PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 35 OF 2019
DATE ISSUED: 04 OCTOBER 2019

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

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

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

AMENDMENTS:

JUDICIAL INSPECTORATE FOR CORRECTIONAL SERVICES: Kindly note that the posts of Independent Correctional Centre Visitors: (Level 05); with Ref No: 34/51 advertised in Public Service Vacancy Circular 34 dated 20 September 2019, the total number of the post has been amended as follows: central management region: Victoria West with Ref No: 132/2019; Mangaung with Ref No: 176/2019, Eastern Cape Management Region: St Albans Med B with Ref No: 177/2019, Northern Management Region: Johannesburg Med A with Ref No: 178/2019. Induction Enquiry persons for Central Management Region: Mr M Prusent/Ms LY Mdalose Tel No: (051) 430 1954, Eastern Cape Management Region: Mrs J Gericke/Mr S Sani Tel No: (043) 722 2729/722 2469: Northern Management Region: Mr M Mentoor/Mr S Molefe (012) 663 7521. The closing date will remain the same as 11 October 2019.

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE: Kindly note that the post of Investigator with Ref No: Q9/2019/29 advertised in Public Service Vacancy Circular 34 dated
20 September 2019, Centre of the post has been amended as follows: Western Cape (Bellville) not Eastern Cape (Bellville). The closing date will remain the same as 04 October 2019 at 16:00. EASTERN CAPE: DEPARTMENT OF SAFETY AND LIASON: Kindly note that the post of Admin Clerk (Level 05) at Chris Hani District with Ref No: ESL/2019/10/08 that was advertised in Circular 34 dated 20 September 2019, the experience of 1-2 years in SCM under Competences has been erroneously included and should be ignored.
## INDEX

### NATIONAL DEPARTMENTS

<table>
<thead>
<tr>
<th>NATIONAL DEPARTMENTS</th>
<th>ANNEXURE</th>
<th>PAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTS AND CULTURE</td>
<td>A</td>
<td>04 - 05</td>
</tr>
<tr>
<td>BASIC EDUCATION</td>
<td>B</td>
<td>06 - 10</td>
</tr>
<tr>
<td>CENTRE FOR PUBLIC SERVICE INNOVATION</td>
<td>C</td>
<td>11</td>
</tr>
<tr>
<td>EMPLOYMENT AND LABOUR</td>
<td>D</td>
<td>12 - 13</td>
</tr>
<tr>
<td>ENVIRONMENT FORESTRY AND FISHERIES</td>
<td>E</td>
<td>14 - 15</td>
</tr>
<tr>
<td>GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM</td>
<td>F</td>
<td>16 - 25</td>
</tr>
<tr>
<td>GOVERNMENT PRINTING WORKS</td>
<td>G</td>
<td>26 - 27</td>
</tr>
<tr>
<td>GOVERNMENT TECHNICAL ADVISORY CENTRE</td>
<td>H</td>
<td>28 - 36</td>
</tr>
<tr>
<td>HUMAN SETTLEMENTS</td>
<td>I</td>
<td>37 - 39</td>
</tr>
<tr>
<td>JUSTICE AND CONSTITUTIONAL DEVELOPMENT</td>
<td>J</td>
<td>40 - 44</td>
</tr>
<tr>
<td>NATIONAL PROSECUTING AUTHORITY</td>
<td>K</td>
<td>45 - 46</td>
</tr>
<tr>
<td>TOURISM</td>
<td>L</td>
<td>47 - 49</td>
</tr>
<tr>
<td>TRADITIONAL AFFAIRS</td>
<td>M</td>
<td>50 - 51</td>
</tr>
</tbody>
</table>

### PROVINCIAL ADMINISTRATIONS

<table>
<thead>
<tr>
<th>PROVINCIAL ADMINISTRATION</th>
<th>ANNEXURE</th>
<th>PAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>GAUTENG</td>
<td>N</td>
<td>52 - 74</td>
</tr>
<tr>
<td>KWAZULU NATAL</td>
<td>O</td>
<td>75 - 92</td>
</tr>
<tr>
<td>NORTH WEST</td>
<td>P</td>
<td>93 - 95</td>
</tr>
<tr>
<td>WESTERN CAPE</td>
<td>Q</td>
<td>96 - 104</td>
</tr>
</tbody>
</table>
ANNEXURE A

DEPARTMENT OF ARTS AND CULTURE

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

APPLICATIONS

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

CLOSING DATE

18 October 2019, 16:00pm

NOTE

Applications are hereby invited from suitably and qualified persons to apply for the following post(s). Applications must be submitted on Form Z83, Obtainable from any Government department or online at www.gov.za. All sections of the Z83 must be completed and signed and the application form should be accompanied by a comprehensive CV (including two recent and contactable referees) and Original Certified Copies of the applicant’s ID and educational qualifications. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) prior to the selection process. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Failure to submit the required documentation will automatically disqualify applications. No faxes or e-mails will be accepted.

OTHER POSTS

POST 35/01: ASSISTANT DIRECTOR: WINDOWS SYSTEMS ADMINISTRATOR

REF NO: 24/DAC/2019

Branch: Corporate Services
Directorate: Information Systems

SALARY: R376 596 per annum (Level 09)

CENTRE: Pretoria

REQUIREMENTS: Three year National Diploma/Degree in ICT or Windows Certification (MCSE/MCSA) coupled with 2-3 years relevant experience in Windows 2003/2008 Server environment ICT network management Server Administration Configuration and deployment of Windows systems Back-up and recovery functions and technologies Project management ICT Research Knowledge of working in virtualization infrastructure and virtualized systems (VmWare) Advanced knowledge of Active Directory 2008 as well Microsoft Exchange Server 2010. Advanced desktop/LAN support Firewalls and proxies MsSQL experience Good communication and interpersonal relations Problem solving skills.

DUTIES: Plan, co-ordinate, install, configure and manage all Windows Systems and Servers Implement policies on Active Directory Maintain the Active Directory and ensure proper account management Maintain Microsoft Exchange and ensure availability of emails through all various channels and devices Identify and resolve (hardware...
and software) technical problems and malfunctions related to Windows Operating
Systems Infrastructure planning and systems provisioning in a Windows
environment. Maintain the DAC virtual server infrastructure. Assist in the
development and implementation of policies and procedures for Windows
administration. Monitor and control infrastructure performance. Perform backup and
recovery services. Perform advanced LAN/Desktop support. Supervision of the ICT
Service Desk function as well as IT Technicians.

**ENQUIRIES**
Ms N Ngcama Tel No: (012) 441-3430

**POST 35/02**

**ASSISTANT DIRECTOR: LINUX SYSTEMS ADMINISTRATOR**

**REF NO: 25/DAC/2019**

**Branch: Corporate Services**

**Directorate: Information Systems**

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

**CENTRE**: Pretoria


**DUTIES**: Maintenance of all Linux servers and Linux based applications. Configuration and deployment of Linux Servers and systems. Provisioning of Servers and storage space on a virtual environment. Networking in a Linux environment. System administration and monitoring. Planning, deployment and maintenance of network infrastructure. Configuration and maintenance of network switches, Wi-Fi controllers and Wi-Fi access points. Maintenance of connectivity links and data lines.

**ENQUIRIES**
Ms N Ngcama Tel No: (012) 441-3430

**NOTE**: The successful candidate will be subjected to a competency assessment.
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-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education’s website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za

FOR ATTENTION
Ms J Masipa/Ms N Monyela

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).

MANAGEMENT ECHELON

POST 35/03: DIRECTOR: EDUCATION LABOUR RELATIONS AND CONDITIONS OF SERVICE REF NO: DBE/DELRC5/01
Branch: Teachers, Education Human Resources and Institutional Development
Chief Directorate: Education Human Resources Management
Directorate: Education Labour Relations and Conditions of Service

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

CENTRE: Pretoria

REQUIREMENTS:
An appropriate recognised Bachelor’s degree or undergraduate qualification (NQF level 7) as recognised by SAQA in Labour Law or relevant academic discipline supported by five (5) years' experience at middle/senior managerial level, Human Resource Management, demonstrable knowledge of Policy development and analysis, good conceptual and analytic skills, problem-solving and communication (written and verbal) skills, programme and project management, facilitation and presentation skills, excellent negotiating skills, planning and organising skills. Since this position focuses on conditions of service of employees employed in terms of the Employment of Educators Act, working experience in the education sector would be an added advantage. Core Competencies: Strategic capacity and leadership, People Management and Empowerment, Financial Management and Change management.

DUTIES:
As part of the senior management team of the Department of Basic Education, the incumbent of this position will be responsible for the overall management and/or coordination of the following functions: Manage the Directorate: Education Labour Relations and Conditions of Service. Provide strategic direction and operational leadership in relation to Labour Relations to the Education Sector. Develop and implement Labour Relations strategies and policies for the Education Sector. Manage the collective bargaining process in the Education Labour Relations Council and Public Service Collective Bargaining Council. Promote a climate of labour peace in the education sector through stakeholder relations, including dispute management. Create a positive legislative framework that promotes and maintains conditions of service for educators. Monitor the implementation of Collective Agreements and provide advocacy and training to the nine Provincial Departments of Education. Analyse labour relations trends both nationally and internationally and develop partnerships. Develop monthly and quarterly performance reports.

ENQUIRIES:
Ms J Masipa Tel No: (012) 357 3295/Ms N Monyela Tel No: (012) 3594
NOTE: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

CLOSING DATE: 18 October 2019

OTHER POSTS

POST 35/04: ASSISTANT DIRECTOR: ENHANCEMENT OF PROGRAMMES AND EVALUATION OF SCHOOL PERFORMANCE REF NO: DBE/53/2019
Branch: Curriculum Policy, Support and Monitoring
Chief Directorate: Curriculum and Quality Enhancement Programmes
Directorate: LTSM Policy, Development and Implementation

SALARY: R470 040 per annum
CENTRE: Pretoria

REQUIREMENTS: A three year relevant post matric qualification (NQF level 6) in Public Administration, Business Administration or Information Technology plus extensive three (3) years’ experience in Administrative related work. Knowledge: Ability to resolve challenges and providing mitigation strategies aimed at ensuring that each learner has Learning and Teaching Support Materials (LTSM) for all subjects. Ability to work with critical stakeholders within the Education Sector and to initiate and strengthen the implementation of LTSM Sector Plan. Demonstrable experience in the development of LTSM resources and monitoring of the implementation of LTSM policy and ability to interact with public. Skills: Project Management, financial management, Computer literacy, Data Management, Analytical, report writing, Power Point presentation, Data analysis and generation of report from the LTSM system and Problem solving. Personal Attributes: Self-management, Time management, Attention to details and Stakeholder management.

DUTIES: The successful candidate will be responsible for the following: developing LTSM resources, distributing LTSM to schools, Data Management and Analysis. Coordinating of LTSM screening, prepare National Catalogues for LTSM and stationery and forward to provinces, districts, circuits and schools, update prices on the National catalogue, managing and coordinating LTSM system, coordinating development of South African Sign Language material, managing the printing and delivery of LTSM and workbooks, Managing financial planning of the Directorate’s projects and preparing electronic submissions on each project Monitoring and reporting the availability of LTSM and workbooks in all schools, keeping an updated data on learner number and languages for each school, monitoring and reporting the utilization of LTSM and workbooks by schools, compiling submissions, DG memos and Parliamentary questions, reporting on the performance of directorate, communicating all information relating to LTSM and workbooks to the sector. Providing timeous report on shortages and deliveries of LTSM, liaising with provinces on any matter relating to LTSM and workbooks, organising meetings on LTSM and workbooks between DBE and provinces, monitoring and reporting on the distribution of provincial LTSM, organising the national team to join the Directorate team in the monitoring of schools and attending interprovincial LTSM meetings. Taking minutes during LTSM interprovincial forum meetings as well as publishers, Braille and Large Print meetings and LTSM Directorate meetings. Attending enquiries from the public regarding LTSM.

ENQUIRIES: Ms J Masipa Tel No: (012) 357 3295/Ms N Monyela Tel No: (012) 3594
NOTE: The successful candidate will be subjected to a security clearance.
CLOSING DATE: 25 October 2019
POST 35/05

SENIOR ADMINISTRATIVE OFFICER (PROJECT ADMINISTRATOR) FOR THE SUPPORT OF THE TECHNOLOGY GRADE 7-9 (EU FUNDING PROJECT) REF NO: DBE/54/2019

(Salary: R316 791 per annum)

CENTRE: Pretoria

REQUIREMENTS:
Applicants must be in possession of a Senior Certificate or equivalent qualification in Business Administration, and/or Project Management, with two (2) years relevant experience. A valid Code 8 driver's license, at least a basic experience in project management, research, qualitative and quantitative management methods, financial management, project costing will be an added advantage. Must be able to function well in a multidisciplinary team with varying priorities. Function well under pressure in a much unstructured environment. Knowledge of MS Office, e.g., Word, Excel, MS Project, and PowerPoint is important. Client Service Orientation and ability to communicate. This may involve listen, interpret, formulate and deliver; non-verbal, written, or and/electronic messages. Ability to convey ideas and information. Emotional intelligence: an understanding of the Basic Education Sector functions, Knowledge and Understanding of Batho Pele Principles, Understanding of Education Policies including curriculum policy as well as Legislation in the Basic Education Sector. Project budgeting, Willingness to work extra hours and travelling, be a team player, committed, dedicated, self-respecting, self-driven and acceptable interpersonal and human relations skills, good writing skills, good communication skills and the ability to analyse information. The candidate should have good project coordination, administrative and planning skills; knowledge of the principles, methods, or tools for developing, coordinating, scheduling, projects and resources, including monitoring, support and evaluation.

DUTIES:
The successful candidate will be responsible for: administration and supporting, setting up new project plans, project action list and information including ensuring that Memorandum of Understanding are signed. Working closely with provinces, participating districts, participating schools, stakeholders, social partners, Associations, SETAs, and any other relevant body or structures approved by the Department. Compiling reports on the progress of the project, analysing reports, identifying strength, opportunities, challenges and recommendations, planning and coordinating meetings with schools, districts, and provinces and perform any other functions as deemed necessary and appropriate by the project management/DBE officials.

ENQUIRIES:
Ms J Masipa Tel No: (012)357 3295/Ms N Monyela Tel No: (012) 357 3294

NOTE:
The Department of Basic Education is in the process of introducing Robotics and Coding as a school subject from Grade 7-9 in the Technology subject. This project will be introduced as a pilot project first before full-scale implementation. The project will be introduced incremental from 2020/21 – 2022 financial year. The project will include all categories of schools; full services schools, special schools, rural/multi-grade schools and main stream schools. The project will be introduced in the nine (9) provinces with one thousand schools participating, with approximately one hundred and ten (110) schools per province. The DBE will assume a monitoring and supporting role to ensure that the project is managed and administered effectively. The DBE is inviting the application of suitable qualified individuals to be appointed as project administrator.

CLOSING DATE: 25 October 2019

POST 35/06

SENIOR ADMINISTRATIVE OFFICER (FINANCIAL ADMINISTRATOR) FOR THE SUPPORT OF THE TECHNOLOGY GRADE 7-9 (EU FUNDING PROJECT) REF NO: DBE/55/2019

(Salary: R316 791 per annum)

CENTRE: Pretoria

REQUIREMENTS:
Applicants must be in possession of a Senior Certificate or equivalent qualification in Business Administration, and/or Project Management, with two (2) years relevant experience. A valid Code 8 driver's license, at least a basic experience in project management, research, qualitative and quantitative management methods, financial management, project costing will be an added advantage. Must be able to function well in a multidisciplinary team with varying priorities. Function well under pressure in a much unstructured environment. Knowledge of MS Office, e.g., Word, Excel, MS Project, and PowerPoint is important. Client Service Orientation and ability to communicate. This may involve listen, interpret, formulate and deliver; non-verbal, written, or and/electronic messages. Ability to convey ideas and information. Emotional intelligence: an understanding of the Basic Education Sector functions, Knowledge and Understanding of Batho Pele Principles, Understanding of Education Policies including curriculum policy as well as Legislation in the Basic Education Sector. Project budgeting, Willingness to work extra hours and travelling, be a team player, committed, dedicated, self-respecting, self-driven and acceptable interpersonal and human relations skills, good writing skills, good communication skills and the ability to analyse information. The candidate should have good project coordination, administrative and planning skills; knowledge of the principles, methods, or tools for developing, coordinating, scheduling, projects and resources, including monitoring, support and evaluation.

DUTIES:
The successful candidate will be responsible for: administration and supporting, setting up new project plans, project action list and information including ensuring that Memorandum of Understanding are signed. Working closely with provinces, participating districts, participating schools, stakeholders, social partners, Associations, SETAs, and any other relevant body or structures approved by the Department. Compiling reports on the progress of the project, analysing reports, identifying strength, opportunities, challenges and recommendations, planning and coordinating meetings with schools, districts, and provinces and perform any other functions as deemed necessary and appropriate by the project management/DBE officials.

ENQUIRIES:
Ms J Masipa Tel No: (012)357 3295/Ms N Monyela Tel No: (012) 357 3294

NOTE:
The Department of Basic Education is in the process of introducing Robotics and Coding as a school subject from Grade 7-9 in the Technology subject. This project will be introduced as a pilot project first before full-scale implementation. The project will be introduced incremental from 2020/21 – 2022 financial year. The project will include all categories of schools; full services schools, special schools, rural/multi-grade schools and main stream schools. The project will be introduced in the nine (9) provinces with one thousand schools participating, with approximately one hundred and ten (110) schools per province. The DBE will assume a monitoring and supporting role to ensure that the project is managed and administered effectively. The DBE is inviting the application of suitable qualified individuals to be appointed as project administrator.

CLOSING DATE: 25 October 2019
a range of stakeholders locally, provincially and nationally. Ability to analyse, interpret and compile reports on both financial and non-financial matters. Good written and verbal communication skills.

**DUTIES**

The successful candidate will be responsible for: assisting in maintenance, monitoring and evaluating of the project funding; assisting with the determination and costing of the required funding for the project; collecting and analysing the project finances and funding data inputs; monitoring activities of the project in order to collect information regarding the implementation of the project; supporting the compiling of reports on the level of management, systems and budgetary compliance; liaising with districts, provinces and schools regarding developments, implementation and monitoring of the project; and other related issues. Compiling reports and submissions; arranging and taking minutes of relevant meetings; performing administrative tasks and financial management as related to the post as well as other related functions as negotiated by the project manager.

**ENQUIRIES**

Ms J Masipa Tel No: (012) 357 3295/Ms N Monyela Tel No: (012) 357 3294

**NOTE**

The Department of Basic Education is in the process of introducing Robotics and Coding as a school subject from Grade 7-9 in the Technology subject. This project will be introduced as a pilot project first before full scale implementation. The project will be introduced incremental from 2020/21 – 2022 financial year. The project will include all categories of schools; full services schools, special schools, rural/multi-grade schools and main stream schools. The project will be introduced in the nine (9) provinces with one thousand schools participating, with approximately one hundred and ten (110) schools per province. The DBE will assume a monitoring and supporting role to ensure that the project is managed and administered effectively. The DBE is inviting the application of suitable qualified individuals to be appointed as Financial Administrator.

**CLOSING DATE**

25 October 2019

**POST 35/07**

SENIOR ADMINISTRATIVE OFFICER (MONITORING AND SUPPORT) FOR THE SUPPORT OF THE TECHNOLOGY GRADE 7-9 (EU FUNDING PROJECT)

**REF NO:** DBE/56/2019

(One Year Contract with an Option to Renew)

**SALARY**

R316 791 per annum

**CENTRE**

Pretoria

**REQUIREMENTS**

Applicants must be in possession of a Senior Certificate or equivalent qualification with two (2) years relevant experience. A valid Code 8 driver’s license. At least an experience in Monitoring and Supporting of projects. An understanding of the Basic Education Sector functions, Knowledge and Understanding of Batho Pele Principals, Understanding of Education Policies including curriculum policy as well as Legislation in the Basic Education Sector. Willingness to work extra hours and travelling, be a team player, committed, dedicated, self-respecting, self-driven and acceptable interpersonal and human relations skills. The successful candidate should have good writing skills, good communication skills and the ability to analyse information. The candidate should have good management, administrative and planning skills.

**DUTIES**

The successful candidate will be responsible for: working closely with provinces, participating districts, participating schools, stakeholders, partners, Associations, SETAs, and any other relevant body or structures approved by the Department. Compiling reports on the progress of the project, analysing reports identifying strength, opportunities, challenges and recommendations, planning and managing meetings with schools, districts and provinces and performing any other functions as deemed necessary and appropriate by the project management/ or DBE officials.

**ENQUIRIES**

Ms J Masipa Tel No: (012) 357 3295/Ms N Monyela Tel No: (012) 357 3294

**NOTE**

The Department of Basic Education is in the process of introducing Robotics and Coding as a school subject from Grade 7-9 in the Technology subject. This project will be introduced as a pilot project first before full scale implementation. The project will be introduced incremental from 2020/21 – 2022 financial year. The project will include all categories of schools; full services schools, special schools, rural/multi-grade schools and main stream schools. The project will be introduced in the nine (9) provinces with one thousand schools participating, with approximately one
hundred and ten (110) schools per province. The DBE will assume a monitoring and supporting role to ensure that the project is managed and administered effectively. The DBE is inviting the application of suitable qualified individuals to be appointed to monitor and support the project.

**CLOSING DATE** : 25 October 2019
ANNEXURE C

CENTRE FOR PUBLIC SERVICE INNOVATION

APPLICATIONS: Quoting reference number must be addressed to Ms. Tshepo Buthelezi. Applications must be delivered to Centre for Public Service Innovation, 546 Edmond Street, Batho Pele House, Heritage Building, Arcadia, Pretoria, 0007. (Applications received after closing date will not be considered).

CLOSING DATE: 18 October 2019 at 16:00 (Faxed and emailed applications will not be considered).

NOTE: Applications must be accompanied by Form Z83, obtainable from any Public Service Department (or at www.gov.za) and a recent updated comprehensive CV as well as certified copies of all qualifications and ID document. NB: Candidates who previously participated in an internship programme in any Government Department will not be considered. The successful candidates must be willing to sign an oath of secrecy/confidentiality with the CPSI. Applicants will be expected to avail themselves for selection interviews and assessment at a time, date and place as determined by the CPSI. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting.

INTERSHIP FOR 2019/2020
The Centre for Public Service Innovation (CPSI) is committed to youth skills development by providing graduates with opportunities to gain work experience to complement their studies or immediately after completing their studies. Applications are invited for two Internships positions from promising graduates between the ages of 18 and 35. The Internship Programme will run for twenty-four (24) months with no option for extension. These positions are based in Arcadia in Pretoria. NB: The CPSI reserve the right not to fill the posts.

OTHER POSTS

POST 35/08: GRAPHIC DESIGN: INTERNSHIP REF NO: CPSI 0001/2019
(24 Months)

STIPEND: R6083.70 per month, which is based on the qualifications as determined by Directive on internship programme.

CENTRE: Pretoria

REQUIREMENTS: Applicants must be unemployed and have a 3 or 4 year diploma/degree in any one of the fields specified: Basic skills that Interns should possess include basic office management; computer literacy; interpersonal skills; time management; teamwork; competencies focusing specifically on the public service and communication skills.

DUTIES: The successful Intern will be exposed to developing content for the web-portals and all other repositories Design and layout for official documents and publications (e.g. Annual Report, Innovation Journal, Performance Plan, Event Programmes etc.).

ENQUIRIES: Ms TM. Buthelezi Tel No: (012) 683 2817/00

POST 35/09: INFORMATION TECHNOLOGY: INTERNSHIP REF NO: CPSI 0002/2019
(24 Months)

STIPEND: R6083.70 per month, which is based on the qualifications as determined by Directive on internship programme.

CENTRE: Pretoria

REQUIREMENTS: Applicants must be unemployed and have a 3 or 4 year diploma/degree in Information Technology. Basic skills that Interns should possess include basic office management; computer literacy; interpersonal skills; time management; teamwork; competencies focusing specifically on the public service and communication skills.

DUTIES: The successful Intern will be exposed to management and support of government transversal systems and servers, routine desktop support, infrastructure, policy development and office administration.

ENQUIRIES: Ms TM. Buthelezi Tel No: (012) 683 2817/00
ANNEXURE D

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

CLOSING DATE : 21 October 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 (Section A and B compulsory) should be accompanied by a recently updated, comprehensive CV as well as recently certified copies (Not older than 3 months after publication of the advert) of all qualification(s) including a Senior Certificate and ID-document (Driver’s license where applicable) Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered The Department does not accept applications via fax or email Failure to submit all the requested documents and failure to follow application instructions will result in the application not being considered Correspondence will be limited to short-listed candidates only If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) Where applicable, candidates will be subjected to a skills/knowledge test All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools Successful candidates will be appointed on a probation period of 12 months The Department reserves the right not to make any appointment(s) to the above post Successful candidates will be expected to sign a performance agreement.

OTHER POSTS

POST 35/10 : DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR4/4/8/246

SALARY : R869 007 per annum (all inclusive)

CENTRE : Labour Centre: Ficksburg


DUTIES : Manage the service delivery objectives as per the mandate of the Department of Labour Represent the Department in key stakeholder forums including interdepartmental structures of government and municipalities Implement and manage service delivery improvement plan Manage all the resources of the Labour Centre Manage and ensure compliance with all HRM policies directives and legislation including the Public Service Act and regulations.

ENQUIRIES : Ms E Maneli Tel No: (051) 5056 203

APPLICATIONS : Chief Director: Provincial Operations: PO Box 522, Bloemfontein, 9300, Physical Address: Laboria House, 43 Charlotte Maxeke Street, Bloemfontein, 9301.

FOR ATTENTION : Human Resources Management, Bloemfontein
POST 35/11 : ASSISTANT DIRECTOR: IT ADMINISTRATION AND OFFICE SERVICES REF NO HR4/4/09/01

SALARY : R376 596 per annum

CENTRE : Provincial Office: Gauteng

REQUIREMENTS : Three (3) year tertiary qualification in Business/Public Administration/Management/Information Management Two (2) years supervisory experience Two (2) years functional experience in the Administration Services Knowledge: Relevant Departmental Policies and Procedures, Basic Conditions of Employment Act, Batho Pele principles, Minimum Information Security Standard, Archive Records, National Archives and Record Service, Safety and Security, Accommodation procedures, Damage and Loss control Skills: Communication, Interpersonal Relations, Decision-making, Problem solving, Presentation, Conflict Management, Computer literacy.

DUTIES : Manage the accommodation and maintenance operations for the Province Facilitate the administration functions on security services within the Province Manage and monitor effective registry services in the Province Monitor and ensure that all ITC equipment is operational. Supervise all resources within the section.

ENQUIRIES : Mr NS Mthethwa Tel No: (011) 853 0300

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

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

DEPARTMENT OF ENVIRONMENT, FORESTRY AND FISHERIES

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

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

FOR ATTENTION: Human Resource Management
CLOSING DATE: 21 October 2019
NOTE: Applications must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document as well as a Driver’s License in order to be considered. The National Department of Environmental Affairs is an equal opportunity; affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the department through the filling of posts and candidates appointment/transfer will promote representivity will receive preference if the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. Short-listed candidates will be subjected to the following: a technical exercise that intends to test relevant technical elements of the job, screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizen Status; Credit worthiness; Previous employment (reference checks); and Qualification verification. The person appointed to this position will be subjected to a security clearance. SMS candidates will be subjected to a competency assessment test and the signing of a performance agreement and an employment contract (once appointed). The Department reserves the right not to make an appointment.

ERRATUM: Kindly note that the post of Control Environmental Officer Grade A with Ref No: COO14/2019 advertised in the Public Service Vacancy Circular 34 dated 20 September 2019, has been amended as follows: Centre: ZF Mgcawu District Municipality (Northern Cape) and closing date extended to 21 October 2019.

MANAGEMENT ECHelon

POST 35/12:

DIRECTOR: DRYLAND AND WETLANDS CONSERVATION

REF NO: BC10/2019

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

CENTRE: Pretoria

REQUIREMENTS:
A Bachelor’s degree in Natural Sciences/Environmental Management or an equivalent relevant qualification (NQF level 7) plus five years’ experience at middle management in an environmental management field. Experience in Biodiversity Management Experience in development and implementation of environmental and related legislation particularly relating to sustainable land management and wetland conservation. Understanding of sustainable development and service delivery imperatives. Experience in the management of Multilateral Environmental Agreements. Understanding of social issues. Strategic Capability and Leadership Programme and Project Management. Knowledge of general government administrative procedures. Organisational, Planning, Communication (written and spoken) and diplomacy skills. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Ability to work under pressure and long hours. Willingness to travel nationally and internationally.

DUTIES:
Manage and coordinate development and implementation of sustainable land management policies and programmes. Manage the national implementation of the Drought Initiative under the United Nations Convention to Combat Desertification. Manage the development and implementation of policies, legislation, strategies and plans relating to wetlands. Manage the National Coordination Committees relating to wetlands and drylands conservation. Ensure mainstreaming of Wetlands into relevant national strategies and plans. Provide specialist support for development.
and implementation of sustainable land management projects including resource mobilisation, advocacy and awareness. Serve as a focal point for national coordination of sub-regional, regional and international programmes relating to the United Nations Convention to Combat Desertification and Ramsar Convention on Wetlands.

**ENQUIRIES** : Ms S Ntshanga Tel No: (012) 399 9514

**OTHER POST**

**POST 35/13** : **DEPUTY DIRECTOR: STRATEGIC ENVIRONMENTAL INTELLIGENCE**

**REF NO:** CCAQ07/2019

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

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate Bachelor's degree/National Diploma or equivalent qualification in Natural Sciences plus extensive relevant experience. Overall in-depth environmental knowledge including ecology and pollution-related (green, brown and blue) focus areas. Experience in the use of research and general information-gathering techniques. Project management and good written and verbal communication skills. Experience in analysis and trend or linkage identification. Participatory process management, facilitation, mediation and negotiation skills. Good interpersonal and administrative skills.

**DUTIES** : Implement and manage the department's Quarterly Environmental Threat, Weakness and Opportunity Scan (QETWOS) and Rapid Response Research (3R) systems and associated reports, submissions and presentations. Coordinate QETWOS stakeholder workshops. Initiate and coordinate the Strategic Environmental Intelligence (SEI) Unit's projects in line with the departmental tender procedure and effectively manage the outsourced projects. Manage the SEI's research and intelligence-gathering initiatives. Establish and maintain SEI contact and stakeholder networks and information-sharing structures. Identify and organise periodic field trips to maintain and revitalise SEI stakeholder networks.

**ENQUIRIES** : Mr P Lukey Tel No: (012) 399-9249
GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

APPLICATIONS: The DG of Government Communication and Information System, Private Bag X 745, Pretoria 0001, or hand deliver to Tshedimosetso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria

FOR ATTENTION: Mr S Matshageng

CLOSING DATE: 18 October 2019

NOTE: GCIS is an equal opportunity employer and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the department through filling these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference. Applicants with disabilities are welcome to apply Applications must be submitted with Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents The completed and signed Z83 form should be accompanied by a recently updated, comprehensive CV as well as originally certified copies of all qualification(s) and ID-document The certification must be within three (3) months 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 Failure to submit all the requested documents will result in the application not being considered No faxed, copied or e-mailed application will be considered Where a driver's license is essential, such a license should be attached 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 "The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance" All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment (Criminal record, citizenship, credit record checks, qualification verification and employment verification).

