PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 36 OF 2019
DATE ISSUED: 11 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.
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## PROVINCIAL ADMINISTRATIONS

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CIVILIAN SECRETARIAT FOR POLICE

The Civilian Secretariat for Police Service is an equal opportunity, and gender sensitive employer and it is the intention to promote representivity in the Public Service through the filling of these posts. The Secretariat for Police Service is committed to the achievement and maintenance of diversity and equity employment.

APPLICATIONS: must be mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered to 217 Pretorius Street, Van Erkom Arcade building 7th floor, Pretoria at the Reception NB: Please ensure that your application reaches this office before 17h00 on week-days.

CLOSING DATE: 25 October 2019

NOTE: Applications must be submitted on the prescribed application form Z.83 of the Public Service Act form only, (i.e application for employment form), obtainable from any Public Service Department or any Public Service and Administration website or recruitment office within the Secretariat for Police Service. All applications must be accompanied by a comprehensive Curriculum Vitae, certified copies of all educational qualifications and supporting documents, such as identity documents, driver’s license, etc. Former employees who left the public service earlier on condition that they would not accept or seek re-appointment; or due to ill health and cannot provide sufficient evidence of recovery should not apply. Faxe d or e-mailed applications will not be considered. No late applications will be accepted. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted 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. Short-listed candidates for SMS posts will be subjected to a security clearance. The Secretary of Police Service has the right not to fill the post. All posts are based in Pretoria.

OTHER POSTS

POST 36/01: ASSISTANT DIRECTOR: POLICE COMPLIANCE REF NO: CSP/10 /2019

SALARY: R470 040 per annum
CENTRE: Pretoria
REQUIREMENTS: National Diploma or Bachelor’s Degree in Public Administration/Social Sciences or Development Studies or relevant equivalent qualification. 3-5 years’ experience in monitoring and evaluation. Understanding of monitoring and evaluation strategies, policies and procedures. Knowledge of the Constitution of the Republic of South Africa, Civilian Secretariat for Police Act, Public Service Act Performance Management and Monitoring Public Finance Management Act, Public Service Regulations, Networking and Building bonds. Communication (verbal and written) skills. Public Services Transformation Planning and organising skills. Problem solving and decision making. Project Management, Presentation skills and computer literacy. Facilitation and leadership skills.

DUTIES: Facilitate the development of compliance monitoring policies, guidelines and procedures. Provide support in the design of compliance monitoring tools, guidelines and systems. Develop annual costed monitoring and evaluation plan. Analyse Domestic violence Act (DVA) and Gender Based Violence (GBV) related legislation, legislation administered by the Minister of Police and policing policies in relation to policing mandates. Facilitate capacity building activities for compliance monitoring. Monitor and evaluate compliance with, legislation administered by the Minister of Police, the DVA and other GBV related legislation and policies. Conduct desktop research for conceptualisation of compliance monitoring projects. Coordinate compliance monitoring team activities. Facilitate the planning for oversight visit processes. Assess SAPS compliance levels and implementation in relation to legislation, policies and Ministerial Directives. Develop appropriate reports on compliance monitoring. Support the development of DVA compliance biannual reports for presentation.
to Parliament Facilitate the collection and processing of data regarding compliance Facilitate the development of oversight monitoring and evaluation database Develop oversight monitoring and evaluation reports with recommendations Management of resources (human and financial).

**ENQUIRIES**: Ms NM Sefiti / Mr S Matsapola Tel No: (012) 393 4359/2500

**POST 36/02**: CLEANER REF NO: CSP/09/2019

**SALARY**: R102 534 per annum

**CENTRE**: Pretoria

**REQUIREMENTS**: Grade 10 or ABET Basic knowledge of general hygiene practices Professional personal presentation, good knowledge of cleaning products and applications relevant cleaning experience Ability to work under pressure Verbal and written communication skills Customer service orientation Confidentiality.

**DUTIES**: Provision of cleaning services Dusting and waxing office furniture Sweeping, scrubbing waxing of floors Vacuuming and shampooing floors Cleaning wall, windows and doors Emptying waste bins or similar containers Transporting waste material to designated collection points Mopping floors with wet or damp mops Cleaning the rest rooms. Refilling hand wash liquid soap Replace toilet papers, hand towels and refreshments Empty and wash waste bins Keep and maintain cleaning materials and equipment Report and maintain machines and equipment cleaning of machines (vacuum cleaners, etc) and equipment after use Request cleaning materials.

**ENQUIRIES**: Ms NM Sefiti/Mr S Matsapola Tel No: (012) 393 4359/2500
ANNEXURE B

DEPARTMENT OF COOPERATIVE GOVERNANCE

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

CLOSING DATE: 01 November 2019

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

OTHER POSTS

POST 36/03: SENIOR INTERNAL AUDITOR REF NO: 27042/01

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

DUTIES: The successful candidate will perform the following duties: Liaise with the auditee, gathering of auditee background information, compilation of systems of internal control and development of audit programs, Conduct audits as per audit programs, raise findings of inadequate controls and complete audit working paper as per auditing standards and internal audit methodology, Draft audit reports and discuss with management, Perform follow-up internal audits on agreed management actions.

ENQUIRIES: Ms D Matlala Tel No: (012) 334 5711
APPLICATIONS: Applications may be posted to URS Response Handling, P O Box 11506, Tijgerpoort, 0056; submitted electronically via email: cogta53@ursonline.co.za or via fax: 086 415 5709
FOR ATTENTION: URS Response Handling Tel No: (012) 811 1900

POST 36/04: ADMINISTRATION OFFICER: SPATIAL PLANNING DISTRICTS AND REGIONS REF NO: 27042/02

SALARY: R257 508 per annum (Level 07)
CENTRE: Pretoria
REQUIREMENTS: A three-year Bachelor’s Degree or a three-year National Diploma in Development Planning/Social Science/Public Administration/Governance or equivalent qualification. Minimum of 1 to 2 years’ experience in the relevant field. Generic competencies: Quality of work, Reliability, Initiative, Communication, Interpersonal Relations, Teamwork Planning and Execution. Technical competencies: Integrated Development Planning (IDP), Development Planning and planning related to local government legislation, policies, regulations and frameworks, South African system of Inter-governmental Planning.

DUTIES: The successful candidate will perform the following duties: Coordinate the National IDP assessments on annual basis, Liaise with stakeholders at national,
provincial and municipal level regarding municipal planning processes. Coordinate and provide secretariat services to the relevant forums. Provide support in the implementation of effective systems to enhance the full participation of national and provincial government and other stakeholders in the IDP processes.

ENQUIRIES: Ms Z Nkosi Tel No: (012) 395 4643
APPLICATIONS: Applications may be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: cogta54@ursonline.co.za or via fax: 086 415 5709.
DEPARTMENT OF CORRECTIONAL SERVICES

APPLICATIONS: All applications must be submitted to: National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 or hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street)

CLOSING DATE: 28 October 2019 @ 15h45

NOTE: Applications must be submitted on form Z83 (Public Service Application form), obtainable from any Public Service Department, and must be completed in full. Applications must be accompanied by a CV, copies of qualifications, identity document and valid driver’s licence. Please note: All copies attached must be certified a true copy of the original and not older than three months. Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. Faxed and e-mailed applications will not be accepted. Candidates must comply with the minimum appointment requirements. Before you apply: All costs associated with an application will be borne by the applicant. The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling these vacancies. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions in support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered. Please take note that correspondence will only be conducted with the shortlisted candidates if you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. The Department of Correctional Services reserves the right not to fill any of these advertised posts. CV’s should be aligned to reflect one’s degree of compliance with the advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches DCS before 28 October 2019 @ 15h45. Indicate the reference number and position you are applying for on your application form (Z83) and post your complete application to the relevant address as indicated below:

OTHER POSTS

POST 36/05 : DEPUTY DIRECTOR: INSPECTORATE REF NO: HO 2019/09/01 (X2 POSTS)
Directorate: Inspectorate

SALARY : R733 257 per annum (all-inclusive package)
CENTRE : National Head Office


DUTIES : Plan and coordinate inspection programmes. Manage, coordinate and quality control of inspection reports of national and regional inspectors. Execute comprehensive and high level inspections as directed by the Commissioner and the Director. Needing investigation. Management of inspection teams. Compilation and maintenance of inspection tools. Manage, train and develop staff (Regional and National). Management of human resources, finance and assets.
ENQUIRIES : Mr TO Mokhele Tel No: (012) 3072173/Mr Y Naidoo Tel No: (012) 307 2079/Ms M Marais Tel No: (012) 307 2977/Ms TP Baloyi 012 305 8589

POST 36/06 : DEPUTY DIRECTOR: PHYSICAL SECURITY REF NO: HO 2019/09/02
Directorate: Security Standards

SALARY : R733 257 per annum (all-inclusive package)
CENTRE : National Head Office
REQUIREMENTS : Recognised 3 year degree/national diploma in Security Management or Social Sciences 3-5 managerial experience in a security environment State Security Agency (SSA) security managers’ course will be an added advantage Must be prepared to undergo a Top Secret security clearance process Valid driver’s licence Computer literacy Competencies and Attributes: Sound knowledge and the practical application of the MISS, MPSS, Criminal Procedure Act, PFMA and other departmental/Public Service regulations and policies Applied strategic thinking and decision making capability Competency in project management and investigations Planning, organizing and communication skills Presentation and interpersonal skills Report writing, analytical thinking, negotiation, problem solving and administrative skills Technical computer skills and knowledge of ICT security solutions and applications Willingness to travel extensively Maintenance of high confidentiality and integrity.

DUTIES : Provide an ongoing security related advice Manage physical security activities and implement MISS within DCS Manage compliance and monitoring security policies, procedures and security systems perform preliminary investigations of acceptable standards Perform Threats and Risk Assessment (TRAs), audits and quality assurance on physical security measures and systems Coordinate quality check function with the SSA Manage the security awareness programmes Assist in the implementation and support of security systems Liaise with internal and external stakeholders: SSA, SAPS, Metro Police with regards to physical security on ensuring safety at events of the department Management of human resources, finance and assets.

ENQUIRIES : Mr TO Mokhele Tel No: (012) 3072173/Mr Y Naidoo Tel No: (012) 307 2079/Ms M Marais Tel No: (012) 307 2977/Ms TP Baloyi Tel No: (012) 305 8589

POST 36/07 : DEPUTY DIRECTOR: LOGISTICAL ADMINISTRATION SUPPORT REF NO: HO 2019/09/03
Directorate: Logistics

SALARY : R733 257 per annum (all-inclusive package)
CENTRE : National Head Office
REQUIREMENTS : Relevant degree/national diploma in Supply Chain Management or equivalent qualification. 3-5 years management experience in Logistics Knowledge of LOGIS, asset balancing and asset reconciliation Knowledge of Vulindlela, LBIS, balanced score card and financial statements Computer literacy Valid driver’s licence Competencies And Attributes: Knowledge in Supply Chain Management Knowledge of Treasury Regulations and PFMA Financial management Problem solving and decision making Team leadership Project management Presentation skills Conflict management Report writing Training and development Time management Confidentiality Understanding of Public Service policy and legislative framework Service delivery and client orientation Integrity and honesty Assertiveness Ability to network Influence and impact Applied strategic thinking Willingness to travel.

DUTIES : Manage assets of head office Oversee the ordering process and order payment process Manage travel arrangements and payment Manage logistical systems and the disposal of movable assets and inventory of the department Analyse reports and advise senior management with regard to current issues in respect of logistics in the department and in general Monitor and evaluate adherence to logistical policies and procedures throughout the department Take appropriate corrective actions where necessary Manage the vendor database and performance of suppliers. Implement Broad-Based Black Economic Empowerment Monitoring of quotation activities Management of human resources, finance and assets.

ENQUIRIES : Mr TO Mokhele Tel No: (012) 3072173/Mr Y Naidoo Tel No: (012) 307 2079/Ms M Marais Tel No: (012) 307 2977/Ms TP Baloyi Tel No: (012) 305 8589
POST 36/08: DEPUTY DIRECTOR: INVENTORY MANAGEMENT REF NO: HO 2019/09/04

Directorate: Logistics

SALARY: R733 257 per annum (all-inclusive package)
CENTRE: National Head Office

DUTIES: Manage the national inventory register of the department. Develop, implement and maintain inventory management policies and procedures for the department. Develop, implement and monitor acquisition, maintenance and disposal plans for inventory. Develop and effectively implement the inventory management strategy within the department. Promote and obtain buy-in from internal and external stakeholders in the department with regard to the inventory management function. Ensure effective integration and working procedures between the inventory management function and supply chain management within the department. Ensure the effective management of inventory within the department according to the inventory management strategy and requirements of the PFMA. Oversee the effective execution of inventory management activities. Conduct economic appraisals for inventory (cost benefit analysis). Make decisions on the most appropriate inventory solution based on an analysis of pricing options for inventory and to make recommendations that is aligned with the department inventory policies. Make recommendations regarding the disposal of inventory. Ensure regular inventory counts and to verify results against the inventory register. Conduct regular inventory evaluations to be incorporated in the inventory plan. Adhere to regular inventory management reporting requirements by preparing, analyzing and submitting inventory management reports and utilizing the appropriate system within the province/department. Improve the inventory management function within the department by proposing, implementing and reengineering inventory management processes and policies when required. Ensure all officials within the department understand inventory management requirements and the application thereof in their respective divisions. Prepare monthly reconciliation between the inventory register and ledger as well as an annual reconciliation of the register. Annual Financial Statements (AFS) and the ledger. Management of human resources, finance and assets.

ENQUIRIES: Mr TO Mokhele Tel No: (012) 3072173/Mr Y Naidoo Tel No: (012) 307 2079/Ms M Marais Tel No: (0120 307 2977/Ms TP Baloyi Tel No: (012) 305 8589

POST 36/09: DEPUTY DIRECTOR: CONTRACT INFORMATION Provision REF NO: HO 2019/09/05

Directorate: Contract Management

SALARY: R733 257 per annum (all-inclusive package)
CENTRE: National Head Office
REQUIREMENTS: Relevant degree/national diploma in Supply Chain Management/Finance or any other relevant tertiary qualification. 3-5 years management experience in Contract Management. Completion of a middle management course (Management Development Program) will be an added advantage. Computer literacy. Valid driver’s licence. Competencies and attributes: Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, PPPFA, Labour Legislation, Public service Act and Public Service Regulations. Multiple project and contract management skills. Analytical and research (quantitative and qualitative) skills. Financial management skills. Strategic planning and organizational skills. Problem solving skills. Communication (written, verbal and liaison) skills. People management skills. Internal/external networking skills.
User knowledge of computer software related to research Ability to work under pressure.

**DUTIES**
Managing the functions of obtaining, capturing, analysing, interpreting and distributing contract data Control the process with regard to irregular, wasteful and fruitless expenditures Control data integrity Control monitoring visits to practice Advise on corrective steps where necessary Liaison with other government departments to ensure uniformity of financial misconduct processes within government Ensures compliance with legislation Control/facilitation of training courses Preparation and presentation of ad hoc subjects at national logistic conferences Control/performing of performance assessments of personnel (term reviews/annual reviews) Management of human resources, finance and assets.

**ENQUIRIES**
Mr TO Mokhele Tel No: (012) 3072173/Mr Y Naidoo Tel: 012 307 2079/Ms M Marais 012 307 2977/Ms TP Baloyi 012 305 8589

**POST 36/10**
DEPUTY DIRECTOR: FUNDS AND SCHEMES REF NO: HO 2019/09/06
Directorate: Facilities Fund Management

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

**CENTRE**
National Head Office

**REQUIREMENTS**
Recognised degree or national diploma in Public Management or equivalent qualification 3-5 years management experience in a comparable finance and social clubs environment Computer literacy valid driver’s licence Competencies and Attributes: Financial management Problem solving and decision making Facilitation skills Plan, organise, lead and control Change management Team leadership Project management Presentation skills Conflict management Report writing Training and development Time management Confidentiality Coaching and mentoring Understanding public service policy and legislative framework Service delivery and client orientation Integrity and honesty Assertiveness Ability to network Influence and impact Applied strategic thinking Willingness to travel

**DUTIES**
Manage Facilities Funds and Schemes and ensure that funds and schemes are annually audited Manage, develop and review facilities funds schemes clubs and messes policies, procedures, processes and guidelines Monitor the implementation thereof Manage and monitor the administering of sport fund portfolio as well as Widows and Orphans fund portfolios in terms of applicable policies, processes and guidelines Manage and monitor the operations of the Karridene Resort in line with the agreement between DCS Facilities Fund and Protea Hotel Group (Marriot International) Manage the administering of clubs and messes operations Management of human resources, finance and assets.

