROO REGION, KNYSNA) REF NO: DSD 2019-83

SALARY
Grade 1: R257 592 – R298 614 per annum (OSD as prescribed)
Grade 2: R316 794 – R363 801 per annum (OSD as prescribed)
Grade 3: R384 228 – R445 425 per annum (OSD as prescribed)
Grade 4: R472 551 – R581 178 per annum (OSD as prescribed)

CENTRE
Department of Social Development, Western Cape Government
REQUIREMENTS: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. 

**Grade 1:** No experience; **Grade 2:** A minimum of 10 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Supervision framework for Social Workers; Human behaviour and social systems as well as skills to intervene at the points where people interact with their environment in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Good communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES: Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES: Ms K Mazaleni at Tel No: (023) 814 1925

POST 32/239: SUPPLY CHAIN MANAGEMENT CLERK: LOGISTICS MANAGEMENT REF NO: DSD 2019-81

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

**CENTRE:** Department of Social Development, Western Cape Government

**REQUIREMENTS:** Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Relevant experience in a supply chain management clerical services environment or similar. Competencies: Basic knowledge and understanding of the following: Supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Work procedures in terms of the working environment; Planning and organising skills; Communication (written, verbal and presentation) skills; Proven computer literacy; Interpersonal relations; Ability to work independently and within a team.

**DUTIES:** Render the following services relating to: Asset management clerical support, demand and acquisition clerical support; logistical support services and budget support service.

**ENQUIRIES:** Mr K Jackson at Tel No: (021) 483 8474

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

**CLOSING DATE** : 23 September 2019

**NOTE:** Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202
## OTHER POSTS

**POST 32/240**  
MECHANICAL ENGINEER: (PRODUCTION LEVEL): PROGRAMME/ PROJECT INFRASTRUCTURE DELIVERY: HEALTH REF NO: TPW 2019-161

**SALARY**  
Grade A: R718 059 - R766 278 per annum (Salary will be determined based on post registration experience as per OSD prescript)  
Grade B: R809 631 - R872 220 per annum (Salary will be determined based on post registration experience as per OSD prescript)  
Grade C: R925 734 - R1 090 458 per annum (Salary will be determined based on post registration experience as per OSD prescript)

**CENTRE**  
Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**  
An appropriate Engineering Degree [B Eng/BSc (Eng)] or relevant qualification;  
Three years post qualification engineering experience required; Compulsory registration with ECSA as a professional engineer or candidates must have applied for Professional registration with ECSA and be registered within 6 months of appointment (proof of payment must be submitted with application); A valid code B driving licence. Recommendation: Experience of contract documentation and administration, act/regulations of Occupation Health & Safety (OHS-Act), National Building Regulations and all relevant built environment legislation. Competencies:  
Technical knowledge as follows: Programme and Project Management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Knowledge of public sector procurement; Technical report writing; Creating high performance culture; Professional judgement; Networking; Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial Management; Customer focus and responsiveness; Communication (written and verbal) in at least two of the official languages of the Western Cape; Proven computer literacy (MS Office); Planning and organising; Conflict Management; Problem solving and analysis; People Management; Change Management; Innovation; Willingness to travel on a regular basis; Ability to work under pressure; Willingness to undergo a security clearance.

**DUTIES**  
Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Develop tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards; Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; Administer performance management and development; Office administration and budget planning: Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters.

**ENQUIRIES**  
Ms Jodie Thomas at Tel No: (021) 483 2004

**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
POST 32/241: PROFESSIONAL ENGINEER (PRODUCTION LEVEL): ROAD PLANNING AND ROAD CONTRACTS (WINELANDS) REF NO: TPW 2019-149

SALARY: Grade A: R718 059 - R 766 278 per annum (OSD as prescribed), based on recognisable prior experience
Grade B: R809 631 - R 872 220 per annum (OSD as prescribed), based on recognisable prior experience
Grade C: R925 734 - R 1 090 458 per annum (OSD as prescribed), based on recognisable prior experience

CENTRE: Department of Transport and Public Works, Western Cape Government

REQUIREMENTS: Engineering Degree (B Eng/ BSc (Eng)) or relevant qualification; Compulsory registration with ECSA as a Professional Engineer; A minimum of 3 years post qualification engineering experience; A valid code B driving licence.
Recommendation: Extensive appropriate engineering experience after registration; Management and Financial Management experience. Competencies: Knowledge and experience of roads infrastructure, engineering concepts transport engineering band, economics, integrated transport and land use planning and policy development; Knowledge of relevant legislation, regulations, policies and acts; Research and development; Computer-aided engineering applications; Technical report writing; Change Management; Innovation; Customer focus and responsiveness; Team leadership; Computer literacy; Planning and organising; Communication (written, verbal and presentation) skills in at least two of the three official languages of the Western Cape.