OTHER POSTS

POST 35/14: ASSISTANT DIRECTOR: RESEARCH REF NO: 3/1/5-19/80 (X3 POSTS)

Directorate: Research and Knowledge Management

SALARY: R376 596 per annum

CENTRE: Pretoria

REQUIREMENTS: Applicants should be in possession of an appropriate 3 year Degree (NQF 7) or National Diploma (NQF 6) in Communication Sciences/Social Sciences/Political Sciences or Statistics Experience: Three years of work experience in research/communication research of which one year should be at salary level seven or eight (full academic research project including all processes of research will be considered as part of experience). General managerial, project management and administration experience (related to tasks of human resources) Knowledge: Good general knowledge and interest in current and government affairs Skills: Must be well-versed in all aspects related to communication research processes as well as quantitative data analysis techniques and qualitative research Competency in quantitative research data analysis and interpretation and qualitative methodologies Proficiency in MS programmes and data analysis packages (i.e SPSS) Ability to liaise with clients and service providers Proficiency in both presentation and report writing Ability to work independently without direct supervision as well as in a team Must be able to work under pressure The post might require some travelling outside Gauteng province thus, the successful applicant must be willing to spend nights away from home.
**DUTIES**

The successful candidate will be required to assist with the management, planning and application of research to enhance effectiveness of government communication. Assist in providing research advice and a support service to GCIS and to clients in terms of communication research. Professionally liaise with service providers and clients. Use SPSS and MS Excel programme for quantitative data analysis. Interpret research results and prepare research reports (Ms Word & Ms PowerPoint) for sharing with relevant stakeholders. Present research findings at various stakeholder meetings (internal and external). Provide assistance in general managerial tasks, including financial management to ensure optimal resource management in the Directorate: Research and Knowledge Management.

**ENQUIRIES**

Dr Ntombifuthi Nala Tel No: (012) 473 0218

**NOTE**

Short-listed candidates will be subjected to a competency test. Preference will be given to Coloured male/female, Indian male/female and White male/female.

**SALARY**

R376 596 per annum

**CENTRE**

Nelson Mandela Bay: Port Elizabeth

**REQUIREMENTS**

Applicants must be in possession of an appropriate three (3) year degree (NQF level 7) or National Diploma (NQF level 6) in Communication or related qualification. Experience: Three (3) years communication experience and one (1) year should be experience at salary level seven (7) or eight (8) with knowledge of communication disciplines, including media liaison, research and development communication. The candidate must have an understanding of development communication and knowledge of the Eastern Cape Province with specific insights in the Nelson Mandela Bay area. Furthermore, he/she must be computer literate and be in possession of a valid Code 08 driver’s license as the work involves extensive travelling. Good knowledge of administration and finances is required.

**DUTIES**

The successful candidate will support the Deputy Director: Liaison in the implementation of a government communication programme (GCP) in the Nelson Mandela area as follows: Implement key communication projects guided in line with government priorities and in accordance with the guidelines for development communication practice and platforms as developed by GCIS. Supervise and monitor the work of district based Senior Communication Officers (if any) as well as any communication interns or learners assigned to the region, including their administrative and operational functions, and report these to the Deputy Director: Provincial Liaison. Ensure the establishment and where necessary review and strengthening of communication coordination structures in the Metro to ensure the effective cascading of government communication content especially to leaders and structures of local government across the District. Support all initiatives aimed at strengthening Local Government Communication System through advocacy in strategic IGR structures in the Metro. Further, provide communication support to various integrated service delivery models of government, including the District/Metro Based Service Delivery Model and the Thusong service centre programme. Responsible for the development and maintenance of effective high-level stakeholder relations in the region with biasness towards civil society, minority groups, local government and traditional leaders. A strategy to this end will be one of the first necessary deliverables. Coordination and implementation of rapid response requirements in the District as well as writing service delivery articles on governments’ delivery on its mandate. Responsible for the revision and development of a regional distribution strategy for government information products. Additionally, on a regular basis, be required to develop local communication environment assessments reports on key issues emanating from the Metropolitan municipal area for the use by various stakeholders and clients. Support government public participation initiatives including feedback and follow up on the required communication interventions as recommended.

**ENQUIRIES**

Mr N Pinyana Tel No: (043) 7222 602/09

**NOTE**

Preference will be given to Coloured male/female, Indian male/female and White male/female.
POST 35/16 : REGIONAL COMMUNICATION COORDINATOR REF NO: 3/1/5- 19/82
Directorate: Provincial Office Eastern Cape

SALARY : R376 596 per annum
CENTRE : Amathole District: Centane Thusong Service Centre – Centane
REQUIREMENTS : Applicants must be in possession of an appropriate three (3) year degree (NQF level 7) or National Diploma (NQF level 6) in Communication or related qualification Experience: Three (3) years communication experience and one (1) year should be experience at salary level seven (7) or eight (8) with knowledge of communication disciplines, including media liaison, research and development communication. The candidate must have an understanding of development communication, and knowledge of the Eastern Cape Province with specific insights in the Amathole District and its local Municipalities. Furthermore, he/she must be computer literate and be in possession of a valid Code 08 driver’s license as the work involves extensive travelling. Good knowledge of administration and finances is required.

DUTIES : The successful candidate will support the Deputy Director: Liaison in the implementation of a government communication programme (GCP) in the Amathole District as follows: Implement key communication projects guided in line with government priorities and in accordance with the guidelines for development communication practice and platforms as developed by GCIS. Supervise and monitor the work of district based Senior Communication Officers (if any) as well as any communication interns or learners assigned to the region, including their administrative and operational functions, and report these to the Deputy Director: Provincial Liaison. Ensure the establishment and where necessary review and strengthening of communication coordination structures in the District to ensure the effective cascading of government communication content especially to leaders and structures of local government across the District. Support all initiatives aimed at strengthening Local Government Communication System through advocacy in strategic IGR structures at District and local level further, provide communication support to various integrated service delivery models of government, including the District based service delivery model and the Thusong service centre programme. Responsible for the development and maintenance of effective high-level stakeholder relations in the region with biasness towards civil society, minority groups, local government and traditional leaders. A strategy to this end will be one of the first necessary deliverables. Coordination and implementation of rapid response requirements in the District as well as writing service delivery articles on governments’ delivery on its mandate. Responsible for the revision and development of a regional distribution strategy for government information products. Additionally, on a regular basis, be required to develop local communication environment assessments reports on key issues emanating from the District for the use by various stakeholders and clients. Support government public participation initiatives including feedback and follow up on the required communication interventions as recommended.

ENQUIRIES : Mr N Pinyana Tel No: (043) 7222 602/09
NOTE : Preference will be given to Coloured male/female, Indian male/female and White male/female

POST 35/17 : REGIONAL COMMUNICATION COORDINATOR: LIASON REF NO: 3/1/5- 19/83
Directorate: Provincial Office Eastern Cape

SALARY : R376 596 per annum
CENTRE : Or Tambo District: Viedgesville Thusong Service Centre - Mthatha
REQUIREMENTS : Applicants must be in possession of an appropriate three (3) year degree (NQF level 7) or National Diploma (NQF level 6) in Communication or related qualification Experience: Three (3) years communication experience and one (1) year should be experience at salary level seven (7) or eight (8) with knowledge of communication disciplines, including media liaison, research and development communication. The candidate must have an understanding of development communication, and knowledge of the Eastern Cape Province with specific insights in the OR Tambo District and its local Municipalities. Furthermore, he/she must be computer literate and be in possession of a valid Code 08 driver’s license as the work involves extensive travelling. Good knowledge of administration and finances is required.

DUTIES : The successful candidate will support the Deputy Director: Liaison in the implementation of a government communication programme (GCP) in the Or Tambo District as follows: Implement key communication projects guided in line with government priorities and in accordance with the guidelines for development communication practice and platforms as developed by GCIS. Supervise and monitor the work of district based Senior Communication Officers (if any) as well as any communication interns or learners assigned to the region, including their administrative and operational functions, and report these to the Deputy Director: Provincial Liaison. Ensure the establishment and where necessary review and strengthening of communication coordination structures in the District to ensure the effective cascading of government communication content especially to leaders and structures of local government across the District. Support all initiatives aimed at strengthening Local Government Communication System through advocacy in strategic IGR structures at District and local level further, provide communication support to various integrated service delivery models of government, including the District based service delivery model and the Thusong service centre programme. Responsible for the development and maintenance of effective high-level stakeholder relations in the region with biasness towards civil society, minority groups, local government and traditional leaders. A strategy to this end will be one of the first necessary deliverables. Coordination and implementation of rapid response requirements in the District as well as writing service delivery articles on governments’ delivery on its mandate. Responsible for the revision and development of a regional distribution strategy for government information products. Additionally, on a regular basis, be required to develop local communication environment assessments reports on key issues emanating from the District for the use by various stakeholders and clients. Support government public participation initiatives including feedback and follow up on the required communication interventions as recommended.

ENQUIRIES : Mr N Pinyana Tel No: (043) 7222 602/09
NOTE : Preference will be given to Coloured male/female, Indian male/female and White male/female
work involves extensive travelling. Good knowledge of administration and finances is required.

**DUTIES**

The successful candidate will support the Deputy Director: Liaison in the implementation of a government communication programme (GCP) in the OR Tambo District as follows: Implement key communication projects guided in line with government priorities and in accordance with the guidelines for development communication practice and platforms as developed by GCIS. Supervise and monitor the work of district-based Senior Communication Officers (if any) as well as any communication interns or learners assigned to the region, including their administrative and operational functions, and report these to the Deputy Director: Provincial Liaison. Ensure the establishment and where necessary review and strengthening of communication coordination structures in the District to ensure the effective cascading of government communication content especially to leaders and structures of local government across the District. Support all initiatives aimed at strengthening Local Government Communication System through advocacy in strategic IGR structures at District and local level. Further, provide communication support to various integrated service delivery models of government, including the District based service delivery model and the Thusong service centre programme. Responsible for the development and maintenance of effective high-level stakeholder relations in the region with biasness towards civil society, minority groups, local government and traditional leaders. A strategy to this end will be one of the first necessary deliverables. Coordinate and implementation of rapid response requirements in the District as well as writing service delivery articles on governments' delivery on its mandate. Responsible for the revision and development of a regional distribution strategy for government information products. Additionally, on a regular basis, be required to develop local communication environment assessments reports on key issues emanating from the District for the use by various stakeholders and clients. Support government public participation initiatives including feedback and follow up on the required communication interventions as recommended.

**ENQUIRIES**

Mr Ndlelantle Pinyana
Tel No: (043) 7222 602/09

**NOTE**

Preference will be given to Coloured male/female, Indian male/female and White male/female.

**POST 35/18**

REGIONAL COMMUNICATION COORDINATOR: CENTRAL KAROO DISTRICT

**REF NO:** 3/1/5-19/85

Directorate: Western Cape Provincial Office

**SALARY**

R376 596 per annum (Level 09)

**CENTRE**

Beaufort West

**REQUIREMENTS**

Applicants must be in possession of an appropriate three (3) year degree (NQF level 7) or National Diploma (NQF level 6) in Communication or related qualification. Experience: Three (3) years communication experience and one (1) year should be experience at salary level seven (7) or eight (8) or supervisory level, with knowledge of communication disciplines, including media liaison, research and development communication. The applicant must have an understanding of development communication, and knowledge of the Western Cape Province with specific insights in the Central Karoo District and its local Municipalities.

**DUTIES**

The successful candidate will be responsible to support the Deputy Director: Liaison in the implementation of a strategic government communication function in the Central Karoo District as follows: Implement key communication projects guided in line with government priorities and in accordance with the guidelines for development communication practice and platforms as developed by GCIS. Coordinate and monitor the government communication function in the District, including the monitoring and supervision of the work of the district-based Senior Communication Officers as well as any communication interns or learners assigned to the region, including their administrative and operational functions, and report these to the Deputy Director: Provincial Liaison. Ensure the establishment and where necessary review and strengthening of communication coordination structures in the District to ensure the effective cascading of government communication content especially to leaders and structures of local government across the District. The candidate will support all initiatives aimed at strengthening...
Local government communication system through interface with strategic IGR structures at local level. The candidate will further provide communication support in various integrated service delivery models of government such as the Thusong service center programme. The successful candidate will also be responsible for the development and maintenance of effective high-level stakeholder relations in the region with a bias towards civil society, minority groups, local government, and traditional leaders. A strategy to this end will be one of the first necessary deliverables. Coordination and implementation of rapid response requirements in the District as well as writing articles on government developments in the region from time to time.

The successful candidate will also be responsible for the development and maintenance of effective high-level stakeholder relations in the region with a bias towards civil society, minority groups, local government, and traditional leaders. A strategy to this end will be one of the first necessary deliverables. Coordination and implementation of rapid response requirements in the District as well as writing articles on government developments in the region from time to time.

The successful candidate will additionally, on a regular basis, be required to develop local communication environment assessments of the District for use by various stakeholders and clients with required communication interventions recommended.

ENQUIRIES: Ms Geraldine Thopps Tel No: (021) 418 0533
NOTE: Preference will be given to Coloured male/female, Indian male/female, and White male/female

POST 35/19: ASSISTANT DIRECTOR: PROVINCIAL AND LOCAL LIAISON REF NO: 3/1/5-19/88
Directorate: Northern Cape Provincial Office

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

REQUIREMENTS: Applicants should be in possession of an appropriate three (3) year Degree (NQF 7) or National Diploma (NQF 6) in Communications or related qualification, as recognized by SAQA. Three years communication experience of which one (1) year should be experience on salary level 7 or 8, with knowledge of communication disciplines, including media liaison, research and development. The candidate must have an understanding of development communication and knowledge of the Northern Cape Province. Skills: Communication, Good interpersonal skills, and Computer literacy. Some knowledge of administration and finance is required.

Applicants must in possession of a valid Code 08 driver’s license as the work involves extensive travelling.

DUTIES: The successful candidate will be required to provide support in overseeing the work of the Provincial Office. Serve as the Sub-project desk for information management in the Provincial Office. Support the Deputy Director: Liaison in coordinating the implementation of projects and the monitoring and evaluation of work done by district-based RCC/Senior Communication Officers. Oversee the functioning of information resource centres in the Provincial and District offices. Quality assures the corporate and branding identity of government information products. Oversee the management of the distribution function in the GCIS Provincial and District offices. The candidate will be responsible for the monitoring and evaluation of the work of the GCIS Northern Cape Office including desktop research duties and impact assessments.

ENQUIRIES: Mr Marius Nagel: Tel No: (053) 8321378
NOTE: Preference will be given to Coloured male/female, Indian male/female, and White male/female

POST 35/20: REGIONAL COMMUNICATION COORDINATOR: NGAKA MODIRI MOLEMA DISTRICT (MAHIKENA) REF NO: 3/1/5-19/87
Directorate: Provincial Liaison: North West

SALARY: R376 596 per annum (Level 09)
CENTRE: Ngaka Modiri Molema District (Mahikeng)

REQUIREMENTS: Applicants must be in possession of an appropriate three (3) year degree (NQF level 7) or National Diploma (NQF level 6) in Communication or related qualification. Experience: Three (3) years communication experience and one (1) year should be experience at salary level seven (7) or eight (8) or supervisory level, with knowledge of communication disciplines, including media liaison, research and development communication. The applicant must have an understanding of...
development communication, and knowledge of the North West Province with specific insights in the Ngaka Modiri Molema District and its local Municipalities.

**DUTIES**: The successful candidate will be responsible to support the Deputy Director: Liaison in the implementation of a strategic government communication function in the Ngaka Modiri Molema District as follows: implement key communication projects guided in line with government priorities and in accordance with the guidelines for development communication practice and platforms as developed by GCIS. Provide strategic communication support in the district, including the monitoring and supervision of the work of the district based communication interns or learners assigned to the region, including their administrative and operational functions, and report these to the Deputy Director: Provincial Liaison. Ensure the establishment and where necessary review and strengthening of communication coordination structures in the District to ensure the effective cascading of government communication content especially to leaders and structures of local government across the District. The candidate will support all initiatives aimed at strengthening Local government communication system through interface with strategic IGR structures at local level. The candidate will further provide communication support in various integrated service delivery models of government such as the Thusong service center programme. The successful candidate will also be responsible for the development and maintenance of effective high level stakeholder relations in the region with a bias towards civil society, minority groups, local government and traditional leaders. A strategy to this end will be one of the first necessary deliverables. Coordination and implementation of rapid response requirements in the District as well as writing articles on government developments in the region from time to time. The regional coordinator will also be responsible for the revision and development of a new regional distribution strategy for government information products. The successful candidate will additionally, on a regular basis, be required to develop local communication environment assessments of the District for use by various stakeholders and clients with required communication interventions recommended.

**ENQUIRIES**:
Ms Boitumelo Mosadi Tel No: (018) 381 7071

**NOTE**:
Preference will be given to Coloured male/female, Indian male/female and White male/female.

**POST 35/21**:
ASSISTANT DIRECTOR: BID OFFICE REF NO: 3/1/5 – 19/90

**Directorate:** Supply Chain Management
(12 Months Contract)

**SALARY**: R376 596 per annum (Level 09) plus 37% in lieu of benefits

**CENTRE**: Pretoria

**REQUIREMENTS**:
Applicants must be in possession of a National Diploma (NQF 6) or Degree (NQF 7) in Public Management/Administration/Logistics Management/Public Finance and Accounting or Purchasing Management environment, and three (3) years proven experience in Supply Chain Management environment. Excellent writing and communication skills, ability to manage and plan, as well as advanced computer literacy (Excel, PowerPoint and Ms Outlook). Ability to interpret and apply legislation and policies (PFMA, Preferential Procurement Regulations, BBBEE, Treasury regulations, Contracts, etc.) Supervisory skills with strong leadership qualities. Ability to work independently without close supervision. Ability to handle multiple tasks simultaneously and able to work under pressure. The incumbent should be self-driven, creative, innovative, flexible and highly motivated. Excellent coordination skills. Ability to work in a team environment. Client service orientated. Have initiative and pay close attention to detail. Have excellent communication skills, written and verbal. Ability to interact with people across all levels.

**DUTIES**:
Advice clients with respect to media buying request memos, deviations and Bids. Keep track of media buying requests and spend. Ensure that media buying procurement memos are compliant to the PFMA and other regulatory legislation. Monitor the implementation of contracts of awarded in relation to tenders and or RFQ’s. Consolidation of the procurement plan of the department and develop a sourcing strategy. Monitor implementation of the procurement plan and ensure timeous reporting to relevant structures in line with departmental standard. Continuously lead capacity building presentations to internal clients on media.
buying and other bid related matters Compiling and typing of submissions/reports
Manage the performance of staff by supervising Bid Office Compile monthly reports
on media buying and bids Compile accurate work statistics and maintenance
thereof within the component Manage filing of bid and Media Buying documents
Provide functional training to subordinates Compile status reports on the
performance of the bid section officials being supervised Provide accurate
information in relation to Annual and Interim Financial Statements (Commitments,
Accruals and Payables) Provide general office support Attending to enquiries and
or queries.

ENQUIRIES
: Ms M Ramashi Tel No: (012) 473 0194/Mr G Storey Tel No: (012) 473 0093/Ms
Midah Moreroa Tel No: (012) 473 0185

POST 35/22
: SENIOR SUPPLY CHAIN MANAGEMNT OFFICER: BID OFFICE REF NO: 3/1/5
= 19/91
(12 Months Contract)
Directorate: Supply Chain Management

SALARY
: R316 791 per annum (Level 08) plus 37% in lieu of benefits
CENTRE
: Pretoria
REQUIREMENTS
: Applicants must be in possession of a National Diploma (NQF 6) or Degree (NQF 7)
in Public Management/Administration/Logistics Management/Public Finance
and Accounting or Purchasing Management environment Five (5) years proven
experience in Supply Chain Management environment Excellent writing and
communication skills, ability to manage and plan, as well as advanced computer
literacy (Excel, PowerPoint and Ms Outlook) Ability to interpret and apply legislation
and policies (PFMA, Preferential Procurement Regulations, BBBEE, Treasury
regulations, Contracts, etc.) Ability to work independently without close supervision
Ability to handle multiple tasks simultaneously and able to work under pressure The
incumbent should be self-driven, creative, innovative, flexible and highly motivated
Excellent co-ordination skills Ability to work in a team environment Client service
orientated Have initiative and pay close attention to detail Have excellent
communication skills, written and verbal Ability to interact with people across all
levels.

DUTIES
: Advice clients with respect to media buying and bids Keep track of media buying
requests and spend Keep track of tenders and RFQ’s in process Assist in the
compilation of the procurement plan and monitoring thereof as well as reporting
Assist in the monitoring of operational leases of the department including 3G’s
Ensure that media buying procurement memos are compliant to the PFMA and
other legislation continuously lead capacity building presentations to internal clients
on media buying and other bid related matters Compiling and typing of
submissions/reports Compile monthly reports on media buying and bids Responsible
for filing of bid and media buying documents Provide accuracy
information in relation to Annual and Interim Financial Statements (Commitments,
Accruals and Payables) Provide general office support Attending to enquiries

ENQUIRIES
: Ms M Ramashi Tel No: (012) 473 019 / Mr G Storey Tel No. (012) 473 0093/Ms M
Moreroa Tel No. (012) 473 0185

POST 35/23
: SENIOR SUPPLY CHAIN MANAGEMENT CLERK: PAYMENTS REF NO: 3/1/5
= 19/92
(12 Months Contract)
Directorate: Supply Chain management

SALARY
: R257 508 per annum (Level 07) plus 37% in lieu of benefits
CENTRE
: Pretoria
REQUIREMENTS
: Applicants must be in possession of a National Diploma (NQF 6) or Degree (NQF 7)
in Supply Chain Management, Public Management/ Administration, Logistics
Public Finance and Accounting or relevant qualifications with two (2) years proven
experience in Supply Chain Management Sound knowledge and experience of
LOGIS, BAS, SCM policies, PFMA, Preferential Procurement Regulations,
Treasury regulations The ability to work under stressful circumstances Be able to
work independently, and have innovative thinking Supervisory skills with strong
leadership qualities Excellent computer skills (MSWord and Excel) Excellent
communication skills (written and verbal) Must be willing to work irregular hours Flexibility and willingness to adjust to changes in the work environment Client service orientated.

DUTIES : The successful candidate will be responsible for pre-authorization of payments on Procurement Integration He/she should ensure that payments are not processed after 30 days from receipt of valid invoices including within the standard set by the department Ensure that supplier’s information and all related information is accurate and compliant before pre-authorising payments Reconciliation of statements that reflect debit or credit balances and ensure that accounts of creditors of the department are not outstanding for more than 30 days Filing of Payment Advices Retrieving of paid payment advices for Internal/External Auditors as well as other internal clients and ensure adherence to the standards as per the communication protocol Ensure that documents are legibly recorded and signed for before being handed over and reconciliation done to ensure that all documents are submitted Compile weekly reports in relation to your area of performance and submit to the supervisor in line with the standards set by the department Monitoring of information disclosed on IFS/AFS when processing payments during these reporting periods in order to eliminate misstatements.

ENQUIRIES : Ms M Rabodiba Tel No: (012) 473 0172/Mr G Storey Tel No: (012) 473 0185

POST 35/24 : SENIOR SUPPLY CHAIN MANAGEMENT CLERK: RECEIVING AND ISSUING & PAYMENTS REF NO: 3/1/5 – 19/93 (X2 POSTS)
(12 Months Contract)
Directorate: Supply Chain Management

SALARY : R208 584 per annum (Level 06) plus 37% in lieu of benefits

CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of a National Diploma (NQF 6) or Degree (NQF 7) in Supply Chain Management, Public Management/ Administration, Logistics Public Finance and Accounting or relevant qualifications with two (2) years proven experience in Supply Chain Management Sound knowledge and experience of LOGIS, BAS, SCM policies, PFMA, Preferential Procurement Regulations, Treasury regulations The ability to work under stressful circumstances Be able to work independently, and have innovative thinking Excellent computer skills (MSWord and Excel) Must be willing to work irregular hours Excellent Communication skills (verbal and writing) Flexibility and willingness to adjust to changes in the work environment Ability to interact with people across all levels Client service orientated.

DUTIES : The successful candidate will be responsible for receiving invoices from suppliers Distributing invoices to relevant sections and do follow up on the outstanding invoices within the standards set by the department Capturing of payments and invoices on Procurement Integration and BAS within the standards set by the department Adhere to payments turnaround time Ensure that payments are not processed after 30 days from the date of receipt of valid invoices including within the standard set by the department Ensure that supplier’s information and all related information is accurate and compliant before capturing payments and or invoices on the system Ensure that information is also inputted accurately on the system Filing of Payment Advices Retrieving of paid payment advices for Internal/External Auditors as well as other internal clients and ensure adherence to the standards as per the communication protocol and standards set by the department Ensure that documents are legibly recorded and signed for before being handed over and reconciliation done to ensure that all documents are submitted Reconciliation of statements that reflect debit or credit balances and ensure that accounts of creditors of the department are not outstanding for more than 30 days Attending to enquiries/queries relating to payments and invoices Follow-up on outstanding invoices with the relevant sections for invoices submitted for signature and with suppliers where invoices are not submitted Inputs to the IFS/AFS and follow-up with the relevant sections for confirmation of commitments and accruals Arrange meetings with travel agencies and or other suppliers on a monthly basis Submit weekly reports on area of responsibility to the relevant seniors within the directorate.
ENQUIRIES : Ms M Rabodiba Tel No: (012) 473 0172 / Ms M Ramashi Tel No: (012) 473 0194/Mr G Storey (012) 473 0093

POST 35/25 : SENIOR SUPPLY CHAIN MANAGEMENT CLERK: PAYMENTS PRE-AUTHORISER REF NO: 3/1/5 – 19/94
(12 Months Contract)
Directorate: Supply Chain management

SALARY : R208 584 per annum (Level 06) plus 37% in lieu of benefits
CENTRE : Pretoria
REQUIREMENTS : Qualifications: Applicants must be in possession of a three-year National Diploma (NQF 6)/Degree in Supply Chain Management, Public Management/Administration, Logistics Public Finance and Accounting or relevant qualifications Two (2) years proven experience in Supply Chain Management Sound knowledge and experience of LOGIS, BAS, SCM policies, PFMA, Preferential Procurement Regulations, Treasury Regulations He/she should have the ability to work under stressful circumstances Be able to work independently, and have innovative thinking Supervisory skills with strong leadership qualities Excellent computer skills (MSWord and Excel) Excellent communication skills (written and verbal) Must be willing to work irregular hours Flexibility and willingness to adjust to changes in the work environment Client service orientated.

DUTIES : The successful candidate will be responsible for Pre-Authorization of payments on Procurement Integration Ensure that payments are not processed after 30 days from receipt of valid invoices including within the standard set by the department Ensure that supplier's information and all related information is accurate and compliant before pre-authorising payments Reconciliation of statements that reflect debit or credit balances and ensure that accounts of creditors of the department are not outstanding for more than 30 days Filing and of payment advices. Retrieving of paid payment advices for Internal/External Auditors as well as other internal clients and ensure adherence to the standards as per the communication protocol Ensure that documents are legibly recorded and signed for before being handed over and reconciliation done to ensure that all documents are submitted Submit weekly reports in relation to your area of performance and submit to the supervisor in line with the standards set by the department Monitoring of information disclosed on IFS/AFS when processing payments during these reporting periods to in order to eliminate misstatements.

ENQUIRIES : Ms M Rabodiba Tel No: (012) 473 0172/Mr G Storey Tel No: (012) 473 0185

INTERNSHIP PROGRAMME FOR 2019/2020
Government Communication and Information System would like to invite qualifying graduates to apply to participate in an Internship programme in the 2019/2020 financial year. The internship is meant to provide work exposure to sixteen (16) graduates for a period of twenty four (24) months. Applicants must be unemployed and never participated in an internship programme previously Placement in the organisation after the programme is not guaranteed.

OTHER POSTS

POST 35/26 : DIGITAL MEDIA REF NO: 3/1/5 – 19/95
(24-months contract)
Directorate: Digital Media

STIPEND : R6 747.75 per month
CENTRE : Pretoria (Hatfield)
REQUIREMENTS : Recognised three-year National Diploma/Bachelor’s in Communication Science, Journalism or Media Studies, as recognised by SAQA Computer literacy, website and social media knowledge; Good interpersonal and intercultural skills: Ability to work under pressure and meet tight deadlines.
ENQUIRIES : Ms Joy Sauli Tel No: (012) 473 0118
POST 35/27: HUMAN RESOURCE MANAGEMENT REF NO: 3/1/5 – 19/96
(24-months contract)
Directorate: Human Management

STIPEND: R6747.75 per month
CENTRE: Pretoria (Hatfield)
REQUIREMENTS: Applicants must be in possession of a National Diploma (NQF 6) or Degree (NQF 7) in Human Resource Management or relevant qualification as recognized by SAQA. The incumbent should be an organized and process driven individual. The ideal candidate must be able to work under pressure and as part of a team and adhere to set deadlines. He/she must have excellent command of the English language, excellent written, grammatical and communication skills, self-motivated and driven individual with strong interpersonal communication skills. Knowledge of HR principles, practices and legislation and Human Resources analytics skills.

ENQUIRIES: Ms Z Ngwenya Tel No: (012) 473 0472
ANNEXURE G

GOVERNMENT PRINTING WORKS

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

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

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

CLOSING DATE: 18 October 2019, 12 Noon

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

OTHER POSTS

POST 35/28: ARTISAN (SPECIALISED PRODUCTION) (GRAPHIC DESIGNER) REF NO: GPW 19/44

SALARY: R286 668 per annum

CENTRE: Pretoria

REQUIREMENTS: Grade 10 or equivalent qualification, plus a completed apprenticeship and passed trade test in Electronic Origination/Pre-press in the printing industry and 5 years' post-qualification experience, Computer skills: Proficiency on Apple Mac with Adobe Creative Suite, Ability to take work from concept through to repro, Knowledge of commercialised printing and printing processes, Advanced typing skills, Good communication skills, Creativity (planning, organising, problem-solving skills), Knowledge of CTP is a must, Grade 12 will be an added advantage.

DUTIES: Be responsible for typesetting, design and layout of jobs from concept to plates, as well as colour retouching, Carry out quality checking, Perform scanning of jobs (ability to operate scanner), impositioning of jobs and printing of plates.

ENQUIRIES: Ms H Masilo Tel No: (012) 748-6345

POST 35/29: SECURITY OFFICER: CONTROL ROOM OPERATOR REF NO: GPW19/45 (X2 POSTS)

SALARY: R122 595 per annum (Level 03)
CENTRE: Pretoria

REQUIREMENTS: Grade 12 or equivalent qualification, Grade 'C' PSIRA accredited certificate, Closed Circuit Television (CCTV) operator certificate Minimum of 1-2 years’ experience in security operations and 1 years’ experience in security control room operations, Basic knowledge of camera patrolling techniques and administration systems for security, Knowledge of operating surveillance cameras and alarms Good interpersonal relations, good communication skills, computer literacy, a valid driver’s license, Must be able to work shifts, National Key Point certificate will be an added advantage Knowledge: Knowledge and understanding of basic security services policies, procedures and practices as well as applicable legislation including, but not limited to the National Key Points (NKP) Act and regulations, Occupational Health and Safety Act, 1993 (Act 85/1993), Control of Access to Public Premises and Vehicles Act, 1985 (Act 53/1985), Criminal Procedures Act, 1977 (Act 51/1977), Private Security Regulatory Authority Act, 2001 (Act 56/2001) and Firearms Control Act, 2000 (Act 60/2000).

DUTIES: Operate surveillance cameras and alarms, Record/log all incidents and events manually and electronically, Enter, update and retrieve information from a variety of computer systems’ automated files, including video and evidence records in order to respond to queries Enrollment and revoke access of employees and contractors on the access control system, Issuing and retrieval of access ID cards from employees and contractors, Issuing and retrieval of keys, Operate and handle emergency fire systems, Ensure administration of systems, records and equipment, Maintain personal integrity and confidentiality of all information obtained within the control room at all times, whether written verbal or by any other means.