**ENQUIRIES**
Mr TO Mokhele Tel No: (012) 3072173/Mr Y Naidoo Tel No: (012) 307 2079/Ms M Marais Tel No: (0120 307 2977/Ms TP Baloyi Tel No: (012) 305 8589

**POST 36/11**
DEPUTY DIRECTOR: PROCUREMENT POLICY FORMULATION REF NO: HO 2019/09/07
Directorate: Procurement Administration

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

**CENTRE**
National Head Office

**REQUIREMENTS**
Recognised degree or national diploma in Procurement/Purchasing/Supply Chain Management or related field. 3-5 years junior management experience in a comparable environment Computer literacy valid driver’s licence Competencies and Attributes: Policy coordination Good communication skills Financial management Project and programme management Change management Client orientation and customer focus Problem solving and analysis Service delivery innovation Decision making People management and empowerment Integrity and honesty Confidentiality Good interpersonal relations Understanding of Public Service policy and legislative framework Assertiveness Ability to network Diplomacy and tact Influence and impact.

**DUTIES**
Oversee the effective and efficient implementation of policies Maintain uniformity in procurement practices in the department Train acquisition/procurement practitioners in the department Develop and maintain monitoring tool for compliance with procurement prescripts Evaluate cost-efficiencies of procurement management control process and initiate improvement interventions Compile training material on procurement and present to all relevant forums within DCS Management of human resources, finance and assets.
ENQUIRIES : Mr TO Mokhele Tel No: (012) 3072173/Mr Y Naidoo Tel No: (012) 307 2079/ Ms M Marais Tel No: (0120 307 2977/Ms TP Baloyi Tel No: (012) 305 8589

POST 36/12 : DEPUTY DIRECTOR: TENDER MANAGEMENT REF NO: HO 2019/09/08
Directorate: Procurement Administration

SALARY : R733 257 per annum (all-inclusive package)
CENTRE : National Head Office
REQUIREMENTS : Recognised degree/national diploma in Contract Management or equivalent qualification 3-5 management experience in a similar environment Computer literacy Valid driver’s licence Competencies and Attributes: Communication, client orientation and customer focus, problem solving and analysis, service delivery innovation, decision making, people management and empowerment, integrity and honesty, confidentiality and good interpersonal relations Understanding of Public Service Policy and Legislative Framework Knowledge of Supply Chain Management legislation and related prescripts Knowledge of Government Procurement processes Assertiveness, ability to network and diplomacy Influence and impact and Change Management.

DUTIES : Manage advertising, invitation and closing of bids, Manage the evaluation and adjudication of bids, Manage, support and advise on bid processes Manage the provision of secretariat services for bid evaluation and adjudication committees, Manage the application of Supply Chain Management (SCM) prescripts, Manage the signing of Service Level Agreement (SLA), Manage the rolling-out of contracts Manage stakeholder relationship Ensure that bid recommendations are in line with policies and prescripts Management of resources (i.e human, assets and financial) Manage performance information.

ENQUIRIES : Mr TO Mokhele Tel No: (012) 3072173/Mr Y Naidoo Tel No: (012) 307 2079/ Ms M Marais Tel No: (0120 307 2977/Ms TP Baloyi Tel No: (012) 305 8589

POST 36/13 : DEPUTY DIRECTOR: ACCOUNTS AND BOOKKEEPING REF NO: HO 2019/09/09
Directorate: Financial Accounting

SALARY : R733 257 all-inclusive package
CENTRE : National Head Office
REQUIREMENTS : An appropriate degree/national diploma in Finance related field with financial accounting or management accounting as a major subject or equivalent qualification Minimum 3-5 years management experience in a similar environment Must be willing to work outside normal working hours Computer literacy Valid driver’s licence Competencies and Attributes: Extensive knowledge of public finance management act Good knowledge of treasury regulations and basic accounting systems Project and programme management Change management Client orientation and customer focus Problem solving and analysis Service delivery Innovation Decision making People management and empowerment Integrity and honesty Confidentiality Good interpersonal relations Understanding of Public Service policy and legislative framework Assertiveness Ability to network Diplomacy and tact Influence and impact Policy coordination Communication skills financial management skills.

DUTIES : Administration of banking and cash flow management Exercise control over exchequer accounts, departmental ledger and activity allocations Ensure that all suspense accounts that have zero balance at month-end and year end closure are zero to enable the department closes on its own BAS for the month-end and the financial year end Analyse the general ledger and trial balance of the entire department and ensure that all accounts are correctly stated; for example, that all expenditure items should have debit balances only Ensure that all suspense accounts are cleared Coordinate and compile monthly compliance certificate Prepare monthly financial statements, quarterly financial statements as well as annual financial statements Manage Safety Web Ensure that all officials under DD: Accounts and Bookkeeping responsibility receive necessary training Monitor and supervise staff.

ENQUIRIES : Mr TO Mokhele Tel No: (012) 3072173/Mr Y Naidoo Tel No: (012) 307 2079/ Ms M Marais Tel No: (0120 307 2977/Ms TP Baloyi Tel No: (012) 305 8589
POST 36/14: ASSISTANT DIRECTOR: PUBLIC PRIVATE PARTNERSHIPS (PPP) CONTRACT MANAGEMENT: KUTAMA SINTHUMULE REF NO: HO 2019/09/10
Directorate: Contract Management

SALARY: R376 596 per annum
CENTRE: National Head Office
REQUIREMENTS:
Relevant degree/national diploma in Supply Chain Management/Finance or any other relevant tertiary qualification 3-5 year’s management experience in contract management Computer literate Valid driver’s licence Competencies and Attributes: Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, PPPFA, Labour Legislation, Public Service Act and Public Service Regulations Multiple project and contract management skills Analytical and research (quantitative and qualitative) skills Financial management skills Strategic planning and organizational skills Problem solving skills Communication (written, verbal and liaison) skills People management skills Internal/external networking skills User knowledge of computer software related to research.

DUTIES:
Establish mechanisms for monitoring and regulating the implementation of, and performance of the Public Private Partnership agreement Resolving disputes and differences with the private party Generally overseeing the day-to-day management of the agreement Ensure the distribution and implementation of contracts between the public sector and private companies Ensure proper general contract administration Ensure the administration of public private partnerships deviation Ensure compliance with commercial law when enacting penalties against suppliers for Public Private Partnerships Consideration of appeals Monitor supplier performance Ensure proper safekeeping of contracts Monitoring visits to practice Managing of the manpower plan Control/performing of performance assessments of personnel (term reviews / annual reviews) Management of human resources, finance and assets.

ENQUIRIES:
Mr TO Mokhele Tel No: (012) 3072173/Mr Y Naidoo Tel No: (012) 307 2079/Ms M Marais Tel No: (0120 307 2977/Ms TP Baloyi Tel No: (012) 305 8589

POST 36/15: ASSISTANT DIRECTOR: CAPITAL EQUIPMENT AND PROJECTS REF NO: HO 2019/09/11
Directorate: Contract Management

SALARY: R376 596 per annum
CENTRE: National Head Office
REQUIREMENTS:
Relevant degree/national diploma in Supply Chain Management/Finance or any other relevant tertiary qualification 3-5 years management experience in contract management Computer literate Valid driver’s licence Competencies and Attributes: Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, PPPFA, Labour Legislation, Public Service Act and Public Service Regulation Multiple project and contract management skills Analytical and research (quantitative and qualitative) skills Financial management skills Strategic planning and organizational skills Problem solving skills Communication (written, verbal and liaison) skills People management skills Internal/external networking skills User knowledge of computer software related to research.

DUTIES:
Ensure the management of rental and lease contracts Distribution and implementation of capital equipment and project contracts General contract administration. Administration of capital equipment and project contracts deviations Monitor supplier performance with regard to capital equipment and projects Facilitate transversal/period contracts for capital equipment and projects Monitoring visits to practice Contract support to suppliers and end users Management of human resources, finance and assets.

ENQUIRIES:
Mr TO Mokhele Tel No: (012) 3072173/Mr Y Naidoo Tel No: (012) 307 2079/Ms M Marais Tel No: (0120 307 2977/Ms TP Baloyi Tel No: (012) 305 8589

POST 36/16: ASSISTANT DIRECTOR: IRREGULARITY MANAGEMENT REF NO: HO 2019/09/12
Directorate: Contract Management

SALARY: R376 596 per annum
CENTRE: National Head Office
**REQUIREMENTS**

- Relevant degree/national diploma in Supply Chain Management/Finance or any other relevant tertiary qualification
- 3-5 years management experience in Contract Management
- Computer literate
- Valid driver’s licence

**Competencies and Attributes**

- Knowledge of Public Finance Management Act (PFMA), Treasury Regulations and Labour Legislation related to the post
- Client orientation and customer focus
- Presentation skills
- People and diversity management skills
- Accountability and ethical conduct
- Good organizational and communication skills
- Good financial management, facilitation, planning, organizing, change and time management skills
- Strategic planning and organizational skills
- Problem solving skills
- Communication (written, verbal and liaison)
- People management skills
- Internal/external networking skills
- User knowledge of computer software related to research.

**DUTIES**

- Monitor and ensure the prevention of irregular, wasteful and fruitless expenditures and provide advice on corrective steps
- Undertake dispute resolution and ensure that all documentation are prepared and available to resolve disputes
- Ensure the execution of disciplinary actions
- Obtain results of disciplinary procedures
- Ensure compliance with legislation
- Monitoring visits to practice
- Performance assessments of personnel (term reviews/annual assessment)
- Management of human resources, finance and assets.

**ENQUIRIES**

- Mr TO Mokhele Tel No: (012) 3072173/Mr Y Naidoo Tel No: (012) 307 2079/Ms M Marais Tel No: (0120 307 2977/Ms TP Baloyi Tel No: (012) 305 8589

**POST 36/17**

- ASSISTANT DIRECTOR: PROFESSIONAL SERVICES PROCUREMENT
- REF NO: HO 2019/09/13
- Directorate: Procurement Administration

**SALARY**

- R376 596 per annum

**CENTRE**

- National Head Office

**REQUIREMENTS**

- Recognized degree or national diploma in Purchasing Management or equivalent qualification
- 3-5 years supervisory experience in supply chain management
- Computer literate
- Valid driver’s licence

**Competencies and Attributes**

- Communication skills
- Client orientation and customer focus
- Problem solving and analysis
- Service delivery innovation
- Decision making
- People management and empowerment
- Integrity and honesty
- Confidentiality
- Good interpersonal relations
- Business administration
- Assertiveness
- Ability to network and diplomacy.

**DUTIES**

- Manage the administration of bids for professional services
- Ensure compliance to policy and prescripts
- Provide assistance and guidance during bid specification and evaluation committee meetings
- Attend compulsory bid information meetings and provide guidance to bidding companies with regard to bidding processes
- Ensure compliance with legislation and policies during opening, screening and evaluation of bids
- Physical distribution of documents and safe storage thereof
- Ensure that bid recommendations are in line with policies and prescripts
- Attend bid adjudication committee meetings when required
- Management of human resources, finance and assets.

**ENQUIRIES**

- Mr TO Mokhele Tel No: (012) 3072173/Mr Y Naidoo Tel No: (012) 307 2079/Ms M Marais Tel No: (0120 307 2977/Ms TP Baloyi Tel No: (012) 305 8589

**POST 36/18**

- ASSISTANT DIRECTOR: COMMODITY MANAGEMENT
- REF NO: HO 2019/09/14
- Directorate: Procurement Administration

**SALARY**

- R376 596 per annum

**CENTRE**

- National Head Office

**REQUIREMENTS**

- Recognized degree or national diploma in Purchasing management or equivalent qualification
- 3-5 years supervisory relevant experience in a Supply Chain Management environment
- Knowledge of Supply Chain Management processes, Treasury Regulations and PFMA
- Computer literate
- valid driver’s licence
- Competencies and Attributes:
  - Communication
  - Client orientation and customer focus
  - Problem solving and analysis
  - Service delivery innovation
  - Decision making
  - People management and empowerment
  - Integrity and honesty
  - Confidentiality
  - Good interpersonal relations

- Understanding of Public Service legislation and policies during opening, screening and evaluation of bids
- Physical distribution of documents and safe storage thereof
- Ensure that bid recommendations are in line with policies and prescripts
- Attend bid adjudication committee meetings when required
- Management of human resources, finance and assets.

**ENQUIRIES**

- Mr TO Mokhele Tel No: (012) 3072173/Mr Y Naidoo Tel No: (012) 307 2079/Ms M Marais Tel No: (0120 307 2977/Ms TP Baloyi Tel No: (012) 305 8589
Service policy and legislative framework Knowledge of Supply Chain Management legislation and related prescripts Knowledge of government procurement processes Assertiveness Ability to network and diplomacy.

**DUTIES**

Responsibilities: Conduct an industry and market analysis of the goods, works or services to be obtained by the department Determine optimum method to satisfy the need for the required goods, work or services Coordinate, review and collate information for demand management plan Compile annual procurement plan Monitor and assess compliance to the annual procurement plan Coordinate, review and collate information for participation in transversal contracts Compile product specifications Management of human resources, finance and assets.

**ENQUIRIES**

Mr TO Mokhele Tel No: (012) 3072173/Mr Y Naidoo Tel No: (012) 307 2079/Ms M Marais Tel No: (0120 307 2977/Ms TP Baloyi Tel No: (012) 305 8589

**POST 36/19**

**ASSISTANT DIRECTOR: CAPITAL PROCUREMENT REF NO: HO 2019/09/15**

Duties: Procurement Administration

**SALARY**

R376 596 per annum

**CENTRE**

National Head Office

**REQUIREMENTS**

Recognised degree or national diploma in Procurement/Purchasing/Supply Chain Management or related field. 3-5 years relevant supervisory experience Computer literate valid driver’s licence Competencies and Attributes: Knowledge of BAS Numeracy Organizing Service delivery and client orientation Good communication skills Telephone etiquette Time management. Problem solving Decision making financial management and interpersonal skills.

**DUTIES**

Administration of bids Ensure the evaluation of bids within the validity period Administration of contracts Ensure the distribution of contracts to end user and regions are done correctly Preparation of bid committee Ensure that the appropriate point system is utilized in the evaluation of bids Management of human resources, finance and assets.

**ENQUIRIES**

Mr TO Mokhele Tel No: (012) 3072173/Mr Y Naidoo Tel No: (012) 307 2079/Ms M Marais Tel No: (0120 307 2977/Ms TP Baloyi Tel No: (012) 305 8589

**POST 36/20**

**ASSISTANT DIRECTOR: PROCUREMENT POLICY IMPLEMENTATION AND CONTROL REF NO: HO 2019/09/16**

Duties: Procurement Administration

**SALARY**

R376 596 per annum

**CENTRE**

National Head Office

**REQUIREMENTS**

Recognised degree or national diploma in Procurement/Purchasing Management/Supply Chain Management 3-5 years relevant supervisory experience Computer literate valid driver’s licence Competencies and Attributes: Numeracy Organizing Good communication skills Service delivery and client orientation Telephone etiquette Time management. Problem solving Decision making financial management and interpersonal skills.

**DUTIES**

Manage the formulation and implementation of procurement policy, procedures and delegated powers Monitor, identify and correct deficiencies regarding procurement Facilitate training on procurement administration within the department Handle enquiries regarding procurement policy and procedures Continuous recordkeeping and reporting of irregular expenditure Management of human resources, finance and assets.

**ENQUIRIES**

Mr TO Mokhele Tel No: (012) 3072173/Mr Y Naidoo Tel No: (012) 307 2079/Ms M Marais Tel No: (0120 307 2977/Ms TP Baloyi Tel No: (012) 305 8589

**POST 36/21**

**ASSISTANT DIRECTOR: FLEET MANAGEMENT REF NO: HO 2019/09/17**

Duties: Logistics

**SALARY**

R376 596 per annum

**CENTRE**

National Head Office

**REQUIREMENTS**

Recognized degree or national diploma in Transport Management or equivalent qualification 3-5 year’s supervisory experience in fleet management Knowledge of fleet management framework Computer literate Valid driver’s licence Competencies and Attributes: Knowledge on fleet management policies and guidelines Project management Communication skills Problem solving and analysis Service delivery Innovation Decision making People
management and empowerment Integrity and honesty Confidentiality Good interpersonal relations Service delivery and client orientation Knowledge and application of Public Service policies and legislative framework Treasury regulations Ability to conduct research.