DUTIES: Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Plan and manage engineering projects; Human capital development; Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principals and code of practice; Office administration and budget planning; Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Research and development; Continuous professional development to keep up with new technologies and procedures; Project Management; Act as Project Coordinator when required.

ENQUIRIES: Mr SC Bain at Tel No: (021) 863 2020

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

POST 32/242: INSPECTOR (COMPLIANCE MONITORING): TRAFFIC LAW ADMINISTRATION (METRO) REF NO: TPW 2019-146

SALARY: R316 791 per annum (Level 08)

CENTRE: Department of Transport and Public Works, Western Cape Government

REQUIREMENTS: An appropriate 3-year National Diploma/B-Degree or higher qualification; A minimum of 2-year relevant experience; A valid code B driving licence.
Competencies: Knowledge of the following: National Road Traffic Act, 1996 (Act 93 of 1996) and the National Road Traffic Regulations, 2000; National Traffic Information System (NaTIS); Driver Fitness, Vehicle Fitness testing processes; Auditing or investigation skills; Proven computer literacy (MS Word, MS Excel and MS Outlook); Investigation and inspection skills; Good written and verbal communication skills; Planning, organising and research skills.

DUTIES: Perform audits in line with Annual Performance Plan targets; Audit testing and issuing of driving licences and motor vehicles for roadworthiness; Liaison and communication with various clients / stakeholders and compiling detailed audit reports with findings and recommendations; Perform follow up audits to ensure recommendations are implemented; Monitor implementation, compliance and progress in respect of National Road Traffic Act and related legislation to perform an effective service at relevant testing centres and stations.

ENQUIRIES: Mr CC Majiedt at Tel No: (021) 483 2073

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
POST 32/243 : ENGINEERING TECHNICIAN (PRODUCTION LEVEL) REF NO: TPW 2019-162 (X3 POSTS)

SALARY : Grade A: R311 859 – R332 799 per annum (OSD as prescribed)
Grade B: R353 226 - R380 775 per annum (OSD as prescribed)
Grade C: R402 045 - R473 574 per annum (OSD as prescribed)

CENTRE : Department of Transport and Public Works, Western Cape Government

REQUIREMENTS : National Diploma (as recognised by SAQA) in Engineering; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician on appointment or you must be registered within 6 months after date of appointment (proof of registration application must be submitted); A minimum of 3-years post qualification technical (Engineering) experience; A valid driving licence (Code B). Recommendation: Further post graduate studies in the field; Extensive experience in roads design. Competencies: Knowledge of the following: Programme and Project Planning; Existing National, Provincial and Local policies in a multi-disciplinary professional environment; Verbal and written communication skills; People management skills; Proven computer literacy skills; Strategic capability and leadership skills; Sound Engineering and professional judgement; Technical report writing skills.

DUTIES : Render technical services: Assist Engineers, Technologists and Associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Perform administrative and related functions: Provide inputs into the budgeting process as required; Compile and submit reports as required; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/ literate studies on technical engineering technology to improve expertise.

ENQUIRIES : Mr M Hendrickse at Tel No: (021) 483 3107

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

POST 32/244 : ARTISAN FOREMAN (GRADE A): DIESEL MECHANIC - BELLVILLE MECHANICAL WORKSHOP REF NO: TPW 2019-155 (X6 POSTS)

SALARY : Grade A: R304 263 per annum (OSD as prescribed.)

CENTRE : Department of Transport and Public Works, Western Cape Government

REQUIREMENTS : Appropriate Trade Test Certificate; A minimum of 5 years post qualification experience as an artisan; A valid code EC driving licence with PrDP. Recommendation: Knowledge of basic welding; Experience in electric, hydraulic and air brake system. Competencies: Skills in the following: Analysing, legal compliance and computer aid applications; Mathematical abilities; Ability to write reports on the diagnoses of mechanical, hydraulic and electrical problems; Written and verbal communication skills; Occupational Health and Safety Act.