ENQUIRIES: Mr. DD Mokoena Tel No: (012) 764 4000

POST 35/30: SECURITY OFFICER REF NO: GPW 19/46 (X33 POSTS)

SALARY: R122 595 per annum (Level 03)
CENTRE: Pretoria
REQUIREMENTS: Grade 12 or equivalent qualification and Grade 'C' PSIRA accredited certificate, Firearm proficiency/competency certificate in the handling of firearms, Minimum of 1-2 years' experience in a security environment, Valid driver's license, Be able to work rotational shifts system and to patrol around GPW premises, National Key Point certificate will be an added advantage Knowledge: Knowledge and understanding of basic security services policies, procedures and practices as well as applicable legislation including, but not limited to, the National Key Points (NKP) Act and regulations, Occupational Health and Safety Act, 1993 (Act 85/1993), Control of Access to Public Premises and Vehicles Act, 1985 (Act 53/1985), Criminal Procedures Act, 1977 (Act 51/1977), Private Security Regulatory Authority Act, 2001 (Act 56/2001) and Firearms Control Act, 2000 (Act 60/2000).

DUTIES: Perform effective access control and searching for all visitors and contractors in line with GPW security policies and procedures, Complete and update relevant security registers accurately, Operating and manning of x-ray machines and walk through metal detectors, Administer and handling of firearms for safekeeping and in compliance with relevant legislation and procedures, Ensure all equipment (laptops, computers, etc.) coming in and out of the building are declared and registered. Conduct building inspections and patrols daily as per schedule, Report all security breaches to supervisor and record in the occurrence book, Conduct escort duties and perform evacuations and emergency drills during emergencies, Key control by opening and locking of offices in line with organisational policies, Apprehend individuals committing crimes at the GPW premises at the officer's discretion while awaiting the arrival of the South African Police Services (SAPS).

ENQUIRIES: Mr. DD Mokoena Tel No: (012) 764 4000
The GTAC is an equal opportunity employer and encourages applications from women and people with disabilities in particular. Our buildings are accessible for people with disabilities.

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

CLOSING DATE: 18 October 2019 at 12h00 pm

NOTE: Only South African Citizens, and Permanent Residents need apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV and originally certified copies of qualifications and ID should be submitted. Certification should be not older than 3 months from date of application. Shortlisted candidates must make themselves available for a panel interview on the date determined by the GTAC. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo security vetting in order to confirm employment. Late applications, and those not meeting the requirements, will not be considered. If you have not received feedback from the GTAC within 1 month of the closing date, please regard your application as unsuccessful. Note: The GTAC reserves the right to fill or not fill the advertised posts.

OTHER POSTS

POST 35/31: DEPUTY DIRECTOR: TECHNICAL SUPPORT (MUNICIPAL ADVISORY SUPPORT) REF NO: G019/2019 (X2 POSTS)
(Term: 24 Months Fixed Term Contract)

SALARY: R869 007 – R1 023 645 per annum (Level 12) (all-inclusive package)

CENTRE: Pretoria

REQUIREMENTS: A degree (NQF level 7 qualification) in Local Government Finance, Municipal Financial Management or related field. Specialisations in programme and/or project management, technical support, research, publications and learning materials productions will be an advantage. A minimum of 6 – 8 years’ experience in local government financial management or related field, at least 2 of which at junior management level. Experience in the public service is an added advantage. Competencies required: Government Knowledge: Knowledge of South African government systems and processes, the local government legal framework and the role and responsibilities of National and provincial government within that framework. Project Management: Knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources. Legislative knowledge: Deep knowledge of the Municipal Finance Management Act, Municipal Structures Act, Municipal Systems Act, and Property Rates Act and related reforms and Treasury regulations pertaining to public finance budgeting, revenue management, asset management and supply chain management, and constitutional provisions on support, interventions, and capacity building. Financial Management: Knowledge and ability to apply financial management practices, processes, controls and systems associated with budgeting and expenditure management, revenue management, financial and chartered accounting, supply chain management, asset management and financial risk and audit management. Knowledge and Information Management: The ability to gather, prepare, house and share the organisationally-relevant information produced. Computer literacy: Knowledge and ability to use computers and technology efficiently. Client Service Orientation, Concern for Quality and Order, Integrity/Honesty, Networking and Influencing, Team Participation, Results Orientation, Effective Communication.

DUTIES: To support the MFIP technical support programme designed to holistically and cooperatively address and build the institutional and technical capacity of Municipalities, Provincial Treasuries and National Treasury to manage local...
government financial affairs in compliance with the Constitution, MFMA and other applicable legislation. MFIP projects establishment; Implement the programme and performance objectives and indicators, ensuring alignment with the local government financial management game changers. MFIP projects Implementation; Facilitate and coordinate the development of MFIP technical advisor work plans and reporting structures, and monitor and address performance to ensure that specified outputs are delivered. Facilitate and coordinate the processing, verification and approval of technical advisors’ project reports and invoices. Assist with the monitoring, evaluation and reporting on assigned MFIP projects. Facilitate and coordinate the processing, quality assurance, uploading, filing and archiving of project documents. Report on the performance and continuous improvement of MFIP services and service delivery. Facilitate and coordinate the close-out of projects. MFIP knowledge and information management: Monitor and report on the implementation of and compliance to MFIP project information and document management requirements. Provide inputs, in collaboration with the OAG, IGR, OCPO and Programme Steering Committee, on the development of municipal finance related knowledge products. MFIP project stakeholder and client relationships and advice: Support the establishment and maintenance of stakeholder and client relationships and provision of technical advice and support as required. Assist with engagements with stakeholders, clients and industry role-players and provide inputs on municipal finance management policy and practices as required. Prepare formal and ad hoc technical information for stakeholders and institutions throughout the MFIP project cycle. MFIP programme management: Assist with providing inputs on the MFIP strategic planning, operational planning and performance reporting documents.

ENQUIRIES:

Kaizer Malakoane Tel No: (012) 315 5442

POST 35/32:

DEPUTY DIRECTOR: TECHNICAL SUPPORT (SUPPLY CHAIN MANAGEMENT) REF NO: G020/2019
(Term: 24 Months Fixed Term Contract)

SALARY: R869 007 – R1 023 645 per annum (Level 12) (all-inclusive package)

CENTRE: Pretoria

REQUIREMENTS:

A degree (NQF level 7 qualification) in Local Government Finance, Municipal Financial Management or related field. Specialisations in programme and/or project management, technical support, research, publications and learning materials productions will be an advantage. A minimum of 6 – 8 years’ experience in local government financial management or related field; at least 2 of which at junior management level. Experience in the public service is an added advantage. Competencies required: Government Knowledge: Knowledge of South African government systems and processes, the local government legal framework and the role and responsibilities of National and provincial government within that framework. Project Management: Knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources. Legislative knowledge: Deep knowledge of the Municipal Finance Management Act, Municipal Structures Act, Municipal Systems Act, and Property Rates Act and related reforms and Treasury regulations pertaining to public finance budgeting, revenue management, asset management and supply chain management, and constitutional provisions on support, interventions, and capacity building. Financial Management: Knowledge and ability to apply financial management practices, processes, controls and systems associated with budgeting and expenditure management, revenue management, financial and chartered accounting, supply chain management, asset management and financial risk and audit management. Knowledge and Information Management: The ability to gather, prepare, house and share the organisationally-relevant information produced. Computer literacy: Knowledge and ability to use computers and technology efficiently - (MS Office, Internet, email) Client Service Orientation, Concern for Quality and Order, Integrity/Honesty, Networking and Influencing, Team Participation, Results Orientation, Effective Communication.
**DUTIES**: To support the MFIP technical support programme designed to holistically and cooperatively address and build the institutional and technical capacity of Municipalities, Provincial Treasuries and National Treasury to manage local government financial affairs in compliance with the Constitution, MFMA and other applicable legislation MFIP projects establishment; Implement the programme and performance objectives and indicators, ensuring alignment with the local government financial management game changers MFIP projects Implementation; Facilitate and coordinate the development of MFIP technical advisor work plans and reporting structures, and monitor and address performance to ensure that specified outputs are delivered. Facilitate and coordinate the processing, verification and approval of technical advisors’ project reports and invoices. Assist with the organisation and administration of logistics and arrangements for assigned MFIP project meetings, travel and accommodation where required. MFIP projects monitoring & evaluation and close-out: Assist with the monitoring, evaluation, and reporting on assigned MFIP projects. Facilitate and coordinate the processing, quality assurance, uploading, filing and archiving of project documents. Report on the performance and continuous improvement of MFIP services and service delivery. Facilitate and coordinate the close-out of projects MFIP knowledge and information management: Monitor and report on the implementation of and compliance to MFIP project information and document management requirements. Provide inputs, in collaboration with the OAG, IGR, OCPO and Programme Steering Committee, on the development of municipal finance related knowledge products MFIP project stakeholder and client relationships and advice: Support the establishment and maintenance of stakeholder and client relationships and provision of technical advice and support as required. Assist with engagements with stakeholders, clients and industry role-players and provide inputs on municipal finance management policy and practices as required. Prepare formal and ad hoc technical information for stakeholders and institutions throughout the MFIP project cycle. MFIP programme management: Assist with providing inputs on the MFIP strategic planning, operational planning and performance reporting documents.

**ENQUIRIES**: Kaizer Malakoane Tel No: (012) 315 5442

**POST 35/33**: DEPUTY DIRECTOR: TECHNICAL SUPPORT (FINANCIAL RECOVERY SUPPORT) REF NO: G021/2019 (Term: 24 Months Fixed Term Contract)

**SALARY**: R869 007 – R1 023 645 per annum (Level 12) (all-inclusive package)

**CENTRE**: Pretoria

**REQUIREMENTS**: A degree (NQF level 7 qualification) in Local Government Finance, Municipal Financial Management or related field. Specialisations in programme and/or project management, technical support, research, publications and learning materials productions will be an advantage. A minimum of 6 – 8 years’ experience in local government financial management or related field, at least 2 of which at junior management level. Experience in the public service is an added advantage. Competencies required: Government Knowledge: Knowledge of South African government systems and processes, the local government legal framework and the role and responsibilities of National and provincial government within that framework. Project Management; Knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources. Legislative knowledge; Deep knowledge of the Municipal Finance Management Act, Municipal Structures Act, Municipal Systems Act, and Property Rates Act and related reforms and Treasury regulations pertaining to public finance budgeting, revenue management, asset management and supply chain management, and constitutional provisions on support, interventions, and capacity building. Financial Management: Knowledge and ability to apply financial management practices, processes, controls and systems associated with budgeting and expenditure management, revenue management, financial and chartered accounting, supply chain management, asset management and financial risk and audit management Knowledge and Information Management: The ability to gather, prepare, house and share the organisationally-relevant information produced. Computer literacy: Knowledge and ability to use computers and technology efficiently - (MS Office, Internet, email) Client Service Orientation, Concern for Quality and Order, Integrity/
DUTIES: To support the MFIP technical support programme designed to holistically and cooperatively address and build the institutional and technical capacity of Municipalities, Provincial Treasuries and National Treasury to manage local government financial affairs in compliance with the Constitution, MFMA and other applicable legislation. MFIP projects establishment; Implement the programme and performance objectives and indicators, ensuring alignment with the local government financial management game changers. MFIP projects Implementation; Facilitate and coordinate the development of MFIP technical advisor work plans and reporting structures, and monitor and address performance to ensure that specified outputs are delivered. Facilitate and coordinate the processing, verification and approval of technical advisors’ project reports and invoices. Assist with the organisation and administration of logistics and arrangements for assigned MFIP project meetings, travel and accommodation where required. MFIP projects monitoring & evaluation and close-out: Assist with the monitoring, evaluation and reporting on assigned MFIP projects. Facilitate and coordinate the processing, quality assurance, uploading, filing and archiving of project documents. Report on the performance and continuous improvement of MFIP services and service delivery. Facilitate and coordinate the close-out of projects. MFIP knowledge and information management: Monitor and report on the implementation of and compliance to MFIP project information and document management requirements. Provide inputs, in collaboration with the OAG, IGR, OCPO and Programme Steering Committee, on the development of municipal finance related knowledge products. MFIP project stakeholder and client relationships and advice: Support the establishment and maintenance of stakeholder and client relationships and provision of technical advice and support as required. Assist with engagements with stakeholders, clients and industry role-players and provide inputs on municipal finance management policy and practices as required. Prepare formal and ad hoc technical information for stakeholders and institutions throughout the MFIP project cycle. MFIP programme management: Assist with providing inputs on the MFIP strategic planning, operational planning and performance reporting documents.

ENQUIRIES: Kaizer Malakoane, Tel No: (012) 315 5442

POST 35/34: DEPUTY DIRECTOR: TECHNICAL SUPPORT (ASSET MANAGEMENT) REF NO: G022/2019 (Term: 24 Months Fixed Term Contract)

SALARY: R869 007 – R1 023 645 per annum (Level 12) (all-inclusive package)

CENTRE: Pretoria

REQUIREMENTS: A degree (NQF level 7 qualification) in Local Government Finance, Municipal Financial Management or related field. Specialisations in programme and/or project management, technical support, research, publications and learning materials productions will be an advantage. A minimum of 6 – 8 years’ experience in local government financial management or related field, at least 2 of which at junior management level. Experience in the public service is an added advantage. Competencies required: Government Knowledge: Knowledge of South African government systems and processes, the local government legal framework and the role and responsibilities of National and provincial government within that framework. Project Management: Knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources. Legislative knowledge: Deep knowledge of the Municipal Finance Management Act, Municipal Structures Act, Municipal Systems Act, and Property Rates Act and related reforms and Treasury regulations pertaining to public finance budgeting, revenue management, asset management and supply chain management, and constitutional provisions on support, interventions, and capacity building. Financial Management: Knowledge and ability to apply financial management practices, processes, controls and systems associated with budgeting and expenditure management, revenue management, financial and chartered accounting, supply chain management, asset management and financial risk and audit management. Knowledge and Information Management: The ability to gather, prepare, house and share the organisationally-relevant information produced. Computer literacy:
Knowledge and ability to use computers and technology efficiently - (MS Office, Internet, email) Client Service Orientation, Concern for Quality and Order, Integrity/Honesty, Networking and Influencing, Team Participation, Results Orientation, Effective Communication.

**DUTIES:**

To support the MFIP technical support programme designed to holistically and cooperatively address and build the institutional and technical capacity of Municipalities, Provincial Treasuries and National Treasury to manage local government financial affairs in compliance with the Constitution, MFMA and other applicable legislation MFIP projects establishment; Implement the programme and performance objectives and indicators, ensuring alignment with the local government financial management game changers MFIP projects Implementation; Facilitate and coordinate the development of MFIP technical advisor work plans and reporting structures, and monitor and address performance to ensure that specified outputs are delivered. Facilitate and coordinate the processing, verification and approval of technical advisors’ project reports and invoices. Assist with the organisation and administration of logistics and arrangements for assigned MFIP project meetings, travel and accommodation where required MFIP projects monitoring & evaluation and close-out: Assist with the monitoring, evaluation and reporting on assigned MFIP projects. Facilitate and coordinate the processing, quality assurance, uploading, filing and archiving of project documents. Report on the performance and continuous improvement of MFIP services and service delivery. Facilitate and coordinate the close-out of projects MFIP knowledge and information management: Monitor and report on the implementation of and compliance to MFIP project information and document management requirements. Provide inputs, in collaboration with the OAG, IGR, OCPO and Programme Steering Committee, on the development of municipal finance related knowledge products MFIP project stakeholder and client relationships and advice: Support the establishment and maintenance of stakeholder and client relationships and provision of technical advice and support as required. Assist with engagements with stakeholders, clients and industry role-players and provide inputs on municipal finance management policy and practices as required. Prepare formal and ad hoc technical information for stakeholders and institutions throughout the MFIP project cycle. MFIP programme management: Assist with providing inputs on the MFIP strategic planning, operational planning and performance reporting documents.

**ENQUIRIES:**

Kaizer Malakoane Tel No: (012) 315 5442

**POST 35/35:**

DEPUTY DIRECTOR; TECHNICAL SUPPORT (REVENUE MANAGEMENT AND BUDGETING) REF NO: G023/2019

( Term: 24 Months Fixed Term Contract)

**SALARY:**

R869 007 – R1 023 645 per annum (Level 12) (all-inclusive package)

**CENTRE:**

Pretoria

**REQUIREMENTS:**

A degree (NQF level 7 qualification) in Local Government Finance, Municipal Financial Management or related field. Specialisations in programme and/or project management, technical support, research, publications and learning materials productions will be an advantage. A minimum of 6 – 8 years’ experience in local government financial management or related field, at least 2 of which at junior management level. Experience in the public service is an added advantage. Competencies required: Government Knowledge: Knowledge of South African government systems and processes, the local government legal framework and the role and responsibilities of National and provincial government within that framework. Project Management: Knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources. Legislative knowledge: Deep knowledge of the Municipal Finance Management Act, Municipal Structures Act, Municipal Systems Act, and Property Rates Act and related reforms and Treasury regulations pertaining to public finance budgeting, revenue management, asset management and supply chain management, and constitutional provisions on support, interventions, and capacity building. Financial Management: Knowledge and ability to apply financial management practices, processes, controls and systems associated with budgeting and expenditure management, revenue management, financial and chartered accounting, supply chain management, asset management and financial risk and audit management.
Knowledge and Information Management: The ability to gather, prepare, house and share the organisationally-relevant information produced Computer literacy: Knowledge and ability to use computers and technology efficiently - (MS Office, Internet, email) Client Service Orientation, Concern for Quality and Order, Integrity/Honesty, Networking and Influencing, Team Participation, Results Orientation, Effective Communication.

DUTIES

To support the MFIP technical support programme designed to holistically and cooperatively address and build the institutional and technical capacity of Municipalities, Provincial Treasuries and National Treasury to manage local government financial affairs in compliance with the Constitution, MFMA and other applicable legislation MFIP projects establishment; Implement the programme and performance objectives and indicators, ensuring alignment with the local government financial management game changers MFIP projects Implementation; Facilitate and coordinate the development of MFIP technical advisor work plans and reporting structures, and monitor and address performance to ensure that specified outputs are delivered Facilitate and coordinate the processing, verification and approval of technical advisors’ project reports and invoices Assist with the organisation and administration of logistics and arrangements for assigned MFIP project meetings, travel and accommodation where required MFIP projects monitoring & evaluation and close-out: Assist with the monitoring, evaluation and reporting on assigned MFIP projects Facilitate and coordinate the processing, quality assurance, uploading, filing and archiving of project documents Report on the performance and continuous improvement of MFIP services and service delivery Facilitate and coordinate the close-out of projects MFIP knowledge and information management: Monitor and report on the implementation of and compliance to MFIP project information and document management requirements Provide inputs, in collaboration with the OAG, IGR, OCPO and Programme Steering Committee, on the development of municipal finance related knowledge products MFIP project stakeholder and client relationships and advice: Support the establishment and maintenance of stakeholder and client relationships and advice: Support the establishment and maintenance of stakeholder and client relationships and provision of technical advice and support as required. Assist with engagements with stakeholders, clients and industry role-players and provide inputs on municipal finance management policy and practices as required Prepare formal and ad hoc technical information for stakeholders and institutions throughout the MFIP project cycle MFIP programme management: Assist with providing inputs on the MFIP strategic planning, operational planning and performance reporting documents.

ENQUIRIES

Kaizer Malakoane Tel No: (012) 315 5442

POST 35/36

DEPUTY DIRECTOR: ACCOUNTING & AUDITING REF NO: G024/2019

SALARY

R869 007 – R1 023 645 per annum (Level 12) (all-inclusive package)

CENTRE

Pretoria

REQUIREMENTS

A degree (NQF level 7 qualification) in Local Government Finance, Municipal Financial Management or related field. Specialisations in programme and/or project management, technical support, research, publications and learning materials productions will be an advantage A minimum of 6 – 8 years’ experience in local government financial management or related field, at least 2 of which at junior management level Experience in the public service is an added advantage

Competencies required:

Government Knowledge:

Knowledge of South African government systems and processes, the local government legal framework and the role and responsibilities of National and provincial government within that framework Project Management:

Knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources. Legislative knowledge:

Deep knowledge of the Municipal Finance Management Act, Municipal Structures Act, Municipal Systems Act, and Property Rates Act and related reforms and Treasury regulations pertaining to public finance budgeting, revenue management, asset management and supply chain management, and constitutional provisions on support, interventions, and capacity building. Financial Management:

Knowledge and ability to apply financial management practices, processes, controls and systems associated with budgeting and expenditure management, revenue management, financial and chartered accounting, supply...
chain management, asset management and financial risk and audit management
Knowledge and Information Management: The ability to gather, prepare, house and share the organisationally-relevant information produced Computer literacy: Knowledge and ability to use computers and technology efficiently - (MS Office, Internet, email) Client Service Orientation, Concern for Quality and Order, Integrity/ Honesty, Networking and Influencing, Team Participation, Results Orientation, Effective Communication.

**DUTIES**

To support the MFIP technical support programme designed to holistically and cooperatively address and build the institutional and technical capacity of Municipalities, Provincial Treasuries and National Treasury to manage local government financial affairs in compliance with the Constitution, MFMA and other applicable legislation MFIP projects establishment; Implement the programme and performance objectives and indicators, ensuring alignment with the local government financial management game changers MFIP projects Implementation; Facilitate and coordinate the development of MFIP technical advisor work plans and reporting structures, and monitor and address performance to ensure that specified outputs are delivered Facilitate and coordinate the processing, verification and approval of technical advisors’ project reports and invoices Assist with the organisation and administration of logistics and arrangements for assigned MFIP project meetings, travel and accommodation where required MFIP projects monitoring & evaluation and close-out: Assist with the monitoring, evaluation and reporting on assigned MFIP projects Facilitate and coordinate the processing, quality assurance, uploading, filing and archiving of project documents Report on the performance and continuous improvement of MFIP services and service delivery facilitates and coordinate the close-out of projects MFIP knowledge and information management: Monitor and report on the implementation of and compliance to MFIP project information and document management requirements Provide inputs, in collaboration with the OAG, IGR, OCPO and Programme Steering Committee, on the development of municipal finance related knowledge products MFIP project stakeholder and client relationships and advice: Support the establishment and maintenance of stakeholder and client relationships and provision of technical advice and support as required Assist with engagements with stakeholders, clients and industry role-players and provide inputs on municipal finance management policy and practices as required Prepare formal and ad hoc technical information for stakeholders and institutions throughout the MFIP project cycle MFIP programme management: Assist with providing inputs on the MFIP strategic planning, operational planning and performance reporting documents.

**ENQUIRIES**

Kaizer Malakoane Tel No: (012) 315 5442

**POST 34/37**

ASSISTANT DIRECTOR: PROJECT SUPPORT (MUNICIPAL FINANCE IMPROVEMENT PROGRAMME IIIX UNIT) REF NO: G026/2019
(Term: 24 Months Fixed Term Contract)

**SALARY**

R376 596 – R443 601 per annum (Level 09) PLUS 37% in lieu of benefits

**CENTRE**

Pretoria

**REQUIREMENTS**

Graduate Degree (NQF level 7) in Project Administration or Business Administration At least 2-3 years’ experience as a Project Administrator in the public sector Must be able to function well in a multidisciplinary team with varying priorities Function well under pressure in a relatively unstructured environment Good knowledge of MS Office, e.g Word, Excel, MS Project and PowerPoint is important Competencies required; Project Management: Knowledge of the principles, methods, or tools for developing, scheduling, coordinating and managing projects and resources including monitoring and inspecting costs, work, and contractor performance Legislative Knowledge: Knowledge of Treasury legislation, specifically the MFMA and PFMA, and regulations and GTAC policies pertaining to public service projects management and reporting Administrative Operations: Knowledge, capabilities and practices associated with the support of administrative and management activities to facilitate organisational and mission goals and objectives This competency requires knowledge of the appropriate rules, regulations, processes and associated systems within various enabling functions which may include human resources management, resource management, employee support services, documentation, procurement and financial
DUTIES: To provide project administrative and coordination support to MFIP Project Managers and Technical Advisors. MFIP Projects Establishment Support: Setup new project document libraries for the recording, uploading, filling and maintenance of project agreements including: project charter and client MoA Project approvals and joint authority and decision-making arrangement. Project risk management plans and any risk mitigation actions and project adjustment. Update, maintain and circulate project contact list as required. MFIP Projects Governance Administration: Disseminate MFIP project management guidelines templates, methods, practices and approaches as requested. Monitor and report on compliance to governance standards and controls. Implement and maintain project document file plan and tracking system data. Assist with the preparation and supply of project documents for auditing purposes. MFIP Projects Administration: Provide secretarial and administrative support to project meetings and workshops including: drafting agendas, distributing and confirming invitations, Collecting and circulating meeting packs. Booking venues and organising equipment and catering as required. Taking, distributing and filling minutes. Organise and administer project-related travel arrangements and requirements local and international. MFIP Projects Information Management and Reporting: Administer the project Tracking System including the registration of projects and financial information and updating of progress. Collect, compile, process and file project progress reports and documentation and related information. MFIP LTA Contracts administration: Facilitate receipt of LTA time sheets and invoices and administer the checking, verification and submission thereof for payment. Assist with the preparation of statistics from LTA time sheets and monthly reports for project meetings. Client Liaison: Interface with client departments as first level support, ensure clients’ needs are addressed.

ENQUIRIES: Kaizer Malakoane Tel No: (012) 315 5442.

POST 35/38: TEAM ASSISTANT: MUNICIPAL FINANCE IMPROVEMENT PROGRAMME IIIX (MFIP) REF NO: G025/2019 (Term: 24 Months Fixed Term Contract)

SALARY: R257 508 – R303 339 per annum (Level 07) plus 37% in lieu of benefits

CENTRE: Pretoria

REQUIREMENTS: National Senior Certificate (Grade 12) and a recognised diploma or related qualification in Secretarial and/or Office Administration or related field. A minimum of 2-3 years in an administrative role, experience in the use of MS Office packages, i.e. MS Word, MS Excel, MS PowerPoint, Internet Explorer, MS Outlook, strong computer literacy and administration skills, experience in English business writing skills and minute taking, experience in management of logistics relating to meetings, project management skills as well as experience in the public sector will be an added advantage. Competencies required: Client Service Orientation, Integrity/ Honesty and Effective Communication skills.

DUTIES: Diary and meetings administration; Administer appointments and meetings schedules including: Setting-up and confirming meetings, updating diaries of Directors, notifying relevant staff members of daily meetings schedule. Administer meeting arrangements including: Confirming meeting arrangements including meeting rooms, parking, presentation aids, and catering and refreshments where required, preparing, distributing and processing meeting invitations, directions and agendas, assisting with the compiling and distribution of meeting packs. Administer meeting minutes including: Taking, typing up and distributing minutes, following up on decisions arising from meeting, filing and archiving meeting minutes, notes, agenda, and documents. Documents and reports assistance and administration; Administer all electronic and hard copy documents such as correspondence, memo’s, agreements, and reports including: Acknowledging receipt of incoming document, noting priority, and tracking required response and/or handling, following up on deadlines for documents for submission. Assisting with the preparation and finalisation of documents including: Assisting with the preparation and finalisation of documents including: Taking and/or transcribing dictation and notes and/or sourcing, obtaining and/or downloading.
documents as requested (from internet and/or other sources), laying-out and typing up documents and compiling presentations, proof-reading and quality control of documents, effecting necessary changes as requested and finalising documents, noting the distribution, confidentiality and indexing requirements Producing and distributing documents including, and as required: Printing/copying, packaging and faxing/delivering/couriering/posting of hard copies, creating email distribution lists and sending electronic copies Managing the physical and electronic document tracking and filing systems including: Indexing, filing, and archiving of documents, conducting electronic data clean-ups and back-ups, handling, document with utmost discretion, Client, staff and project teams support; Receive and assist external and internal visitors and staff, assisting with the resolution of client and staff requests and queries, working with and /or as part of the technical project teams when needed to provide administrative and secretarial support, assisting Director and/or project manager(s) with the coordination and administration of tasks of relevant projects. Telephonic communications administration: Facilitate and administer telephonic communication including answering, screening processing of incoming calls, and placing, connecting and record-keeping of outgoing calls, developing and maintaining the MFIP contacts directory, coordinating telephone accounts for Directors and submit to the relevant parties on a monthly basis Office administration: Organise and maintain own and common business unit areas, processing order and monitor office resource and stationery requests and needs receipt and distribution, monitoring report and ensuring equipment and furniture maintenance, cleaning and repairs Travel arrangements and claims administration: Administer local (and international travel arrangements) including booking and ensuring receipt of flight, transport and/or car hire, and accommodation documents and/or reference numbers, assisting with the preparation of travel packs including the itinerary (contact details, venue directions and transport), travel documents (ticket) and travel support (accommodation details, meeting schedule, travel schedule) Follow-up on and organise the preparation and submission of travel reports, and reconcile and organise the requisitioning and reimbursement of subsistence and travel claims.

ENQUIRIES : Kaizer Malakoane Tel No: (012) 315 5442
DEPARTMENT OF HUMAN SETTLEMENTS

The Department of Human Settlements is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender & disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference.

APPLICATIONS: The Director-General, Department of Human Settlements, Private Bag x644, Pretoria, 0001 or Hand delivery: 260 Justice Mohammed Street, Ruth Mompati Building, Sunnyside, Pretoria, 0001.

FOR ATTENTION: Ms N Nortman, Tel No: (012) 444 9115

CLOSING DATE: 18 October 2019

NOTE: It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on form Z83, obtainable from any Public Service department and must be accompanied by a detailed CV, together with certified copies of qualification certificates and your ID/Passport. All copies must be certified within the past 12 months. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. Please note that the all-inclusive remuneration package consists of a basic salary, the state’s contribution to the Government Employee’s Fund and a flexible portion in terms of applicable rules. 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. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Human Settlements reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process.

OTHER POSTS

POST 35/39: OFFICE MANAGER TO DEPUTY DIRECTOR-GENERAL: HUMAN SETTLEMENT DELIVERY FRAMEWORKS REF NO: DOHS/44/2019
Branch: Human Settlements Delivery Frameworks
Re-advert and officials who previous applied should re-apply.

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

Potential candidates for the position must be in possession of a 3 (three) years tertiary qualification plus 3 years proven relevant experience in overseeing the support of a Senior Managers Office responsible for policy development and programme design functions. An extensive exposure in housing, human settlements and or the built environment will be an added advantage. Knowledge and understanding of PFMA, administration principles and Batho Pele principles. The applicant should be computer literate (MS Word, Ms Excel, MS PowerPoint, Email and Internet) and also have advanced typing skills, good interpersonal relations skills, good telephone etiquettes, analytic skills, planning and organising skills, basic project management skills, communication skills (both written and verbal), event organization and management skills, experience and knowledge of government budgeting processes (Financial Management skills) as well as networking skills. Personal attributes relevant to this position includes innovation and creativity, as well as ability to work under pressure.

DUTIES: Provide an administrative support to the DDG and ensure effective and efficient operations of the Branch in terms of prescripts in the public service and the responsibility of a Branch Manager; Ensure proper and cost-effective management of the resources of the Branch; Develop and maintain an effective documents flow system; Provide admin support in relation to the Coordination and Performance of
the Branches work, Report writing and preparation of Portfolios of Evidence; Establish and maintain appropriate internal controls and reporting systems; Timely alert the Deputy Director-General of any emerging factors that could negatively affect the policy and programme environment and related service delivery outcomes; Collate and prepare responses for all formal administrative communication in terms of the organizations managerial integrity including, responding to the Director General, Ministerial and Parliamentary.

ENQUIRIES
NOTE: Mr J Sebola Tel No: (012) 444 9114
Male candidates and people with disabilities are encouraged to apply Please note that shortlisted candidates will be subjected to a short written exercise on the date of the interviews as part of the selection process

POST 35/40 : ASSISTANT DIRECTOR: SPECIAL INVESTIGATIONS REF NO: DOHS/45/2019
Directorate: Special Investigations in the Office of the Director General
Re-advert and officials who previous applied should re-apply.