**DUTIES**

Responsibilities: Manage the budgeting, purchasing and the utilization of departmental fleet, subsidized and ministerial vehicles Liaise with the appointed service provider for termination of contracts of subsidized vehicles. Maintain and update a register for all scheme A (subsidized) and scheme B applications. Assist with the development of fleet management policies and guidelines. Manage the disposal and losses of departmental, subsidized and ministerial vehicles. Management of human resources, finance and assets.

**ENQUIRIES**

Mr TO Mokhele Tel No: (012) 3072173/Mr Y Naidoo Tel No: (012) 307 2079/Ms M Marais Tel No: (012) 307 2977/Ms TP Baloyi Tel No: (012) 305 8589

**POST 36/22**

ASSISTANT DIRECTOR: ASSET/INVENTORY MANAGEMENT REF NO: HO 2019/09/18
Directorate: Logistics

**SALARY**

R376 596 per annum

**CENTRE**

National Head Office

**REQUIREMENTS**

- Recognised degree or national diploma in Economics and Management Sciences (Commerce/Logistics/Public Administration, etc)
- 3-5 years related financial or asset management supervisory experience
- Computer literate
- Valid driver’s licence
- Competencies and Attributes: Knowledge of asset management framework and related asset management practice in the Public Service environment
- Excellent verbal and written communication skills
- Ability to plan
- Must have strong leadership qualities, initiative and drive
- Willingness to work outside normal working hours
- Knowledge of the Public Finance Management Act, Treasury Regulations and Logistical Information System (LOGIS) Extensive knowledge of the LOGIS Web/LBIS/BAS/LOGIS Balanced Scorecard/Procurement Integration/Vulindlela.

**DUTIES**

- Maintain an accurate inventory register
- Monitor and review the allocation of assets to asset holders
- Promote correct implementation of sound asset management practices
- Consolidate and analyse major and minor asset balancing and asset reconciliation monthly reports from regions
- Report monthly on the performance of regions in asset management
- Monitor and report the LOGIS Balance Score Card to management
- Promote and obtain buy-in from all stakeholders regarding compliance to inventory management in the department
- Compile inputs for the annual financial statement with regard to asset management
- Ensure that all officials involved in asset management are trained
- Execute responsibilities of officials as stipulated in Section 45 of the PFMA
- Management of human resources, finance and assets.

**ENQUIRIES**

Mr TO Mokhele Tel No: (012) 3072173/Mr Y Naidoo Tel No: (012) 307 2079/Ms M Marais Tel No: (012) 307 2977/Ms TP Baloyi Tel No: (012) 305 8589

**POST 36/23**

ASSISTANT DIRECTOR: POLICY ADMINISTRATION REF NO: HO 2019/09/19
Directorate: Policy and External Training

**SALARY**

R376 596 per annum

**CENTRE**

National Head Office

**REQUIREMENTS**

- Recognized degree or national diploma in Human Resources Development or equivalent qualification
- 3-5 years appropriate experience in the field of Human Resource Development or Education Training and Development;
- Conducting, research and policy development
- Computer literate
- Valid driver’s licence
- Competencies and Attributes: Ability to review policy, policy procedures, HRD circulars and directives
- Facilitation, presentation, project management, communication and marketing skills
- Report writing Database management
- Generic management, analytical, negotiation, research and diversity management skills
- Assertive Decisiveness
- Customer service orientation
- Tolerant Initiative Honesty and integrity
- Emotional intelligence.

**DUTIES**

- Review, coordinate and administrate the HRD policies to all relevant national policies and applicable legislations
- Coordinate; facilitate the Public Service internship programme (graduate and student interns) and their enrolment nationally
- Coordinate the national internship programme
- Statistics Conduct the monitoring and evaluation of Public Service Internship Programme nationally
- Management of human resources, finance and assets.
ENQUIRIES: Mr TO Mokhele Tel No: (012) 3072173/Mr Y Naidoo Tel No: (012) 307 2079/Ms M Marais Tel No: (0120 307 2977/Ms TP Baloyi Tel No: (012) 305 8589

POST 36/24: ASSISTANT DIRECTOR: INFORMATION SECURITY REF NO: HO 2019/09/20
Directorate: Security Standards

SALARY: R376 596 per annum

CENTRE REQUIREMENTS:
Degree/national diploma in Security Management or equivalent qualification 3-5 years relevant experience in a supervisory position in the information security environment Computer literate valid driver's licence Competencies and Attributes: Knowledge of Correctional Services Act 111 of 1998 as amended, regulations, policies and procedures Problem solving and decision making skills Facilitation skills Plan, organize, lead and control Change management Team leadership Project management Presentation skills Conflict management Report writing Willingness to travel Training and development Time management Confidentiality Coaching and mentoring Understanding of Public Service policy and legislative framework Service delivery and client orientation Integrity and honesty Assertiveness Ability to network Influence and impact Applied strategic thinking.

DUTIES:
Coordinate information security activities within DCS Monitor compliance to information security policy and procedures Provide information security related report functions according to user requirements and acceptable standards Perform threat and risk assessments regarding information security in the department Ensure implementation of the MISS regarding the classification system of information Conduct information security awareness programs in DCS Maintain working relationship with other critical stakeholders (State Security Agency, SAPS etc.) Manage human resources, finance and assets Management of human resources, finance and assets.

ENQUIRIES: Mr TO Mokhele Tel No: (012) 3072173/Mr Y Naidoo Tel No: (012) 307 2079/Ms M Marais Tel No: (0120 307 2977/Ms TP Baloyi Tel No: (012) 305 8589

Directorate: Management Accounting

SALARY: R376 596 per annum

CENTRE REQUIREMENTS:
Relevant three year degree/national diploma in a financial management related field with Cost and Management Accounting as a major subject 3-5 years relevant experience in budgeting or similar environment in a Senior State Accountant position Computer literate Valid driver’s licence Competencies and Attributes: Problem solving and decision making and facilitation skills Plan, organize, lead and control Change management, project management, presentation skill, conflict management, training and communication skills Time management, confidentiality, coaching and mentoring Extensive knowledge of the Public Finance Management Act (PFMA), 1999 and Treasury Regulations Sound knowledge of government transversal systems including BAS and the budgeting process Service delivery and client orientation, integrity and honesty, assertiveness, influence and impact Ability to network Strong leadership qualities, initiative and drive Excellent verbal and written communication skills.

DUTIES:
Co-ordinate and consolidate departmental virement inputs and reprioritization of funds, shortfalls and surplus Vote model Controller of the department and distribution of the original budget including reprioritized budget to the regions including Head Office. Coordinate DCS budget balancing on BAS and responsible for opening and closing the system for all regions including Head Office It also includes the function of balancing of all the internal charges across all the regions Monitor expenditure control which includes monitoring between spending plan and actual expenditure and compile intervention plan to deviations Draw expenditure reports, query regions on variances and maintain and update models to ensure that they are in line with all in year adjustments Ensure that the department’s limited budget is accurately and timeously allocated to address DCS critical and priority needs as far as possible thereby ensuring the attainment of the annual target (% of the budget spent). Management of human resources, finance and assets.
### Assistant Director: Budget Planner

**Directorate:** Management Accounting  
  
**Salary:** R376 596 per annum  
  
**Centre:** National Head Office  
  
**Requirements:**  
- Relevant three year degree/national diploma in a financial management related field with Cost and Management Accounting as a major subject.  
- 3-5 years relevant experience in budgeting or similar environment as a Senior State Accountant  
- Computer literate valid driver's licence  
- Strong leadership qualities, initiative and drive  
- Excellent verbal and written communication skills.  

**Duties:**  
- Manage and advise on the re-prioritization of funds to ensure that they are directed and utilized to the best achievement of the departmental objectives  
- Manage consolidation of budget inputs from regions  
- Evaluate and interrogate inputs from regions for the Medium term Expenditure Framework (MTEF) budget and the Estimates of National Expenditure (ENE)  
- Ensure that the department complies with the PFMA, Treasury Regulations and Treasury guidelines for the compilation and submission of the Medium Term Expenditure Framework Work (MTEF) budget and the Estimates of National Expenditure (ENE)  
- Manage alignment of departmental budget with the operational and strategic plans  
- Manage the breakdown per month of anticipated revenue and expenditure for that financial year  
- Develop, implement and maintain budget planning policies and procedures  
- Manage reporting of relevant and critical financial information to senior management and external stakeholders  
- Ensure effective utilization and control over resources of the sub-directorate  
- Execute responsibilities of officials as stipulated in section 45 of the PFMA  
- Management of human resources, finance and assets.

**Enquiries:**  
Mr TO Mokhele  
Tel No: (012) 3072173/Mr Y Naidoo  
Tel No: (012) 3072079/Ms TP Baloyi  
Tel No: (012) 305 8589

### Senior State Accountant: Budget Controller

**Directorate:** Management Accounting  
  
**Salary:** R316 791 per annum  
  
**Centre:** National Head Office  
  
**Requirements:**  
- Relevant three year degree/national diploma in a financial management related field with Cost and Management Accounting as a major subject.  
- Minimum of three (3) years relevant experience in budgeting or similar environment  
- Computer literate valid driver's licence  
- Sound knowledge of the Public Finance Management Act (PFMA), 1999 and Treasury Regulations  
- Strong leadership qualities, initiative and drive  
- Excellent verbal and written communication skills.  

**Duties:**  
- Manage and advise on the re-prioritization of funds to ensure that they are directed and utilized to the best achievement of the departmental objectives  
- Manage consolidation of budget inputs from regions  
- Evaluate and interrogate inputs from regions for the Medium term Expenditure Framework (MTEF) budget and the Estimates of National Expenditure (ENE)  
- Ensure that the department complies with the PFMA, Treasury Regulations and Treasury guidelines for the compilation and submission of the Medium Term Expenditure Framework Work (MTEF) budget and the Estimates of National Expenditure (ENE)  
- Manage alignment of departmental budget with the operational and strategic plans  
- Manage the breakdown per month of anticipated revenue and expenditure for that financial year  
- Develop, implement and maintain budget planning policies and procedures  
- Manage reporting of relevant and critical financial information to senior management and external stakeholders  
- Ensure effective utilization and control over resources of the sub-directorate  
- Execute responsibilities of officials as stipulated in section 45 of the PFMA  
- Management of human resources, finance and assets.

**Enquiries:**  
Mr TO Mokhele  
Tel No: (012) 3072173/Mr Y Naidoo  
Tel No: (012) 3072079/Ms TP Baloyi  
Tel No: (012) 305 8589
responsible for the overall financial management, including budgeting, expenditure monitoring, and financial reporting. Their responsibilities include:

- Conducting monthly reconciliation of revenue and expenditure and preparing monthly reports.
- Monitoring the expenditure and reporting any variances.
- Ensuring the adherence to budget allocations and financial regulations.
- Preparing quarterly and annual Appropriation statements.
- Interpreting and implementing policies related to financial management.

** REQUIREMENTS: **

- Bachelor's degree or equivalent in Accounting or a related field.
- Relevant experience in financial management.
- Proficiency in financial systems and software.
- Excellent communication and interpersonal skills.

** DUTIES: **

- Support the Assistant Director Budgets with analysis and control of budget and expenditure.
- Advise senior managers on the best decision to take in line with the achievements of the strategic objectives of the Department.
- Maintain updated records of purchased products.
- Ensure fair distribution, capturing, and maintenance of expenditure and appropriation statements.

** ENQUIRIES: **

- Tel No: (012) 3072173/Mr Y Naidoo Tel No: (012) 307 2079/Ms TP Baloyi Tel No: (012) 305 8589
ENQUIRIES : Mr TO Mokhele Tel No: (012) 3072173/Mr Y Naidoo Tel No: (012) 307 2079/Ms M Marais Tel No: (0120 307 2977/Ms TP Baloyi Tel No: (012) 305 8589

Directorate: Procurement Administration

SALARY : R316 791 per annum
CENTRE : National Head Office
REQUIREMENTS : Degree or national diploma in Purchasing Management or equivalent qualification. 3-5 years relevant experience in supply chain management
Computer literate. Valid driver’s licence Competencies and attributes: Knowledge of the PFMA and Treasury Regulations Communication skills Client orientation and customer focus Problem solving and analysis Service delivery innovation Decision making People management and empowerment Integrity and honesty Confidentiality Good interpersonal relations Understanding of Public Service policy and legislative framework Knowledge of supply chain management legislation and related prescripts Knowledge of government procurement processes Assertiveness Ability to network and diplomacy.

DUTIES : Ensure that bid documents are correct and available for issuing to prospective bidders Issue advertised bids to prospective bidders Keep record of bids issued to prospective bidders Execute the administration of the bid adjudication committee Ensure the correctness of recommendations submitted for consideration by the adjudication committees Arrange bid adjudication committee meetings Compile minutes of the bid adjudication committee meetings ensure the execution of the decisions of the bid adjudication committee meetings Ensure that information of the bids approved is captured on National Treasury Contract Information System Management of human resources, finance and assets.

ENQUIRIES : Mr TO Mokhele Tel No: (012) 3072173/Mr Y Naidoo Tel No: (012) 307 2079/Ms M Marais Tel No: (0120 307 2977/Ms TP Baloyi Tel No: (012) 305 8589

Directorate: Procurement Administration

SALARY : R316 791 per annum
CENTRE : National Head Office
REQUIREMENTS : Recognized degree/national diploma in Supply Chain Management or equivalent qualification 3-5 years’ relevant experience in a similar environment
Computer literate Valid driver’s licence Competencies and attributes: Communication, client orientation and customer focus, problem solving and analysis, service delivery innovation, decision making, people management and empowerment, integrity and honesty, confidentiality and good interpersonal relations Understanding of Public Service Policy and Legislative Framework Knowledge of Supply Chain Management legislation and related prescripts Knowledge of Government Procurement processes Assertiveness, ability to network and diplomacy.

DUTIES : Support endusers and bid specification committees with compilation of specifications/terms of reference and functionality Compile price quotations/bid documents Advertise tender bids and attend compulsory meetings and brief bidders regarding procurement processes Evaluate price quotations/bids and compile recommendations. Attend Bid Specifications and Evaluation Committee meetings Verify restriction and tender defaulter history of bidders on Treasury web site Advertise bid results and ensure that information of bids approved is captured on National Treasury Contract Information System Ensure safe keeping of bid documentation Manage the human and financial resources and assets Management of performance information.

ENQUIRIES : Mr TO Mokhele Tel No: (012) 3072173/Mr Y Naidoo Tel No: (012) 307 2079/Ms M Marais Tel No: (0120 307 2977/Ms TP Baloyi Tel No: (012) 305 8589

Directorate: HR Administration and Utilization

SALARY : R316 791 per annum
CENTRE : National Head Office
**REQUIREMENTS**

Recognised degree or national diploma in Human Resource Management or equivalent qualification 3-5 years’ experience in a similar environment 
Computer literate Valid driver’s licence 
Competencies and Attributes: 
Knowledge of HR Policies related to leave, performance assessment, discipline, grievances, skills development, occupational health and safety, employee wellness, remuneration and allowances 
Knowledge of DCS Financial Policy regarding claims, expenditure, advances, payments and invoices 
Good communication skills 
Problem solving and listening skills 
Knowledge of Public Service Regulations and Employee Relations Act 
Policy development including analysis, monitoring, evaluation and implementation 
Information collection, analysis, interpretation and dissemination with regard to HR policies, acts and regulations 
Knowledge of Basic Conditions of Employment Act, HR Mandates and Employment Equity Act.

**DUTIES**

Development and monitoring of policies on selection manage the shortlisting process. Manage the shortlist panel. Application of selection instrument 
Management of interview process and interview panel proceedings 
Compilation of submission on the outcome of results during interview proceedings 
Provide inputs during the formulation of HR policies 
Ensure compliance to HR policies within the division 
Arrangement of training for staff 
Resolution of conflicts/grievances of staff 
Compilation of reports (monthly and quarterly reports). Management of human resources, finance and assets.