DUTIES : Supervise according to client specification and within limits of production capability of material and equipment according to job specification and recognized standards; Inspect equipment for technical faults; Repair equipment according to standards; Test repair equipment against specifications; Service equipment according to schedule; Quality assure serviced and maintained equipment; Perform administrative duties which include the completion of logs and time sheets and initiate orders; Handling S & T claims; Compile and submit reports as required; Provide inputs to the operational plan; Supervise and mentor staff; Planning of resources; Scheduling of works; Continuous individual development to keep up with new technologies and procedures; Maintain occupational health and safety standards.

ENQUIRIES : Ms S van Der Merwe at Tel No: (021) 959 7700

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
ARTISAN FOREMAN (GRADE A): WELDER - BELLVILLE MECHANICAL WORKSHOP

REF NO: TPW 2019-156

SALARY: Grade A: R304 263 per annum (OSD as prescribed)

CENTRE: Department of Transport and Public Works, Western Cape Government

REQUIREMENTS: Appropriate Trade Test Certificate; A minimum of 5 years post qualification experience as an artisan; A valid code EC driving licence with PrDP. Recommendation: Experience interpreting designs and the various welding techniques and disciplines. Competencies: Skills in the following: Analysing, legal compliance and computer aid applications; Mathematical abilities; Ability to write reports on the diagnoses of mechanical, hydraulic and electrical problems; Written and verbal communication skills; Occupational Health and Safety Act.

DUTIES: Supervise according to client specification and within limits of production capability of material and equipment according to job specification and recognized standards; Inspect equipment for technical faults; Repair equipment according to standards; Test repair equipment against specifications; Service equipment according to schedule; Quality assure serviced and maintained equipment; Perform administrative duties which include the completion of logs and time sheets and initiate orders; Handling S & T claims; Compile and submit reports as required; Provide inputs to the operational plan; Supervise and mentor staff; Planning of resources; Scheduling of works; Continuous individual development to keep up with new technologies and procedures; Maintain occupational health and safety standards.

ENQUIRIES: Ms S van Der Merwe at Tel No: (021) 959 7700

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

ARTISAN FOREMAN (GRADE A): FITTER AND TURNER - BELLVILLE MECHANICAL WORKSHOP

REF NO: TPW 2019-158

SALARY: Grade A: R304 263 per annum (OSD as prescribed)

CENTRE: Department of Transport and Public Works, Western Cape Government

REQUIREMENTS: Appropriate Trade Test Certificate; A minimum of 5 years post qualification experience as an artisan; A valid code EC driving licence with PrDP. Recommendation: Knowledge of basic welding and materials; Experience in interpreting designs. Competencies: Skills in the following: Analysing, legal compliance and computer aid applications; Mathematical abilities; Ability to write reports on the diagnoses of mechanical, hydraulic and electrical problems; Written and verbal communication skills; Occupational Health and Safety Act.

DUTIES: Supervise according to client specification and within limits of production capability of material and equipment according to job specification and recognized standards; Inspect equipment for technical faults; Repair equipment according to standards; Test repair equipment against specifications; Service equipment according to schedule; Quality assure serviced and maintained equipment; Perform administrative duties which include the completion of logs and time sheets and initiate orders; Handling S & T claims; Compile and submit reports as required; Provide inputs to the operational plan; Supervise and mentor staff; Planning of resources; Scheduling of works; Continuous individual development to keep up with new technologies and procedures; Maintain occupational health and safety standards.

ENQUIRIES: Ms S van Der Merwe at Tel No: (021) 959 7700

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

ADMINISTRATION CLERK: OPERATING LICENCE PROCESSING

REF NO: TPW 2019-150 (X2 POSTS)

SALARY: R173 703 per annum (Level 05)

CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Appropriate administrative experience. Competencies: A good understanding of the following: National Land Transport Act 5 (2009); BPM (Business Process Management); National Transport Regulations; Code of conduct; SOP conditions; Public Service Act; Proven computer literacy; Good communication (written and verbal) skills; Ability to work under pressure and meet deadlines; Reliable; Analytical skills; Planning and organising; Problem solving; Ability to work independently as well as in a team.