SALARY: R376 596 per annum (Level 09)
CENTRE: Pretoria
REQUIREMENTS: Candidates should be in possession of an appropriate three-year degree or diploma in law, policing or forensic investigations (NQF level 6/7 as recognized by SAQA). 3-5 years relevant experience in forensic investigations. Knowledge and understanding of legislation administered by the Department such as Protection Measures Act, 1998 as well as Public Service Anti-corruption Strategy, etc. Proficiency in verbal and written communication, as well as presentation skills. Policy analysis, formulation and implementation skills. Computer literacy and a valid driver’s license. Candidates will be subjected to security vetting.

DUTIES: Conduct Investigations in respect of all alleged cases of fraud, corruption and any other maladministration issues within the Department and the Sector. Participate and assist in the implementation of anti-fraud and corruption initiatives. Monitor and Evaluate complaints received by the Department.

ENQUIRIES
NOTE: Ms N Nortman Tel No: (012) 444 9115
Female candidates and people with disabilities are encouraged to apply.

POST 35/41 : SENIOR SECURITY OFFICER REF NO: DOHS/36/2019
Branch: Corporate Services
Directorate: Security

SALARY: R173 703 per annum (Level 05)
CENTRE: Pretoria
REQUIREMENTS: Applicants must be in possession of a Grade 12 certificate or equivalent qualification Registration with PSIRA grade B and a code 08 driver’s license. Two to three years relevant experience as a security officer. Sound Knowledge of MISS, MPSS, Control and Access of Public Premises and Vehicles Act 53 of 1985. Good writing and interpersonal skills. Ability to take initiative and supervise Security Officers. Ability to understand and implement policies, directives and related prescribed in security administration. Be prepared to work irregular hours and night shifts. Shortlisted candidates will be subjected to pre-employment security screening.

DUTIES: The successful candidates will: Supervise the security functions performed by the security officers, ensuring adherence to or implementation of department security policies and will include: Access control, Safety in the buildings and premises of the department, Authorization of the equipment, document and stores into or out of the building or premises and incident/occurrence books/registers, Incidents/occurrence book/registers, Safe keeping of keys. Administrative and related functions which will include: Schedule leaves, Draft rosters, shift schedule and overtime, Monitors performance of employees and determine training needs, Report on the effectiveness of security measures and procedures, Coordinate suggestions from internal or external stakeholders. Monitor and Maintain security systems which will include: Report faulty equipment/systems, Ensure systems are functioning optimally through scheduled services. Support investigations which will include: Identify risks and threats to the security of the department and Provide information regarding incidents to investigating officers.
ENQUIRIES: Ms N Nortman Tel No: (012) 444 9115.
NOTE: Male candidates and people with disabilities are encouraged to apply.

POST 35/42: SUPPLY CHAIN CLERK REF NO: DOHS/37/2019
Branch: Chief Financial Officer
Chief Directorate: Financial Management
Directorate: Supply Chain Management
Sub-directorate: Orders and Payments

SALARY: R173 703 per annum (Level 05)
CENTRE: Pretoria
REQUIREMENTS: Candidates must be in possession of a grade 12 certificate with at least one (1) year appropriate experience Good interpersonal skills and communication (both written and verbal) Ability to work under pressure Computer literacy is essential. Knowledge of Treasury Regulations, Public Finance Management Act, Supply Chain Management Framework, and Preferential Procurement Policy Framework Act will be an added advantage LOGIS and BAS.

DUTIES: The successful candidate will be responsible for: capturing of payments on LOGIS Processing of BAS payments for cellular phones and 3G card invoices drafting of letters for new cellular phone and 3G applicants and for roaming facilities Store stock take handling of queries from internal and external clients.

ENQUIRIES: Ms N Nortman Tel No: (012) 444 9115.
NOTE: Male candidates and people with disabilities are encouraged to apply.
ANNEXURE J

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 21 October 2019
NOTE : Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 form & CV must be accompanied by original certified copies of qualifications, identity document and a driver’s license where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holders must provide the Police Clearance certificate from country of origin. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver’s license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POSTS

POST 35/43 : ADMINISTRATIVE OFFICER REF NO: 19/127/CS
Family Advocate

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

CENTRE : National Office

REQUIREMENTS : A 3 year National Diploma/Degree (NQF6) in Office Administration/Office Management or equivalent qualification; A minimum of 2 years’ working experience in office administration and supervision; Knowledge of the Public Finance Management Act, DFI and Treasury Regulations; Knowledge of SCM Framework, Preferential Procurement Policy Framework Act (PPPFA), BBBEE and Treasury Regulations; Basic knowledge of the core function of the office of the Family Advocate; Previous experience in a legal environment will be an added advantage; A valid driver’s license. Skills and Competencies: Computer literacy (MS office); Sound interpersonal relation; Ability to pay attention to detail; Communication (verbal and written) skills; Problem solving and leadership skills; Planning and organizational skills; Able to work under pressure, independently and willingness to work extra hours; Financial and administrative skills.

DUTIES : Key Performance Areas: Manage the provision of administration support within the unit; Coordinates and compile performance reports of the unit; Oversee case flow management; Render administrative services within the Chief Family Advocate; Manage the provision of supply chain management services within the office; Attend to other related duties as assigned by the management; Organize and provide support to the Chief Family Advocate i.r.o meetings, workshops, seminars and follow-up on decisions made in meetings; Draft high level correspondence, submissions, reports and notes to the Chief Family Advocate and DDG: Court Services.

ENQUIRIES : Ms. L Skosana Tel No: (012) 315 1523
APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

NOTE : People with disabilities are encouraged to apply.
POST 35/44: ADMINISTRATIVE OFFICER REF NO: 19/ 71 /FS
Magistrate’s Office

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

CENTRE: Bethlehem

REQUIREMENTS: Three year Bachelor’s degree/National Diploma in Public Management Administration or equivalent; 3 years administration experience; Proven Supervisory experience, Court experience and drivers licence will serve as an added advantage; Skills and Competencies: Sound Knowledge of Financial Management (Vote and Trust Account); Sound knowledge of Human Resource Management; Computer Literacy (Microsoft packages); Sound Knowledge of asset management; Sound knowledge of supply chain management and risk management; Good interpersonal relations; Knowledge of PFMA, DFI, BAS and JYP; Leadership and Principles of Management.

DUTIES: Key Performance Areas: Co-ordinate and manage the financial and human resource of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning process; Manage the facility; Control of the section related to Family Courts, Human Resource and Supply Chain; Management of the Finance of the office (Third Party Funds and Vote Accounts); Manage the Criminal and Civil Court Administration Sections; General Supervision of Administration staff and Implement formal and informal disciplinary matters; Compile statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; Manage the facilities of the Department at Court; Co-ordinate, Manage and administer support services to Case Flow Management and other court users to ensure delivery of service; Implement Departmental policies; Manage and Maintain prescripts related to the functions of The DOJ & CD and Public Service in general; Facilitate training and development of personnel; Management of performance in the office and; Performance of any other duties necessary to ensure smooth office running.

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 to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301

POST 35/45: ADMINISTRATIVE OFFICER REF NO: 19/ 72 /FS
Magistrate’s Office: Petrus Steyn (Also Responsible for Reitz)

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

CENTRE: Magistrate’s Office: Petrus Steyn (Also Responsible for Reitz)

REQUIREMENTS: Three year Bachelor’s degree/National Diploma in Public Management Administration or equivalent; 3 years administration experience; Proven Supervisory experience, Court experience and drivers licence will serve as an added advantage; Skills and Competencies: Sound Knowledge of Financial Management (Vote and Trust Account); Sound knowledge of Human Resource Management; Computer Literacy (Microsoft packages); Sound Knowledge of asset management; Sound knowledge of supply chain management and risk management; Good interpersonal relations; Knowledge of PFMA, DFI, BAS and JYP; Leadership and Principles of Management.

DUTIES: Key Performance Areas: Co-ordinate and manage the financial and human resource of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning process; Manage the facility; Control of the section related to Family Courts, Human Resource and Supply Chain; Management of the Finance of the office (Third Party Funds and Vote Accounts); Manage the Criminal and Civil Court Administration Sections; General Supervision of Administration staff and Implement formal and informal disciplinary matters; Compile statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; Manage the facilities of the Department at Court; Co-ordinate, Manage and administer support services to Case Flow Management and other court users to ensure delivery of service; Implement Departmental policies; Manage and Maintain prescripts related to the functions of The DOJ & CD and Public Service in general; Facilitate training
and development of personnel; Management of performance in the office; Performance of any other duties necessary to ensure smooth office running.

**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 to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301

**POST 35/46** : **ADMINISTRATIVE OFFICER REF NO: 19/ 73 /FS**
Magistrate’s Office

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

**CENTRE** : Steynsrus (Also Responsible for Marquared)

**REQUIREMENTS** : Three year Bachelor’s degree/National Diploma in Public Management Administration or equivalent; 3 years administration experience; Proven Supervisory experience, Court experience and drivers licence will serve as an added advantage; Skills and competencies: Sound Knowledge of Financial Management (Vote and Trust Account); Sound knowledge of Human Resource Management; Computer Literacy (Microsoft packages); Sound Knowledge of asset management; Sound knowledge of supply chain management and risk management; Good interpersonal relations; Knowledge of PFMA, DFI, BAS and JYP; Leadership and Principles of Management.

**DUTIES** : Key Performance Areas: Co-ordinate and manage the financial and human resource of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning process; Control of the section related to Family Courts, Human Resource and Supply Chain; Management of the Finance of the office (Third Party Funds and Vote Accounts); Manage the Criminal and Civil Court Administration Sections; General Supervision of Administration staff and Implement formal and informal disciplinary matters; Compile statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; Manage the facilities of the Department at Court; Co-ordinate, Manage and administer support services to Case Flow Management and other court users to ensure delivery of service; Implement Departmental policies; Manage and Maintain prescripts related to the functions of The DOJ & CD and Public Service in general; Facilitate training and development of personnel; Management of performance in the office and; Performance of any other duties necessary to ensure smooth office running.

**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 to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301

**POST 35/47** : **ADMINISTRATIVE OFFICER REF NO: 19/ 74 /FS**
Magistrate’s Office: Phuthaditjhaba

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

**CENTRE** : Magistrate’s Office: Phuthaditjhaba

**REQUIREMENTS** : Three year Bachelor’s degree/National Diploma in Public Management Administration or equivalent; 3 years administration experience; Proven Supervisory experience, Court experience and drivers licence will serve as an added advantage; Skills and Competencies: Sound Knowledge of Financial Management (Vote and Trust Account); Sound knowledge of Human Resource Management; Computer Literacy (Microsoft packages); Sound Knowledge of asset management; Sound knowledge of supply chain management and risk management; Good interpersonal relations; Knowledge of PFMA, DFI, BAS and JYP; Leadership and Principles of Management.

**DUTIES** : Key Performance Areas: Co-ordinate and manage the financial and human resource of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning process; Manage the facility; Control of the section related to Family Courts, Human Resource and Supply Chain; Management of the Finance of the office (Third Party Funds and Vote Accounts); Manage the Criminal and Civil Court Administration Sections; General Supervision
of Administration staff and implement formal and informal disciplinary matters; Compile statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; Manage the facilities of the Department at Court; Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of service; Implement Departmental policies; Manage and Maintain prescripts related to the functions of the DOJ & CD and Public Service in general; Facilitate training and development of personnel; Management of performance in the office; Performance of any other duties necessary to ensure smooth office running.

**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 to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301

**POST 35/48**: LEGAL ADMINISTRATION OFFICER (MR4) REF NO: 19/100/KZN

**SALARY**: R310 556 – R351 795 per annum. (Salary will be in accordance with OSD determination) The successful candidate will be required to sign a performance agreement.

**CENTRE**: Regional Office, Durban

**REQUIREMENTS**: LLB degree or 4 year recognized legal qualification; At least 5 years’ appropriate post qualification legal experience; A sound knowledge of the South African Legal system; An understanding of the principles of Batho Pele, Victim’s Charter and Restorative Justice; Knowledge on the implementation of legislation affecting vulnerable groups: A valid driver’s license; Proficiency in isiZulu will be an added advantage. Skills and Competencies: Research skill; Legal drafting; Case flow management skills; Computer literacy, including the ability to prepare Power-point presentations and use Excel; Communication skills (both verbal and written); Good interpersonal and inter-cultural relations and ability to liaise with senior officials. Problem solving skills; Time management skills; Accuracy and attention to detail.

**DUTIES**: Key Performance Areas: Responsible for special projects on Gender, Persons with disabilities and the Elderly; Represent the Regional Office on Inter-Departmental Committees; Manage the implementation of various pieces of legislation aimed at protecting the rights of vulnerable groups; Conduct outreach events on various pieces of legislation; Ensure that the strategic responsibilities in respect of Small Claims Courts, Equality Courts, Regional Civil Courts and Restorative Justice are met; Ensure the implementation of Victim’s Charter in the Province; Respond to petitions, representations and complaints from civil society and other Government Departments; Deal with the disposal, recovery and mitigation of losses; Deal with statutory appointments e.g. commissioners of oaths.

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

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

**POST 35/49**: ADMINISTRATIVE OFFICER SERVICE DELIVERY IMPROVEMENTS REF NO: 19/123/CFO

Re-Advert (candidates who previously applied are encouraged to re-apply as the advert has been changed)

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

**CENTRE**: National Office: Pretoria

**REQUIREMENTS**: A National Diploma in Public Administration/Office Management or equivalent qualification NQF level 6; 2 years’ experience in general public administration; Skills and Competencies: Computer literacy (MS Office Word, Excel and PowerPoint); Communication skills (written and verbal); Problem solving skills; Good planning and organizational skills; Interpersonal skills; Numerical skills; Conflict management; Attention to detail.

**DUTIES**: Key Performance Areas: Coordinate meetings, workshops and training sessions on behalf of the Directorate; coordinate the implementation of Batho Pele
Programmes within the Department; Facilitate the resolution of complaints received from the public; provide general administrative support.

ENQUIRIES
: Mr O Melato Tel No: (012) 315 - 1351

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

NOTE
: People with disabilities are encouraged to apply.

POST 35/50
: MAINTENANCE OFFICER: MR1 - MR4 REF NO: 19/VA58/NW

SALARY
: R198 411 - R351 795 per annum (Salary will be determined in accordance with OSD determination) the successful candidate will be required to sign a performance agreement.

CENTRE
: Mankwe Magistrate Court

REQUIREMENTS
: LLB Degree or recognised 4-year legal qualification; Extensive knowledge of the maintenance system and family law matters; Proficiency in the following languages; Setswana, English and Afrikaans IsiXhosa will be an added advantage; Knowledge of Maintenance Act (Act 99/1998); Understanding of all services and procedure in the area of Maintenance and other arrears; A valid driver's licence; Skills and Competencies: Research skills: legal drafting; Case flow management skills; Communication skills (verbal and written); Computer literacy (MS Office); Numeracy Skills; Facilitation and mediation skills; Legal terminology and process in simple language skills; Good interpersonal relations; Innovative and work under pressurized environment;

DUTIES
: Key Performance Areas: Perform duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain Financial Information for the purpose of Maintenance enquiries; Guide maintenance investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench orders.

ENQUIRIES
: Ms P Lekoma Tel No: (018) 397 7005/54

APPLICATIONS
: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.

NOTE
: All former contract workers and Casual Interpreters of the Department of Justice and Constitutional Development are encouraged to apply Applications received after the closing date will not be considered.
ANNEXURE K

NATIONAL PROSECUTING AUTHORITY

The NPA is an equal opportunity employer. People with disabilities will be given preference and are encouraged to apply. In the filling of vacancies, the objectives of Section 195(1)(i) of the Constitution of the Republic of South Africa, 1996, and in particular the Employment Equity Act, 1998 (Act 55 of 1998) and the NPA Employment Equity Strategy 2016, will take highest preference in selection of suitable candidates.

APPLICATIONS: All applications must be submitted to the relevant Recruitment Response E-mail or fax number as stated below:
- Recruit 2019/21 E-mail: Recruit201921@npa.gov.za or Fax 012 843 4661
- Recruit 2019/22 E-mail: Recruit201922@npa.gov.za or Fax 012 843 4660

CLOSING DATE: 21 October 2019

NOTE: For your application to be accepted: Applications must be submitted on a Z83, obtainable from any Public Service department or on www.npa.gov.za which must be fully completed as per the instructions on the form, signed and dated. If the Z83 is not completed as prescribed your application will not be accepted CVs without a Z83 will not be accepted Handwritten Z83 must be completed in Block Letters Only copies of certified required qualifications, identity document and other listed documents as per the advert, must be included with your application All applications must reach the NPA on/or before the closing date. No late applications will be accepted. The NPA cannot be held responsible for server delays Applicant’s attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications Please Do Not contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received If you have not received an acknowledgement of receipt within one week after the closing date then you can contact the NPA The NPA reserves the right not to fill any particular position. If you do not hear from us within (3) three months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency based assessments (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 NB! All employees considered for appointment to the Investigating Directorate will be subject to a lifestyle audit and integrity vetting.

MANAGEMENT ECHELON

POST 35/51: DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2019/21

In investigating Directorate

SALARY: R1 308 345 per annum (Level 14) (Total Cost Package)

CENTRE: Pretoria

REQUIREMENTS: A recognised four-year legal qualification At least ten years’ post qualification experience in civil and/or criminal litigation Admission as an Attorney/Advocate will be an added advantage Good advocacy and legal drafting skills Knowledge of civil and/or criminal procedure Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws Good interpersonal, analytical, presentation and communication skills General management and project management skills Valid driver’s license.

DUTIES: Manage the portfolio assigned by the Director Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex/high profile matters, in the high court, the highest court of appeal and the constitutional court Investigate and prosecute cases as per the mandate of the Investigating Directorate Provide legal oversight and guidance in investigation projects and legal
casework Study case dockets and other documents relating to corruption matters, criminal matters, make and review decisions with regard to the institution of criminal proceedings Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state’s case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters for the Investigating Directorate Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : Jacques du Toit Tel No: (012) 845-6263

OTHER POST

POST 35/52 : STATE ADVOCATE REF NO: RECRUIT 2019/22

SALARY : R763 212 - R1 266 156 per annum (LP-7 - LP-8) (total cost package)
CENTRE : Pretoria
REQUIREMENTS : A recognized four-year legal qualification. At least five years’ post qualification legal experience. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, including indictments and court documents, dealing with representations. Financial or accounting background and knowledge of Company law will be an added advantage. General computer literacy and knowledge of programs in MS Word; Excel, Outlook and PowerPoint. Ability to act independently without supervision and manage court and case flow management independently. Excellent administrative skills. Valid driver’s license.

DUTIES : Study case dockets, make assessments thereof and decide on the institution of prosecution. Deal with any representations. Guide investigations in complex or more difficult matters, including commercial matters. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State’s case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Prepare opinions and heads of argument for complex matters and in general conduct prosecutions on behalf of the State. Mentor and guide investigating officers, Prosecutors and stakeholders. Assist in high profile matters or matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice independently without supervision and manage court and case flow management independently.

ENQUIRIES : Jacques du Toit Tel No: (012) 845-6263
DEPARTMENT OF TOURISM

The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts.

APPLICATIONS : Applications, quoting the relevant reference number must be forwarded for the attention of Chief Director: HR Management and Development to Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, 0001

CLOSING DATE : 18 October 2019, 16:30 (E mailed, faxed and late applications will not be considered)

NOTE : In order to be considered, applications must be submitted on a fully completed signed Z83 form, accompanied by all required certified copies (Certified copies must not be older than 3 months) of qualifications, Identity Document, proof of citizenship/permanent residence if not a RSA citizen and a comprehensive CV (including three contactable references) It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) All instructions on the application form and this advert must be adhered to Failure to comply with these requirements will result in the candidate being disqualified Correspondence will be limited to short-listed candidates only If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful The Department reserves the right not to make an appointment. Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment Shortlisted candidates may further be subject to a job related test.

OTHER POSTS

POST 35/53 : BRANCH COORDINATOR: DESTINATION DEVELOPMENT REF NO: DT 19/2019

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

CENTRE : Pretoria

REQUIREMENTS : A recognised Bachelor’s Degree/National Diploma (NQF6) plus a minimum of 3 years’ relevant experience in rendering administrative and executive support services, preferably in a similar environment. Skills and Competencies: Project Management, Planning and Organising, Financial and Budget Administration, Stakeholder Liaison, High Level Communications (written and verbal), Human Resources and Asset Management skills Exposure to an electronic document management system will serve as an added advantage Ability to work under constant pressure and to solve problems.

DUTIES : The successful candidate will be responsible for consolidating budget inputs; Monitoring the branch budget to detect over/under expenditure; Reporting instances of deficit/excess expenditure during estimate of national expenditure; Providing Supply Chain Management support; Managing assets of the Branch in terms Supply Chain Management policies; Provisioning of administration and Human Resources support; Coordinating together with the HR Unit the implementation of Human Resource support initiatives; Coordinating the process of compiling the Strategic Plan, Annual Performance Plan, Branch business plans and Service Delivery Improvement Plan; Consolidating and coordinating branch quarterly performance reports; Analysing evidence for performance reporting, package and load them on EDMS; Managing the branch audit queries and ensuring that they are dealt with within specified period; Providing support on special projects; Ensuring proper filing of all electronics as well as hard copy documents of the branch; Rendering of general secretariat and logistical support services; Arranging and providing secretariat support for management and other meetings in the branch (Branch Management, Quarterly Review and Planning Sessions);
Ensuring the implementation of action plans; Monitoring EDMS workflows of the branch; Providing support to the Office of the DDG on the monitoring of the implementation of executive and top management meeting decisions.; Coordinating submission of documents for departmental management meetings (Manco, EMC, MINMEC, Minister’s Quarterly Review, MiPTECH, Top Management, Lekgotla etc). Managing channelled to the branch by Ministry, DG’s office and other branches and ensuring that responses are provided within specified times.

ENQUIRIES : Ms F Naidoo Tel No: (012) 444 6356

POST 35/54 : DEPUTY DIRECTOR: CLAIMS- CAPITAL INCENTIVES REF NO: DT 21/2019

SALARY : R733 257 per annum (All-inclusive remuneration package consisting of a basic salary, the State’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework)

CENTRE : Pretoria

REQUIREMENTS : An appropriate recognized (NQF6) qualification in Finance/Economics/Commerce or related field 3-5 years’ working experience in a relevant environment such as financial support, incentive programmes or enterprise development Key Requirements: Experience in drafting incentive programme guidelines Experience in project management, people management and empowerment, financial management, reporting writing, stakeholder management and project management Experience in developing and reviewing of administrative processes for incentive programmes Analytical skills, communications skills (verbal and written), research skills, presentation skills, knowledge and information skills, conflict management, problem solving skills and planning and organising Knowledge and understanding of Public Service Regulations, Public Service Act, PFMA and Treasury Regulations Proficient in MS Office packages.

DUTIES : The successful candidate will be responsible for Drafting Guidelines on New and Revised Incentive Programmes; Reviewing proposals or concept documents; Ensuring alignment of incentives to the departments policies; Drafting guidelines for new and revised incentive programmes for approval; Ensuring that inputs from stakeholders are incorporated in guidelines; Facilitating the process of approval of guidelines and obtaining of all relevant signatures; Developing project plans to manage current incentives and introduce new incentives; Identifying relevant stakeholders for incentives and convene project teams; Developing performance indicators and managing the process of developing incentive schemes; Reporting on the progress of projects and ensuring that milestones are achieved; Reviewing administration processes for incentive programmes; Managing the administration processes and ensuring that they have been implemented in line with the requirements and provisions of the guidelines; Reporting on performance of projects on a monthly and quarterly basis; Contributing to the development of the unit’s operational plan on an annual basis; Performing technical analysis to determine financial resources required to implement incentives and programmes; Overseeing the financial management of incentive programmes; Monitoring and reporting on budgets and expenditure of incentive programmes; Monitoring the development and maintenance of a stakeholder database; Liaising with key stakeholders relating to the development and implementation of incentive programmes; Developing and implementing a marketing plan for incentives; Marketing the Tourism Incentive Programme to relevant stakeholders; Ensuring that minutes and reports are developed for all meetings; Overseeing the follow up of actions required in relation to meetings; Overseeing the filing system for the relevant incentive programmes.

ENQUIRIES : Mr Cassim Nakkooda Tel No: (012) 444 6582

POST 35/55 : ASSISTANT DIRECTOR: STATISTICAL ANALYSIS REF NO: DT20/2019

SALARY : R470 040 per annum (excluding service benefits)

CENTRE : Pretoria

REQUIREMENTS : An appropriate recognised three-year National Diploma/Degree or equivalent qualification (NQF6) in Statistics/Economics or related field 3-5 years’ experience
in statistical analysis or related environment Sound knowledge of data management, data analysis and statistical skills Good understanding of the tourism sector will be an added advantage Good writing skills, project management and coordination skills.

**DUTIES**

The successful candidate will be responsible for gathering, organising and verifying data Assist with the analysis of tourism trends and patterns, Use statistical and data analysis programmes to analyse quantitative and qualitative data and information, Assist to identify tourism data sources and verify the quality of data, Provide consistent checks to ensure data integrity and accuracy, Facilitate access to tourism statistics and information, Assist to identify relevant platforms to disseminate tourism statistics and information, Initiate and compile draft dissemination plans, Organise and coordinate the dissemination of tourism statistics to tourism stakeholders. Assist in coordinating stakeholder engagement meetings on issues related to tourism statistics

**ENQUIRIES**

Ms L Machitje Tel No: (012) 444 6317

**POST 35/56**

DATA TECHNOLOGIST REF NO: DT 18/2019

**SALARY**

R316 791 per annum (excluding benefits)

**CENTRE**

Pretoria

**REQUIREMENTS**

3-year National Diploma/Degree (NQF6) in Information Technology 2-3 years’ relevant working experience in a project management environment A valid driver’s license will be an added advantage.

**DUTIES**

The successful candidate will be responsible for: System Development, Maintenance, Help Desk Management Log calls on Help Desk Management System Assist users register on the Web-Based system; Reset user passwords; Link users to their respective projects on the Web-Based system; Providing access rights to new users; Refer back reports; Setting up printers for users; Allocate and assign business plans, progress payment reports, and administration reports; Perform database replication process and system backups; Update project classification; Create projects on the system; Upload audit reports on the system; upload completion reports on the system; Prepare activity reports on helpdesk enquiries for statistical purposes; Generate reports for all hardware and software enquiries for statistical purposes; Generate progress reports for stakeholders; Develop and document system specifications and processes; Process mapping; User training.

**ENQUIRIES**

Mr R Tsotetsi Tel No: (012) 444 6505
ANNEXURE M

DEPARTMENT OF TRADITIONAL AFFAIRS

APPLICATIONS: Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X 22 Arcadia 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor, Pencardia 1 Building.

CLOSING DATE: 25 October 2019

NOTE: The successful candidate’s appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must be submitted on form Z.83 (application form), obtainable from any Public Service department, and should be accompanied by a comprehensive CV and certified ID and copies of qualifications. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant’s responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Candidates may be required to undergo a competency assessment. Candidates of persons whose appointment will promote representivity will receive preference. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful.

MANAGEMENT ECHELON

POST 35/57: DIRECTOR: LEGAL SERVICES REF NO: 2019/05

SALARY: R1 057 326 per annum (Level 13) (An all-inclusive remuneration package) (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines

CENTRE: Pretoria

REQUIREMENTS: An appropriate Bachelor of Law (LLB) degree or equivalent qualification (NQF level 7) plus 5-10 years’ experience at middle/senior legal admin officer or senior management level in the legal field. Extensive knowledge of the Traditional Leadership sector. A valid driver’s licence. Core competencies: Strategic capacity and leadership, people management and empowerment, programme and project management, change management and Financial Management. Technical competencies: Applied Law, Legislative analysis, review and drafting skills, contract drafting and management. Process competencies: Knowledge management, Service delivery innovation, Problem solving and analysis, Client orientation, customer focus and communication.

DUTIES: The successful candidate will perform the following duties: Provide legal opinions to the Department on the interpretation of legislation and matters affecting the mandate of the Department. Manage and advise on litigation matters and ensure legal compliance by the Department. Manage and coordinate legal contracts, opinions, agreements, MOU’s and provide advice. Provide advisory and consultancy services on corporate governance processes within the Department and the National House of Traditional Leaders.

ENQUIRIES FOR ATTENTION: Mr OM Aphane Tel No: (012) 336 5856

Ms L Motlhala

OTHER POST

POST 35/58: RISK OFFICER: OFFICE OF THE DIRECTOR-GENERAL REF NO: 2019/04 (X1 POST) (12 months contract)

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

REQUIREMENTS : An appropriate Bachelor’s degree or equivalent qualification in Risk Management/Internal Auditing plus 5 years relevant experience in a Risk Management/Internal Auditing environment. A valid driver’s license. Generic Competencies: Service delivery innovation, Problem solving and analysis, People management and empowerment, Client orientation and customer focus, computer literacy and communication. Technical Competencies: Risk management and auditing practices, The Public Financial Management Act, Corporate governance, Development of policies and strategies.

DUTIES : The successful candidate will perform the following duties: Conduct a risk assessment and a resultant risk profile of the Department; Develop and implement policies, strategies and frameworks on risk management; Align the risk management process to strategic objectives and business plans of the Department; Identify and perform risk management capacity gaps and facilitate/provide risk management training; Monitor and evaluate the status of risk management and adherence to risk management processes within the Department; Develop and implement a fraud prevention plan.

ENQUIRIES : Mr J Mashishi Tel No: (012) 334 4802
ANNEXURE N

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF COMMUNITY SAFETY

Gauteng DCS is an equal opportunity employer and gender sensitive employer and it is its intention to promote representivity in the Public Service through the filling of these posts. The Department committed to the achievement and maintenance of diversity and equity employment 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 Directives will be taken into consideration.

APPLICATIONS: Applicants must apply online at: www.gautengonline.gov.za
CLOSING DATE: 18 October 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 completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document the certification must be within three (3) months 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 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 All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification.

MANAGEMENT ECHELON

POST 35/59: DIRECTOR: RISK AND INTERGRITY MANAGEMENT REF NO: REFS/004640
Directorate: Risk Management

SALARY: R1 057 326 per annum. (An all-inclusive remuneration package)
CENTRE: Johannesburg
REQUIREMENTS: Matric plus a Bachelor Degree (NQF Level 7) in Risk Management/Internal Audit or relevant equivalent qualification in the related fields. Completed Articles within the relevant fields will be an added advantage 6-10 years working experience in auditing and/or Risk Management environment, which include minimum 5 years in middle management A valid code 8 driver’s license No criminal record or cases pending against you Knowledge and skills: Knowledge of standard practice in Internal Audit SPPIA, accounting, auditing programming, data processing, Analytical Method, Knowledge of Risk Management Policies and Frameworks, Relevant legislations relating to Risk Management, Fraud and anti-corruption, Financial Management, laws and regulations pertaining to financial accounting, internal controls, and corporate governance, Programme and project management. Records management, Resource management, planning and organising, problem solving and analysis, decision making, knowledge management, change management, good communication (verbal and written), interpersonal, negotiation, computer literacy, customer management, innovation/continuous improvements, results and quality management, leadership and flexible.

DUTIES: Management of Enterprise Risk management – Manage and facilitate the development of Organizational and risk management policies, strategies and framework, conduct continuous organizational risk management assessment, identity risk and develop response strategies, Monitor the implementation of risk
assessment responses, Facilitate the capacity building of Departmental staff on organizational risk management policies, processes and procedure, facilitate and coordinate and provide internal audit prevention of fraud and corruption, investigate all the allegation of fraud and corruption received from internal and external in all projects, conduct research and implement a fraud prevention and anti-corruption strategies, ensure ethical environment, Develop, implement and maintain security policies, procedures and system for integrity management, identify all risk and treats integrity of law enforcement agencies, conduct security and integrity awareness for the Department, Manage Human Resources, Manage performance of Staff, grievances, leave in accordance with the relevant policies, Manage Financial Resources- manage monthly expenditures and ensure regular budget control.