**ENQUIRIES**

Mr TO Mokhele Tel No: (012) 3072173/Mr Y Naidoo Tel No: (012) 307 2079/Ms M Marais Tel No: (0120 307 2977/Ms TP Baloyi Tel No: (012) 305 8589

**POST 36/33**

**SENIOR ADMINISTRATION OFFICER: DEVELOPMENT SUPPORT** 

Ref NO: HO 2019/09/30

Directorate: Core Curriculum

**SALARY**

R316 791 per annum

**CENTRE**

Kroonstad Training College

**REQUIREMENTS**

Recognised three (3) year degree or national diploma in Human Resource Development or equivalent qualification 3-5 years’ experience in human resource development environment 
Computer literate Valid driver’s licence 
Competencies and Attributes: 
Coordination and organising skills 
Training skills 
Human Resource Development skills 
Analytical and innovative skills 
Coaching and mentoring skills 
Knowledge of applicable legislations, policies, and regulations 
Communication skills 
Interpersonal skills 
Time management skills

**DUTIES**

Coordinate and ensure the availability of required training materials and sub inventories 
Coordinate and ensure the setting up of lecture halls 
Coordinate the setting up of equipment for presentations and events 
Management of human resources, finance and assets.

**ENQUIRIES**

Mr TO Mokhele Tel No: (012) 3072173/Mr Y Naidoo Tel No: (012) 307 2079/Ms M Marais Tel No: (0120 307 2977/Ms TP Baloyi Tel No: (012) 305 8589

**POST 36/34**

**FACILITATOR REF NO: HO 2019/09/31**

Directorate: Core Curriculum

**SALARY**

R257 508 per annum

**CENTRE**

Zonderwater Training College

**REQUIREMENTS**

Recognized degree or national diploma in Education Training Development Practices or equivalent qualification 2-3 years’ experience in a similar environment 
Complete OD-ETP certificate will be an added advantage 
Knowledge and skills in presenting of firearm training will be an added advantage 
Completed assessor training 
Computer literate Valid driver’s licence 
Competencies and Attributes: 
Communication and facilitation skills 
Client orientation and customer focus 
Problem solving and analysis 
Service delivery innovation 
Decision making 
People management and empowerment 
Integrity and honesty 
Confidentiality 
Good interpersonal relations 
Assertiveness 
Ability to network and diplomacy.

**DUTIES**

Presenting of instructional learning 
Prepare for experiential learning 
Implement training and development processes 
Research new international and national trends in corrections evaluate training and give feedback 
Knowledge of training-related administration and financial management 
Training of learners 
Responsible for the facilities and equipment in the section Management of
human resources, finances and assets Management of learners and ensuring the deadlines of facilities i.e sleeping accommodation of learners and training rooms.

ENQUIRIES : Mr TO Mokhele Tel No: (012) 3072173/Mr Y Naidoo Tel No: (012) 307 2079/Ms M Marais Tel No: (0120 307 2977/Ms TP Baloyi Tel No: (012) 305 8589

POST 36/35 : CLERK: STORES (TRANSIT) REF NO: HO 2019/09/32
Directorate: Core Curriculum

SALARY : R173 703 per annum
CENTRE : Kroonstad Training College
REQUIREMENTS : Grade 12 or equivalent Knowledge of LOGIS, LAP and related experience in a comparable environment will be an added advantage Computer literate
Competencies and Attributes: Knowledge of PFMA and Treasury Regulations Knowledge of supply chain management framework Communication skills Client orientation and customer focus Problem solving and analysis Service delivery innovation Decision making People management and empowerment Integrity and honesty Confidentiality Good interpersonal relations Understanding of Public Service policy and legislative framework Knowledge of government procurement processes Assertiveness Ability to network and diplomacy

DUTIES : Safekeeping of items in transit Bar coding of assets received Acknowledgement of receipts and issue voucher register Monitor movement and face value forms Checking the stock received for quality and quantity Management of assets.

ENQUIRIES : Mr TO Mokhele Tel No: (012) 3072173/Mr Y Naidoo Tel No: (012) 307 2079/Ms M Marais Tel No: (0120 307 2977/Ms TP Baloyi Tel No: (012) 305 8589

POST 36/36 : CLERK: STORES (WAREHOUSE) REF NO: HO 2019/09/33
Directorate: Core Curriculum

SALARY : R173 703 per annum
CENTRE : Kroonstad Training College
REQUIREMENTS : Grade 12 or equivalent Knowledge of LOGIS, LAP and related experience in a comparable environment will be an added advantage Computer literate
Competencies and Attributes: Knowledge of PFMA and Treasury Regulations Knowledge of supply chain management framework Communication skills Client orientation and customer focus Problem solving and analysis Service delivery innovation Decision making People management and empowerment Integrity and honesty Confidentiality Good interpersonal relations Understanding of Public Service policy and legislative framework Knowledge of government procurement processes Assertiveness Ability to network and diplomacy.

DUTIES : Safekeeping, storage and care of items in the warehouses Keeping/updating bin cards Handling of key register (G304) for effective control over keys marking of all A-Class accountable stock and equipment and E-Class accountable stock. Sign Z584 for warehouses Management of assets.

ENQUIRIES : Mr TO Mokhele Tel No: (012) 3072173/Mr Y Naidoo Tel No: (012) 307 2079/Ms M Marais Tel No: (0120 307 2977/Ms TP Baloyi Tel No: (012) 305 8589

POST 36/37 : STORES (POSTING) REF NO: HO 2019/09/34
Directorate: Core Curriculum

SALARY : R173 703 per annum
CENTRE : Kroonstad Training College
REQUIREMENTS : Grade 12 or equivalent Knowledge of LOGIS, LAP and related experience in a comparable environment will be an added advantage Computer literate
Competencies and Attributes: Knowledge of PFMA and Treasury Regulations Knowledge of supply chain management framework Communication skills Client orientation and customer focus Problem solving and analysis Service delivery innovation Decision making People management and empowerment Integrity and honesty Confidentiality Good interpersonal relations Understanding of Public Service policy and legislative framework Knowledge of government procurement processes Assertiveness Ability to network and diplomacy.

DUTIES : Register requisitions and vouchers on LOG 10 files. Capture transactions on LOGIS Posting of external as well as internal receipt/issue vouchers Posting of extra ordinary receipts and issues Channelling of vouchers to warehouse for
issuing Filing of requisitions and vouchers Update LOG 10 files and filing documentation numerically as registered Handling of enquiries from cost centres. Management of assets.

ENQUIRIES : Mr TO Mokhele Tel No: (012) 3072173/Mr Y Naidoo Tel No: (012) 307 2079/Ms M Marais Tel No: (0120 307 2977/Ms TP Baloyi Tel No: (012) 305 8589

POST 36/38 : CLERK: ASSET INVENTORY MANAGEMENT REF NO: HO 2019/09/35
Directorate: Logistics

SALARY : R173 703 per annum
CENTRE : National Head Office
REQUIREMENTS : Grade 12 or equivalent relevant experience in a comparable environment will be an added advantage Computer literate Competencies and Attributes: Knowledge of PFMA and treasury regulations Knowledge of supply chain management framework. Communication skills Client orientation and customer focus Problem solving and analysis Service delivery innovation Decision making People management and empowerment Integrity and honesty Confidentiality Good interpersonal relations Understanding of Public Service policy and legislative framework Knowledge of government procurement processes Assertiveness Ability to network and diplomacy.

DUTIES : Updating of asset register, asset balancing and reconciliation Conducting monthly spot checks Conduct asset verification and asset disposals Management of assets.

ENQUIRIES : Mr TO Mokhele Tel No: (012) 3072173/Mr Y Naidoo Tel No: (012) 307 2079/Ms M Marais Tel No: (0120 307 2977/Ms TP Baloyi Tel No: (012) 305 8589

Directorate: Logistics

SALARY : R173 703 per annum
CENTRE : National Head Office
REQUIREMENTS : Grade 12 or equivalent Relevant experience in a comparable environment will be an added advantage Computer literate Competencies and Attributes: Knowledge of PFMA and treasury regulations Knowledge of supply chain management framework Communication skills Client orientation and customer focus Problem solving and analysis Service delivery innovation Decision making People management and empowerment Integrity and honesty Confidentiality Good interpersonal relations Understanding of Public Service policy and legislative framework Knowledge of government procurement processes Assertiveness Ability to network and diplomacy.

DUTIES : Administer all goods received Render asset administrative support General office administration support. Management of assets.

ENQUIRIES : Mr TO Mokhele Tel No: (012) 3072173/Mr Y Naidoo Tel No: (012) 307 2079/Ms M Marais Tel No: (0120 307 2977/Ms TP Baloyi Tel No: (012) 305 8589

POST 36/40 : ADMINISTRATION CLERK: POLICY COORDINATION REF NO: HO 2019/09/37
Directorate: Policy and Procedure Coordination

SALARY : R173 703 per annum
CENTRE : National Head Office
REQUIREMENTS : Grade 12 or equivalent Relevant experience in a comparable environment will be an added advantage Computer literate Competencies and Attributes: Conversant with acts Policy/legislative Problem solving and decision making Ability to interpret policy/legislation Report writing. Time management Confidentiality Understanding of Public Service policy and legislative framework Service delivery and client orientation Integrity and honesty Assertiveness Willingness to travel Influence and impact Ability to network.

DUTIES : Provide administrative support functions Ensure compliance and execution of logistical functions Effective administration and arrangement for transport (air and hired vehicles) and accommodation Ensure all documents are filed according to the filing system of DCS Safe keeping of files Ensure compliance and execution of financial functions

ENQUIRIES : Mr TO Mokhele Tel No: (012) 3072173/Mr Y Naidoo Tel No: (012) 307 2079/Ms M Marais Tel No: (0120 307 2977/Ms TP Baloyi Tel No: (012) 305 8589

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POST 36/41 : ADMINISTRATION CLERK: BURSARY ADMINISTRATION REF NO: HO 2019/09/38
Directorate: Policy and External Training

SALARY : R173 703 per annum
CENTRE : National Head Office
REQUIREMENTS : Grade 12 or equivalent Relevant experience in a comparable environment will be an added advantage Computer literate Competencies and Attributes: Conversant with acts Policy/legislative Problem solving and decision making Ability to interpret policy/legislation Report writing Time management Confidentiality Understanding of Public Service policy and legislative framework Service delivery and client orientation Integrity and honesty Assertiveness Willingness to travel Influence and impact Ability to network.

DUTIES : Open files for all bursary holders Prepare and submit quarterly progress report Provide bursary information to Directorate Training Standards Assist in the placement of external bursars Ensure that bursary extensions, change of study directions/ study institution or conversion of bursary from full-time to part-time are properly managed Implement best practices pertaining to finance and assets.

ENQUIRIES : Mr TO Mokhele Tel No: (012) 3072173/Mr Y Naidoo Tel No: (012) 307 2079/Ms M Marais Tel No: (0120 307 2977/Ms TP Baloyi Tel No: (012) 305 8589

POST 36/42 : HR CLERK: PERSONNEL ADMINISTRATION REF NO: HO 2019/09/39
Kroonstad Training College

SALARY : R173 703 per annum
CENTRE : Kroonstad Training College
REQUIREMENTS : Grade 12 or equivalent relevant experience in a comparable environment will be an added advantage Computer literacy Competencies and Attributes: Report writing, Problem solving skills, Interpersonal relations Policy implementation Conflict resolution Communication skills Typing skills Integrity and honesty Friendly and adaptability Confident Self-discipline Ability to work under pressure Punctuality.

DUTIES : Administer the implementation of HR policies such as leave administration, state accommodation, performance management, development system grievances, disciplinary procedure and injury on duty, transfers and termination of services Communication policy matters Arrange personnel meetings Update and maintain Z8, Z168 and compiling duty list Compile G224 Capture and process PERSAL transactions Process leave gratuities. Management of finance and assets.

ENQUIRIES : Mr TO Mokhele Tel No: (012) 3072173/Mr Y Naidoo Tel No: (012) 307 2079/Ms M Marais Tel No: (0120 307 2977/Ms TP Baloyi Tel No: (012) 305 8589
ANNEXURE D

DEPARTMENT OF DEFENCE

OTHER POSTS

POST 36/43 : DEPUTY DIRECTOR INTERNAL AUDIT REF NO: DI 51/19/01
Defence Inspectorate Division
Directorate Regulatory Audit (Corporate Section)

SALARY : R869 007 per annum (Level 12)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor’s Degree or equivalent qualification in Internal Auditing with 10 years’ experience in Internal Auditing of which 5 years should be at managerial level Possession of either one or more professional certificates: Certified Internal Auditor (CIA), Performing an Effective Quality Assessment (PEQA), Certified Government Auditing Professional (CGAP) and Certification in Professional Control Self-Assessment (CCSA) will be an added advantage Special requirements (skills needed): Knowledge of Forensic Auditing/ Investigation, Enterprise Risk Management Framework, Public Finance Management Act, 1999 (Act No 1 of 1999) and Treasury Regulations. Understanding and application of International Standards for the Professional Practice of Internal Auditing. A valid driver’s licence will be an added advantage. A successful candidate will be required to undergo a security clearance and must be willing to travel extensively and work irregular hours.

DUTIES : Provide inputs and drive the Directorates internal audit strategic plan. Assist in the development and management of a rolling three years internal audit plan as well as in-year plan. Allocate, Supervise and manage diverse internal audit assignments at the corporate level Provide internal audit assurance and consultancy services to the DOD as may be required from time to time Supervision and co-ordination of the Directorate’s budget Manage communication and relationship between the Directorate and its clients both internally and externally Review and quality-check internal audit reports Report on all audit activities to board of directors on a monthly and quarterly basis Represent the Directorate in all relevant bodies and institutions as may be required.

ENQUIRIES : Lt Col N.J Kekana Tel No: (012) 312 4718 or WO1 M.M Motwe Tel No: (012) 312 4853
APPLICATIONS : Department of Defence, Defence Inspectorate, Private Bag X 671, Pretoria, 0001.
NOTE : The advertisement(s) contained herein is/are meant for the attention/perusal of all interested job seekers, whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service Persons not employed by the DOD/Public Service are encouraged to apply for the vacancies advertised in this circular Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants’ training, qualifications, competencies, knowledge & experience) and clear certified copies of original educational qualification certificates, ID document and Driver’s license (where applicable) Failure to comply with the above instructions will result in applications being disqualified Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for If an applicant wishes to withdraw an application it must be done in writing Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts Under no circumstances will photostat copies or faxed copies of application documents be accepted The successful candidates will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification) Successful candidates will also be subjected to security clearance processes Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to
the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only for more information on the job description(s) please contact the person indicated in the post details Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

**CLOSING DATE**: 01 November 2019 (Applications received after the closing date and faxed copies will not be considered).

**POST 36/44**: ASSISTANT DIRECTOR INTERNAL AUDIT REF NO: DI 51/19/02

*Defence Inspectorate Division*

*Directorate Regulatory Audit (Corporate Section)*

**SALARY**: R470 040 per annum (Level 10)

**CENTRE**: Pretoria

**REQUIREMENTS**: An appropriate Bachelor's Degree or equivalent qualification in Internal Auditing with experience in Internal Auditing Possession of either one or more professional certificates: Certified Internal Auditor (CIA), Certified Government Auditing Professional (CGAP) and Certification in Control Self-Assessment (CCSA) will be an added advantage Special requirements (skills needed): Knowledge of International Standards for the Professional Practice of Internal Auditing, Enterprise Risk Management Framework, *Public Finance Management Act, 1999* (Act No 1 of 1999) and Treasury Regulations A valid driver’s licence will be an added advantage. The successful candidate will be required to undergo a security clearance and must be willing to travel extensively and work irregular hours.

**DUTIES**: Evaluate the internal control systems, risk management and governance processes of the department Plan allocated audits; develop audit programme, execute the audits based on audit programme; gather relevant data; document all findings raised and provide supporting evidence; compile audit reports and discuss it with the clients Supervise the audit teams throughout the audit engagements Conduct audits in compliance with the International Standards for Professional Practice of Internal Auditing Perform follow up audits to determine whether all agreed rectification plans have been implemented Conduct ad hoc audits as requested.

**ENQUIRIES**: Lt Col N.J Kekana, Tel No: (012) 312 4718 or WO1 M.M Motwe Tel No: (012) 312 4853.

**APPLICATIONS**: Department of Defence, Defence Inspectorate, Private Bag X 671, Pretoria, 0001

**NOTE**: The advertisement(s) contained herein is/are meant for the attention/perusal of all interested job seekers, whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service Persons not employed by the DOD/Public Service are encouraged to apply for the vacancies advertised in this circular Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear certified copies of original educational qualification certificates, ID document and Driver’s license (where applicable). Failure to comply with the above instructions will result in applications being disqualified.

Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for If an applicant wishes to withdraw an application it must be done in writing Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts Under no circumstances will photostat copies or faxed copies of application documents be accepted The successful candidates will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification) Successful candidates will also be subjected to security clearance processes Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only for more information on the job description(s) please contact the person
indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

CLOSING DATE : 01 November 2019 (Applications received after the closing date and faxed copies will not be considered).

POST 36/45 : CLINICAL TECHNOLOGIST GRADE 1 – 2 (USAGE 7825) (CARDIOLOGY)
REF NO: SG 07/19/01

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

CENTRE : 1 Military Hospital, Thaba Tshwane, Pretoria

REQUIREMENTS : National Diploma in Clinical Technology (Cardiology) obtained before 01 April 2002 or B Tech Clinical Technology (Cardiology) (Candidates that will successfully obtain the B Tech Degree within the next six (6) months will be eligible to be considered for the post) Statutory Requirements: Current Registration with the Health Professions Council of South Africa (HPCSA) as a Private Practitioner Candidates registered under supervised practice that will be able to provide private practice registration within the next six (6) month will be eligible to be considered for the post) Continuous Professional Development (CPD) compliant Experience: Previous clinical technology post registration experience will be a recommendation Special requirements: Must be able to obtain a military confidential security clearance within one (1) year Computer literate, good communication (written & verbal) skills, organising -, interpersonal relationship -, problem solving- and research skills.

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

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

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

NOTE : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear certified copies of original educational qualification certificates, ID document and Driver’s license (where applicable) Must be a South African citizen Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same application form, the application will only be considered for the first post indicated on the application and not for any of the other posts Under no circumstances will photostat copies or faxed copies of application documents be accepted The successful candidates will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification) Successful candidates will also be subjected to security clearance processes. Potential candidates, declared in excess must indicate their excess status on Z83, Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details The Department reserves the right not to make appointment(s) to the advertised post(s) Local geo locations will receive
preference The certification date of your bar coded ID must not be older than 6 months and the copy must be of very good quality.

CLOSING DATE : 25 October 2019 (Applications received after the closing date and faxed copies will not be considered).

POST 36/46 : ADMINISTRATION CLERK: SUPERVISOR REF NO: SANWC/49/19

SALARY : R257 508 per annum (Level 07)

CENTRE : South African War College (SANWC), Pretoria

REQUIREMENTS : Qualifications: A National Diploma in Administration or equivalent qualification with 3 years relevant experience in Administration, Experience in the Command and Control channels within the DOD will be an added advantage. Special Requirement (Skills needed): Computer competency in Micro Soft Office (Word, Excel, Power Point and Access) Produce good quality of work Must be a team player, flexible reliable and have good verbal and written communication skills Must have good interpersonal relations and execution skills Ability to manage resources.

DUTIES : Participate in the support processes of the SANWC. Execute the internal support systems of the SANWC with regard to medals, and decorations for personnel at SANWC Manage and execute reserve force call ups Execute all applicable DOD surveys (e.g Morale Surveys, Disability Surveys) Manage on and off strength Manage and execute the prescribed actions for finalization the activities with regard to detached duties and transfers. Manage and execute all personnel names list of SANWC Handle career management and development administration

ENQUIRIES : Capt (SAN) M.M Monyeke Tel: (012) 392 3242 WO2 B.N. Malesa Tel No: (012) 392 3295

APPLICATIONS : Department of Defence, South African National War College, Private Bag X160, Pretoria, 0001 or hand delivery at 186 Struben street, Pretoria, 0001.

NOTE : The advertisement(s) contained herein is/are meant for the attention/perusal of all interested job seekers, whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service Persons not employed by the DOD/Public Service are encouraged to apply for the vacancies advertised in this circular Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear certified copies of original educational qualification certificates, ID document and Driver’s license (where applicable) Failure to comply with the above instructions will result in applications being disqualified Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for If an applicant wishes to withdraw an application it must be done in writing Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts Under no circumstances will photostat copies or faxed copies of application documents be accepted The successful candidates will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification) Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only For more information on the job description(s) please contact the person indicated in the post details Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

CLOSING DATE : 01 November 2019 (Applications received after the closing date and faxed copies will not be considered).
It is the Department's intention to promote equity (race, gender and disability) through the filling of this post with a candidate whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

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

MANAGEMENT ECHELON

POST 36/47: CHIEF EXECUTIVE OFFICER REF NO: HR4/19/10/20HO

(Salary: R1 251 183 per annum (all inclusive))

CENTRE: Supported Employment Enterprise, Silverton

REQUIREMENTS:


DUTIES:

Provide direction, develop and monitor the implementation of the Enterprise’s strategy and business plan. Position the Enterprise in the market to meet stakeholder’s needs in terms of the supported work for person with disabilities. Direct the Sheltered Employment Enterprise’s financial planning, accounting, administration and ICT practices as well as its relationship with the CFO DoL, the Auditor-General, Internal Auditors and Banks. Coordinate and manage the strategic planning process, monitoring and evaluation as well as reporting of performance information for the Enterprise. Provide strategic direction and leadership with regards to minimization of risk improvement controls, prevention of risk elements and instil good governance in the Department of Labour. Ensure the formulation, development and execution of the HR strategy.
policy and procedures in line with the SEE’s overall business plan and the special request and priority needs of management and staff.

ENQUIRIES : DDG PES Mr S Morotoba Tel No (012) 309 4783
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office
CLOSING DATE : 28 October 2019

POST 36/48 : DIRECTOR: NATIONAL MINIMUM WAGE RESEARCH AND MONITORING REF NO: HR4/19/10/10HO
SALARY : R1 057 326 per annum (all inclusive)
CENTRE : Head Office
REQUIREMENTS : Three year (3) degree (NQF7 & SAQA recognized) in Social Sciences/Development Studies/Economics Five (5) years middle management experience or senior managerial level Three (3) years’ experience in research, monitoring and evaluation A valid driver’s licence Knowledge: Public service transformation and management issues, White Paper on transformation of Public Service, Public Service Act, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Batho Pele Principles, Corporate governance, PFMA, Research and policy analysis, SA economy and labour market, Data sources and statistical techniques Skills: Verbal and written communication, Computer literacy, Administration and financial management, Interpersonal, Project management, Strategic management, Economic analysis, Research, Conflict management, Problem solving, Management, Information management.
DUTIES : Conceptualize and manage research, monitoring and evaluation of the implementation and the impact of National Minimum Wage Develop methodologies required to ensure the collection and analysis of appropriate data relevant to monitoring the National Minimum Wage Ensure regular reporting and dissemination of research, monitoring and evaluation of the National Minimum Wage for the Commission, the Department, stakeholders and the public. Manage all resources of the Directorate and ensure support for the work of the NMW Commission in relation to research, monitoring and evaluation.

ENQUIRIES : Mr T Mkalipi Tel No: (012) 309 4123
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office
CLOSING DATE : 28 October 2019

POST 36/49 : DIRECTOR: NATIONAL MINIMUM WAGE POLICY BCEA AND ADMINISTRATION REF NO: HR4/19/10/11HO
SALARY : R1 057 326 per annum (all inclusive)
CENTRE : Head Office
REQUIREMENTS : Three year (3) degree (NQF7 & SAQA recognized) in Labour Relations/Human Resources Management/ Law Five (5) years middle management experience or senior managerial level Three (3) years functional experience in the administration of the BCEA and the LRA A valid driver’s licence Knowledge: Public service transformation and management issues, White Paper on transformation of Public Service, Public Service Act, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Batho Pele Principles, Corporate governance, PFMA, National Minimum Wage Act, Basic Condition of Employment Act Skills: Verbal and written communication, Computer literacy, Administration management, Interpersonal, Project management, Strategic management, Economic analysis, Research, Conflict management, Problem solving, Management, Information management, Ability to build high-performance teams, Administration of minimum wage and its regulations.
DUTIES : Design and implement an advocacy strategy on the National Minimum Wage and manage stakeholder relations Manage the exemption process, including evaluation of applications and reporting on exemptions from the National Minimum Wage Coordinate, manage and support the annual review of the National Minimum Wage Manage the implementation of the BCEA and the transitional period for the sectorial determinations. Manage all resources of the Directorate.
ENQUIRIES  :  Mr T Mkalipi Tel No: (012) 309 4123
APPLICATIONS  :  Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION  :  Sub-directorate: Human Resources Operations, Head Office
CLOSING DATE  :  28 October 2019

OTHER POSTS

POST 36/50  :  DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR 4/4/7/59

SALARY  :  R869 007 per annum (all inclusive)
CENTRE  :  Labour Centre: Malelane
ENQUIRIES  :  Ms M Mazibuko Tel No: (013) 665 8701
APPLICATIONS  :  Chief Director: Provincial Operations: Private Bag X7263, Emalahleni, 1035 or hand deliver at Corner of Hoffmeyer & Beatty Avenue, Labour Building
FOR ATTENTION  :  Sub-directorate: Human Resources Management, Emalahleni.
CLOSING DATE  :  28 October 2019

POST 36/51  :  DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO HR4/19/10/12HO

SALARY  :  R869 007 per annum (all inclusive)
CENTRE  :  Head Office
APPLICATIONS  :  Three (3) year tertiary qualification in Social Sciences/Development Studies/Economics Two (2) years management experience Three (3) years functional experience in research and Development A valid driver's licence Knowledge: Public service transformation and management issues, Principles, procedures and tools of database management, Intermediary knowledge of economic concepts and trends, White Paper on transformation of Public Service, Public Service Act, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Batho Pele Principles, Corporate governance, PFMA, Research, monitoring and evaluation, Labour market economics Skills: Verbal and written communication, Computer literacy, Administration and financial management, Interpersonal, Project management, Strategic management, Statistical and economic analysis, Research and research methodology, Research (qualitative and quantitative), Data interpretation and data management, Technical report writing, Conflict management, Problem solving, Management.
ENQUIRIES  :  
APPLICATIONS  :  
FOR ATTENTION  :  
CLOSING DATE  :  

DUTIES  :  Develop and manage a monitoring and evaluation programme of National Minimum Wage Conduct research on topics of relevance to the National Minimum Wage and manage commissioned impact assessment and evaluation research relevant to the work of the NMW Commission and the National Minimum Wage Liaise and collaborate with research units in Government Departments, tertiary educational institutions and independent bodies, to ensure coordinated and complimentary research initiatives relating to the work of the NMW Commission Prepare written reports and briefings for the National Minimum Wage Commission, government, stakeholders and the public on research relevant to the National Minimum Wage, its review and
adjustment including the annual report of the commission to the Minister or Employment and Labour.

ENQUIRIES : Mr T Mkalipi Tel No: (012) 309 4123
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office
CLOSING DATE : 28 October 2019

POST 36/52 : DEPUTY DIRECTOR: RESEARCH AND DATA REF NO HR4/19/10/13HO

SALARY : R869 007 per annum (all inclusive)
CENTRE : Head Office
REQUIREMENTS : Three (3) year tertiary qualification in Social Sciences/Development Studies/Economics. Two (2) years management experience Three (3) years functional experience in research and Development. A valid driver’s licence Knowledge: Public service transformation and management issues, Principles, procedures and tools of database management, Intermediary knowledge of economic concepts and trends, White Paper on transformation of Public Service, Public Service Act, Public Service Regulations and relevant prescripts, Departmental policies and procedures, PFMA, Batho Pele Principles, Corporate governance, Labour market information and statistics Skills: Verbal and written communication, Computer literacy, Administration and financial management, Interpersonal, Project management, Strategic management, Statistical and economic analysis, Research (qualitative and quantitative), Data interpretation and data management, Technical report writing, Conflict management, Problem solving, Management.

DUTIES : Manage the collection of data relevant to monitoring the implementation of the National Minimum Wage and to inform the annual review and adjustment of the minimum wage Develop and maintain a database of information relevant to the national minimum wage Liaise and collaborate with research units of Government Departments, tertiary educational institutions and independent bodies, including bargaining and statutory councils to ensure effective data sharing Prepare written reports and briefings for the National Minimum Wage Commission, government, other stakeholders and the public on information relevant to the national minimum wage and its review and adjustment.

ENQUIRIES : Mr T Mkalipi Tel No: (012) 309 4123
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office
CLOSING DATE : 28 October 2019


SALARY : R733 257 per annum (all inclusive)
CENTRE : Provincial Office: Gauteng
REQUIREMENTS : Three (3) years tertiary qualification in Business/Public Administration/Management or Financial Management Two (2) years management and/or supervisory experience Three (3) years functional experience in Administration, IT and Financial Management Environment Valid driver’s licence Knowledge: White Paper on transformation of Public Service, Public Service Act, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Batho Pele Principles, Accounting systems and internal Control, Corporate governance, Knowledge of PFMA, Treasury Regulations and the Budget Guidelines, Knowledge of Word, Excel, PowerPoint, and Outlook Skills: Leadership, Interpersonal relation, Presentation, Planning and organising, Assertiveness, Computer literacy, Accounting, Project Management, Innovative, Analytical, Negotiation, Strategic Management, Ability to build high-performance team, Diversity facilitation, Verbal and Written Communication.

DUTIES : Manage the implementation Financial Management processes and procedure in the Province Manage and implement budgeting processes and the compilation of the Provincial MTEF budget Responsible for financial control and accounting in the Province Manage the Administration of BAS and payments in the Province Manage the IT and office support services in the Province Manage the Fleet Management Services in the Province.

ENQUIRIES : Ms KJ Ntshingane Tel No: (011) 853 0307
APPLICATIONS: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivers at 77 Korte Street, Braamfontein.
FOR ATTENTION: Sub-directorate: Human Resources Management, Gauteng.
CLOSING DATE: 28 October 2019
POST 36/54: ASSISTANT DIRECTOR: NATIONAL MINIMUM WAGE POLICY Bcea AND ADMINISTRATION REF NO: HR4/19/10/14HO

SALARY: R470 040 per annum
CENTRE: Head Office
REQUIREMENTS: Three (3) year tertiary qualification in Labour Relations Two (2) years supervisory experience Two (2) years functional experience in Labour Relations Knowledge: Public Service transformation and management issues, White Paper on transformation of Public Service, Public Service Act, Ability to convert policy into action, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Constitution of South Africa, Batho Pele principles, Public Financial Management Act, BCEA & NMW Act Skills: Verbal and written communication, Interpersonal relations, Computer literacy, Analytical, Statistical analysis, Labour Economics.
DUTIES: Manage the administration of Ministerial and sectorial determinations and their transition Monitor the system of administering the BCEA and provide training and administrative support to Provinces and stakeholders as required Monitor and support the exemptions process for the NMW and deal with audits within defined time frames Oversee and support the Child Labour Programme of Action.
ENQUIRIES: Mr T Mkalipi, Tel No: (012) 309 4123
APPLICATIONS: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION: Sub-directorate: Human Resources Operations, Head Office
CLOSING DATE: 28 October 2019
POST 36/55: ASSISTANT DIRECTOR: COID STATUTORY SERVICES REF NO: HR4/4/7/61

SALARY: R376 596 per annum (Level 09)
CENTRE: Compensation Fund, Pretoria
compliance and reporting COIDA Legislative requirements: Public Finance Management Act (PFMA) National Treasury Regulations Promotion of Access to Information Act Public Service Regulations Skills: Client Orientation and Customer focus Communication (verbal and written) Bad debt management Debt collection People and performance management Problem solving Analytical skills Planning and organising. External Environmental Awareness related to debt collection.

DUTIES: Provide input to the management of debt collection service for the Fund Facilitate the debt collection service for the Fund. Identify all accounts in arrears for debt management. Management of resources in the sub-directorate

ENQUIRIES: Mr MG Molotsi Tel No: (012) 319 9226

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

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

CLOSING DATE: 25 October 2019 at 16:00

POST 36/57: ASSISTANT DIRECTOR: STAKEHOLDER MANAGEMENT REF NO: HR 5/1/2/3/51

SALARY: R376 596 per annum (Level 09)

CENTRE: Compensation Fund, Pretoria


DUTIES: Implement stakeholder management strategies and policies Establish and manage stakeholder management relationships. Participate in all stakeholder management engagements Management of resources in the Sub-directorate.