DUTIES: Gazetting of applications on operating system; Publish application in government gazette; Referrals of gazetting; Effective utilization of the primary operating system; Research on electronic content management system; Additional tasks: assist with the processing of applications; Assist clients in person and telephonically.

ENQUIRIES: Ms J Abrahams at Tel No: (021) 483 0240

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


SALARY: R173 703 per annum (Level 05)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: Grade 10 certificate or equivalent; a valid unendorsed code EC1/ EC driving license with a professional drivers permit (PDP) is required. Recommendations: Relevant Experience. Competencies: A good understanding of the following: Operations of construction plant and repair of roads; Operating minor construction machines; Communication skills; Ability to work under pressure and meet deadlines; Conflict and diversity management.

DUTIES: Transport large construction machinery/vehicles; Ensure machinery/vehicles are correctly and safely loaded as per permit on the transporter. Supervise and discipline subordinates applying proper labour relations measures; undertake the safeguarding of work areas and machines in terms of the Health and Safety Act.

ENQUIRIES: Mr. M. Erasmus at (023) 814 2646 or Mr. E. Fredericcks at 078 440 8075

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

POST 32/249: GEO TECHNICAL ASSISTANT: PAVEMENT TECHNOLOGY (LABORATORY) REF NO: TPW 2019-159

SALARY: R173 703 per annum (Level 05)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: Senior Certificate (Grade 12 or equivalent qualification); A valid code B driving licence. Recommendation: Accredited with SANAS with regards to Skills laboratory tests; Mathematics or Mathematical literacy as passed subjects; Further educational and/ or relevant training; Experience in Road Building material; Appropriate experience in a Materials Lab; Ability to do physically demanding work. Competencies: A good understanding of the following: Testing of concrete, asphalt and gravel; Processing of test data with the help of computer programme MTS programme; Environmental conditions and laboratory safety; Internal audits, non-conformance and corrective and preventive actions; Skills in training and supervision; Communication (written and verbal) skills; Ability to function independently and work under pressure; Proven Computer Literacy.

DUTIES: Responsible for the following: The determination of tests of road construction materials according to the prescribed standard test method; The administrative tasks on Material Testing System; Identifying and evaluating non-conformance during normal production testing and quality audits; Assist in the processing and execution of test results; Assist in laboratory field activities; Assist in the training, monitoring and supervision of testing staff.

ENQUIRIES: Mr C Malgas at Tel No: (044) 272 6071

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
POST 32/250: ROAD WORKER: OUDTSHOORN (UNIONDALE) REF NO: TPW 2019-152

SALARY: R102 534 per annum (Level 02)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: ABET – Ability to read and write (Basic literacy). Recommendation: Appropriate working experience in the following: Building, maintenance and repair of roads; Operating of minor construction machines and hand tools; civil construction activities. Competencies: Working knowledge of roads construction methods, materials and equipment; Communication skills in at least two of the three official languages of the Western Cape; Ability to work under pressure and meet deadlines; Reliable; Able to work in a team; Ability to carry out written instructions; Operate equipment in all kinds of weather, climb ladders and push heavy weights.
DUTIES: Support road specialists in the maintenance and building of roads; Perform manual labor; Undertake general duties to support road specialists with respect to maintenance, repair, building and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well as related activities.
ENQUIRIES: Mr D Plaatjies at Tel No: (044) 272 3699
APPLICATIONS: You may use 1 of the 3 options available to submit your application: (1) Hand Deliveries (Between 08:00 am to 17:00 pm): Affirmative Portfolios, Unit 14, 1st floor, 3 Canal Edge, Tyger Waterfront, Carl Cronje Drive, Bellville, 7530, (2) Postal: You may post it to the following postal address: PO 5496, Tyger Valley Centre Parking Area, Bellville, 7536. (3) e-mail address: adresponsecpt@affirm.co.za You may use only one application platform as only one application will be accepted. Applications not submitted on or before the closing date as well as faxed will not be considered.

NOTE: To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Candidates will be required to complete a practical exercise as part of the interview process. Candidates will be subjected to a medical fitness test as prescribed by the Construction Regulations as contained in the OHS, Act 85/1993NB: Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.

WESTERN CAPE EDUCATION DEPARTMENT (WCED)

APPLICATIONS: Applications must be submitted by using the following URL https://wcedonline.westerncape.gov.za/home/, via Google Chrome or Mozilla Firefox. The applicants are advised to read the foreword available on the WCED website before applying for the post/s.