ENQUIRIES: Ms Makgopa Evelyn Tel No: (011) 689 3726/3845

DEPARTMENT OF HEALTH

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

ERRATUM: SEDIBENG DISTRICT HEALTH SERVICES: Kindly note that the post of Assistant Director - Occupational Hygiene Risk Management advertised in the Public service Vacancy Circular 27 dated 26 July 2019, amended as follows: Salary Notch R517 326 per annum (plus benefits), as part of the duties: Assistance is needed in Environmental unit if the need arises. Those that applied need not re-apply. Enquiries: Ms S Sejake Tel No: (016) 950 6019, Address: Sedibeng DHS Private Bag X023 Vanderbijlpark, 1900, Cnr Frikkie Meyer & Pasteur Blvd. The closing date has been extended to 18 October 2019.

UNIVERSITY OF PRETORIA

ORAL HEALTH CENTRE: Kindly note that the post of Dental Assistant Grade 1 or 2 post with Ref No: UPOHC/0003 advertised in Public Service Vacancy Circular 28 dated 02 August 2019 with the closing date 19 August 2019, The requirements for the post have been amended as follows: Candidates must have at least have 4 years’ experience as a Dental Assistant New applications are welcomed if you have applied for the post previously there is no need for you to re-apply as your application will be considered you can add to the application you have send if there is a need regarding the amendments made to the post. The closing date for the post has been extended to 18 October 2019. Enquiries: SR GE Khumalo Tel No: (012) 319 2644.

OTHER POSTS

POST 35/60: HEAD OF CLINICAL UNIT: GENERAL SURGERY REF NO: HOU-GS-01/TMRH (X1 POST)

Directorate: Medical

SALARY CENTRE: Thelle Mogoerane Regional Hospital

REQUIREMENTS: Grade1: R1 728 807 – R1 834 890 per annum (All-inclusive package)

Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as medical specialist in general surgery: Master of Medicine in General Surgery (M.MED General Surgery) and/or Fellowship of the College of Surgeons of South Africa - FCS (SA) A recognised diploma or sub-specialty in a branch of General Surgery of South Africa will be an added advantage A minimum of five (5) completed years of relevant experience after registration with HPCSA as a medical specialist in General Surgery is mandatory.

DUTIES: Clinical leadership of Thelle Mogoerane Regional Hospital General Surgery Unit or Department Implementation of sound values, work ethics, improved patient experience, reduced patient waiting time and active bed management in General Surgery unit Responsible for training and guidance of medical officers, medical
interns, community service doctors, undergraduate and postgraduate students and other health professionals. Ensure compliance to National Core Standards and/or Ideal Hospital Standards regarding to the General Surgery unit. Ensure accurate and appropriate medical records are maintained in accordance with legal and ethical requirement. Assist in medico-legal reports and attend to relevant legal matters, as requested from time to time. Participant in developing unit operational plans and prepare monthly statistics, quarterly and annual reports. The potential candidate should be highly skilled in operative general surgery, perform clinical work and take part in commuted overtime. Should manage the recruitment of doctors, sign performance management contract with them and monitor them. Conduct mortality, morbidity, academic and patient care meetings the head of clinical unit is expected to participate in hospital head of departments and internal cluster meetings, collaborate with other hospital sections and promote teamwork. Also, should liaise with the external cluster and implement efficient sub-cluster outreach services at least once a month to the primary care platform i.e district health clinics and district hospitals.

**ENQUIRIES**

Dr. E.C Chukwuma Tel No: (010) 345 0006

**APPLICATIONS**

Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Airode, 1451.

**NOTE**

The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, 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: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional 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. 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.

**CLOSING DATE**

18 October 2019

**POST 35/61**

**REGISTRAR REF NO: HRM 85/2019**

Directorate: Surgery- Plastic Surgery Division

**SALARY**

R821 205 per annum plus benefits

**CENTRE**

Steve Biko Academic Hospital

**REQUIREMENTS**

MBChB or equivalent Current registration with the HPCSA as an independent medical practitioner. Surgical Primaries and intermediates will be an added advantage. The many and diverse functions of this position encompass aspects of patient care, education, research (must participate in original basic or clinical research). The service aspects include ensuring correct surgical treatment of patients. The academic Programme will include patient care presentations, subject discussions and attendance of the post graduate academic programme. This position is intended for grooming of candidates who are pursuing a surgical career.

**DUTIES**

Locate work in a public service context. Plan and organize work to achieve objectives that meet service standards; lead a team to solve workplace problems and conflicts; identify performance requirements and improve work team performance. Manage own performance and development. Communicate in the workplace and in the work team; lead change in a team in the workplace. Produce data and analyze statistics for workplace operations in the department. Logbook Deliver and monitor client service; Secure and allocate resources and a budget to
achieve workplace objectives; maintain physical and electronic information records and use computers and/or equipment to achieve work team objectives.

**ENQUIRIES:** Prof T Mulaudzi Tel No: (012) 354 2113

**APPLICATIONS:** Steve Biko Academic Hospital, Private Bag X 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

**NOTE:** Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

**CLOSING DATE:** 18 October 2019

**POST 35/62**

**DEPUTY DIRECTOR FINANCE REF NO: CHBAH216 (X1 POST)**

**Directorate:** Finance

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

**CENTRE:** Chris Hani Baragwanath Academic Hospital

**REQUIREMENTS:**

A three-year National Diploma/Degree in Financial Management/Accounting. 12 Years’ experience in the financial management field of which 10 years must be at Assistant Director level environment. Must have experience in finance administration, budgeting and expenditure control, cost center management, internal control, financial and management reporting and re-engineering of business process for optimum results. Computer literacy (Ms Word, Ms Excel, PowerPoint) Must possess expert knowledge on regularity prescripts governing financial activities within the public sector. Advanced knowledge of spreadsheets and report writing skills is a pre-requisite. Knowledge of the public service legislations, policies and procedures. Good written and advanced communication skills. Supervisory, planning, organizing and problem-solving skills must be able to manage and lead a team. Ability to multi-task and prioritize. Ability to work in a high volume and highly pressured environment. Ability to support the Director: Finance. Ability to manage a high value goods, services and equipment budget must be able to plot trends and make recommendations. Exposure to BAS, SAP and exposure to re-engineered business procedures and change management will be an advantage.

**DUTIES:** Lead, monitor and manage the finance department accounts payable, budget management units. Compilation of multiyear budget, budget control and cost center management. Ensure proper financial control and compliance with delegation. Compile monthly, quarterly and annual reports. Contribute to the department’s planning, budgeting and procurement processes as well as monitoring and evaluation. Ensure that conditional grants budget is spent according to the Business Plan. Assist in the coordination and managing of the grants. Compilation of conditional grants Business Plan, monthly and quarterly reports. Ensure compliance to DORA framework conditions and requirements in relation to schedule 4 and 5 grants. Ensure reconciliations of transversal system (BAS, SAP, PERSAL and MEDSAS) and including reconciliations of supplier’s accounts and petty cash are performed on monthly basis. Management of audit findings and ensure improvement of audit outcomes. Effective management of risk Co-ordinate and execute policy strategy. Manage and review of personnel performance.

**ENQUIRIES:** Ms. D Mangezi Tel No: (011) 933 9856

**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.
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 disabilities are encouraged to apply.

CLOSING DATE: 25 October 2019

POST 35/63: MEDICAL OFFICER REF NO: MED 18/2019 (X3 POSTS)
Directorate: Medical

SALARY:
Grade 1: R821 205 per annum (all inclusive packages)
Grade 2: R892 551 per annum (all inclusive packages)
Grade 3: R1035 831 per annum (all inclusive packages)

CENTRE: Kopanong Hospital

REQUIREMENTS:
Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. One must have completed community service, registered and have proof of the current registration with the HPCSA. Grade 2: A minimum of 5 years appropriate experience as Medical Officer with the HPCSA is required. Grade 3: A minimum of 10 years appropriate experience as Medical Officer after registration with the HPCSA is required.

DUTIES:
The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patients. Supervise junior doctors (interns and community service doctors). Attend relevant administrative meetings like mortality, near miss and completing MEDICO legal documents timeously (e.g. death certificates). 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 multidisciplinary team to the management of patients. Ensure that administration and record keeping is done in the department. Be willing to participate in commuted overtime and after-hour duties to provide continuous uninterrupted care of patients.

APPLICATIONS:
Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.

NOTE:
Fully completed Z83, CV, certified copies of ID and qualifications not Older than three Months must be submitted. People with disabilities are encouraged to apply. Medical Surveillance will be conducted to successful candidate if you did not hear from us within three months. Please consider your application unsuccessful.

CLOSING DATE: 18 October 2019

POST 35/64: OPERATIONAL MANAGER NURSING SPECIALTY (PN-B3) – MEDICINE & PSYCHIATRY REF NO: CHBAH 217 (X1 POST)
Directorate: Nursing Services - Medical

SALARY: R562 800 per annum

CENTRE: Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS:
Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing council as a Professional Nurse. Post basic nursing qualification with duration of one year, accredited with SANC in Advanced Psychiatry Nursing Science. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate or recognisable experience after obtaining the 1 year post basic qualification in Advanced Psychiatry Nursing Science. Current registration with the South African Nursing Council Knowledge of legal prescripts

56
that regulate nursing and health services. Computer literacy i.e (Ms Word, Power Point) Ability to work independently and innovate, problem solving, communication and decision-making skills. Strong leadership, conflict resolution and sound interpersonal skills are necessary. Understanding of National Core Standards, PFMA, Labour relations and other relevant legislative frameworks. Prepared to do night duty and corridor supervision under the supervision of an Area Manager. Report writing skills.

**Competencies/Knowledge/Skills:**
- Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e (Ms Word, Power Point)
- Ability to work independently and innovatively.
- Knowledge of nursing care processes and procedures, nursing strategy, nursing statutes, core standards and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc.
- Financial and budgetary knowledge pertaining to the relevant resources under management.
- Insight into the procedures and policies pertaining to nursing care.
- Leadership, organizational, facilitation, presentation and decision making skills.
- Problem solving skills within the limit of the public sector and institutional policy framework.
- Personal: Responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive.

**DUTIES:**
- Supervision over day to day operations of the unit.
- Manage effective utilization and supervision of human, financial and material resources.
- Promote quality of nursing care as directed by the scope of practice.
- Maintain professional growth/ethical standards and self-development.
- Promote nursing ethos and professionalism.
- Involvement in the Hospital Quality Assurance and Quality Improvement programmes.
- Coordinate unit meetings and liaison with members of the multidisciplinary team.
- Maintain a positive practice environment and participate in education and training of student nurses.

**ENQUIRIES:**
- Mr N.B. Mulaudzi Tel No: (011) 933 8402/0134

**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:**
- 25 October 2019
POST 35/65: CHIEF DIAGNOSTIC RADIOGRAPHER – GRADE 1 REF NO: CDR01/TMRH (X1 POST)
Directorate: Allied

SALARY: R466 119 – R517 326 per annum (plus benefits)
CENTRE: Thelle Mogoerane Regional Hospital
REQUIREMENTS: Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa in Radiography. Current proof of registration with the Health Professions Council of South Africa as a Radiographer must be attached. A minimum of three (3) years of appropriate/recognizable experience in Radiography after registration with the Health Professions Council of South Africa as a Radiographer. Attached a valid driver’s license. Good communication, organizational and conflict resolution skills.

DUTIES: Select the exposure factor with due cognizance of all factors. Expose and process X-rays and ensure X-rays are taken and meet high professional status. Make sure that regulations pertaining to radiation, protection and safety are adhered to and that the budget is controlled. Receive cognizance of the traumatic and pathological condition that may be present and accept responsibility for the patient. Supervise subordinates. Ensure regular services of X-ray equipment. Perform any other duty that may be delegated by the supervisor. Must be able to work independently without supervision. Must be willing to cover a 24 hours duty roster. Attend departmental meetings, quality assurance, supervise students, coordinate training needs, manage the department and adhere to HR, Labour policies and regulations and convey of departmental PMDS. Attends all internal and provincial GDoH meetings.

ENQUIRIES: Ms. D. Chauke Tel No: (010) 345 0223
APPLICATIONS: Applications should be submitted to: Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.

NOTE: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, 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: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional 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. 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.

CLOSING DATE: 18 October 2019

POST 35/66: CLINICAL PROGRAMME COORDINATOR GR 1 REF NO: HRM 23/2019 (X1 POST)
Clinical Education and Teaching Unit
Directorate: Nursing Services

SALARY: R444 276 per annum (plus benefits)
CENTRE: Sterkfontein Hospital
REQUIREMENTS: Grade 12 (Standard 10), Basic R425 qualification, i.e. Diploma/Degree in Nursing that allows registration with SANC as a registered nurse. A minimum of 7 years appropriate experience in Nursing after registration as a Professional Nurse. At least 4 years of the period above must be in management of Psychiatric patients.
minimum of one-year experience in Nursing Education/Staff Development and Supervisory experience will be an added advantage Must have a Post Basic Qualification in Nursing Education registered with the SANC Advanced Psychiatric Qualification will be an added advantage Must have a valid Driver’s licence Computer skills Microsoft Word, Excel, PowerPoint and presentation skills Effective communication skills Ability to write and analyse Training and Development Reports Proof of current registration with SANC Good people management, complex problem solving, innovative and project management skills Ability to plan and organize own work Be passionate about training and development of staff and student nurses.

DUTIES: Facilitate, co-ordinate and assess nursing staff learning needs in both theory and practice to promote sustainable growth, development and professional knowledge Align the training of nurses to the needs of the institution Compile the annual training program, schedule lectures and in-service trainings/courses in line with Gauteng Department of Health objectives Implement and monitor adherence to Gauteng Continuous Professional Development model for professional growth Develop and implement a strategy for conducting psychiatric nursing groups and other programs in Nursing Assist in the implementation of mentoring and coaching programs for the nursing staff Support all programs within the Sub District on Mental Health Promotions Participate in committees as delegated Submit quality training reports according to set standards Co-ordinate training for the institution in line with the Skills Development Act and other related legislation Assist Nursing Management with the implementation of the Professional Ethos & Ethics Program which is aligned to the National Nursing Strategy Coordinate student’s placements and activities in the hospital Provide Clinical accompaniment which includes clinical teaching to enhance student’s competencies. Exercise control over students Provide students with clinical guidance and support Strengthen and implement training of Mental Health Coordinate and run projects as required.

ENQUIRIES: Ms M.M Sono Tel No: (011) 951-8202

APPLICATIONS: Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.

NOTE: Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications. Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.

CLOSING DATE: 18 October 2019, Time: 12H00

POST 35/67: ARTISAN CHIEF GRADE A REF NO: TDH11/2019
Directorate: Property

SALARY: R386 487 per annum

CENTRE: Tshwane District Hospital

REQUIREMENTS: Three year Diploma/degree in Engineering (Mechanical or Electrical) and Building (Structural, Civil or Construction) or equivalent, with 5 years’ experience as an Artisan Foreman Project Management qualification Training in OHS Act Knowledge of Legal compliance Financial management, planning and monitoring, high level of accuracy, negotiating and co-ordinating skills Presentation skills. Communication skills Health infrastructure including general machinery and equipment. Knowledge of other technical fields Computer literate Report writing skill a valid Driver’s licence.

DUTIES: Day to day maintenance management and quality assurance Keep database of works orders, Contracts and Statistics Project Management and reporting to relevant Stakeholders Ensure accurate specifications for minor renovations project Monitor and oversee construction, maintenance, repairs and servicing work being conducted by Department of Infrastructure Development and external Contractors Management of period’s contracts and buildings audits Horticulture, pest control and landscaping Provide technical advice to end users Monitor the Standards of neatness in the garden and buildings Ensure moving of equipment’s, furniture’s and redundant Ensure daily removal of general medical waste and monitoring use of medical gases Promote health and safety of staff and use of protective clothing Implement compliance requirements with Building Regulations, OHS Act, IUSs and National Health Core Standards FMU Budget control Stock control Monitor performance, attendance, leave and punctuality of subordinates.

ENQUIRIES: Mrs Matube MW Tel No: (012) 354 7604
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: 18 October 2019

POST 35/68: SOCIAL WORK SUPERVISOR – GRADE 1 REF NO: SW01/TMRH (X1 POST)

CENTRE: Thelle Mogoerane Regional Hospital

SALARY: R384 228 – R445 425 Per annum plus benefits

REQUIREMENTS:
- A four year Degree in Social Work
- Current Registration with SACSSP as a social worker
- Minimum of seven (7) years’ experience in social work after registration as a social worker with the SACSSP
- A minimum of 3 years’ experience in a health care environment will be an added advantage
- Previous experience with mentoring or supervision of students and subordinates
- Knowledge of public service legislation, policies and procedures as well as that of the Social Work profession
- Ability to work within a multidisciplinary team

DUTIES:
- Overall management and supervision of staff Implementation of the Supervision policy and the PMDS system
- Manage the Social Work department at the institution within the scope, professional and statutory requirements of the SACSSP and Social Work Profession
- Ensure implementation of the Quality Assurance Programme and support other mandates of the department and institution in terms of audits, reporting and implementation of corrective measures
- Provide input into compilation of the strategic and operational plans of the department and hospital
- Manage assets and all human and financial resources of the social work department
- Prepare and analyse monthly statistics to plan workload allocation
- Expand the intersectional communication with relevant partners and stakeholders
- Represent the department and institution at various forums and meetings as per delegation, internally and externally
- Implement the decisions and plans taken at departmental and institutional level
- Ensure professional development of staff and adherence to CPD requirements
- Participate in student training if applicable
- Perform any duties as allocated by management.

ENQUIRIES: Ms D Chauke Tel No: (010) 345 0223

APPLICATIONS:
- Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Airode, 1451.

NOTE:
- The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, 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: criminal clearance, citizenship, credit records
- Applications received after closing date will not be accepted
- The Department reserves the right to not make an appointment/fill the post
- Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
- Thelle Mogoerane Regional 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
- 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.

CLOSING DATE: 18 October 2019
POST 35/69: STUDENT COUNSELLOR PND1/PND2 REF NO: CHBNC/2019

SEPTEMBER/SCOUNCIL
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: Basic qualification accredited with SANC in terms of Government notice R425 (i.e diploma/degree in Nursing) or registered with the SANC as a Psychiatric nurse Post basic qualification in Nursing Education registered with SANC A minimum of 4 year’s appropriate and recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing, PND2 minimum of four (4) years appropriate/recognizable nursing experience after registration as a Professional Nurse and 10 years appropriate experience in Nursing Education At least 2 years’ experience in Psychiatric environment or Counselling Services A valid driver’s license Sound communication Computer literacy Report writing and presentation skills.

DUTIES: The successful candidate will be responsible for amongst others, the following tasks: Plan and manage learner counselling and support programmes Conduct classroom presentation of study and life skills to improve academic performance Assessment and referral of individual learners with personal/social problems Promotion of general welfare, personal and professional development of learners Student’s advocacy Support and guidance of Student Representative Council Marketing and Recruitment of prospective nursing students Orientation of newly appointed students Participate in research relevant to Nursing Education, Policy development, review and evaluation of student support programmes Engage in own continuous professional development (CPD) related to student support The ability to work in a team and under pressure other delegated tasks.

ENQUIRIES: Ms B.E Mothebe Tel No: (011) 983 3086

APPLICATIONS: Applications should be submitted at the Chris Hani Baragwanath Nursing College (inside the Hospital premises), Chris Hani Road, Diepkloof, Soweto or posted to Private Bag X05, Bertsham, 2013.

NOTE: Applications must be submitted on a Z83 form with your C V, certified copies of your I.D, current SANC receipt, valid driver’s license and attached Qualifications Certified copy of service records in Nursing Education State all your competencies including computer literacy in your C.V Certification stamp must not be over six months on the day of submitting the application Smart card must be copied both sides (Driver’s license and ID) Employment history must reflect the complete calendar date (e.g 01 April 2017) on the C.V the successful candidates will be subjected to positive results of the security clearance process (citizen, 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: 18 October 2019 12h00 am

POST 35/70: ASSISTANT DIRECTOR REF NO: HRM 22/2019
Directorate: Patient Administration

SALARY: R376 596 per annum (Level 09) (Plus Benefits)

CENTRE: Sterkfontein Hospital

REQUIREMENTS: Grade 12 with 10 years’ experience of which 5 years must be on Supervisory level or National Diploma or equivalent NQF 6 certificate in Public Administration/Office Management or related qualification with at least 5 years’ experience in Patient Administration of which 3 years must be in a Supervisory level Knowledge and understanding of the application of Government and Departmental Policies and Guidelines Strategic capability and leadership (Good communication, verbal and written skills) Computer literacy Ability to work independently and under pressure Able to coordinate with other units of the department Be a team player with the ability to work cross functionally A valid driver’s licence.
**DUTIES**

Provide Administrative support to Patient Admin and Support directorate Plan, organize and control Administrative activities pertaining to patients PMDS of Supervisors and staff Conduct daily inspections of Departments Manage the Electronic filing system Monitor and control the frontline services in accordance to the deliverology tool Champion and assist the team by communicating mission and vision of the Department Knowledge of PFMA and Treasury Regulations Management of Human Resources Also manage the following Departments; Transport, IT, Telecommunication and the Main Kitchen.

**ENQUIRIES**

Mr. B.H. Shuping Tel No: (011) 951-8207

**APPLICATIONS**

Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.

**NOTE**

Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications. Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify your application from being processed Suitable candidates will be subjected to personnel suitability checks (criminal record check, qualification/study verification and credit check) Successful candidates will undergo a Medical screening test.

**CLOSING DATE**

18 October 2019 Time: 12H00

**POST 35/71**

**ASSISTANT DIRECTOR (FACILITY MANAGER) REF NO: 004629**

Directorate: Forensic Pathology Service

Re-advertisement, and all applicants who had previously applied for this position are encouraged to re-apply

**SALARY**

R376 596 - R443 601 per annum (plus benefits)

**CENTRE**

Johannesburg FPS

**REQUIREMENTS**

A recognized three (3) year Degree/National Diploma in health related field, with a minimum of three (3) years’ experience in supervisory level, or Grade 12/STD 10 certificate with a minimum of six (6) years’ experience in supervisory level Knowledge and understanding of all Legislative frameworks governing Public Service Excellent communication, interpersonal, reporting and writing skills. Computer literacy and a valid driver’s license Exposure in the field of Forensic Pathology Service, will be an added advantage.

**DUTIES**

Manage and administer the Forensic Pathology Service facility with a view to provide efficient and effective service to the public Ensure effective, efficient and economical development of personnel; provide teaching and advice to Forensic Officers with a view to eliminate any implementation barriers Discipline Management within the facility Collate and analyze information obtained to provide the required statistics and quarterly reports Prepare budgets for the relevant financial year Give evidence in courts of law whenever required Provide assistance to other FPS facilities and Managers in cases of disaster and major incidents Ensure monthly submission of reports.

**ENQUIRIES**

Mr S Madibane Tel No: (082) 854 2327

**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 : 18 October 2019

POST 35/72 : ADMINISTRATION OFFICER REF NO: CHBAH218 (X2 POSTS)
Directorate: Administration

SALARY : R257 508 per annum (Level 07) (plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Grade 12 with 3-5 years experience in Patient Administration Records management and Computer literacy (Ms Office) Knowledge of MEDICOM System, UPFS tariffs, Patient Classification Knowledge of National Core Standard, National Archives and Audit Knowledge and procedure in mortuary Knowledge of supervising shifts, communication skills, negotiation skills, problem solving skills especially in Patient Administration Good interpersonal relations, good customer care, impose disciplinary measures and deal with grievances when necessary Knowledge of regulations/prescripts and procedures related to Patient Administration Knowledge and skills in Patient and Record Management Applicant should be prepared to undergo medical surveillance as an inherent job requirement.

DUTIES : Supervision, Monitoring and evaluation of operations in and out Patient Administration and Records management Make sure the classification are classified correctly according to UPFS and ensure the regulations and legislation are adhered to Assist Revenue Department on Revenue collection, Quality improvement plan, Ensure that Patients are Admitted and Discharged correctly on the system and also in Manual, Ensure that all the Records created Manually are registered and comply with circular 11 of 2013 for Down Time Compile a Down Time Report and make submission to Head office Performance evaluation in accordance with Human Resource prescripts and Labour Relation Regulations Update job Description for the staff Ensure that the Patient Administration weekly and Monthly Meeting are taking place Compile statistics for the sections Compile weekly and Monthly Reports, Perform any other duties delegated by supervisor Ensure the Filling and Retrieval of Patient's Records and other related clinical notes to ensure Safekeeping and disposal of files and documents in terms of the Archives Act Be prepared to work shifts and to rotate to different sections on Patient Administration Perform all other duties related to Patient Administration Department as assigned by the Assistant Director Be able to perform team leadership roles as designated and report to supervisor To assist with performance appraisal of junior staff in team Profile: Excellent time management, organizational skills, communication skills, Presentation and team work skills. Self-motivated and goal orientated Analytical and Solution orientated Communication with various stakeholders (patients, community and employees).

ENQUIRIES : Ms. V Ndou Tel No: (011) 933 8114
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 : 25 October 2019

POST 35/73 : PROFESSIONAL NURSE – GENERAL REF NO: 16/2019 (X2 POSTS)
Directorate: Nursing

SALARY : Grade 1: R256 905 per annum (plus benefits)
CENTRE : Kopanong Hospital
REQUIREMENTS : Grade twelve plus basic R425 qualification (i.e. diploma/degree in nursing) or an equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife A minimum of one year appropriate/recognizable nursing experience as a Professional Nurse registered with SANC The candidate must be computer literate and also have good communication skills, both verbal and written Candidate must have good ethical practice and a caring attitude Be prepared to rotate, work shifts day and night including weekends and Public holidays.

DUTIES : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery Perform a clinical nursing practice in accordance with the nursing standards as determined by the Health Facility Demonstrate effective communication with patients, supervisors and other Clinicians, including report writing when required Work as part of the Multidisciplinary team to ensure good nursing care Work effectively, co-operatively and amicably with people of diverse intellectual, cultural, racial or religious differences Be able to plan and organize own work and support other personnel to ensure quality nursing care Display caring attitude towards patients, promoting and advocating proper treatment and care be supportive to the manager to achieve the goals of the unit and that of the hospital.

ENQUIRIES : MS ME Polo Tel No: (016) 428 7130
APPLICATIONS : Fully completed Z83, CV, certified copies of ID and qualifications not Older than three Months must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031, Vereeniging, 1930.

NOTE : People with disabilities are encouraged to apply. If you did not hear from us within three months please consider your application unsuccessful Medical Surveillance will be conducted to successful candidate.

CLOSING DATE : 18 October 2019

POST 35/74 : PROFESSIONAL NURSE: LABOUR WARD REF NO: TDH 0013/2019 (X2 POSTS)

SALARY : R256 905 - R297 825 per annum
CENTRE : Tshwane District Hospital
REQUIREMENTS : Basic R425 or R683 qualification with Midwifery (i.e Degree/Diploma in Nursing that allows registration with the South African Nursing Council as a Professional Nurse A minimum of 3-5 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing:2years experience working in labour ward and training on PMTCT, ESMOE, HBB and MBHFI, Proof of current registration with SANC.
**DUTIES**

Provision of a high quality nursing care that is holistic and is patient centred. Ensuring that nursing care provided is within the scope of practise of nurses and the legal framework. Maintain a professional and ethical practice as well as an enabling environment for ethical practice. Maintain a constructive working relationship with nursing and other stakeholders. Participate in management and utilize physical, financial and Human resources to fulfill operational and developmental functions in accordance with legislation and policies. Participate in research, training of staff, students, personal development and CPD (Continuing Professional Development). Ensure compliance with six key priorities.

**ENQUIRIES**

Mrs Motlhaga DS Tel No: (012) 354-7600

**APPLICATIONS**

Applications should be submitted to HR department at Tshwane District Hospital Private Bag X179 Pretoria 0001.

**NOTE**

Applications should include Z83, CV, and certified copies of ID and Qualifications.

**POST 35/75**

**PARAMEDIC GRADE 1 REF NO: OPS/2019/07, GRADE 2 REF NO: OPS/2019/08, GRADE 3 REF NO: OPS/2019/09 (X40 POSTS)**

**CLOSING DATE**

18 October 2019

**CENTRE**

Various Gauteng Ems Districts

**SALARY**

Grade 1: R254 382 per annum
Grade 2: R318 042 per annum
Grade 3: R392 151 per annum

**REQUIREMENTS**

Successful completion of Critical Care Assistance (CCA) qualification that allows registration with the HPCSA as Paramedic (CCA) and proof of current registration. No experience required after registration with the HPCSA as Paramedic (CCA). **Grade 2 Requirements:** Successful completion of Critical Care Assistance (CCA) qualification or recognised National Diploma that allows registration with the HPCSA as Paramedic Registration with the HPCSA as Paramedic with CCA or National Diploma and proof of current registration. 7 Years’ experience required after registration with the HPCSA as Paramedic (CCA) and no experience required after registration with the HPCSA as Paramedic with a National Diploma. **Grade 3 Requirements:** Successful completion of Critical Care Assistance (CCA) qualification or recognised National Diploma that allows registration with the HPCSA as Paramedic or successful completion of a recognized B Tech degree that allows registration with the HPCSA as Emergency Care Practitioner (ECP). Registration with the HPCSA as Paramedic (CCA or NDIP) or ECP and proof of current registration. 14 Years’ experience required after registration with the HPCSA as Paramedic (CCA), 7 years' experience required after registration with the HPCSA as Paramedic (NDIP) and a registered ECP requires no experience. Candidates are expected to write an assessment test and undergo physically assessment.

**DUTIES**

Check the allocated vehicle and equipment and complete the checklist. Report all losses, damages, discrepancies, deficiencies to the shift manager. Wash, clean and disinfect the interior/exterior of the vehicle. Treat patients in accordance with relevant ALS protocols, as per HPCSA and transport patients to hospital, from scene and between hospitals in accordance with the relevant protocols. Maintain best clinical practices in accordance with quality standards, including updating oneself with continuous medical education through CPD systems, as required by HPCSA. Change and replenish surgical sundries and medical gases and ensure that expired items are disposed of timeously and/or exchange for fresh stock. Maintain the unit in a clean condition. Good working order. Respond to opportunities that enhance professional development (e.g. in-service training, attend workshops, forum meetings and update staff accordingly). Use all equipment and government property correctly. Assist in maintaining a clean and tidy base. Complete and submit all appropriate paperwork to the shift senior before the termination of the shift. Hand over the vehicle and equipment to the next shift/Relevant authority fully replenished, clean and in good working order. Abide by the Standing Operational Procedures and other EMS policies. Always maintain accurate and reliable records. Assume responsibility for the security of the vehicle and equipment. Perform Overtime duties in accordance with Emergency Medical Services Policy. Provide In-service training to BLS and ILS staff. Undertake inter-facility transfers on Intensive care units, obstetric ambulances and all other inter-facility ambulances.
Undertake any other duties as allocated by a Shift supervisor/Station manager/Sub District manager/District Manager. Respond to emergency calls within stipulated response times on primary response vehicles and ambulances. Provide emergency medical assistance to clinical staff at primary and secondary institutions throughout the Province. Perform emergency medical care & treatment at special events and special operations in the Province. Perform duties as per allocated shift roster, i.e. day and night duties.

**ENQUIRIES**
Mr Erhakiah C Tel No: (011) 564 2053

**APPLICATIONS**
Applications must be delivered directly to Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonetti Street, Midrand or posted to P.O Box 8311, Halfway House 1685.

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

**CLOSING DATE**
18 October 2019

**POST 35/76**
ADMINISTRATION CLERK REF NO: 14/2019 (X2 POSTS)
Directorate: Patient Activity

**SALARY**
R173 703 per annum (plus benefits)

**CENTRE**
Kopanong Hospital

**REQUIREMENTS**
Grade 12 or equivalent/or Grade 10 with three years’ relevant experience. Be able to work under pressure. Be able to read, write and communicate effectively. Be computer literate. Good customer service. Be prepared to work shifts, night duty and public holidays and also rotate. Exposure or experience in patient Activity will be an advantage.