ENQUIRIES: Mr M Legwale Tel No: (012) 406 5625

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

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

CLOSING DATE: 25 October 2019 at 16:00

POST 36/58: ASSISTANT DIRECTOR: ENTERPRISE RISK MANAGEMENT REF NO: HR 5/1/2/3/52

SALARY: R376 596 per annum (Level 09)

CENTRE: Compensation Fund, Pretoria

REQUIREMENTS: A Three-year qualification in Risk Management/Internal Auditing 4 years’ functional experience in Risk Management or Internal Audit environment at senior practitioner level or equivalent level Knowledge: Compensation Fund business strategies and goals Compensation Fund regulation, policies and procedures Compensation Fund Services Compensation Fund value chain and business processes Customer service principles (Batho Pele Principles) Extensive knowledge and understanding of Treasury Audits Corporate governance guidelines and the development of policies and strategies. Risk assessment Risk management and audit practices. Knowledge of investigation methods and techniques Required Information technology knowledge Compensation Fund Information technology operating systems DPSA guidelines on Compensation of Occupation and Injury Disease Act (COIDA) Framework for risk governance Risk management compliance Risk

**DUTIES**: Provide inputs to manage risk management services within the Fund. Facilitate risk assessments process and profiling to ensure effective risk and control identification. Coordinate risk awareness, education and training programmes. Management of resources.

**ENQUIRIES**: Ms K Nkabinde Tel No: (012) 319 9295

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

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

**CLOSING DATE**: 25 October 2019 at 16:00

**POST 36/59**: SENIOR PRACTITIONER: ORGANISATIONAL DESIGN AND JOB EVALUATION REF NO: HR 5/1/2/3/49 (Re-Advert)

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

**CENTRE**: Compensation Fund, Pretoria

**REQUIREMENTS**: A Three year qualification in Management Services or Production Management or Work Study or Operation Management or Public Management (or Administration) or Business Management (or Administration)/Human Resource Management with Management Services Certificate or Applied Organisational Development Programme Job evaluation Analyses Certificate and Drivers licence is required 2 years’ experience in Organisational Design and Job Evaluation environment. Knowledge: Compensation Fund, policies and procedures Relevant stakeholders Customer Service (Batho Pele Principles) Technical Knowledge Work study techniques, procedures and methods. Job Evaluation and Organisational design Job Evaluation models processes and techniques Legislative Requirements: Public Service Regulations (PSR) PFMA and National Treasury Regulations Public Service Act (PSA) Labour Relations Act Whitepaper on Transformation Skills: Problem Solving Root cause identification Presentation Strong Analytic Skill Communication Skills (written and verbal) Report Writing Driving Decision making Budgeting and Financial Management Continuous improvement Performance Management Planning and Organizing.

**DUTIES**: Maintenance of Organisational Structure of the Fund. Facilitate the development of job descriptions/profiles for the Fund. Analyse and evaluate the jobs using the prescribed job evaluation system (Evaluate). Render a support with regard to provision of secretariat services for various committees.

**ENQUIRIES**: Ms MZ Makua, Tel No: (012) 400 8522

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

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

**CLOSING DATE**: 25 October 2019 at 16:00

**POST 36/60**: FIELD ICT TECHNICIAN REF NO: HR/4/4/10/130

**SALARY**: R316 791 per annum

**CENTRE**: Provincial Office: Western Cape

**REQUIREMENTS**: Three (3) years tertiary qualification in Information Communication Technology/ICT relevant qualification Applicable certification Two (2) years functional experience in an ICT environment A valid driver’s licence

**DUTIES**


**ENQUIRIES**

Ms Z Maimane Tel No: (021) 441 8125

**APPLICATIONS**

Chief Director Provincial Operations: PO BOX 872 Cape Town 8000 or hand deliver at No 9 Long Street, Cnr Riebeeck and Long Street, Cape Town.

**FOR ATTENTION**

Sub-directorate: Human Resources Management

**CLOSING DATE**

28 October 2019

**POST 36/61**

**PRINCIPAL PERSONNEL OFFICER REF NO:** HR 4/4/8/19

**SALARY**

R257 508 per annum

**CENTRE**

Provincial Office: Kimberley

**REQUIREMENTS**

Three (3) year tertiary qualification in Human Resource Management plus one to two years functional experience doing the Human Resources Management Services Knowledge: All Labour Legislations, Department policies and procedures, HR related systems, Public Service Act, Batho Pele principles, Public service regulations Skills: Communication, Presentation, Conflict management, Analytical, Report writing, Computer literacy, Planning and organising, Report writing, Computer literacy, Planning and organising, Supervisory, Time management.

**DUTIES**

Render the Recruitment and Selection process. Process and approve service benefits e.g Leave, housing allowances, acting allowances etc. Provide and monitor termination of services at the Province Monitor establishment and the implementation of Human Resources policies Monitor the payments of salaries.

**ENQUIRIES**

Ms MR Musa Tel No: (053) 8381523

**APPLICATIONS**

Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hands deliver at Department of Labour, Cnr Pniel & Compound Street.

**FOR ATTENTION**

Human Resource Management, Provincial Office Kimberley

**CLOSING DATE**

28 October 2019
ANNEXURE F

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

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

FOR ATTENTION: Ms Lerato Ngobeni

CLOSING DATE: 28 October 2019

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

OTHER POSTS

POST 36/62: ENVIRONMENTAL OFFICER CONTROL GRADE A: INTEGRATED ENVIRONMENTAL MANAGEMENT (CAPACITY AND SUPPORT) REF NO: LACE07/2019

SALARY: R495 219 per annum (OSD)

CENTRE: Pretoria

REQUIREMENTS: A Four (4) year degree in environmental or natural science or equivalent qualification coupled with at least 6 years post qualification experience. A thorough knowledge and experience of the National Environmental Management Act, as amended. A thorough knowledge and experience of GN Regulation 982, 983, 984, 985 and its amendments. Experience in Integrated Environmental Management tools/instruments training is essential. A thorough knowledge of integrated environmental management and its application. Knowledge of sustainable development ideals and objectives. Working experience in the administration and review of EIA’s and the dynamics of EIA administration systems. Advanced computer literacy skills will serve as an advantage. Good communication skills (written, oral and graphic). Good organising, planning and reporting skills. Problem solver and strategic thinker. Ability to work individually and in a team. Ability to work under pressure without supervision and multi-task. Applicants must be willing to travel extensively. A valid driver’s licence and the ability to undertake long journeys alone.

DUTIES: Coordinate training for all Competent Authorities on integrated Environmental Management (IEM). Develop and manage an annual training program for all Departments associated with implementing Chapter 5 of NEMA. Develop training material and conduct training on IEM instruments. Monitor and update "the plan for addressing challenges and needs requirements for the environmental sector" on an annual basis. Provide inputs into environmental related legislation and policies.

ENQUIRIES: Ms Sibusisiwe Hlela Tel No: (012) 399 9322

POST 36/63: ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: NATIONAL INFRASTRUCTURE DEVELOPMENTS REF NO: LACE08/2019 (X2 POSTS)

SALARY: R402 045 per annum (OSD)

CENTRE: Pretoria

REQUIREMENTS: Honours Degree in Environmental Management/Science or natural sciences or related filed. Must have a minimum of 2 years’ experience in processing applications for Environmental Authorisations and S24G applications and is currently involved in the EIA sector. A thorough knowledge and experience of the National Environmental Management Act, as amended. A thorough knowledge and experience of GN Regulation 982, 983, 984, 985 and its amendments. A thorough knowledge of S24 of NEMA. A thorough knowledge...
of integrated environmental management and its application Knowledge of sustainable development ideals and objectives Working experience in the administration and review of EIA’s and the dynamics of EIA administration systems advanced computer literacy skills will serve as an advantage Attendance of environmental management or EIA courses, and GIS skills will serve as an added advantage Good communication skills (written, oral and graphic) good organising, planning and reporting skills Problem solver Ability to work individually and in a team Ability to work under pressure without supervision and multi-task Applicants must be willing to travel extensively A valid driver’s licence and the ability to undertake long journeys alone.

**DUTIES**

- Review and evaluate EIA Applications
- Review and evaluate applications for Integrated Environmental Authorisations
- Review and evaluate S24G applications
- Conduct site inspections and compile site visit reports
- Coordinate with Enforcement & Licensing sections unit within the department
- Assist in administration and monitoring compliance with environmental authorisations issues
- Provide professional advice in respect of EIA decision-making
- Draft submissions and recommend for EIA decisions
- Assist in the development of relevant Standard Operating Procedures (SOPs)
- Implement approved systems, tools and SOPs related to environmental impact management
- Internal and external liaison regarding applications for Environmental Authorisations (communication with stakeholders and clients)
- Provide a support function and technical inputs into appeals lodged with the Minister in terms of the NEMA and NEMA Regulations
- Provide assistance in the administration and monitoring of compliance with environmental authorisations issued. Provide inputs into environmental related legislation and policies.

**ENQUIRIES**

Ms Nyiko Nkosi Tel No: (012) 399 9392

**POST 36/64**: ASSISTANT DIRECTOR: PROGRAMME MONITORING AND EVALUATION

**REF NO**: EP14/2019 (X2 POSTS)

**SALARY**: R376 596 per annum

**CENTRE**: Pretoria

**REQUIREMENTS**

- An appropriate 3-year Bachelor’s Degree/National Diploma in Social and /or Economic Sciences, Development Studies, Monitoring and Evaluation, Statistics and Research Experience in project management and monitoring and evaluation (minimum two years), database management and analysis software packages, such as MS Access, Excel, STATA and ATLAS TI
- Ability to customise and generate reports to meet users’ needs Extensive experience in conducting social research (minimum two years) from both public and or private Knowledge of GWM&E Knowledge of Programme Performance Management Framework Demonstrated report-writing skills Experience in applying Monitoring and Evaluation principles in social research Good analytical capability Good communication and presentation skills (ability to communicate in one of the indigenous languages will be an added advantage) Ability to develop newsletters Knowledge and experience in contract management Good stakeholder liaison, co-ordination and problem-solving skills Good computer skills Good interpersonal relations Ability to work under pressure and long hours, as well as willingness to travel long distances for an extended period(s) A valid driver’s license.

**DUTIES**

- Participate in the conducting of Monitoring and Evaluation studies within the branch
- Generate, customize and communicate reports to the relevant stakeholders
- Participate in the process of coordinating the implementation of recommendations from various Monitoring and Evaluation reports Responsible for the development of the M&E newsletter(s) Contribute in the process of reviewing Monitoring and Evaluation Framework and the 3 year M&E plans
- Responsible to supporting the regions with data verification and provision of feedback on a regular basis
- Preparation of branch monthly/quarterly performance reports Supporting the branch as and when required.

**ENQUIRIES**

Mr N Sithole Tel No: (012) 399 9746
ANNEXURE G

DEPARTMENT OF ENVIRONMENT, FORESTRY AND FISHERIES

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: 28 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 Environment, Forestry and Fisheries 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 whose appointment/transfer will promote representivity will receive preference. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. Candidates shortlisted for SMS positions will be subjected to a competency assessment test and the signing of a performance agreement and an employment contract (once appointed).

The Department reserves the right not to make an appointment.

OTHER POSTS

POST 36/65: DEPUTY DIRECTOR: SECURITY SERVICES REF NO: COO15/2019

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

CENTRE: Pretoria

REQUIREMENTS: An appropriate recognized three-year Degree/Diploma in Security or relevant equivalent qualification. Minimum of 3 years’ experience in Security Management or related field. Sound knowledge of MISS, MPSS and hierarchy and management structure of the Department. Good coordination, organizational and planning, Communication (written and spoken), contract management, interpersonal relations, interpersonal relations, conflict management and resolution, security management, report writing and organizational skills. Ability to work long hours voluntarily, gather and analyses information, develop and apply policies, work independently and in a team, lead multidisciplinary team, work under extreme pressure, organize and plan under pressure, collect and interpret information and reports.

DUTIES: Ensure physical security appraisals is conducted in the Department Consult with SAPS in compliance with the MPSS. Conduct security Threat and Risk Assessment (TRA) as per the MISS and MPSS. Draft recommendations on risk assessment reports and physical security appraisals for approval. Implement approved recommendations in the Department Monitor compliance of implemented recommendations. Implement the MISS Policy framework. Ensure that all classified documents are stored in safes/steel cabinets. Develop, review, implement the Security policy and access control directives. Conduct security training and awareness for all security officials. Conduct awareness session of security policy and access control system to staff. Ensure awareness to employees and relevant contractors and consultants of the institution, about the security policy and directives. Evaluate reports on losses of departmental property and security breaches. Compile reports on cases investigated. Conduct security planning meeting prior to event.

ENQUIRIES: Mr V Naidoo Tel No: (012) 399 – 8537
POST 36/66
ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: CLIMATE CHANGE M&E GHG INVENTORY AND SYSTEMS REF NO: CCAQ08/2019

SALARY : R402 045 per annum
CENTRE : Pretoria
REQUIREMENTS : Honours Degree in Environmental Management/Sciences or relevant fields. A minimum of three (3) years’ experience required in a relevant field. Knowledge of environmental and development issues (globally, regionally, locally). Knowledge of atmospheric chemistry and industry process applications. Extensive knowledge of climate change mitigation issues, including legal and policy frameworks and other barriers, the economics and technical requirements of low carbon development. Carbon finance etc. Knowledge of South Africa’s greenhouse gas emission profile and climate change mitigation. Ability to conduct research, gather and analyse information. Ability to conduct greenhouse gas emission reviews. Ability to conduct social economic analysis Programme and Project Management. Communication skills (written and spoken). Computer Literacy.

DUTIES : Coordinate all data collection efforts on greenhouse gas emission sources in South Africa. Administer and Maintain the National GHG Inventory Management System (NGHGIS) for South Africa. Collate GHG Inventory data for the Energy, Waste, Industrial Processes and Product Use (IPPU) and Agriculture, Forestry and Land Use (AFOLU) sectors. Implementation of the GHG Improvement programme. Administer the national GHG emissions reporting programme for South Africa. Provide end user support and training to GHG reporting entities on reporting requirements. Developing and updating standard operating procedures relating to the various aspects of the GHG emissions reporting system. Compile the National GHG Inventory for South Africa.

ENQUIRIES : Ms S Mashele Tel No: (012) 399 9195

POST 36/67
SENIOR HUMAN RESOURCE PRACTITIONER: EXECUTIVE DEVELOPMENT REF NO: COO17/2019

SALARY : R316 791 per annum (excluding benefits)
CENTRE : Pretoria
REQUIREMENTS : An appropriate three-year National Diploma in Human Resource Development or equivalent relevant qualification plus minimum of 2 years’ relevant experience. Knowledge of administrative procedures, Skills Development Act, Skills Levies Act, Employment Equity Act, SAQA Act. Good coordination, organisational and planning, interpersonal relations, communication (written and spoken), and report writing skills. Ability to work long hours voluntarily, independently and in a team, gather and analyse information, develop and apply policies, lead multidisciplinary team, work under extreme pressure, organize and plan under pressure, and collect and interpret information and reports.

DUTIES : The successful candidate will be responsible to coordinate skills development, career planning and execution of learning systems for senior managers with regards to the following Key Performance Areas: Coordinate and implement executive coaching. Coordinate and implement learning network sessions. Coordinate and implement induction programme (Project Khaedu).

ENQUIRIES : Mr J Ngoepe Tel. No: (012) 399 8692

POST 36/68
SENIOR LABOUR RELATIONS PRACTITIONER: COLLECTIVE BARGAINING & EMPLOYEE RELATIONS REF NO: COO18/2019

SALARY : R316 791 per annum (excluding benefits)
CENTRE : Pretoria
REQUIREMENTS : A recognized three-year National Diploma in Labour Relations or equivalent relevant qualification plus a minimum of two (2) years’ relevant experience. Possession of Introduction to PERSAL training Certificate Knowledge of disciplinary code and procedures, grievance procedures, Mediation and Arbitration Conflict resolution, Sound organising and planning, interpersonal, computer literacy, coordination, organisational and planning, communication (written and spoken) and report writing skills.

DUTIES : The successful candidate will be responsible to provide support and advice to the Department on Labour Relations matters with regards to the following Key Performance Areas:
Performance Areas: Handle misconduct cases Facilitate grievance procedures Provide advice and development on labour relations matters Handle dispute case effectively Provide Collective Bargaining Support and General Support on compliance for reporting to stakeholders.

ENQUIRIES : Ms T Zitha Tel No: (012) 399 – 8678


SALARY : R272 739 per annum (excluding benefits)

CENTRE : Pretoria

REQUIREMENTS : A National Diploma in Environmental Management or Natural Sciences a minimum of a year experience in biodiversity management including protected Areas issues. Knowledge of environmental legislations, policies, programmes and international instruments. Knowledge of biodiversity conservation and its challenges. Knowledge of database and information management. Ability to communicate to staff and stakeholders. Ability to work independently and in a team. Good interpersonal relations skills. Conflict management and resolution. Ability to write effective and professional reports. Ability to organise and plan under pressure. Computer literacy, GIS will be an added advantage must be in possession of driver's license.