CLOSING DATE: 20 September 2019

NOTE: All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

POST 32/251: ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: 283

SALARY: R376 596 per annum (Level 09) (plus benefits)
CENTRE: Internal Control, Head Office, Cape Town
**REQUIREMENTS**: National Diploma (NQF Level 6) or Degree in Finance/ Internal Auditing/ Risk Management. Three (3) years relevant experience in a Finance/ Internal control/ Internal audit/ External audit/ Risk Management environment. A valid driver’s license. Competencies: Knowledge of Acts and regulations i.e. PFMA; Treasury Regulations; Public Service Act and Public Service Regulation; Knowledge of risk management framework and techniques; Knowledge of internal controls and techniques; and Knowledge of human resource management. Skills: The ability to interpret and apply procedures, policies and prescripts; planning and organisational skills; formulation and evaluation skills; presentation skills; computer literacy (incl. MS Word/MS Excel/MS PowerPoint, etc.). Personal attributes: Organisational skills; interpersonal relations; ability to handle conflict management; good work ethic; ability to persuade and influence; problem solving; analytical thinking; the ability to supervise and work in a team.

**DUTIES**: Provide fraud and losses management services: provide support with the management of fraud and prevention in the department by: Ensuring an effective system is in place to manage and consolidate recommendations/ allegations/complaints received from Provincial Forensic Services, Public Service Commission and Department Officials Maintaining adequate record of all recommendations/allegations/complaints received for implementation or further handling. Liaising regularly, where applicable, with the external assurance providers. Liaising regularly with management and monitor implementation of recommendations; Assessing management feedback and conclude on recommendations; Reporting monthly/ quarterly on caseload. Supervising staff responsible to monitor and follow-up on the implementation of action plans. Attending meetings with senior management and where applicable prepare presentations; Maintaining adequate record of scope of work on the shared-drive and Coordinating the fraud awareness training as required for departmental officials. Ensure proper governance and ethics: develop procedures and processes pertaining to internal control, liaise with management and advise on policy and procedure trends and updates. Coordinate the bi-annual submission of gifts by department officials and report accordingly in terms of compliance. Render an assurance service: Evaluate the effectiveness of financial prescripts and compile a report. Monitor and follow up implementation of corrective measures, Manage the staff of the unit: Staff performance; Permis. Training and development; Staff planning (recruitment, selection, leave management, attendance register).

**ENQUIRIES**: Mr C Cooper Tel No: (021) 467 2725 (Head Office, Cape Town)

**POST 32/252**: CALL CENTRE MANAGER (ASD) REF NO: 282

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

**CENTRE**: Communications, Head Office, Cape Town

**REQUIREMENTS**: An appropriate National Diploma (NQF Level 6) or Degree with at least 3 years’ supervisory experience in Client services, Human Resources or in Financial Accounting environment in Public Service sector. Knowledge and experience of Customer Interaction Centre (CIC) and IMS systems. Knowledge: Thorough knowledge of human resource management, salary and finance policies and guidelines in Government. Skills: Proficiency in at least two official languages of the Western Cape; Computer Literacy. Resolve conflict and related issues, provide and facilitate training, internal and external liaison, manage centre budget, analyses and reports on centre data, develop good practice, manage ICT requirements, manage relevant projects.

**DUTIES**: To provide and manage effective client services at WCED Call Centre for internal and external clients of WCED. Knowledge and skills in human resource management, salary and finance issues; client service management and leadership, data analysis; Excellent communication (verbal and written); coaching and mentoring; office management; Information technology including IT systems (Persal, CIC, IMS, Microsoft Office); Monitor, Report and Facilitate all IT related matters. Engage in ongoing trouble-shooting to anticipate system failures; Evaluate system performance; find proactive solutions to limit call centre downtime; Contribute to ongoing systems development.; applicable legislation and policies; supervision; conflict management; interpretation; client service centre organisation; strategic planning; budgeting and project management; Lead and manage WCED
call centre staff; assure quality client service; provide client service as required; workforce optimisation and scheduling of staff, manage the facility, training of staff on education department content and use of technology.

**ENQUIRIES**

Mr LL Bruce Tel No: (021) 467 2558