**DUTIES**
Carry out administrative duties in accordance with guidelines and prescripts. Perform a variety of duties that is related to patient registration and records. Accurate and correct capturing of patient data both electronically and manually must be done, (personal details, supporting documents and correct classification). Retrieve and file of patient clinical records. Perform cashier duties (patient fees cash collection). Maintain proper and correct patient data and do regular update.

**ENQUIRIES**
MS LP Phaswana Tel No: (016) 428-7111

**APPLICATIONS**
Must be submitted to: Kopanong Hospital, 2 Casino Road, Duncanville, HR office, or posted to P/bag X031.

**NOTE**
Fully Completed Z83, CV, certified copies of ID and qualifications not older than three months. Vereeniging, 1930 People with Disabilities Are Encouraged to Apply. If you did not hear from us within three months regard your application unsuccessful. Medical surveillance will be conducted to successful Candidate.

**CLOSING DATE**
18 October 2019

**POST 35/77**
ADMINISTRATION CLERK REF NO: 004630
Directorate: Forensic Pathology Service

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

**CENTRE**
Springs FPS

**REQUIREMENTS**
Grade 12/STD 10 certificate or equivalent qualification with 1 year experience in stores and/or assets. Must be Computer literate and have a valid driver’s licence. Certificate/National Diploma/Degree in Logistics, Supply Chain Management or related will be an added advantage. Must have knowledge and understanding of asset management, PFMA, Supply Chain Management, Stock control and related policies and procedures. Good communication skills both verbal and writing, problem solving, initiative and interpersonal skills. Highly motivated, results oriented and have the ability to plan.

**DUTIES**
Ensure compliance with policies and procedures that regulate and govern Supply Chain Management and PFMA. Receive procured assets and bar code them accordingly. Prepare RL/SO2 submit invoices to Head Office for capturing Conduct asset verification and reconciliation. Ensure monthly inspection of assets and keep room inventories up to date. Establish and maintain asset register on spreadsheet. Report lost assets to relevant directorate. Complete VA2 request forms for requisition of stock from central stores weekly and communicated to central stores. Conduct stock verification and reconciliation at a facility level and assist Supply
Chain team when conducting it Implement effective and efficient system of stock control and issuing Ensure the upkeep of stock register and report any loses of stock Liaise with SCM and Facility Management Ensure effective and effective management of petty cash at the facility is maintained Prepare petty cash documents and compile monthly reports Conduct petty cash reconciliation and manage petty cash accordingly Capture general stats and provide monthly reports of assets and stock to the manager.

**ENQUIRIES :** Mr. D Mkhabela Tel No: (011) 811 9652

**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 information 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 :** 18 October 2019

**POST 35/78 :** FORENSIC OFFICER REF NO: 004631

Directorate: Forensic Pathology Service

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

**CENTRE :** Pretoria FPS

**REQUIREMENTS :** Grade 12/STD 10 certificate (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 licence 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, scribing 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 J Louw Tel No: (012) 301 1707

67
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

CLOSING DATE : 18 October 2019

POST 35/79 : STAFF NURSE GRADE 1 REF NO: 17/2019 (X2 POSTS)
Directorate: Nursing

SALARY : R171 381 per annum (plus benefits)
CENTRE : Kopanong Hospital
REQUIREMENTS : Grade 12 plus a qualification that allows registration with SANC as a Staff Nurse Candidate must have current registration receipt as a Staff Nurse Candidate must have basic communication and writing skills be able to function as part of a team.
DUTIES : Demonstrate basic understanding of nursing legislation and related legal and ethical nursing practices Perform a basic clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility Promote quality of basic nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility Demonstrate basic communication with patients, supervisors and other clinicians Work as part of the multidisciplinary team to ensure good nursing care Work effectively, cooperatively, amicably with persons of diverse intellectual, cultural, racial or religious differences Display a concern for patients, promoting and advocating basic care including awareness and willingness to respond to patient’s needs, requirements and expectations.

ENQUIRIES : Ms Polo ME Tel No: (016) 428 7130
APPLICATIONS : Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.

NOTE : Fully completed Z83, CV, certified copies of ID and qualifications not Older than three Months must be submitted to people with disabilities are encouraged to apply if you Did not hear from us within three months please consider your application unsuccessful Pre-employment Screening will be conducted to successful candidates.

CLOSING DATE : 18 October 2019
POST 35/80 : EMERGENCY CARE OFFICER GRADE 3 ILS REF NO: OPS/2019/12 (X40 POSTS)

SALARY : R169 176 per annum (plus benefits)
CENTRE : Control Centre Midrand
REQUIREMENTS : Grade 12, AEA certificate with registration with current HPCSA of Ambulance Emergency Assistant Computer literate previous experience in emergency care environment will be an added advantage. Valid driver’s license Code 10 and valid professional driver’s (PrDP) permit for transporting patients Candidates are expected to write an assessment test and undergo physically assessment.
DUTIES : Answering calls using telephonic etiquette Satisfying clients’ needs and give caller ambulance pre-arrival instructions Take pertinent information from the caller Register the incident and forward to the relevant dispatcher Dispatch EMS resources to service the incident Communicate with crews via two-way radio communications and make follow up Liaising with receiving facilities Register bookings patient file Write reports when needed, ensure that resources meet the patient’s needs Capture monthly statistics and submit to the supervisor. Maintaining and keeping the Communication Centre Equipment clean. Perform Quality Assurance.
ENQUIRIES : Mr ME Mnisi Tel No: (011) 564 2226
APPLICATIONS : Applications must be delivered directly to Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner old Pretoria Road and Tonetti Street, Midrand or posted to P.O Box 8311, Halfway House 1685
NOTE : Applications must be submitted on a form Z83, obtained from any public services department or on the website, which must be completed in full Id copy and all qualifications must be certified Certification must be less than 3 months Successful shortlisted candidate will be subjected to a competency test on call taking and dispatching via computer aided system.
CLOSING DATE : 18 October 2019

POST 35/81 : EMERGENCY CARE OFFICER GRADE 3 ILS REF NO: OPS/2019/10 (X200 POSTS)

SALARY : R169 176 per annum (plus benefits)
CENTRE : Various Districts
REQUIREMENTS : Grade 12, AEA certificate with registration with current HPCSA of Ambulance Emergency Assistant Previous experience in emergency care environment will be an added advantage valid driver’s license Code 10 and valid professional driver’s (PrDP) permit for transporting patients Candidates are expected to write an assessment test and undergo physically assessment.
DUTIES : Responsible for patients within the scope of practice of intermediate life support Transporting patients as part of planned Patient transport and inter-facility transfer system under Emergency Medical Service Providing emergency medical care and related assistance during special events Responsible for care and proper management of Emergency Medical Services resources Provide emergency medical assistance and other duties required by Directorate Provide quality assurance to Basic Life Support Officers in the implementation of appropriate measures Perform any other duties as delegated by the supervisor Candidates are expected to work shifts, they should be mentally and physically fit to perform their duties.
ENQUIRIES : Mr V Mokobodi Tel No: (011) 564 2005
APPLICATIONS : Applications must be delivered directly to Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner old Pretoria Road and Tonetti Street, Midrand or posted to P.O Box 8311, Halfway House 1685.
NOTE : Applications must be submitted on a form Z83, obtained from any public services department or on the website, which must be completed in full Id copy and all qualifications must be certified Certification must be less than 3 months.
CLOSING DATE : 18 October 2019
POST 35/82 : DRIVER REF NO: TDH12/2019
Directorate: Administration and patient affairs

SALARY : R145 281 per annum (Level 04)
CENTRE : Tshwane District Hospital
REQUIREMENTS : Grade 10 or equivalent Good interpersonal relations Drivers licence with PDP Good interpersonal relations with staff, supervisor and management be able to read and write.
DUTIES : Collect and deliver official documents from Auckland Park, Regional office and post office Transport staff to attend meetings and workshops Transport patients to and from referral hospitals Collect and deliver important documents from HOD office for the CEO’s office vice versa Collect and transport all human resource mails and payslips Must be prepared to do double trips, when the need arise Assist in all instances of emergency and relieve other staff Ability to work under pressure and stay focused to productivity Willingness to work shifts and overtime Keep record of oil, fuel receipt and safe keeping of log book Drive and keep vehicle in good condition at all times.
ENQUIRIES : Mr D Madisa Tel No: (012) 354 7811
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 : 18 October 2019

POST 35/83 : NURSING ASSISTANT GRADE 1 REF NO: 15/2019 (X1 POST)
Directorate: Nursing

SALARY : R132 525 per annum (plus benefits)
CENTRE : Kopanong Hospital
REQUIREMENTS : Grade 12 plus a qualification that allows registration with SANC as a Nursing Assistant Candidate must have current registration receipt as a Nursing Assistant Candidate must have elementary communication and writing skills be able to function as part of a team.
DUTIES : Demonstrate elementary understanding of nursing legislation and related legal and ethical nursing practices Perform an elementary clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility Promote quality of elementary nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility Demonstrate elementary communication with patients, supervisors and other clinicians Work as part of the multidisciplinary team to ensure good nursing care Work effectively, cooperatively, amicably with persons of diverse intellectual, cultural, racial or religious differences Display a concern for patients, promoting and advocating basic care including awareness and willingness to respond to patient's needs, requirements and expectations.
ENQUIRIES : Ms Polo ME Tel No: (016) 428 7130
APPLICATIONS : All applications received for the posts should be sent to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.
NOTE : Fully completed Z83, CV, certified copies of ID and qualifications not Older than three Months people with disabilities are encouraged to apply if you did not hear from us within three months please consider your application unsuccessful Pre-employment Screening will be conducted to successful candidates.
CLOSING DATE : 18 October 2019

POST 35/84 : FOOD SERVICE SUPERVISOR REF NO: 13/2019 (X1 POST)
Directorate: Food Service

SALARY : R122 595 per annum (plus benefits)
CENTRE : Kopanong Hospital
REQUIREMENTS : Grade 10 plus five years' experience in a food service unit, in a clinical environment (hospital) A Certificate in Hospitality Services/Catering will be an added advantage Candidate will be working shifts, weekends and public holidays Skills and abilities: Food preparation skills, excellent interpersonal qualities, enthusiasm and sense of
humor, assertiveness, ability to maintain good human relations, excellent written and verbal communication skills, effective team working and organizing skills, problem solving, computer skills, ability to work independently and as part of a team and high motivation level.

DUTIES : Process statistics and keep records as well as order, receipt, storage and issue all food provisions and stock in the Food Service Unit. Supervise food preparation and production of all normal and therapeutic diets. Supervise the weighing, dishing up and distribution of food to the wards. Supervise hygiene and safety, use and maintenance of equipment. Ensure adherence to prescripts, elementary control measures and standard operational procedures. Supervise human resources, financial and do stock control.

ENQUIRIES : MS M V/der Merwe Tel No: (016) 428 7207
APPLICATIONS : must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.
NOTE : Fully completed Z83, CV, certified copies of ID and qualifications not Older than three Months. People with disabilities are encouraged to apply if you did not hear from us within three months please consider your application unsuccessful. Pre-employment Screening will be conducted to successful candidates.
CLOSING DATE : 18 October 2019

POST 35/85 : PORTER REF NO: 12/2019 (X1 POST)
Directorate: Patient Activity

SALARY : R102 534 per annum (plus benefits)
CENTRE : Kopanong Hospital
REQUIREMENTS : Abet level 3 or Grade 10. Be able to work under pressure and prepared to work shifts, day and night including public holidays.
DUTIES : Transport patients to different service points within the hospital. Checking and ordering of the oxygen cylinders. Collecting of midnight returns and discharged patient’s files from the ward on a daily basis. Removal of corpses from the wards and admit them in the mortuary register. Ensure that the corpses are entered in the register during admission and removal and signed for. Ensure that wheelchairs and stretchers are clean and safe for patient use all the time. Respond promptly to telephone messages and queries.

ENQUIRIES : Ms L Phaswana Tel No: (016) 428 7111
APPLICATIONS : must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.
NOTE : Fully completed Z83, CV, certified copies of ID and qualifications not Older than three Months. People with disabilities are encouraged to apply if you did not hear from us within three months please consider your application unsuccessful. Pre-employment Screening will be conducted to successful candidates.
CLOSING DATE : 18 October 2019

OFFICE OF THE PREMIER
It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. Females and white candidates are encouraged to apply.

APPLICATIONS : Can be forwarded to the attention of the Director: Internal HR Management through on the following options: Post to: The Director: Internal Human Resource Management, Department of Office of the Premier, The Director: Internal Human Resource Management, 65 Ntemi Piliso Street, Newtown, Johannesburg, 2001 or by email to: recruitment.premier@gauteng.gov.za or online on www.gautengonline.gov.za (Please do not send applications to 30 Simmonds street)
CLOSING DATE : 18 October 2019
NOTE : Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 3 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers. A relationship with reference. Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original
certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks, which include security clearance, security vetting, qualification verification and criminal checking. (It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority-SQA.) Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Gauteng Office of the Premier within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Gauteng Office of the Premier reserve the right to utilise practical exercise/test for non-SMS positions and during the recruitment process (candidates who are short-listed will be informed accordingly) to determine the suitability of candidates for the post(s). All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Gauteng Office of the Premier reserves the right to cancel the filling/not fill a vacancy that was advertised during any stage of the recruitment process. We thank all applicants for their interest.

**MANAGEMENT ECHELON**

**POST 35/86** : CHIEF DIRECTOR: RESOURCE MANAGEMENT
REF NO: 004632

Branch: Corporate Management

**SALARY** : R1 251 183 – R1 495 956 per annum (all-inclusive remuneration package)

**CENTRE** : Johannesburg

**REQUIREMENTS** : An appropriate undergraduate qualification (NQF level 7) in Public Administration, Administration, Strategic Management and any related fields. Minimum of 5 years’ experience in the Senior Management level strategic leadership capabilities, outstanding planning – and analytical skills coupled with strong interpersonal relationship skills. Good Project, Financial and Human Resources Management skills. Planning and organizing skills, Change Management. Excellent co-ordination, communication, networking, negotiation, presentation and multi-tasking skills. Ability to work under pressure and willingness to work long hours.

**DUTIES** : The successful candidate will be responsible for the implementation of the Human Capital Management Strategy and provide corporate support services to management and staff. The role will include the following functions: Serve as Chief Negotiator for the Office of the Premier and thirteen provincial government departments. Management of corporate services such as Internal Human Resources Management, Information and Communication Technology and Security and Risk Management Services. Manage the provision of internal communication and events management services such as staff meetings and human resources events. Provide high level management advice to Executive Management in order to ensure sound decision making and forward planning. Implement and modernise human resource information and knowledge management systems. Ensure sound systems of labour relations to ensure labour peace and social justice. Provide human resource research and product development. Coordinate organisational development interventions, job evaluation and change management. Manage employee Health and Wellness and HR special programmes. Sound stakeholder relationships between management and organised labour. Deal with labour disputes and Implement strategies to prevent labour conflicts. Management of office accommodation, development of IT infrastructure and compliance with occupational health and safety. Monitor the implementation of minimum information security standards and vetting of employees and provide security technical support services. Develop policies and strategies in relation to Human Resources Management, Information Technology and Security Services. Represent the Office of the Premier at various intergovernmental forums internally and provincially. Develop the Annual Performance Plan and Budget of the Chief Directorate. Provide reports to Executive
Management Team, Broad Management Team and any other governance structures from time to time. Lead special organisational projects. Management the budget and human resources of the chief Directorate in an efficient and effective manner.

ENQUIRIES: Ms Sylvia Mtshali Tel No: (011) 355 6280
APPLICATIONS: Applicants for this post may emailed their CV’s to: recruitment.premier@gauteng.gov.za

POST 35/87: DIRECTOR: STRATEGIC PLANNING REF NO: 004633
Directorate: Strategic Management

SALARY: R1 057 326 – R1 245 495 per annum (all-inclusive remuneration package)
CENTRE: Johannesburg
REQUIREMENTS: An appropriate undergraduate qualification (NQF level 7) in Public Administration, Administration, Strategic Management and any related fields. Minimum of 5 years’ experience in the Middle Management level. Understanding of Government’s planning cycle. Demonstrable experience in Monitoring and Evaluation of performance in the Public Service Good Project, Financial and Human Resources Management skills. Planning and organizing skills. Change Management. Excellent co-ordination, communication, networking, negotiation, presentation and multi-tasking skills. Ability to work under pressure and willingness to work long hours.

DUTIES: To ensure the development of the strategic planning framework that includes the five year strategic plan and annual performance plan of the Office of the Premier Act as the primary custodian for the preparation, consolidation and submission of statutory documents. Develop annual activity cycle to ensure timely submission of statutory reports. Develop standardised strategic guidelines tools. Prepare and communicate annual strategic planning calendar. Facilitate strategic planning processes. Collection and consolidation of monthly and quarterly reports for OCPOL, Treasury, Audit Committee and EMT/BMT meetings. Provide support, input and advice on Presidential Coordinating Council, FOSAD and Government and Administration Cluster. Ensure alignment between budgeting and strategic planning process. Verification of quarterly evidence against achievements on quarterly and Annual reports. Develop and establish stakeholder relationships with Legislature, Departments and internal branches. Analyse quarterly performance reports. Identify performance standards. Administer MPAT processes. Prepare presentations to Oversight Bodies. Manage the Directorate.

ENQUIRIES: Ms Sylvia Mtshali Tel No: (011) 355 6280

POST 35/88: DIRECTOR: EXECUTIVE SECRETARIAT SERVICES REF NO: 004634
Directorate: Executive Secretariat Services

SALARY: R1 057 326 – R1 245 495 per annum (all-inclusive remuneration package)
CENTRE: Johannesburg
REQUIREMENTS: An appropriate undergraduate qualification (NQF level 7) in Public Management/Business Administration or Administration. 5 years’ experience at the Middle/Senior Managerial level of which 5 years must be in the Public Service, preferably in a Public Service Policy or Secretariat environment. Good Communication Skills (verbal and written). Good planning and organizing skills. Ability to work under pressure, to build professional networks across spheres of Government, to conceptualise, to work independently often for long hours and the ability to adapt and persevere in a dynamic environment. Flexibility to execute assignments outside official hours. Good problem solving and conflict management skills. Knowledge of Cabinet Secretariat Support processes, Public Service Legislation, Knowledge of the Inter-Governmental Relations Framework Act of 2005. Demonstrate leadership ability on Inter-Governmental Relations and Governance models. Good Interpersonal, Coaching, strong Financial Management and professional writing skills. Must have a good command of the English language. Professional demeanour and a solid work ethic. Must have a valid driver’s license.

DUTIES: Development, approval and maintenance of the Annual Schedule of meetings. Development and implementation of operational plans. Plan, schedule, organise and manage all meetings of the Executive Council (including its subcommittees and Intervention Task Teams, Executive Council and Heads of Department);
arrange meetings of the Premier’s Coordination Forum and Executive Council workshops and Makgotla Quality assure and manage the timely circulation of Cabinet Documents to all Gauteng Provincial Government Departments and Municipalities in Gauteng as per Minimum Information Security Standards (MISS) regulations. Compilation and review of minutes of various meetings of the Executive Council System for approval, Development of monthly reports and Cabinet Submissions as and when required. Promote capacity building initiatives for officials who support the Executive Council and Heads of Departments in the Gauteng Provincial Government. Analyse and contextualize decisions of the Executive Council and its sub-committees and monitor the implementation of these. Ensure the efficient management and security of documents. Manage good relations with the Executive Council, Heads of Departments and all other stakeholders. Management of human, physical and financial resources of the component.

ENQUIRES : Ms Zandile Ntshalintshali Tel No: (011) 355 6427

POST 35/89 : DEPUTY DIRECTOR: TECHNICAL SUPPORT REF NO: 004627
Directorate: security & risk management

SALARY : R733 257 – R863 748 per annum (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12 and a recognized Bachelor degree/National Diploma in Electronics or equivalent and at least 5-10 years extensive experience in technical security systems installation, maintenance and Management, experience in Security Management. Knowledge of Regulations and Policies. Knowledge of Office Administration System. Good planning, delegation, organizing and controlling skills. Person in possession of strong leadership ability. Coaching and developing others. Customer focus and responsiveness, knowledge of Public Management Framework, staff management, supervision and development.


ENQUIRIES : Mr Banele Magubane Tel No: (011) 355 6145
OTHER POSTS

POST 35/90 : HEAD CLINICAL UNIT (FAMILY MEDICINE) LEVEL GRADE 1 REF NO: UMZIN/07/2019
Re-Advertisement

SALARY : R1 728 807 per annum (TCE Package)
CENTRE : Umzinyathi Health District Office
REQUIREMENTS : Senior Certificate/Grade 12 An appropriate qualification in the Health Science field, i.e. MBChB and Master's Degree in Family Medicine Current registration with the HPCSA as an Independent Practitioner (Specialist) in Family Medicine. 3 years' experience after registration with HPCSA as a Medical Specialist in Family Medicine. Valid driver's license. Proof of computer literacy (word, excel, PowerPoint) Proof of work experience signed by HR office. Competencies and Knowledge Own clinical discipline Relevant legislation, regulations and policies. Quality assurance and improvement programmes. Programme planning, implementation, and evaluation. Information management. Human resource and financial management.

DUTIES : To ensure the provision and coordination of quality, regular and reliable medical services (including after hours) in the PHC clinics and Community Health Centers of Umzinyathi District. Supervise and support medical officers, sessional doctors, community service doctors and PHC nurse practitioner. Consult personally as a Family Physician in the PHC clinics and Community Health Center. Perform commuted overtime in the District hospitals and CHC within the District. Provide technical advice and support to District Director and District Management team. Formulate strategic plans in keeping with the needs of the District in terms of medical coverage. Ensure high-quality community-oriented clinical services within the District by monitoring the clinical standards and protocols in the health facilities. Conduct Quality Improvement and Audit Programs. Integrate and supervise private general practitioners into the work of the PCH clinics. Working in the multidisciplinary District Health management and Health Care team. Contribute to teaching, development and training programs in the District, especially IMCI and PHC etc. Ensure maintenance of optimal referral patterns, clinical protocols and medical processes within the District based on epidemiological research, disease profiles and community needs. Take part in research projects that would contribute to improving the health status of the population. Develop and work alongside other members of the Department of Family Medicine in the Umzinyathi District and University of KZN. Ensure effective Clinical Governance meetings in the District. Maintain discipline and deal with labor-relations issues in terms of the laid down procedures and policies.

ENQUIRIES : Mrs G.C Shabangu Tel No: (034) 2999 100
APPLICATIONS : should be forwarded to The Human Resource Office 34 Wilson Street Umzinyathi Health District Office Dundee Private Bag X 2052 3000 Dundee 3000
FOR ATTENTION : Mrs. ML Mbatha
CLOSING DATE : 18 October 2019

POST 35/91 : MEDICAL SPECIALIST: GRADE 1: REF NO: HRM 51/2019 (X1 POST)
Directorate: Dept of Paediatrics
(Persons with disabilities are encouraged to apply)

SALARY : Grade 1: R1 106 040 – R1 173 900 per annum. (All-inclusive salary package) plus commuted overtime
Grade 2: R1 264 623 – R1 342 230 per annum. (All-inclusive salary package) plus commuted overtime
CENTRE : King Edward VIII Hospital (KEH)
**REQUIREMENTS**: MBCHB degree or equivalent PLUS. Registration with the HPCSA as a Specialist Paediatrician. Plus Current registration with HPCSA as a Specialist. Grade 1: None to less than 5 years actual experience after registration with the HPCSA as a paediatrics Medical Specialist. Grade 2: 5 years to less than 10 years actual experience after registration with the HPCSA as a paediatrics Medical Specialist knowledge, skills, training and competencies required: Advanced knowledge in paediatrics and Neonatal care including emergencies, high care and intensive care Experience and postgraduate Sub specialist qualifications in paediatrics intensive care will be an advantage.

**DUTIES**: Assist in in-patient service with emphasis on clinical of children and neonates. Teaching of undergraduate and postgraduate medical and nursing students and interns and support staff. Develop a paediatrics intensive care unit in King Edward VIII Hospital Participation in quality Improvement Activities in the paediatrics and Neonatology units including audit and development of relevant research in paediatrics and Child health. Assist with the administration of the ward and clinic service. Participation in King Edward Paediatrics Outreach Programme in conjunction with the Metropolitan Outreach Team. Participate in all teaching and assessment activities within the Department of Paediatrics and child health – University of Kwa-Zulu–natal will be required to work after-hours.

**ENQUIRIES**: Dr. KL Naidoo Tel No: (031) 2604345

**APPLICATIONS**: All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. Building or posted to Private Bag X02, Congella, 4013.

**NOTE**: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g ref HRM 33/2019. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims.

**CLOSING DATE**: 18 October 2019

**POST 35/92**: MEDICAL SPECIALIST (FAMILY PHYSICIAN) REF NO: SAH 09/2019 (X1 POST)

**SALARY**: Grade 1: R1 106 040 per annum (All inclusive package) Grade 2: R1 264 623 per annum (All inclusive package) Grade 3: R1 467 651 per annum (All inclusive package)

**CENTRE REQUIREMENTS**: Grade 1: Senior Certificate plus Appropriate qualification in Health Science-MBCHB plus Current registration with HPCSA as a Specialist in Family Medicine. Grade 2: Senior Certificate plus Appropriate qualification in Health Science-MBCHB plus Current registration with HPCSA as a Specialist in Family Medicine plus 5 years’ experience after registration with the HPCSA as a Specialist Family Medicine. Grade 3: Senior Certificate plus Appropriate qualification in Health Science-MBCHB plus Current registration with HPCSA as a Specialist in Family Medicine plus 10 years’ experience after registration with the HPCSA as a Specialist Family Medicine Knowledge, skills and competencies required: Sound knowledge and clinical skills in the management of chronic and acute medical patients Knowledge and skills in Adult and Paediatric Emergency Resuscitative intervention Demonstrate the ability to supervise and teach junior staff (example students, interns and doctors) Ability to work as part of a multidisciplinary team.
Have sound communication skills. Have good negotiation, planning and organizing skills Good knowledge, skill and experience in evaluating surgical patients and perform minor district level diagnostic and therapeutic surgical procedures like tissue biopsy, reduction of simple closed fractures Sound knowledge in reproductive health and child health Ability to perform tubal ligature, assisted delivery and caesarean section Sound knowledge of the South African relevant clinical guidelines and protocols Basic knowledge and experience in anaesthesia and critical care Knowledge in the management of trauma and poly trauma patients Knowledge in the principle of management of patients with common orthopaedic condition like fractures and dislocation Good leadership skill and computer literacy.

DUTIES

- Providing a holistic patient care, inclusive of preventive measures, treatment and rehabilitation
- Assist with human resource development for medical staff
- Conduct orientation and induction for new staff
- Conduct continuous professional development by organizing information seminars
- Ensuring correct patient management through the implementation of quality standards and practice and treatment protocols
- Ensuring the development, maintenance and updating of clinical procedures
- Ensuring effective utilization of all resources in the clinical field within the sphere of functioning
- Provide Medical Services at the department appointed to Clinical responsibilities including examine, investigate, diagnose and oversee that treatment of patients in the relevant department
- Provide guidance, training, evaluation and mentorship of junior medical staff
- Participate in community health programmes
- Monitor the cost effectiveness of medical examinations with due regard of effective patient care, and ethical decision making
- Assist the evaluation of existing standards and effectiveness of healthcare
- Assist with application of sound labour relations policy in accordance with relevant legislation and guidelines.

ENQUIRIES

Dr SK Lumeya
Phone Tel No: (039) 4331955 Ext 214

APPLICATIONS

Should Be Forwarded To: The Chief Executive Officer St Andrews Hospital, Private Bag X1010 Harding, 4680
Or Hand Delivery: 14 Moodie Street, Harding 4680.

FOR ATTENTION

Human Resource Manager

NOTE

African male and people with disability are encouraged to apply

CLOSING DATE

25 October 2019

POST 35/93

ASSISTANT DIRECTOR: PHARMACEUTICAL SERVICES
REF NO: PCHC 11/2019

SALARY

R897 936 per annum
Benefits: (All inclusive package) (This package consists of 70% basic salary and 30% flexible portion)

CENTRE

KZN Health - Phoenix Community Health Centre

REQUIREMENTS

Standard10/Senior certificate/Grade 12 plus 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 years(5) experience after registration with SAPC as a Pharmacist,
Certificate of service to prove current and previous work experience endorsed by Human Resource,
Recommendations: Computer Literacy, Valid Endorsed Drivers License:
Knowledge, Skills, Training, attributes and abilities: 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 CCMDD program, Sound knowledge of legislation relating to pharmaceutica practice in South Africa, Sound knowledge of the District Health System and National Drug Policy, Good communication, leadership, motivational, decision-making, team building, ethical, 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, Organizational, Managerial And Interpersonal Skills, Computer Literacy,(MS Word, Ms Excel, Ms Power Point and MS Outlook) as well as knowledge and experience in RX Solution.
**DUTIES**

Provision of pharmaceutical services in accordance with legislation and provisions of the national drug policy. Dispense pharmaceuticals as well as ARV medicines and perform standby/on-call when necessary. Implementation of good pharmacy Practice Rules. Ensure optimal utilization and sound management of human resources as well as ensure optimal safety and security of pharmaceuticals in the institution. Management of procurement, storage, distribution and use of pharmaceuticals. In the institution to ensure that stock out of essential medication is avoided. Ensure extensive control of pharmaceutical services in all depth of the CHC including drug supply management to attached clinics and outreach programs. Ensure formulation of standard operating procedures and protocols and monitor adherence by staff. Ensure that the institution has a functional drug and therapeutic committee together with the medical manager. Ensure that the institution has a functional antibiotic stewardship committee. Identify training needs of the pharmacy staff and facilitate access to appropriate training and development. Identify and facilitate the procurement of pharmaceutical equipment as per the standard operational norms of a CHC. Development and implementation of quality improvement projects in pharmacy. Participate in all institutional committee meetings as per appointment by the institutional manager.

**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 no acknowledge correspondence will be limited to short listed candidate only. NB: African Male are encouraged to apply.

**CLOSING DATE**

18 October 2019

**POST 35/94**

**MEDICAL OFFICER GRADE 1 (ARV)-REF NO: PCHC 09/2019**

**SALARY**

R821 205 per annum. Benefits: (All inclusive package) (This package consists of 70% basic salary and 30% flexible portion that can be structured in terms of the applicable rules.)

**CENTRE**

KZN Health -Phoenix Community Health Centre

**REQUIREMENTS**

Standard10/Senior certificate/Grade 12 plus MBCHB Degree or equivalent. Current Registration with the Health Professional Council of South Africa as a Medical Practitioner. Certificate of registration with HPCSA as a Medical Practitioner. Proof of current and previous work experience stamped and endorsed by HR must be attached. Recommendations: Certificate/Diploma in ARV Management Knowledge, Skills, Training and Competencies required: Knowledge of current Health Legislation and policies at Public Institutions. Sound knowledge of ARV Programmes including STI’s, PMTCT and National TB programme. Good research and presentation skills. Information management and quality assurance programs. Ability to function with multi-disciplinary team. Sound knowledge and clinical skills in Adult and paediatric Care. Excellent human, communication and leadership Good Team builder and problem solver.

**DUTIES**

Provision of quality patient centered care for all patients. Maintenance and continuous improve professional and ethical standards. Provide ongoing medical management of patients with acute chronic conditions. ARV Management and PHC Clinics. Handle disability grants assessments. Maintain accurate health records in accordance with Legal Ethical consideration. Provide medicine related information to clinical staff as may be required. Train and guide junior staff and other health associated Professionals. Provide and manage antiretroviral treatment for both
adult and children Participate in communicable Health disease programs and ensure that relevant patients statistics are maintained to facilitate proper decision making Conduct Orientation and induction programs for junior colleagues and Community service Medical Practitioners.