DUTIES : Maintenance of an information management system of protected areas in South Africa. Ensure effective compliance to legislative requirements for declaration of protected areas in South Africa. Provide support to the implementation of international agreements. Liaise with both clients and authorities in a professional manner on issues affecting protected areas. Provide technical advice to senior staff members in protected areas, and rendering land administration of national protected areas.

ENQUIRIES : Mr E Nemukula Tel No: (012) 399 9556
ANNEXURE H

GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

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.

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 & Festi streets, Hatfield, Pretoria.

FOR ATTENTION: Mr S Matshageng

CLOSING DATE: 25 October 2019

NOTE: Applicants with disabilities are welcome to apply 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 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. The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into a contract with the GCIS that will be reviewed based on performance, and must be in possession of their own transport and appropriate computer equipment and software.

OTHER POSTS

POST 36/70: JUNIOR MEDIA PLANNER REF NO: 3/1/5/ – 19/89

Directorate: Media Buying

SALARY: R316 791 per annum (Level 08)

CENTRE: Pretoria

REQUIREMENTS: Applicants must be in possession of a National Diploma (NQF 6) or Degree (NQF 7) in in Marketing, Advertising, Communication, Media Buying/Media Planning or equivalent related qualification majoring in Media Buying/Media Planning as recognized by SAQA, with at least 2 years relevant experience. The incumbent should be an organised, process driven individual with strong relationship management skills, which are required to execute media buying and implement activities at GCIS. The job requires effective planning and implementation of media plans and media analysis. Evaluation of media proposals, strong negotiation skills and good client management are all key parts of the job. The ideal candidate must be able to work under pressure 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. Proven ability to translate media strategies into effective media plans, knowledge of the Public Finance Management Act, knowledge of the Public Service Act, working knowledge of Telmar (TNT/RBP/Programs/Plans), computer literacy in Ms Office suite, excellent administrative abilities, ability to assess needs of incoming campaigns and act decisively to mobilize resources. He/she must be persuasive and comfortable in negotiating timelines and deliverables with internal and external.
stakeholders, be an assertive, self-motivated and driven individual with strong interpersonal communication skills, both in written and spoken format and good knowledge of and understanding of all standard media types.

**DUTIES**

The successful incumbent will be responsible for planning, and implementing media campaigns by raising cost estimates, developing media schedules, writing memorandums, securing necessary approvals, booking campaigns, compiling post campaign reports, attending client meetings, and ongoing liaison with internal and external clients and media owners.

**ENQUIRIES**

Mr Sinombulelo Mlisa Tel No: (012) 473 0287

**NOTE**

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

**POST 36/71**

**ADMINISTRATION CLERK REF NO: 3/1/5/1 – 18/44**

Directorate: Media Buying

**SALARY**

R208 584 per annum (Level 06)

**CENTRE**

Pretoria

**REQUIREMENTS**

Applicants must be in possession of a National Diploma (NQF 6) or Degree (NQF 7) in Public Administration, Office Management/Administration or related equivalent qualification. At least 2 years’ relevant administration experience in media buying and/or supply chain. Sound knowledge of administrative duties and responsibilities with some basic knowledge of general administration, operations and government procurement processes/procedures. Understanding Public Service regulations, procedures and policies. High degree of etiquette. Ability to work within a team. Report writing, compilation, collation. Minute taking and development of target driven action plan. Ability to read, interpret and apply policies. Report writing. Computer literate. Presentation skills. Punctuality and effective time management. Innovation. Planning, coordinating, organizing and execution skills.

**DUTIES**

The successful incumbent will be responsible for arranging directorate, Media Encounter and Media Connect meetings, as well as booking of suitable venues for meetings. Scheduling appointments on request between media owners within Media Buying. Managing the database for media owners and clients. Providing supply chain related support in ensuring compliant documents are submitted to the bids office. Checking and verifying Standard Binding Document documents and Central Supplier Database reports of suppliers. Participating and taking minutes in daily media buying status and directorate meetings. Developing effective recruitment media advertising campaigns for Public Service departments, undertaking research and analysing data using specialist industry resources. Effectively managing media selections and recommendations that meet client objectives, and managing the implementation of booked recruitment campaigns. Providing administrative support the office of the Director. Report writing, compilation, collation and minute taking.

**ENQUIRIES**

Mr S Mlisa Tel No: (012) 473 0287

**NOTE**

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

**POST 36/72**

**TRADESMAN AID REF NO: 3/1/5/1-19/46**

Directorate: Security and Facilities Management

**SALARY**

R122 595 per annum (Level 03)

**CENTRE**

Pretoria

**REQUIREMENTS**

Grade 12 or equivalent qualification. A plumbing/electrical certificate will be added advantage. Basic Skills in Maintenance Services (plumbing, electrical, etc). Sound interpersonal skills. Ability to liaise with team members, clients and members of the public. Customer focused. Computer literate.

**DUTIES**

The successful candidate will be required to fix and repair minor damages in and around the building. Replacement of globes/bulbs and starters. Repair damaged and broken furniture. Inspect the facilities on daily basis and report all defects to the Supervisor. Unblock toilets. Move furniture in the building. Assist with any other cleaning and maintenance services. Keep a register of all maintenance work conducted in all the buildings. Team leader/member of the cleaning/maintenance team. Setting up of chairs and tables at the Auditorium.

**ENQUIRIES**

Ms X Job Tel No: (012) 473 0334

**NOTE**

Preference will be given to Coloured male/female, Indian male/female and White male/female
APPLICATIONS: Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, or Private Bag X63, Arcadia, Pretoria, 0001

CLOSING DATE: 28 October 2019 before 12h00 No late applications will be considered.


The relevant reference number must be quoted on all applications. Application should consist of (1) a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) (2) original certified copies of all qualifications (including matriculation), identity document, valid driver’s license (where driving/travelling is an inherent requirement of the job) and proof of citizenship if not RSA Citizen. Note: Copies of certified documents will not be accepted – all copies must be originally certified in the past 3 months. Failure to submit the above information will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must be available for interviews at a date and time determined by GPAA.

Applicants must note that pre-employment checks and references will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

The candidate must take note of: It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/appointment will promote representativeness, will receive preference. Disabled persons are encouraged to apply. For salary levels 11 – 15, the inclusive remuneration package consists of a basic salary, the state’s contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The GPAA reserves the right to utilize practical exercises/tests/competency assessments for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign and annual performance agreement and will be required to undergo a security clearance.

MANAGEMENT ECHELON

POST 36/73 : SENIOR MANAGER: APPLICATIONS MANAGEMENT REF NO: SM/APP.MNG-ICT/2019/10-1P

SALARY : R1 057 326 - R1 245 495 per annum (Level 13) (all-inclusive package)

CENTRE : Pretoria Head Office

REQUIREMENTS : A recognized Bachelor’s Degree (BSc Computer Science or B Com Information Systems) (NQF 7) or an appropriate three year tertiary qualification (NQF 7) in similar profession as recognized by SAQA Business Analysis; Programming; System Analysis; Testing and Release Management. Qualifications will be an advantage. A minimum of eight (8) years ICT Application Management experience which include extensive experience in outsourcible environments and management of application development life cycle, of which five years should be at a middle/senior managerial level. Experience in Financial Services, especially Employee Benefits, Pension Fund and Retirement Benefits.
Administration will be a distinct advantage Competencies: Knowledge of Benefits Administration Knowledge of Customer Relationship Management (Channel Management) Knowledge of relevant legislative requirements and GPAA policies and procedures Industry knowledge Knowledge of financial management including budget and forecasting. Knowledge of Pension Fund Regulations and Rules Knowledge of compliance management Knowledge of relevant systems Strategic capability Service delivery innovation Client orientation and customer focus Financial management People management and empowerment Programme and project management Change management Communication Knowledge management Problem solving and analysis Respect Service excellence Integrity Transparency Courtesy Emotional intelligence Team player.

**DUTIES**

The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Overseeing of operations of the business unit: Assess the provision of Applications Management advice to line managers to ensure that line managers are fully equipped to deal with Applications Management strategy related matters Drive a culture of compliance with GPAA line managers and staff to ensure greater awareness of Applications Management policies and procedures Monitor compliance with relevant legislation throughout all Applications Management functions Manage planning of resource requirements for the organization to ensure sufficient resources are in place to meet service delivery demands Analyse service delivery gaps and challenges, define service delivery operational measures and targets and implement remedial action strategies Oversee quality of service provided to internal and external customers/clients/stakeholders Proactively ensure the identification and mitigation of risks Establish and manage agreed budgets in consultation with the General Manager Applications Management, ensuring that costs are contained Manage, coordinate and oversee the daily operational activities of the sub unit to ensure that it functions effectively and efficiently Proactively mitigate employee relations risk. Ensure information flow to and alignment with all stakeholders to ensure effective engagements manage the implementation of the Applications Management strategy: Monitor the implementation of the operational plan for the Directorate to support the achievement of GPAA’s strategic objectives. Manage, monitor and review the Directorate policies, procedures and processes in accordance with best practice and legislation Manage the implementation of an effective short, medium and long-term operating strategy for the Directorate Conduct benchmarks on new developments of practices to improve the effectiveness and efficiency of the organization Manage the provision of best practice regarding Directorate functions to all stakeholders Manage the implementation of a management effectiveness and leadership strategy Engage in strategic relationships with relevant stakeholders to serve the interest of the organization Monitor compliance with relevant legislation throughout all Directorate functions Analyse service delivery gaps, challenges and implement remedial action strategies Manage quality of service provided to internal and external customers/clients/stakeholders Manage the mitigation of identified risks Ensure information flow to and alignment with all stakeholders to ensure effective engagements Conduct trends analyses and forecasting. Manage all the resources in the directorate: Ensure the development and management of staff with the directorate Implement and maintain a relevant management approach to support effective business results within the Directorate Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery Ensure control of budgeting and expenditure process in line with strategic objectives and relevant legislation Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc) within the Directorate One permanent Senior Manager: Applications Manager Position is currently available at the GPAA The successful incumbent will effectively manage the applications management service.

**ENQUIRIES FOR ATTENTION NOTE**

FOR ATTENTION: Felicia Mahlaa
Tel No: (012) 319 1455
Ms Felicia Mahlaa– Recruitment

NOTE: Employment Equity target for the post is African/Coloured or Indian female or people with disability Candidates of the specified groups are encouraged to apply
OTHER POST

POST 36/74

MANAGER: LEGAL ADVISORY SERVICES REF NO: M/LAS/2019/09-1P

The main purpose of this position is to assist the Senior Manager: Legal and Advisory Services in providing legal advice to the authority and other stakeholders.

SALARY

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

CENTRE

Pretoria Office

REQUIREMENTS

A relevant three-year Bachelor’s Degree/N Dip/B Tech or equivalent three year qualification (360 credits) with six (6) years appropriate proven experience in a Legal Service environment of which three (3) years was in a supervisory/managerial role Computer literacy that includes a good working knowledge of Microsoft Office products Knowledge of Legal Research methodologies Knowledge of contract law Knowledge of retirement fund industry Knowledge of SA Pension Fund Legislation Knowledge of Public Service legislation and regulatory frameworks (Public Service Act, PFMA, King Report etc) Strategic capability and leadership Technical skills Good communications and problem solving Good negotiation skills Good presentation skills Good report writing skills Computer literacy Conflict management skills Facilitation skills Customer focus People management and empowerment Decisiveness Professionalism Attention to detail Integrity, reliability and honesty Quality and results orientated.

DUTIES

The successful candidate will be responsible for the following, which inter alia include but is not limited to: Providing Legal advice: Render professional legal advice to ensure all actions/resolutions are complying with the statutory requirements Interact with other spheres of government in developing sound working relations and to minimise areas of dispute or potential dispute in the legal context Provide legal advice/assistance in the formulation of policies and procedures to ensure that policies comply with all relevant legislation including the constitutional mandate Interact with external legal advisors of GPAA with regards to any legal matters Review legal documents, instruments, or other material, identifying important issues, similarities and inconsistencies and advice accordingly Prepare legal opinions/advice on a wide range of law issues Litigation management and review of the recommendations of the Panel Attorneys and Law Advisors with regard to court cases and legal administrative affairs Provide legal advice on human resources matters and assists in reviewing administrative decisions Administer programmes of legal technical assistance Serve on various legal committees Give advice regarding problems of interpretation, legal liability, exercising of powers, other legal matters and the efficient functioning of the legal/judicial system Prepare case files, draft legal documents for the Attorney/Law Advisors to provide formal legal advice Provide input to subordinates to prepare and draft legal documents Give written instruction to subordinates to comply with review directives Ensure that cases relating to administrative appeals of the Fund, are researched and prepared accordingly Authorize payment of valid claims and determine method of payment Provide advice to the Senior Management and the Line Managers across the range of the Department’s legal interests, risks and obligations Contribute a legality assurance perspective to the Fund’s strategic and governance processes, particularly the executive decision-making process Build understanding of legal issues, risks and obligations through advice, communications and training, especially for other legal services staff and managers Preparing legal documents and report: Draft reports or briefs on legal or legal policy Research applicable legislation and principles relating to the legal document in question, achieving compliance Draft various legal communications based on information provided, with proper consideration to legal implications of a response. Provide inputs within the stipulated time frames in the compilation of annual audit report at the financial year-end Provide legal advice or comments on reports that has to be tabled before management Compile interim audit reports required by the Senior Manager: Legal Services during the year, highlighting potential risk areas and making legal recommendations. Managing and developing staff: Monitor performance of direct reports, check that all is aligned with planned targets. Allocate work according to the urgency of the matter and according to the individual workload, expertise, and developmental needs of the individual Identify development and succession planning requirements monitor that outputs achieve the business
unit requirements one permanent position of Manager: Legal Advisory Services is currently available at the Government Pensions Administration Agency.

ENQUIRIES : Mapule Mahlangu Tel No: (012) 399 2639
FOR ATTENTION : Ms Mapule Mahlangu – Recruitment
NOTE : Employment Equity target for the post is Coloured/Indian/White males and Indian/Coloured females or people with disabilities Candidates of the specified groups are encouraged to apply.
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: 25 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

OTHER POSTS

POST 36/75: ARTISAN (PRODUCTION) GRADE A (DIGITAL PRINTING) REF NO: (GPW19/47)

SALARY: R190 653 per annum
CENTRE: Pretoria
REQUIREMENTS: Grade 10 or equivalent certificate plus a completed apprenticeship in a printing trade, Good computer skills, Knowledge of digital printing and impositioning, Knowledge of commercial printing processes, Good communication skills, Quality conscious, Excellent reading skills, Grade 12 will be an added advantage.

DUTIES: Set, adjust, operate and maintain digitised printing equipment, Printing of documents according to standards and original specimen, Impositioning and submit documents to the printer, Ensure optimum quality standards, Reconcile production information on daily basis, Ordering of stock.

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

POST 36/76: ARTISAN (PRODUCTION) GRADE A (MECHANISED BINDING) REF NO: GPW 19/48) (X3 POSTS)

SALARY: R190 653 per annum
CENTRE: Pretoria
REQUIREMENTS: Grade 10 or equivalent qualification plus a completed apprenticeship and passed trade test in mechanized/craft binding, basic computer skills, Quality conscious, good knowledge of mechanized binding equipment/craft binding operations, Willingness to work shifts, Grade 12 will be an added advantage.
DUTIES : Responsible to adjust, run and maintain Mechanised binding and or packaging equipment/machines, Ensure optimum productivity and maintain high quality standards of binding, Reconcile documents daily, Responsible for basic operating and maintenance, Adherence to Occupational Health and Safety regulations and procedures.