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 : Mr V.S Mtshali
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 : 18 October 2019
POST 35/95 : MEDICAL OFFICER GRADE 1 (CURATIVE) REF NO: PCHC 10/2019

SALARY : R821 205 per annum. Benefits: (All inclusive package) (This package consists of 70% basic salary and 30% flexible portion that can be structured in terms of the applicable rules with compulsory Commuted Overtime Incumbent will have to sign the commuted overtime contract form as per the directive)
CENTRE : KZN Health - Phoenix Community Health Centre
REQUIREMENTS : Standard10/Senior certificate/Grade 12 plus MBCHB Degree or equivalent, Qualification, Proof of current registration. Registration with the Health Professional Council of South Africa as a Medical Practitioner Certificate of registration with HPCSA as a Medical Practitioner Proof of current and previous work experience stamped and endorsed by HR must be attached: Knowledge, Skills, Training and Competencies required: Knowledge of current health legislations and policies at public institutions Knowledge of national quality standards relating to Primary Health Care, Sound knowledge of nation TB and ARV programme including STI's and PMTCT Sound Knowledge of Maternal and Child Health Knowledge on information management and quality improvement strategies Ability to function with multidisciplinary team Sound knowledge and clinical skills Excellent human, communication and leadership skills Good team building and problem solver Good communication and interpersonal skills Willingness to teach and supervise junior staff.

DUTIES : Clinical responsibility including examine, investigate, diagnose, and oversee treatment of patient in OPD/casualty, Maternity, Paediatric and adult wards Perform necessary and appropriate emergency lifesaving procedures Diagnose and facilitate referrals to higher level of care Provision of quality patient centred care Maintain accurate and appropriate health records in accordance with the legal and ethical considerations and continuity of patient patient care Ensure proper hand over of critical ill patients when going off duty Provide preventive health interventions and measures to promote health care Undertake continuing medical education and professional development and study professional literature to keep abreast with current medical practice Performance of required administrative duties Collaboration with medical practitioners and other health care workers in neighboring health institution Active participation in training interns and community service doctors Maintain and continuously improve professional and ethical standard. Instill confidence in public service and also in medical profession through exemplary behaviour.

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 : Mr V.S Mtshali
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 : 18 October 2019

POST 35/96 : ASSISTANT MANAGER NURSING PHC REF NO: GJC 10/2019

SALARY : R614 991 per annum. Other Benefits: 13th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

CENTRE REQUIREMENTS : Umdoni (Ugu North Primary HealthCare) Grade 12 certificate, Diploma/Degree in general nursing and midwifery Post Basic qualification in Primary Health Care Current registration with SANC A Minimum of 10 years appropriate/recognisable nursing experience after registration as a Professional Nurse with SANC in General Nursing At least 6 years of the period referred above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level Driver’s license. Proof of work experience (Certificate of Service) signed by Human Resource Manager Knowledge: Nursing care processes and procedures, nursing statutes, and other relevant legal framework such as Nursing Act, Occupational Health and Safety, Patient Right Chatter, Batho Pele Principles, Public Service regulations, Labour Relations act, Health Act and all relevant Health Acts and Policies Planning, Leading, Decision making and problem solving. Financial and budgetary knowledge pertaining to the resources under management Insight into procedure and policies pertaining to nursing care Team building and interpersonal relations Good communication Skills.

DUTIES : Strategically lead and supervise PHC Services to provide quality care within the catchment area Manage and supervise all PHC units involving all stakeholders. Ensure facilitation of an integrated planning and implementation of all services/programs aligning to those of the Department Analyze operational imperatives set in the National PHC Package, National Norms and Standards, Provincial Strategic plans, Policies and regulations for implementation and for better outcomes Ensure that nurses are practicing in realization of legislative policies and practices as according to SANC, Professional and ethical practices. Ensure that all priority programs are implemented Facilitate community involvement and engagement Facilitate Data Management Be in a position to operate under pressure/extended hours.

ENQUIRIES : Dr. B Shange Tel No: (039) 978 7019

APPLICATIONS : Should be posted to: The Acting Human Resource Manager, GJ Crookes Hospital, Private Bag X5501, Scottburgh, 4180.

FOR ATTENTION NOTE : Application for Employment Form (form Z83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za. Certified copies of educational qualifications – not copies of certified copies, curriculum vitae, certified copy of Identity Document, certified copy of driving license. The reference number must be indicated in the column provided on the Z83. The appointment is subject to the positive outcome obtained from the NIA to the following checks: (security checks, Credit records, qualification, citizenship and previous experience verifications) Please note that due to the large number of applications received, applications will not be acknowledged, however, please be informed that if no notification of appointment is made within three months of the closing date applicants should accept that their application was unsuccessful.
CLOSING DATE : 18 October 2019 at 16h00

POST 35/97 : OPERATIONAL MANAGER NURSING (PHC) REF NO: KCHC OMN 06/19

SALARY : R562 800 – R633 432 per annum. Additional Benefit: 8% Rural Allowance

CENTRE : Kwa-Mashu Community Health Centre

REQUIREMENTS : Certified copy of Grade 12/Matric certificate or equivalent, Certified copy of Basic R425 qualification, Diploma/Degree in Nursing or equivalent qualification that allows registration with SOUTH African Council (SANC) as a Professional Nurse One year (1) post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC).Current registration with SANC as a Professional Nurse (2019 SANC receipt) A minimum of 9 (nine years) appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing At least 7 (seven0 years of the period Knowledge, Training, Skills & Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing act, Occupational health and safety act, Patients’ rights charter, Batho Pele principles, Public service regulations, Labor relations act, Disciplinary codes and procedures, Grievance procedure, Financial and budgetary knowledge pertaining to the relevant resources under management, Insight into procedures and policies pertaining to nursing care, Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework, Interpersonal skills including public relations, negotiating, conflict handling and counselling skills and Computer skills in basic programs.

DUTIES : Manage, facilitate and coordinate provision of comprehensive package of service at PHC level, including priority programs and Quality improvement programs, in conjunction with a professional and legal framework. Assist and facilitate development of the operational plan, monitor the implementation and submit progress reports Conduct clinical/Nursing audits in the PHC and ensure implementation of the quality improvement plans supported by strong work ethics. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to client’s needs, requirements and work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient Coordinate the implementation of PHC reengineering strategy and supervise the implementation of the community Based outreach services Ensure effective allocation, utilization and monitoring of resources in line with cost containment plan Manage and coordinate smooth running and integration of the HAST program within the PHC services of the CHC Ensure implementation, monitoring and evaluation of EPMDS in the unit Manage and support education, in-service training, and practice development initiatives in the unit, maintain professional growth, ethical standards and participation in training and research. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Ensure Batho Pele principles, National core standards and ideal clinic priorities are implemented Provide safe and therapeutic environment that allows for practice of safe nursing care as laid down by the Nursing Act, Occupational health and safety act Ensure completion of accident/incident reports as they occur and timeous reporting Coordinate special projects and health promotion in line with the program goals of health calendar Ensure accurate collation, analysis and verification of data within the unit prior to submission Maintain constructive working relationship with all stake holders i.e inter-professional and multi-disciplinary team Maintain inter-sectoral collaboration with other government structures through Operation Sukuma Sakhe. Activities Advocate and promote nursing ethos and professionalism in the CHC.

ENQUIRIES : Mr F S Matibela Tel No: (031) 5049191

APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance at P61 Mkhwiwane Road, Kwa-Mashu, 4360 or posted to Private Bag X013, Kwa-Mashu, 4360.

NOTE : An Application for Employment Form (Z83) must be completed and forwarded This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za Certified copies of ID documents, Grade 12/Matric certificate or equivalent, educational qualifications, certificates of service and
professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref KCHC MED 04/2019. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T Claims.

CLOSING DATE : 18 October 2019

POST 35/98 : OPERATIONAL MANAGER NURSING (PHC/ADM/TRAUMA) NIGHT DUTY REF NO: KCHC OPM 08/19

SALARY : R562 800 – R633 432 per annum Additional Benefit: 8% Rural Allowance

CENTRE : Kwa-Mashu Community Health Centre

REQUIREMENTS : Certified copy of Grade 12/ Matric certificate or equivalent, Certified copy of Basic R425 qualification, Diploma/Degree in Nursing or equivalent qualification that allows registration with SOUTH African Nursing Council (SANC) as a Professional Nurse. One year (1) post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC as a Professional Nurse (2019 SANC receipt). A minimum of 9 (nine years) appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 7 (seven years) of the period referred to above must be appropriate or recognisable experience in specific specialty after registration with South African nursing council proof of work experience (certificate of service) endorsed by HR knowledge, training, skills & competencies required. Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing act, Occupational health and safety act, Patients’ rights charter, Batho Pele principles, Public service regulations, Labor relations act, Disciplinary codes and procedures, Grievance procedure, Financial and budgetary knowledge pertaining to the relevant resources under management, Insight into procedures and policies pertaining to nursing care, Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework, Interpersonal skills including public relations, negotiating, conflict handling and counselling skills and Computer skills in basic programs.

DUTIES : Manager Night duty services by ensuring that high standard of care is rendered and accessed by health care users on night duty. Manage, facilitate and coordinate provision of comprehensive package of service at PHC level, including priority programs and Quality improvement programs, in conjunctions with a professional and legal framework. Assist and facilitate development of the operational plan, monitor the implementation and submit progress reports. Conduct clinical/Nursing audits in the PHC and ensure implementation of the quality improvement plans supported by strong work ethics. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to client’s needs, requirements and work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Ensure effective allocation, utilization and monitoring of resources in line with cost containment plan. Manage and coordinate smooth running and integration of the HAST program within the PHC services of the CHC on night duty. Ensure implementation, monitoring and evaluation of EPMDS in the unit. Manage and support education, in-service training, and participation in training and research. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Ensure Batho Pele principles, National core standards and ideal clinic priorities are implemented. Provide safe and therapeutic environment that allows for practice of safe nursing care as laid down by the Nursing act, Occupational health and safety
act Ensure completion of accident/incident reports as they occur and timeous reporting Coordinate special projects and health promotion in line with the program goals of health calendar Ensure accurate collation, analysis and verification of data within the unit prior to submission Maintain constructive working relationship with all stake holders i.e inter-professional and multi-professional and multi-disciplinary team Advocate and promote nursing ethos and professionalism in the CHC.

ENQUIRIES : Mr F S Matibela Tel No: (031) 5049191
APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance at P61 Mkhwiwane Road, Kwa-Mashu, 4360 or posted to Private Bag X013, Kwa-Mashu, 4360

NOTE : An Application for Employment Form (Z83) must be completed and forwarded This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za Certified copies of ID documents, Grade 12/Matric certificate or equivalent, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert People with disabilities should feel free to apply for the posts The reference number must be indicated in the column provided on the form Z83, e.g ref KCHC MED 04/2019 Please note that failure to comply with the above instructions will disqualify applicants Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening Due to the large number of applications we receive, receipt of applications will not be acknowledged Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T Claims.

CLOSING DATE : 18 October 2019

POST 35/99 : CLINICAL PROGRAMME COORDINATOR: HEALTHY LIFESTYLE PROMOTION, WARD BASED PRIMARY HEALTH CARE OUTREACHE TEAMS (WBPHCOTs) SCHOOL HEALTH & ORAL HEALTH REF NO: UMG01/17//19

SALARY : Grade 1: R444 276 – R500 031 per annum PLUS 8% rural allowance. Benefits: 13th Cheque, home owner's allowance, and Medical aid optional (Employee must meet prescribed conditions)

CENTRE REQUIREMENTS : Umgungundlovu District Office

Matric (National Senior Certificate) Bachelor’s Degree/National Diploma in Nursing plus One year post basic qualification in Primary Health Care/PHC Diploma Current registration with the South African Nursing Council A minimum of 9 years appropriate/recognizable nursing experience after registration as a Professional Nurse of which 5 years of the period must be appropriate/recognizable primary Heath care environment after obtaining the 1 year post basic qualification in PHC Valid Driver’s License Proof of current and previous work experience endorsed by the employer must be attached Knowledge, Skills, Training And Competencies Required Knowledge of lifestyle diseases and how they impact negatively on clinical outcomes Ability to implement innovative strategies to bring about desired behavioral changes Ability to effectively communicate with a wide range of stakeholders Project management skills Strong interpersonal, communication and presentation skills Basic Financial Management An understanding of the challenges facing the Public Health Sector.

DUTIES : Ensure implementation of WBPHCOTs and the Integrated School Health Programme policy (ISHP) in line with the PHC re-engineering framework and the National Health Insurance (NHI) Monitor and Evaluate implementation of the Outreach Programmes, School Health, Healthy Lifestyle and Oral Health Programmes Provide technical advice to the multi-disciplinary team on the Programme implementation Facilitate implementation of Health Promotion Programmes at community level Ensure implementation and supervision of the Community Health Care workers (CHWs) Programmes Plan, organize and conduct community awareness and events to convey health messages and
practices which support healthy lifestyle programme strategies Network with other government departments, community structures and partners for broader health care provision in the District in line with Operation Sukuma Sake (OSS) Ensure implementation of educational drives, campaigns and advocacy initiatives to effectively and efficiently communicate the need to change unhealthy lifestyle/maintain healthy lifestyle to the community and target groups Facilitate implementation of Health Promotion Programmes in schools, Primary health care facilities and at community level (e.g Health promoting clinic, Health promoting school)

ENQUIRIES : Mrs SW Mbambo Tel No: (033) 395 4340
APPLICATIONS : All applications should be forwarded to: The District Director Umgungundlovu Health District, Private Bag X 9124, Pietermaritzburg 3200 or Hand Deliver to: 171 Hoosen Haffejee Street (Burg street)

FOR ATTENTION : Human Resource Practices
NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver’s Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereon on the Z83 form NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

CLOSING DATE : 18 October 2019

POST 35/100 : CLINICAL PROGRAMME COORDINATOR (MCWH) REF NO: ETH 16/2019

SALARY : Grade 1: R444 276 per annum. 13th Cheque, home owner’s allowance, employer’s contribution to pension and Medical aid optional (Employee must meet prescribed conditions)

CENTRE : EThekwini District Office

REQUIREMENTS : Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate) Degree/Diploma in General Nursing &Midwifery Current registration with SANC as General Nurse Valid Driver’s License (code EB) Proof of Computer literacy Certificate of Service for previous and current work experience endorsed and stamped by HR Office must be attached Knowledge, Skills, Training and Competence required: Report writing abilities Basic Financial management skills Empathy and counselling skills Strong interpersonal, communication and presentation skills Project management skills Monitoring and evaluation skills Ability to make independent decisions Understanding of the challenges facing the public health sector Knowledge of District health system Knowledge of Public Service Legislative prescripts Ability to translate transformation objectives into practical plans Ability to prioritize issues and other work related matters and to comply with time frames Proven initiative, decisiveness and the ability to acquire new knowledge swiftly Computer literacy with a proficiency in MS Office Software applications Ability to work under pressure and meet tight deadlines.

DUTIES : Ensure implementation of maternal health strategies Co-ordinate, facilitate and monitor implementation of MCHW programme in line with the District Health Plan Monitor the implementation of strategies contained in the Health Programme Plan Ensure implementation of maternal health strategies Coordinate and facilitate child health services Provide support and ensure integration of sexual and reproductive health services in the facilities including reviving the Family planning services and dual protection is promoted Coordinate implementation of EPI Programme and HPV Campaign Provide support to health facilities to increase access to HAART
for Pregnant Women and improving Post Nata! Care Promote appropriate infant
and young child feeding practices Strengthen implementation of PCR, tracking of
positive one for ART initiation Monitor indicators which ensure health practices in
the facilities Plan organised and conducts community rallies and events that convey
health messages and practices which support the health programme strategies.

ENQUIRIES
APPLICANTS
FOR ATTENTION
NOTE

APPLICATIONS

Ms ES Mbambo: Deputy Director Clinical & Programmes Tel No: (031) 2405313
Direct your application quoting the relevant reference number to: The Human
Resource Manager Ethekwini District Office, 83 King Cetshwayo Highway,
Mayville, Durban, 4000 or be posted to: The Human Resource Manager, Ethekwini
District Office, Private Bag X 54138, Durban, 4000.
Mr TA Mthethwa Human Resource Practices
The contents of this Circular Minute must be brought to the notice of all eligible
officers and employees on your establishment of all Institutions. Institutions must
notify all candidates who qualify for post in this circular minute even if they are
absent from their normal places of work to apply Direction to Candidates: the
following documents must be submitted: Application for Employment form (Z83)
which is obtainable from any Government Department OR from the website -
www.kznhealth.gov.za The application form (Z83) must be accompanied by a
detailed Curriculum Vitae, certified copies of certificates, Identity document and
Driving License – not copies of certified copies The Circular minute number must
be indicated in the column (part A) provided therefore on the Z83 form Failure to
comply with the above instructions will be disqualify applicants Person with
disabilities should feel free to apply for the post. The appointment is subject to
positive outcome obtained from the NIA the following checks (security clearance,
credit records, qualification, citizenship and previous experience employment
verification) Due to the large number of applications, receipt of applications will not
be acknowledged However, every applicant will be advanced of the outcome of
his/her application, in due course Please note that No Faxed, E-mailed or late
applications will be accepted and considered.

CLOSING DATE
POST 35/101
SALARY
CENTRE
REQUIREMENTS
DUTIES

18 October 2019
CLINICAL PROGRAMME COORDINATOR HIV/AIDS (HCT, STI & HTA) REF
NO: ETH 15/2019 (X2 POSTS)
Grade 1: R444 276 per annum. 13th Cheque, home owner’s allowance, employer’s
contribution to pension and Medical aid optional (Employee must meet prescribed
conditions)
ETHekwini District Office
Grade 12 (Senior certificate) Standard 10 or (Vocational National Certificate)
Degree/Diploma in General Nursing &Midwifery Current registration with SANC as
General Nurse A minimum of 7 years appropriate/recognizable nursing experience
as a General Nurse Valid Driver’s License (code EB) Proof of Computer literacy
Certificate of Service for previous and current work experience endorsed and
stamped by HR Office must be attached Recommendations: Supervision or
management experience in a HAST unit NIMART Training Knowledge, Skills,
Training and Competence required: Report writing abilities Financial management
skills Knowledge of District health system Strong interpersonal, communication and
presentation skill Project management skills Ability to make independent decisions
Ability to work under pressure and meet tight deadlines Understanding of the
challenges facing the public health sector Ability to translate transformation
objectives into practical plans Ability to prioritize issues and other work related
matters and to comply with time frames Proven initiative, decisiveness and the
ability to acquire new knowledge swiftly Computer literacy with a proficiency in MS
Office Software applications.
Ensure that clinical audits are conducted at a Sub-District level Provide support,
guidance and mentoring to health facilities with an aim of improving quality of
patient care Ensure that an orientation and induction programme is in place for
newly appointed midwives Ensure Programme integration into Sukuma Sakhe
Objectives Compile monthly, quarterly and annual reports and forward to
Supervisor and respective Provincial Managers; Ensure HAST Programmes
implementation (ART/CCMT/HTS/TB and HIV integration in the district Analyze
emerging health practices and trends and introduce remedial action in conjunction
with health care specialists Plan, organize and conduct community rallies and events that convey health messages and practices which support health programme strategies. Participate in the formulation of the District HAST operational and business plans. Monitor budget allocated for ART/CCMT/HTS. Participate in activities aimed at fully integrating HIV and AIDS programmes to the main stream of PHC services. Facilitate and hold district HAST quarterly meetings. Support facility and sub-district HAST meetings. Facilitate and conduct regular meetings with NGOs supporting the programme with the assistance of the HIV and AIDS trainer. Coordinating trainings and updates for NGOs and Health Care Workers. Promote preventive and promotive health services through community structures and organizations. Work in close collaboration with other stakeholders to implement the HAST programme. Ensure implementation and monitoring of integrated TB and HIV information systems in the district.

ENQUIRIES
Ms ES Mbambo - Deputy Director Clinical & Programmes
Tel No: (031) 2405313

APPLICATIONS
Direct your application quoting the relevant reference number to: The Human Resource Manager, Ethekwini District Office, 83 King Cetshwayo Highway, Mayville, Durban, 4000 or be posted to: The Human Resource Manager, Ethekwini District Office, Private Bag X 54138, Durban, 4000.

FOR ATTENTION
Mr TA Mthethwa Human Resource Practices

NOTE
The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity document and Driving License – not copies of certified copies. The circular minute number must be indicated in the column (part A) provided on the Z83 form. Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered.

CLOSING DATE
18 October 2019

POST 35/102
PROFESSIONAL NURSE (SPECIALTY) GRADE 1, 2 REF NO: NGWE 70/2019 Orthopaedics

SALARY
Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 696 per annum
Plus 8% Rural Allowance, 13th Cheque, Housing Allowance and Medical Aid Subsidy (Employee must meet the prescribed requirements)

CENTRE
Ngwelezana Tertiary Hospital

REQUIREMENTS
Diploma/Degree in General Nursing that allows registration with SANC as a Profession Nurse. One year post basic qualification in Orthopaedics Nursing Science. Current registration with the SANC as a Professional Nurse. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Attach proof of working experience endorsed by Human Resource Department/Employer. Grade 2: A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and at least 10 years of this period must be appropriate/recognizable experience in Orthopaedics unit after obtaining post basic qualification in Orthopaedics Nursing. Attach proof of working experience endorsed by Human Resource Department/Employer. Ability to prioritize issues and other work related matters in order to comply with regulations and guidelines and high level of accuracy. Adherence to a scope of practice as defined by South African Nursing Council.
**DUTIES**

- Render an optimal holistic specialized nursing care to patients as member of the multidisciplinary team
- Train and supervise junior staff and student nurses
- Maintain accreditation standards by ensuring compliance with National Core Standards
- Coordinate clinical activities of the unit
- Participate in the formulation, analyses, implementation and monitoring of unit objectives, policies and procedures
- Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies
- Strengthen ethics and professionalism
- Advocate for quality care of patients
- Participate in staff development using EPMDS System and other work related programmes and training
- Ensure that equipment and machinery is available and functional at all times
- Attend to meetings, workshops and training programs as assigned by the supervisor.

**ENQUIRIES**

Ms RM Sithole Tel No: (035) 901 7258/7047

**APPLICATIONS**

Please forward application quoting the reference number to The Human Resource Department Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block.

**FOR ATTENTION**

Mr M.P Zungu

**NOTE**

Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non-RSA Citizens/Permanent Resident/Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

**CLOSING DATE**

18 October 2019 (Late applications will not be accepted)

**POST 35/103**

**PROFESSIONAL NURSE SPECIALTY GRADE 1 & 2: REF NO: HRM 49/2019 (X2 POSTS)**

Directorate: department of ICU

**SALARY**

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

**CENTRE**

King Edward VIII Hospital (KEH)

**REQUIREMENTS**

- Degree/Diploma in General Nursing. Registration with S.A.N.C. as a General Nurse and Specialty Nurse One year Post Basic registration Degree/Diploma in Critical Care/Nephrology plus 4 years appropriate/recognizable registration experience as a General Nurse Proof of current registration with SANC Certificate of service endorsed by HR as a proof of experience. **Grade 1:** Experience: A minimum of 4 years appropriate/recognizable experience in Nursing after registration as professional nurse with SANC in general nurse Plus one year post basic qualification in ICU or Nephrology specialty. **Grade 2:** Experience Minimum of 14 years appropriate/recognizable experience in Nursing after registration as professional nurse with SANC in general nursing, of which 10 years must be appropriate/recognizable experience in the ICU specialty and Diploma in Midwifery recommendation: Computer Literacy knowledge, skills, training and competencies required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework Good communication skills-verbal and written Co-ordination and liaison skills Problem solving skills.
DUTIES: Assist in planning/organizing and monitoring of objectives of the specialized unit. Provide a therapeutic environment for staff, patients and public. Provide comprehensive, quality nursing care. Provide direct and indirect supervision of all Nursing Staff/Housekeeping staff and to give them guidance and ensure continuity of patient care on all level. Demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital. Assist with allocation/change list, day and night duty rosters and inputs for leave. Assist in record keeping and provide statistical information on training and staffing. To assist in EPMDS evaluation of staff and implement EAP. Assist in orientation, induction, and monitoring of all nursing staff. To complete patient related data and partake in research. Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty. To assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift. To participate in overall specialized unit functions, i.e. team building. Effective and efficient management of all resources. Liaise with professional Nurse in charge in surgical high care/renal unit. Allocation of Staff within the Directorate on rotational basis. To nurse a critically ill patient who is ventilated, on hemodialysis and on continuous veno venous hemodialysis. To nurse all types of patients regardless of diagnoses according to disease profile within the directorate. To nurse a paediatric ventilated/high care patient in ICU within directorate. Maintain professional growth/ethical standard and self-development.

ENQUIRIES: Mr. BB Khoza Tel No: (031) 360 3026

APPLICATIONS: Hand delivered applications should be posted in to the red box marked “applications” next to the ATM in the administration building OR posted to Human Resource Manager, King Edward VIII Hospital, Private Bag X02, Congella, 4013.

NOTE: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. African male and people with disability are encouraged to apply. Please note that due to financial constraints, there will be no payment of S&T Claims.

CLOSING DATE: 18 October 2019

POST 35/104: PROFESSIONAL NURSE SPECIALITY GRADE 1/2 REF NO: HRM 50/2019 (X3 POSTS)
Directorate: Medical and Surgical (Medical Emergency)

SALARY: Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 696 per annum
Other Benefits: Medical Aid (Optional): Housing Allowance: Employee must meet prescribed requirements

CENTRE: King Edward VIII Hospital

REQUIREMENTS: Matric/Senior Certificate or equivalent qualification, degree/Diploma in General Nursing, registration with S.A.N.C as a General Nurse and Specialty Nurse, one year Post Basic registration Degree/Diploma in Trauma plus 4 years appropriate/recognizable registration experience as a General Nurse, proof of current registration with SANC. Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nurse Plus one year post basic qualification in Trauma Specialty with Diploma in Midwifery. Grade 2: A minimum of 14 years
Appropriate/Recognizable experience in Nursing after registration as professional nurse with SANC in general nursing of which 10 years must be appropriate/recognizable experience in the speciality after obtaining the one year post basic qualification (Specialty) in Trauma Recommendation: Computer Literacy

Knowledge, skills, training, and competencies required: knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework, good communication skills-verbal and written, co-ordination and liaison skills, problem solving skills.

**DUTIES**

Assist in planning/organizing and monitoring of objectives of the specialized unit, provide a therapeutic environment for staff, patients and public, provide comprehensive, quality nursing care, provide direct and indirect supervision of all Nursing Staff/Housekeeping staff and to give them guidance and ensure continuity of patient care on all level, demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital, assist with allocation/change list, day and night duty rosters and inputs for leave, assist in record keeping and provide statistical information on training and staffing, to assist in EPMDS evaluation of staff and implement EAP, assist in orientation, induction and monitoring of all nursing staff, to complete patient related data and partake in research, promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty, to assist with relief duties of the supervisor and act as junior shift leader on both day and night shift, to partake in overall specialized unit functions, i.e team building, effective and efficient management of all resources, liaise with professional Nurse in charge in Medical Emergency Unit, allocation of Staff day and night within the Directorate on rotational basis, to nurse a critically ill patient who is ventilated, on oxylog and on continuous monitoring, to nurse all types of patients regardless of diagnose according to disease profile within the directorate, to nurse a Paediatrics ventilated/medical patient for close monitoring, to lead in resuscitation of critical patients, to be well versed with labour relations procedures, to be well versed with disaster management procedures, to implement national core standards and formulate quality, improvement plans and projects to improve quality of care, to be knowledgeable about management of risks in a trauma unit and forensic nursing.

**ENQUIRIES**

Mr B.B Khoza Tel No: (031) 360 3026

**APPLICATIONS**

All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin building or posted to Private Bag X02, Congella, 4013.

**NOTE**

An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert People with disabilities should feel free to apply for the posts The reference number must be indicated in the column provided on the form Z83, e.g ref APRO/1/2006 Please note that failure to comply with the above instructions will disqualify applicants Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening Due to the large number of applications we receive, receipt of applications will not be acknowledged Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful Persons with disabilities and African males are encouraged to apply, however, other race groups are also not restricted from applying Please note that due to financial constraints, there will be no payment of S&T Claims.

**CLOSING DATE**

18 October 2019

**POST 35/105**

**CLINICAL NURSE PRACTITIONER (ORTHOPAEDICS) GRADE 1 REF NO: KCHC ORTH 07/19**

**SALARY**

R383 226 – R444 276 per annum. Additional Benefit: 8% Rural Allowance

**CENTRE**

Kwa-Mashu Community Health Centre
REQUIREMENTS: Certified copy of Grade 12/Matric certificate or equivalent, Certified copy of Basic R425 qualification, Diploma/Degree in Nursing or equivalent qualification that allows registration with SOUTH African Nursing Council (SANC) as a Professional Nurse One year (1) post basic qualification in midwifery and neonatal nursing science (advance midwifery) Current registration with SANC as a Professional Nurse (2019 SANC receipt) A minimum of 2 (two years) appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing Knowledge, training, skills & competencies 'required Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing act, Occupational health and safety act, Patients' rights charter, Bathe Pele principles, Public service regulations, Labor relations act, Disciplinary codes and procedures, Grievance procedure, Financial and budgetary knowledge pertaining to the relevant resources under management, Insight into procedures and policies pertaining to nursing care, Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework, Interpersonal skills including public relations, negotiating, conflict handling and counselling skills and Computer skills in basic programs.

DUTIES: Ensure that high quality nursing care is rendered to all clients accessing the CHC requiring Orthopaedic care Ensure that there is proper management and integration of HAST programs to PHC programs in Casualty department Manage the utilization and supervision of resources Coordinate the provision of effective training and research, focusing on the programs aimed at Orthopaedic care. Instil discipline, professionalism and work ethics among employees. Ensure compliance to quality, infection prevention and control (IPC) programs e.g ideal clinic realization and maintenance (ICRM) and National core standards (NCS). Maintain a constructive working with the multi-disciplinary team members Provide effective support to Nursing services e.g assist with relief duties to nursing management.

ENQUIRIES: Mr F.S Matibela Tel No: (031) 504 8054

APPLICATIONS: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance at P61 Mkhiwane Road, Kwa-Mashu, 4360 or posted to Private Bag X013, Kwa-Mashu, 4360

NOTE: An Application for Employment Form (Z83) must be completed and forwarded This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za Certified copies of ID documents, Grade 12/ Matric certificate or equivalent, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert People with disabilities should feel free to apply for the posts The reference number must be indicated in the column provided on the form Z83, e.g ref KCHC MED 04/2019 Please note that failure to comply with the above instructions will disqualify applicants Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening Due to the large number of applications we receive, receipt of applications will not be acknowledged Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful Please note that due to financial constraints, there will be no payment of S&T Claims.

CLOSING DATE: 18 October 2019

POST 35/106: CLINICAL NURSE PRACTITIONER (ADVANCED MIDWIFE) GRADE 1 REF NO: KCHC CNP05/19 (X1 POST)

SALARY: R383 226 – R444 276 per annum Benefits: 13th cheque, Rural Allowance (provided the post meets the Requirements), Home owners allowance (employee must meet Prescribed requirements), Medical Aid (Optional)

CENTRE: KwaMashu CHC

REQUIREMENTS: Basic R425 qualification – Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council (SANC) as a
Professional Nurse

One year post basic qualification in Midwifery and Neonatal Nursing Science (Advanced Midwifery) Current registration with SANC as a Professional Nurse (2019 SANC receipt) A minimum of 2 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing Proof of work experience (Certificate of service) endorsed by Human Resource department Knowledge, Skills And Competencies: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing act, Occupational health and safety act, Patients' rights charter, Bathe Pele principles, Public service regulations, Labour relations act, Disciplinary codes and procedures, Grievance procedure, Financial and budgetary knowledge pertaining to the relevant resources under management Insight into procedures and policies pertaining to nursing care Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework Interpersonal skills including public relations, negotiating, conflict handling and counselling skills Computer skills in basic programs.

DUTIES:

Implement the activities that are aimed at the reduction of infant, under five and maternal mortality Implement activities aimed at the improvement of women’s health. Ensure that high quality nursing care is rendered to all clients accessing maternal services in the facility taking into consideration that CARMA objectives; ESMOE; KINC; Helping Babies breath and IMCI programs are properly implemented Implement BANC and other Antenatal care programs to enhance antenatal care to all pregnant women accessing care to the facility. Ensure that there is proper management and integration of HAST programs within the maternity unit of the facility Manage the utilization and supervision of resources Coordinate the provision of effective training and research, focusing on the programs aimed at the improvement of maternal and child health. Instill discipline, professionalism and work ethics among employees Ensure compliance to quality, infection prevention and control (IPC) programs e.g Ideal clinic realization and maintenance (ICRM) and National core standards (NCS).Maintain a constructive working with the multi-disciplinary team members Provide effective support to Nursing services e.g assist with relief duties to nursing management.

ENQUIRIES:

Mr F.S.Matibela Tel No: (031) 5049191

APPLICATIONS:

All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance at P61 Mkhawane Road, Kwa-Mashu, 4360 or posted to Private Bag X013, Kwa-Mashu, 4360.

NOTE:

An Application for Employment Form (Z83) must be completed and forwarded This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za Certified copies of ID documents, Grade 12/Matric certificate or equivalent, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert People with disabilities should feel free to apply for the posts The reference number must be indicated in the column provided on the form Z83, e.g ref KCHC MED 04/2019 Please note that failure to comply with the above instructions will disqualify applicants Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening Due to the large number of applications we receive, receipt of applications will not be acknowledged Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful Please note that due to financial constraints, there will be no payment of S&T Claims.

CLOSING DATE:

18 October 2019

POST 35/107:

PROFESSIONAL NURSE (GENERAL STREAM) REF NO: SAHSANT 05/2019 (X1 POST)

SALARY:

Grade 1: R256 905.per annum
Grade 2: R315 963.per annum
CENTRE : ST Andrews Hospital - Santombe Clinic

REQUIREMENTS :

Grade 1: Senior Certificate plus Diploma in General Nursing and Midwifery plus Current registration with SANC as a General Nurse and Midwifery. 
Grade 2: Senior Certificate plus Diploma in General Nursing and Midwifery plus Current registration with SANC as a General Nurse and Midwifery. A minimum of ten (10) years appropriate recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. 
Grade 3: Senior Certificate plus Diploma in General Nursing and Midwifery plus Current registration with SANC as a General Nurse and Midwifery. A minimum of twenty (20) years appropriate recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing knowledge, skills and competencies required: Knowledge of nursing care and processes and procedures, Basic knowledge of Public service regulations, Disciplinary code, human resource policies, hospital generic and specific policies, Leadership, supervisory and good communication skills, Team building and cross cultural awareness.

DUTIES :

Provide directions and supervision for the implementation of the nursing plan (clinical practice/quality patient care to provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele To execute duties and functions with proficiency and perform duties according to scope of practice Ensuring supervision and provision of basic needs of patients viz oxygen supply, nutrition, elimination, fluid and electrolyte balance and a safe and therapeutic environment Implement infection control standards and practices to improve quality nursing care Ensure proper implementation of National Core Standards, quality and clinical audits Improve the knowledge through health education and in-service training Implement standards, practices criteria for quality nursing Maintaining a constructive working relationship with nursing and other stakeholders Ensuring clinical interventions to the clients including giving of prescribed medications and observation to patients Supervision of patient reports and intervention, keeping a good valid record on all client interventions Ensuring proper utilization of Human, Material and Financial resources and keeping up to date records of resources.

ENQUIRIES :

Mrs VV Ncube Tel No: (039) 4331955 Ext 286

APPLICATIONS :

Should Be Forwarded To: The Chief Executive Officer. St Andrews Hospital, Private Bag X1010 Harding, 4680 Or Hand Delivery: 14 Moodie Street, Harding 4680.

FOR ATTENTION :

Human Resource Manager

NOTE :

African male and people with disability are encouraged to apply

CLOSING DATE :

25 October 2019
ANNEXURE P

PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.

APPLICATIONS
The Head of Department, Department of Community Safety and Transport Management, Private Bag x19, Mmabatho, 2735 Office No. 136, 1st Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr James Moroka Drive.

FOR ATTENTION
Gadifele Noge

CLOSING DATE
18 October 2019 at 15H30

NOTE
Applications must be accompanied by signed and dated Z83, a recent updated Comprehensive CV with at least names of three (3) referees with current contact details, originally certified copies of all qualification(s), and ID-document/National Identity card Failure to submit the requested documents will result in the application not being considered All qualifications will be verified Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA) Positions requiring tertiary qualification/s must be accompanied by certified copies of academic record/transcript(s) Candidates must indicate the number of the post/reference number in their applications Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted Faxed and emailed applications are not accepted It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department The Department reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. Previous employment records will be verified all appointments are subjected to a positive qualifications verifications as well as security clearance and vetting SMS appointments are also subjected to SMS competency assessment as a DPSA requirement all shortlisted candidates for SMS Posts will be subjected to a technical exercise that intends to test relevant technical elements of the job.

OTHER POSTS

POST 35/108

DEPUTY DIRECTOR: PROVINCIAL REGULATORY ENTITY REF NO: 33/2019/20 (X2 POSTS)

SALARY
R733 257 per annum (Level 11). The Inclusive remuneration package consists of a basic salary, Contribution to the Government Employee Pension Fund, Medical aid fund and a flexible portion in terms of applicable rules The successful candidate will be required to sign performance agreement and an employment contract.

CENTRE
Head Office

REQUIREMENTS
Grade 12 Certificate or equivalent A three (3) year National Diploma/Degree in Transport Management/Planning/Economics, Public Administration, Legal and or related field coupled with a minimum of three (3) to five (5) years Junior Management experience within the Public Service, preferably in the Transport sector Valid Driving License. Knowledge: Knowledge of Transport prescripts and legislation Skills: People management skills. Report writing skills Investigation skills Interpersonal relations skills Conflict Management and problem solving skills Presentation and facilitation skills Computer Literacy.

DUTIES
Manage and monitor Public Transport Operator’s Licenses and Permits. Receiving and deciding on applications relating to operating licenses Advising Management on developing Regulations relating to Public Transport and operations services. Report on non-compliance with policies and procedures. Provision of monthly reports. Any other tasks as may be assigned by the Supervisor.
ENQUIRIES : Mr N Dikobe Tel No: (018) 388 5616/7
NOTE : This appointment will be as provisions of section 13 and section 23 of the National Land Transport Act No 5 of 2009

Directorate: public transport services
Re-advertisement; candidates who previously applied are encouraged to reapply.

SALARY : R733 257 per annum (Level 11). The Inclusive remuneration package consists of a basic salary, Contribution to the Government Employee Pension Fund, Medical aid fund and a flexible portion in terms of applicable rules The successful candidate will be required to sign performance agreement and an employment contract.

CENTRE : Head Office – Mahikeng
REQUIREMENTS : Grade 12 certificate or equivalent plus three (3) years National Diploma/Degree in Transport Management/Economics/Logistics Management a Postgraduate Diploma in Transport Management or any Postgraduate Degree will serve as a strong recommendation Three (3) to five (5) years’ experience in the Public Transport Services Environment of which three (3) years must be at Junior Management level A valid driving license Knowledge: Extensive knowledge of Public Finance Management Act, Treasury Regulations, PFMA, Public Transport Management and Preferential Procurement Plan. An understanding of the National Land Transport Act, no 5 of 2009 and other related government prescripts, and ability to implement the same Quantitative Techniques (Econometric Modeling) Skills: Computer Literacy Planning, Organising and forecasting Project management skills Negotiation skills and report writing skills Communication skills (written and verbal communication) Economic Analysis of Public Transport Modeling Commuter Subsidy Problem-solving skills Presentation skills The ability to maintain positive interpersonal relations and to work well as part of the team Ability to work under pressure.

DUTIES : Administer and manage commuter transport including contract monitoring, Liaise with commuter transport operators and other stakeholders, Budget management and monitoring Overseer payments of subsidies, Perform administrative duties in line with job requirements including among others, attend monthly project meetings, and monitor commuter transport, co-ordination of commuter transport forums Manage performance of the Unit.

ENQUIRIES : Mr P Mohono Tel No: (018) 200 8086

POST 35/110 : ASSISTANT DIRECTOR: MONITORING AND OVERSIGHT REF NO: 35/2019/20
Directorate: Monitoring and Oversight

SALARY : R376 596 per annum (Level 09)
CENTRE : Head Office - Mmabatho
REQUIREMENTS : Grade 12 Certificate or equivalent plus Legal Qualification or related qualification Three (3) to Five (5) years’ experience in the Monitoring and Oversight within the policing sector or Safety and Security Environment of which two (2) years must be at supervisory level A valid driving license Knowledge: Extensive knowledge in Public Finance Management Safety and Security Policies Transformation Policies National Crime Prevention Strategy South African Police Services Policies Performance and Resources Management Skills: Computer literacy Monitoring and Evaluation Research Investigations Project Management Report Writing Communications Conflict Management Policy Analysis Ability to work under pressure and long hours.

DUTIES : To provide a Civilian Oversight over the South African Police Service (SAPS): by conducting research and analysing data on policing Monitor and oversee transformation of the SAPS Monitor SAPS infrastructure development plan Maintain an effective complaints management system and conduct investigation of complaints Monitor determination of Policing priorities Monitor SAPS compliance to Domestic Violence Act Conduct oversight police station visits, based on the implementation of the National Monitoring and Evaluation Tool Monitor the implementation of recommendations by the SAPS Participate in review of the Monitoring Tool Framework, Guidelines and development of policies Compile reports.
ENQUIRIES : Ms. D. Letsapa Tel No: (018) 200 8092

POST 35/111 : SENIOR ADMINISTRATION OFFICER (DETECTIVE SERVICES OVERSIGHT AND ORGANISATIONAL TRANSFORMATION) REF NO: 36/2019/20 (X3 POSTS)
Directorate: monitoring and oversight

SALARY : R316 791 per annum (Level 08)

CENTRE : Head Office - Mmabatho

REQUIREMENTS : Grade 12 Certificate or equivalent plus three (3) years National Diploma/Degree in Administration/Management plus Two (2) to Three (3) years’ experience in the Monitoring and Oversight within the policing sector A valid driving license Knowledge: Civilian Secretariat for Police Service Act South African Police Services (SAPS) Act Independent Police Investigative Directorate Act SAPS Transformation Policies National Crime Prevention Strategy Performance and Human Resource Management Policies, intensive Administrative Skills and understanding reporting procedure and Departmental mandate Skills: Monitoring and Oversight Computer Literacy Conflict Management Communications (verbal and written) Organizing and planning Report writing Initiative and good interpersonal relationship Ability to work under pressure and long hours.

DUTIES : Provide Civilian Oversight over the South African Police Service (SAPS) Monitor and oversee transformation of the SAPS Monitor SAPS infrastructure development plan The process of management and investigation of service delivery complaints against the SAPS Monitor SAPS compliance to Domestic Violence Act Conduct oversight Police Station visits based on the implementation of the National Monitoring and Evaluation Tool Monitor the implementation of recommendations by the SAPS Reviewing of Monitoring Tool Frameworks, Guidelines and development of polices Compile reports.

ENQUIRIES : Ms D Letsapa Tel No: (018) 200 8092
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 35/112: AGRICULTURAL ADVISOR: METROPOLE REF NO: AGR 2019-54

SALARY: R316 791 per annum (Level 08)
CENTRE: Department of Agriculture, Western Cape Government
REQUIREMENTS: An appropriate 4-year qualification in Agriculture or equivalent qualification within Agricultural field as recognised by SAQA; Registered with SACNASP or any other recognised professional body (Proof to be submitted); A valid code B driving licence
Recommendation: Knowledge of the following: Production of crops and/or livestock produced in the specific area, also market and value adding; Practical research; Computer literacy in MS Office (MS Word, MS Excel, MS Outlook, MS 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) and presentation skills in at least two of the three official languages of the Western Cape; Proven computer literacy in Excel, Word, PowerPoint; Problem solving ability; Research skills; Timeous management of project implementation and sound organisation ability.

DUTIES: Assist with the compilation of project submissions and the management of project implementation; 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 research and demonstration trials; Provide information on markets; Facilitate workshops and planning sessions to determine needs and progress; Promote sustainable production systems; Write reports regarding technical progress; Facilitate the development of organisational skills of the developing agricultural sector; Facilitate relevant training as well as support to projects; Participate as a member of the project team by giving technical input for the 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 CPACs in the delivery and implementation of projects.

ENQUIRIES: Mr D Chitepo at Tel No: (021) 808 5101
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: 18 October 2019

POST 35/113: ADMINISTRATION CLERK: VET LAB SERVICES: QUALITY CONTROL REF NO: AGR 2019-49

SALARY: R173 703 per annum (Level 05)
CENTRE: Department of Agriculture, Western Cape Government
REQUIREMENTS: Senior Certificate (Grade 12 or equivalent qualification) Recommendation: Previous experience in the following: Working on a LIMS system (Laboratory Information Management System) for sample tracking; Competent in Microsoft packages; Able to work in a team; Efficient in time management; Commitment to the improved delivery of services to customers; Good organisational and interpersonal skills.

DUTIES: Assist with the compilation of project submissions and the management of project implementation; 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 research and demonstration trials; Provide information on markets; Facilitate workshops and planning sessions to determine needs and progress; Promote sustainable production systems; Write reports regarding technical progress; Facilitate the development of organisational skills of the developing agricultural sector; Facilitate relevant training as well as support to projects; Participate as a member of the project team by giving technical input for the 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 CPACs in the delivery and implementation of projects.

ENQUIRIES: Mr D Chitepo at Tel No: (021) 808 5101
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: 18 October 2019
Information Management System) is essential preferably labware LIMS; Sample reception in a laboratory environment; General administrative duties including copying, binding and filing of documents Competencies: Written and verbal communication skills; Proven computer literacy (MS Office); Ability to work under pressure; Interpersonal skills to work with internal and external clients; Ability to work independently and accurately.

**DUTIES**

Data capturing of new client information on LIMS; Assist with the updating of client information on the LIMS system; Receipt of forms from registered submissions and verifying existing client information on LIMS; Assist with sample reception duties; Assist quality controller with administrative functions and technical control checks.

**ENQUIRIES**

Ms R Pieterse at Tel No: (021) 887 0324

**APPLICATIONS**

Only applications submitted online will be accepted. To apply submit your application online only: via [http://www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or [https://westerncapegov.erecruit.co](https://westerncapegov.erecruit.co)

**CLOSING DATE**

21 October 2019

**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](http://www.westerncape.gov.za/jobs) or [https://westerncapegov.erecruit.co](https://westerncapegov.erecruit.co)

**CLOSING DATE**

21 October 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 35/114**

**ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: CAS 2019-36**

**SALARY**

R376 596 per annum (Level 09)

**CENTRE**

Department of Cultural Affairs and Sport, Western Cape Government

**REQUIREMENTS**

An appropriate 3-year tertiary qualification (National Diploma or higher qualification) in Commerce, Accounting, Economics, Public Administration or management; A minimum of 3 years’ experience in a financial environment; A valid (Code B or higher) driving licence; Recommendation: Experience in the following: Asset Management; BAS (Basic Accounting System)/LOGIS (Logistical Information System); Monthly reconciliation and completion of asset disclosure note; Liaising with internal and external auditors; Asset accounting knowledge and experience; Competencies: Knowledge of the following: Supply Chain Management; Asset Management Regulations; Proven computer literacy; Planning and organising skills; Ability to work under pressure; Have a sense of responsibility; Be loyal; Written and verbal communication skills; Supervisory skills.

**DUTIES**

Compilation of annual asset management plans; Monitor and review the capturing of all assets in the asset register; Monitor the disposal of physical assets; Monitor the financial reporting of assets; Monitor and review the allocation of assets to asset holders; Oversee and review the monitoring of assets in accordance with the relevant policy and procedures; Supervise employees; Oversight over the library material assets.

**ENQUIRIES**

Ms L Sawall at Tel No: (021) 483 8032

**POST 35/115**

**LIBRARIAN: BEAUFORT WEST REGION REF NO: CAS 2019-37**

**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) in Library Science/Information Science; A valid Code B driving licence Recommendation: Experience in a public or provincial library; Working knowledge of the LIMS database Competencies: Proven computer literacy (MS Office); Written and verbal communication skills; Supervision skills; Conflict Management skills; Library collection development skills; Administrative skills; People management skills; Interpersonal and team management skills.

**DUTIES**: Collection development; Stock control in affiliated public libraries; Administrative functions: Correspondence, financial procedures, logistical planning, asset management, general office administration, writing reports; Managing staff: Supervision, disciplinary action, staff evaluation, meetings, attend training, identify training needs for own and library staff; Implementing procedures on the LIMS system; Supporting management and professional functions.

**ENQUIRIES**: Ms R Mouton at Tel No: (044) 8141481

**DEPARTMENT OF COMMUNITY SAFETY**

**APPLICATIONS**: Only applications submitted online will be accepted to apply submit your application online only: via [http://www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or [https://westerncapegov.erecruit.co](https://westerncapegov.erecruit.co)

**CLOSING DATE**: 21 October 2019

**NOTE**: Only applications submitted online will be accepted Shortlisted candidates will be required to submit copies of their documentation for verification purposes These candidates will be required to attend interviews on a date and time as determined by the department Please ensure that you submit your application before the closing date as no late applications will be considered Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

**OTHER POST**

**POST 35/116**: WATCHING BRIEF OFFICIAL: WATCHING BRIEFS REF NO: CS 2019-25

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

**CENTRE**: Department of Community Safety, Western Cape Government

**REQUIREMENTS**: An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 2 years’ experience in the Criminal justice system or related environment; A valid (Code B or higher) driving licence Recommendation: Working knowledge of the following: Court processes; SAPS (South African Police Service) processes; LLB qualification or post graduate degree; Criminal justice experience Competencies: Knowledge and understanding of the following: Applicable legislative and regulatory requirements, policies and standards; Project Management; Monitoring and evaluation methods, tools and techniques; Political sciences and public policy; Relationship management; Written and verbal communication skills; Organisational and reporting skills; Monitoring skills; Proven computer literacy; Report writing skills.

**DUTIES**: Monitor complex cases for reporting; Gather and report on relevant communication; Consult and liaise with various role players; Perform special and ad hoc tasks when required; Enhance the efficiency of the directorate in the broad and more specific the effective and efficient management of the area of responsibility.

**ENQUIRIES**: Adv.Z Khan at Tel No: (021) 483 3394

**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](http://www.westerncape.gov.za/jobs) or [https://westerncapegov.erecruit.co](https://westerncapegov.erecruit.co)

**CLOSING DATE**: 21 October 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

<table>
<thead>
<tr>
<th>POST 35/117</th>
<th>ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): CRIMINAL INVESTIGATIONS REF NO: EADP 2019-50</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R402 045 per annum (OSD as prescribed)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Department of Environmental Affairs and Development Planning, Western Cape Government</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>An Honours (or higher qualification) in: Environmental Management/Natural Sciences/Policing/Law or related qualifications; A valid (Code B) driving licence Recommendation: Working knowledge of environmental law enforcement; Experience in forensic investigation, administrative and/or criminal investigations; Completed Environmental Management Inspector training course Competencies: Knowledge in the following: Policies and procedures of the directorate/department; Environmental legislation, Constitutional law, administrative law, criminal law, EMI (Environmental Management Inspectorate) Operating Manual; Correct interpretation and application of legislation; Principles of environmental management; Policies and procedures of the Directorate/Department; EMI and Public Service Code of Conduct; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Client orientation and customer focus.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Conduct criminal investigations into complaints of non-compliance with environmental legislation in conjunction with SAPS, NPA and other organs of state; Compile and maintain comprehensive case dockets with legally admissible evidence, including affidavits, specialist reports and any other documents with evidential value as well as recording all progress in the investigation diary; Draft accurate and legally sound charge sheets, plea and sentence agreements, summons and subpoenas; Assist and partake in joint compliance and enforcement operations with external law agencies and other organs of state; Providing accurate and sound legal support regarding administrative and criminal environmental law enforcement issues; Conduct legally sound research into issues of compliance and enforcement; Partake in environmental awareness raising exercises pertaining to environmental law enforcement.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr J Liebenberg at Tel No: (021) 483 9191</td>
</tr>
</tbody>
</table>

DEPARTMENT OF LOCAL GOVERNMENT

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via [http://www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or [https://westerncapegov.erecruit.co](https://westerncapegov.erecruit.co)

CLOSING DATE: 21 October 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

99
DEPUTY DIRECTOR: POLICY AND STRATEGIC SUPPORT REF NO: LG 2019-32
(12-Month Contract Position)

SALARY: R733 257 per annum (Level 11) (All-inclusive salary package)
CENTRE: Department of Local Government, Western Cape Government
REQUIREMENTS:
An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years’ management experience in any of the following environments: Local government sector, Legislation, Policy Analysis, Research Coordination and Management Competencies: Knowledge of the following: Applicable policies, strategies, legislation, guidelines, standard procedures and best practice; Research process and methodologies; Legislation and policy frameworks applicable to local government; Constitutional, institutional, financial, demographic and socio-economic circumstances of municipalities in the Western Cape; Information services and research centre development and management; Database management; Public service procedures; Financial management; Written and verbal communication skills; Proven computer literacy.

DUTIES:
Co-ordinate collaborative research networks by facilitating the development of a collaborative research approach culture in line with stakeholder needs; Facilitate the production of research reports based on the provincial and departmental research agenda; Support data analysis based on secondary data with reference to integrated local government matters; Disseminate research results and findings in user friendly formats and translate into action and task oriented activities to inform decision making; Financial, human resource and operational management of the sub-directorate.

ENQUIRIES: Mr A Dlwengu at Tel No: (021) 483 8986

DEPARTMENT OF THE PREMIER

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

CLOSING DATE: 21 October 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

APPLICATION DEVELOPMENT MANAGER: TRANSVERSAL APPLICATIONS DEVELOPMENT REF NO: DOTP 2019-87

SALARY: R733 257 per annum (Level 11) (All-inclusive salary package)
CENTRE: Department of the Premier, Western Cape Government
REQUIREMENTS:
An appropriate 3-year tertiary qualification (3-year National Diploma or higher qualification) in Information Systems; A minimum of 5 years’ experience in an ICT environment of which 3 years must be middle management experience; A valid code B driving licence Recommendation: Proven experience in the following: System Development Life Cycle of Enterprise scale applications and platforms; A DevOps environment; Managing developers and development operation teams; Managing Systems Analysis teams; Microsoft platforms; Contract Management of software development services in the ICT sector; Proven knowledge and experience in supporting the following Microsoft (including SharePoint, SQL, PowerBI, EPM) and Open Text platforms Competencies: Knowledge of Systems Development Life Cycle and Business Systems Analysis; Knowledge of public
sector and its operations; Strategic Planning skills; Understanding of fundamental principles of Enterprise Software Development; Understanding and knowledge of principles of DevOps; Contract and budget management; Skills in conflict and People Management; Excellent communication (written and verbal) and report writing skills in at least two of the official languages of the Western Cape; Exceptional planning and organisation skills; Self-motivated and disciplined; Ability to lead and motivate people.

**DUTIES**: Manage a team of professionals and service providers that are necessary to perform and deliver services in accordance with the approved requirements and prioritised needs relating to systems and applications planning, development, implementation, support and maintenance; Provide inputs into the development and planning of provincial ICT policy and strategy relating to systems and applications; Develop, co-ordinate and manage departmental systems and applications policy, strategy, architectures, standards and processes; Manages functional, applications training and support (FATS); Manages project office, project managers and project processes; Provide inputs into the budget and fiscal process; Member of the component's management team; Managing service providers.

**ENQUIRIES**: Mr H Jacobs at Tel No: (021) 483 8569

**APPLICATIONS**: Only applications submitted online will be accepted. To apply submit your application online only: via [http://www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or [https://westerncapegov.erecruit.co](https://westerncapegov.erecruit.co)

**CLOSING DATE**: 21 October 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 35/120**: DEPUTY DIRECTOR: BUDGET REVENUE AND EXPENDITURE REF NO: TPW 2019-172

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

**CENTRE**: Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3-years’ relevant management experience in a financial management environment; Competencies: Knowledge of the following: Monitoring and evaluation methods, tools and techniques; Business and management principles; Project management; Public management and administration; Relationship management; Public Finance Management Act and Regulations, Instructions, Guidelines and Practice Notes issued in terms thereof; Organisational and government structures and oversight bodies; Anti-corruption strategies and fraud measures; Departmental policies and standard operating procedures; Government Accounting Standards (GRAP and GAAP); Reporting Frameworks (SCOA); Government priorities; Government Financial Systems; Costing principles, methodologies and practices; Financial planning and budgeting principles and practices; Planning, budgeting and reporting tools and techniques; Managing of performance information; Financial management concepts; Supply Chain Management procedures; Public Service reporting procedures; Human Resource Management and Development; Written and verbal communication skills.

**DUTIES**: Manage the departmental budget process, develop and maintain standard operating procedures; Prepare inputs for strategic plan and annual performance plan; Manage the departmental Medium Term Expenditure Committee (MTEC)
process; Maintain and monitor financial information and ensure timely response to audits communications; Prepare a breakdown of estimated revenue and expenditure and prevent unauthorised expenditure, overspending and under spending; Manage the human resources and financial resources of the sub directorate.

ENQUIRIES : Ms M Nicholas at Tel No: (021) 483 4896

POST 35/121 : ASSISTANT DIRECTOR: BUDGET REVENUE AND EXPENDITURE REF NO: TPW 2019-160

SALARY : R376 596 per annum (Level 09)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-degree (or higher qualification)); a minimum of 3 years’ appropriate experience in Financial Management or Financial Accounting Recommendation: Advanced Excel and database development experience; Ability to interpret, apply and adhere to strict financial and legal deadlines/timeframes and concepts; A valid code B driving licence Competencies: Knowledge of the following: National, Provincial and Departmental policies, prescripts and practices; Budget Management, compilation and reporting; Interpret applicable policies, legislation, guidelines, standards, procedures and best practices; BAS and Persal Systems; Application of technology; Analytical and critical thinking skills; Financial management and cost accounting skills; Good interpersonal skills; Adaptability; Communication (written and verbal) skills; Proven computer literacy; Report writing and formulations skills.

DUTIES : Responsible budget planning for the department; Responsible for budget preparation for the department; Analysis of expenditure and revenue trends against departmental performance; Development and maintenance of databases and templates; Preparation of information for the Medium Term Expenditure Committee, the legislature, the Auditor-General and other line functionaries.

ENQUIRIES : Ms M Nicholas at Tel No: (021) 483 4896

POST 35/122 : ASSISTANT DIRECTOR: GMT - FLEET FINANCE (FINANCIAL ACCOUNTING) REF NO: TPW 2019-173

SALARY : R376 596 per annum (Level 09)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma or higher qualification) in Accounting Science; A minimum of 5 years’ relevant experience Recommendation: A valid code B driving licence Competencies: Knowledge of the following: Financial delegations, procedures and Instructions; Disciplinary and grievance procedures; FleetMan system; Oracle EBS (E-Business Suite); GRAP (Generally Recognised Accounting Practice); Public Finance Management Act; National and Provincial Treasury Regulations and Directives; Departmental Instructions; Proven computer literacy (MS Office); Communication (written and verbal) skills; Ability to interpret relevant directives and policies; Problem solving skills.

DUTIES : Maintain programmes to maintain the Standard Chart of Accounts (SCOA) and ensure all month-end procedures are performed; Prepare financial reports and communicate to all relevant stakeholders, Ensure financial statement followed up, scrutinised and included in financial reporting; Accounting for assets, liabilities, revenue, expenditure, budget statement, disclosure notes and accounting policies; Regulatory, policy, governance frameworks and tactical advice; Change management in operating and systematic processes.

ENQUIRIES : Mrs K. Proctor-Fourie at Tel No: (021) 467 4792

POST 35/123 : STATE ACCOUNTANT: BUDGETING MONITORING AND REPORTING REF NO: TPW 2019-165

SALARY : R316 791 per annum (Level 08)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 1-year relevant experience. Recommendation: Experience in the
following: Management accounting/financial accounting field; Database management and administration Competencies: Knowledge and understanding of the following: Public Administration; Project Management; Monitoring and evaluation methods, tools and techniques; Business and management principles; Political science and public policy; Relationship management; Public Finance Management Act and Regulations, Instructions, Guidelines and Practice Notes issued in terms thereof; Government Accounting Standards; Reporting Frameworks (SCOA); Government financial systems; Financial planning and budgeting principles and practices; Planning, budgeting and reporting tools and techniques; Supply Chain Management procedures; Problem solving and decision making skills; Written and verbal communication skills.

**DUTIES**: Monitor revenue and expenditure; Monthly, quarterly and annual reporting: Distribute the department in-year monitoring reporting programme inclusive of immovable assets; Adjustment budget: Prepare the adjustment budget templates; Sound control environment: Assist with the prevention of unauthorised expenditure, under spending and over spending; Programme related regulatory, policy, governance frameworks and tactical advice; Oversight bodies, committees and forums; Assist with the preparation of responses; Operations of the sub-component.

**ENQUIRIES**: Ms R van der Fort at Tel No: (021) 483 8738

**POST 35/124**: STATE ACCOUNTANT: GMT: FLEET FINANCE - REVENUE CYCLE CONTROL REF NO: TPW 2019-174

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

**CENTRE**: Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Accounting Sciences; A minimum of 2 year relevant experience; A valid (Code B or higher) driving licence Competencies: Knowledge and understanding of the following: The Operation of a trading entity; GMT policies and standard operating procedures; National Treasury regulations; Provincial Treasury Instructions; Public Finance Management Act; Financial procedures, delegations, instructions; Disciplinary and grievance procedures; FleetMan system; Generally Recognised Accounting Practice (GRAP); Oracle E-Business Suite; Written and verbal communication skills; Proven computer literacy.

**DUTIES**: Manage the tariff and revenue adjustments on the systems: Draw reports and ensure all vehicles accurate charge identification codes; Oversee and manage input for revenue included in financial reporting; Manage initiatives to promote value for money and efficiency gains and draft recommendations for enhanced efficiency gains; Assist with assurance engagements; Stakeholder relationship management; Change management in operating and systematic processes.

**ENQUIRIES**: Ms K Proctor-Fourie at Tel No: (021) 467 4792

**POST 35/125**: PROJECT ADMINISTRATOR (SPECIAL PROJECTS) REF NO: TPW 2019-171

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

**CENTRE**: Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 1-year administration support experience Recommendation: Exposure or training to/in information management; Knowledge of the Built Environment profession Competencies: Knowledge of Project Management; Technical proficiency; Problem analysis, solving and decision making; Proficiency in MS office applications including MS Projects; Data management; Written and verbal communication skills.

**DUTIES**: Effective management of performance of the actual and virtual branch programme office functions and subordinates; Maintain high level competency in the deployment, application, improvements and upgrades of enterprise programme management information system/s (RPM/EPM) and ensure data management and integrity for reporting and record keeping purposes; Assist relevant stakeholders by providing operating framework; Ensure project information/data and reports are timeously available for users and auditing; Ensure statutory annual documents (Infrastructure Programme Implementation Plans and Service Delivery
Agreements) between the department and its client departments are correctly complied to the relevant standards; Assist project leaders with technical user support, project related administration and the implementation of new processes and procedures.

**ENQUIRIES**

Ms M Harris at Tel No: (021) 483 4363