ENQUIRIES : Mr T Khumalo Tel No: (012) 748-6329
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 012 444 9115

CLOSING DATE: 
25 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 36/77: 
DEPUTY DIRECTOR: ADMINISTRATIVE AND LOGISTICAL SUPPORT

REF NO: DOHS/39/2019

Branch: Office of the Director-General

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

CENTRE: 
Pretoria

REQUIREMENTS: 
A relevant undergraduate qualification (NFQ6/7) as recognized by SAQA in Public Management and Administration or equivalent with at least 3 – 5 years’ experience at entry level management Knowledge and understanding of the Public Finance Management Act (PFMA), other legislation that is applicable in the public service and the Batho Pele principles. The applicant should be computer literate (MS Word, MS Excel, MS PowerPoint etc.), possess good interpersonal relations skills and have good telephone etiquette. Moreover, the applicant should have analytical, planning, organising and sound communication skills (both written and verbal). Management skills, experience and knowledge of government budgeting processes (Financial Management skills) are essential for this job. Candidates must have a valid driver’s license. Personal attributes relevant to this position include innovation, good work ethic and the ability to work under pressure. Applicants must be independent thinkers who are able to work with diverse individuals at both management and operational level.

DUTIES: 
Manage the interface between the Office of the Director-General and FOSAD. Provision of administrative and logistical support to the Office of the Director-General. Administer the budget of the Directorate: Administrative and Logistical Support. Manage the flow of communication between the Office of the Director-General, the Department and middle management of Ministry Develop and maintain an effective document management system within the Directorate. Provide quality assurance services in respect of received memoranda and
make recommendations to the Director of the business unit. Process correspondence between the Office of the Director-General and internal/external stakeholders.

**ENQUIRIES**
Ms N Nortman Tel No: (012) 444 9115

**NOTE**
Female candidates and people with disabilities are encouraged to apply.

**POST 36/78**
**ASSISTANT DIRECTOR: PROJECT SPONSORSHIP REF NO: DOHS/40/2019**
Branch: Human Settlement Strategy and Planning
Chief Directorate: Stakeholder and Inter-governmental Co-ordination
Directorate: Stakeholder Mobilisation

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

**CENTRE**
Pretoria

**REQUIREMENTS**
An appropriate Bachelor’s degree or equivalent qualification in Public Administration or Relations A Minimum of 3 years working experience Code 8 Driver’s license Good understanding of Human Settlements development sector Understanding of Human Settlements Policies, Ability to implement stakeholder projects Excellent communication (written/verbal) as well as presentation skills Computer literate, friendly, trustworthy, diplomatic, systematic and logical Ability to work under pressure coupled with liaison, coordination and business management skills Strong interpersonal skills for liaising with external as well as internal stakeholders.

**DUTIES**
Assist to support nine (9) Provincial Govan Mbeki Awards (GMA), coordinate the National Govan Mbeki Awards (GMA) and mobilise partnerships to sponsor towards Human Settlements Programmes and collaborate with other departmental units and the office of the Minister in providing assistance towards human settlements special projects.

**ENQUIRIES**
Ms N Nortman 012 444 9115

**NOTE**
Male candidates and people with disabilities are encouraged to apply.

**POST 36/79**
**ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: DOHS/42/2019 (X2 POSTS)**
Branch: Chief of Operations
Directorate: Risk Management

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

**CENTRE**
Pretoria

**REQUIREMENTS**
A relevant tertiary qualification (Degree/National Diploma) preferable in Risk Management Minimum three year experience in risk management Exposure to government/public sector will be an added advantage Experience in Compliance Management, Business Continuity Management and or Internal Audit will be added advantage A valid driver’s license and membership with professional body governing Risk Management and/or Compliance will be added advantage Knowledge of Public Finance Management Act Knowledge of Treasury Regulations Knowledge of Corporate Governance and best practices governing risk management Competencies needed: Strategic capability and leadership skills. Research and Analytical Skills Facilitation and Presentation Skills Communication (written, verbal and presentation) and liaison skills planning and organising skills financial management skills Project management skills Client Orientation and Customer Care skills Monitoring and evaluation skills Policy development and implementation skills Negotiation skills Computer Skills Problem solving skills Diversity Management Coordination Skills Interpersonal skills Attributes: Willingness to work irregular hours, under pressure and travel frequently Assertiveness Ability to work independently and as part of a team Compliance Diplomacy Ability to work under pressure Decisiveness Adaptability Confident AccuracyCompliant Trustworthiness Integrity Diligent Initiative/Creativity.

**DUTIES**
The successful candidate will be required to perform the following duties within the Department/and or sector (National Department and its organs): To supervise and implement DHS Risk Management Framework in the organization Facilitation of risk assessment process Risk Monitoring Risk Reporting Assisting in conducting risk awareness in the organisation and training & development of staff. Develop and maintain stakeholder and client relationships.

**ENQUIRIES**
Ms N Nortman Tel No: (012) 444 9115

**NOTE**
Male candidates and people with disabilities are encouraged to apply.
POST 36/80  :  ASSISTANT DIRECTOR: MACRO POLICY REF NO: DOHS/43/2019
Branch: Human Settlements Delivery Frameworks
Chief Directorate: Operational Policy Frameworks
Directorate: Macro Policy

SALARY :  R376 596 per annum (Level 09)
CENTRE :  Pretoria
REQUIREMENTS :  An appropriate recognized Bachelor’s degree in Human and Economic Sciences or a National Diploma in Public Policy and Development Studies A minimum of 3 years’ experience within a macro policy environment the ability to build strong client relationships Social and economic research skills Knowledge and understanding of housing and human settlements policies, programmes, legislation, guidelines, standards and procedures Good communication skills (written and verbal) Computer literacy Valid driver’s license.

DUTIES :  Support the promotion of housing and human settlement policies, guidelines, norms and standards Support the provision of housing and human settlements policy formulation assistance to provinces and municipalities Provide advice and policy interpretation on national Human Settlements policies to stakeholders Participate in policy debates and related policy making processes Write macro policies, policy position papers, minutes, reports, submissions, memorandums etc Conduct policy advocacy campaigns Identify issues for policy development and review Draft responses to macro policy questions queries/ enquirers.

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

POST 36/81  :  SECURITY OFFICER GR III REF NO: DOHS/41/2019 (X2 POSTS)
Branch: Corporate Services
Chief Directorate: Corporate Support
Directorate: Security Management

SALARY :  R122 595 per annum (Level 03)
CENTRE :  Pretoria
REQUIREMENTS :  Grade 10 or equivalent qualification. No experience required Registration with PSIRA grade C Sound Knowledge of MISS, MPSS, Control and Access of Public Premises and Vehicles Act 53 of 1985 Good writing and interpersonal skills Security Officers Ability to understand and implement policies, directives and related prescripts in security administration be prepared to work irregular hours and night shifts.

DUTIES :  Perform access control functions which will include the following: Determine whether visitors have appointments/or the service that visitor requires; Contact the relevant employee to confirm the appointment or refer the visitor to the relevant service point; Complete or ensure that the admission control register is completed and issue admission control documents/cards as required; Operate X-ray machines; Lock and unlock entrances; Record incidents and make follow-up; Ensure that unauthorized persons and dangerous objects do not enter the building/premises; Ensure that equipment, document and stores do not leave or enter the building or premises unauthorized Ensure personnel and assets safety in the building and the premises This will include the following: Undertake building/premises patrols to identify and check that doors are locked or unlocked as required, water leaks and that taps are closed, fire hazards, exposed electrical contacts and other fire hazards emanating from for instance chemicals, light switched on and off as required; apply emergency procedures (in situation like bomb scares, fire, riots etc) and alert emergency services and departmental management; Lock and unlock entrances Monitoring and reporting of security breaches: Identify suspicious conduct, report and record security breaches; Report faulty security systems; Report officials taking assets without authorization Completion and administration of security registers: Report and update all security registers and Ensure that all incidents are recorded in the occurrence books/registers.

ENQUIRIES :  Ms N Nortman Tel No: (012) 444 9115
NOTE :  Male candidates and people with disabilities are encouraged to apply Shortlisted candidates will be subjected to pre-employment security screening.
DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT
The DOJ&CD is an equal opportunity employer in the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration.

CLOSING DATE: 28 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. 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.

MANAGEMENT ECHELON
POST 36/82: DIRECTOR: JUSTICE OPERATIONS & FACILITIES MANAGEMENT REF NO: 2019/58MP
SALARY: R1 057 326 – R1 245 495 per annum (Inclusive remuneration package). The successful candidate will be required to sign a performance agreement
CENTRE: Mpumalanga Regional Office.
REQUIREMENTS: Bachelor’s Degree in Public Management/Administration, or Property Management Real Estate, Security Management or equivalent qualification (NQF7). At least 6 years’ experience of which 5 years must be at middle/senior managerial level; Knowledge of legislation, prescripts and frameworks of the Public Service; Experience in Court Management will be an added advantage; Experience in Infrastructure and Property will be an added advantage; A valid driver’s license; Skills and Competencies: Strategic Capabilities and leadership; Performance management; Property and Project Management; Financial Management; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; People Management and Empowerment; Communication skills; Change Management; Client orientation and customer focus
DUTIES: Key Performance Areas: Manage justice operations and related services in the regions; Manage infrastructure, facilities and auxiliary services; Monitor risk and manage security service of all courts in the region; Manage ICT related services; Manage ,monitor justice stakeholder and customer relations; Manage effective utilization of resources in the Directorate.
ENQUIRIES: Mr SP Shabangu Tel No: (013) 753 9300
APPLICATIONS: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x11249, Nelspruit 1200 Or Physical Address: 24 Brown Street, Ned bank Centre, 4th floor Nelspruit 1200

OTHER POSTS
POST 36/83: DEPUTY DIRECTOR LANGUAGE POLICY & INTERPRETING SERVICES REF NO: 19/107/KZN
SALARY: R733 257 – R863 748 per annum (Inclusive remuneration package). The successful candidate will be required to sign a performance agreement
CENTRE: Regional Office, Durban
REQUIREMENTS: A Bachelor's Degree in Administration/Management or relevant and equivalent qualification; 6 year's relevant experience of which three (3) years should be at managerial level; Knowledge of the usage of the Language Prescripts, Constitution of the Republic of South Africa Skills and Competencies: Computer literacy; Research and analytical skills; Communication (written and verbal) skills; Service Delivery Innovation and Problem Solving Key Performance Areas: Manage the implementation of Court Interpreting and language services; Manage the Court Interpreting and language services stakeholder relations; capacitate and develop language and court interpreting services; Manage operational efficiently of language services in the regions; General managements functions.

ENQUIRIES: Mr S.M. Khubone 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 36/84: PROJECT MANAGER: PROGRAMME FOR LEGAL EMPOWERMENT AND ACCESS TO JUSTICE (PLEAJ) REF NO: 19/129/CD (3 Years Contract Appointment)

SALARY: R733 257 – 863 748 per annum the successful candidate will be required to sign a performance agreement.

CENTRE: National Office, Pretoria

REQUIREMENTS: 3 year National Diploma/ Bachelor's Degree in Project Management or Business Management or equivalent qualification at NQF6; A minimum of four (4) years’ proven project management experience; Sound financial/budget management and reporting experience; An understanding of the Public Service sector and application of legislation, policies and regulations; A valid driver's license Skills and Competencies: Computer literacy (MS Office); Applied Strategic thinking and technology; Budget and financial management; Customer services orientation; Communication and information management; Diversity management and self-management; Managing interpersonal conflict and resolving problems; Creative thinking and decision making; Networking and building bonds; Planning and organising; Leadership and analytical skills.

DUTIES: Key Performance Areas: Establish, manage and maintain Programme for Legal Empowerment and Access to Justice (PLEAJ) project governance arrangements; Monitor and evaluate of the PLEAJ project; Manage and co-ordinate PLEAJ project communication; Oversee financial management and reporting; Provide effective people management.

ENQUIRIES: Ms L Skosana Tel No: (012) 315 1523

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

POST 36/85: SENIOR LECTURER: BUSINESS APPLICATIONS REF NO: 19/130/JC (2 Years Contract Appointment)

SALARY: R733 257 – R863 748 per annum the successful candidate will be required to sign a performance agreement.

CENTRE: National Office: Justice College

REQUIREMENTS: Degree or Diploma in Information Technology or equivalent Information technology qualification; Advanced knowledge in end user computing; CTT+ will be advantageous; 3 years’ experience in the training environment; Knowledge and experience in applying formal training and methodologies, standards frameworks and tools; Knowledge and understanding of e-learning; Assessor and moderator certificate; Knowledge of prescripts and legislation in public service; A valid driver’s licence; Willingness to travel to provinces Skills and Competencies: Communication skills (verbal and written); Mathematical skills; Team work; Customer relations; Creative thinking and decisive judgment; Ability to work under pressure; Interpersonal relations; Problem solving and decision making; Business analysis.

DUTIES: Key Performance Areas: Manage the provisioning of IT training to learners/trainees as per training programme; Manage and contribute to the designing, planning and implementation of high quality curriculum in specialist
subject areas and across the College; Oversee and undertake relevant research to enhance quality training and curriculum development in specialist subject areas; Manage accreditation process including maintaining training standards and norms; Manage resources and staff performances Render administrative functions.

ENQUIRIES: Ms P. Leshilo Tel No: (012) 357 8240
APPLICATIONS: Quoting the relevant reference number, direct your application to: Postal address: Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

NOTE: People with disabilities are encouraged to apply.

POST 36/86: LECTURER: LEGAL LEARNING (INTERMEDIARY TRAINING) REF NO: 19/131/JC

SALARY: R470 040 – R545 493 per annum the successful candidate will be required to sign a performance agreement.

CENTRE: National Office: Justice College

REQUIREMENTS: Bachelor Degree in Law or Social Sciences; 3 years’ experience; Knowledge of the law relating to child witnesses, Constitution of the Republic, Mediation etc; Knowledge of and experience in applying formal training methodologies, standards frameworks and tools; A valid driver’s licence; The following will serve as added advantages: Master’s degree; Assessor and moderator certificate recommended; Experience in curriculum development; Published articles in accredited peer reviewed journals. Skills and Competencies: Good communication skills (verbal and written); Computer literacy; Interpersonal relations; Project Management; Analytical thinking; Problem solving and decision making; Research skills.

DUTIES: Key Performance Areas: Provides inputs and update curricula and program material; provide training to learners/trainees as per training programme; Undertake relevant research in specialist subject areas; Conduct assessment and or evaluation; Perform administrative duties as required.

ENQUIRIES: Ms P Leshilo Tel No: (012) 357 8240
APPLICATIONS: Quoting the relevant reference number, direct your application to: Postal address: Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

NOTE: People with disabilities are encouraged to apply.

POST 36/87: ASSISTANT DIRECTOR: THIRD PARTY FUNDS REF NO: 37/19/NC

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

CENTRE: Regional Office: Northern Cape

REQUIREMENTS: A three year tertiary qualification in in Commerce, Accounting or relevant equivalent qualification; A minimum of three (3) years working experience in a financial accounting/management environment; At least a minimum of one (1) year should be at supervisory/junior management level; A valid driver’s licence; Knowledge of GRAP/GAAP, accrual accounting as well as modified cash; Knowledge and experience of Third Party Funds functions and services will be an added advantage Skills and Competencies: Planning and organizing; Problem solving skills; Ability to work under pressure and meet deadlines; Computer literacy (MS Office); Communication skills (verbal and written); Assertiveness; Accuracy and attention to detail.

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

ENQUIRIES: Mr E Trerise Tel No: (053) 802 1378
APPLICATIONS: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, Corner of Knight and Stead Streets, Kimberley.

POST 36/88: CLUSTER MANAGER: COURT INTERPRETING REF NO: 46/19/NC

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

CENTRE: Upington, Magistrate Office

REQUIREMENTS: NQF level 4/Grade 12 and relevant NQF Level 5 qualification or relevant tertiary qualification: Proficiency in two (2) or more indigenous languages, Afrikaans and English; Six (6) years’ experience in court interpreting of which three (3) years should be at supervisory level; A valid driver’s license. Skills and Competencies: In depth knowledge of court interpreting, training and development skills, Communication skills; High level of attention to detail; interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organizing and ability to work under pressure.

DUTIES: Key Performance Areas: Manage legal interpreting, language services and stakeholder relations in the Cluster; Develop and manage the business plan for the cluster; Manage special projects of legal interpreting and language services; Co-ordinate interpreting and language service activities in the cluster, Manage training and development of Court Interpreters.

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

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

POST 36/89: ASSISTANT STATE ATTORNEY (LP3-LP4) (X4 POSTS)

SALARY: R301 452 – R847 047 (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE: Mthatha Ref No: 19/137/SA (X1 Post) State Attorney: Mthatha Ref No: 19/139/SA (X1 Post) State Attorney: Mahikeng Ref No: 19/141/SA (X1 Post) State Attorney: Port Elizabeth Ref No: 19/143/SA (X1 Post)

REQUIREMENTS: An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; Right of appearance in the High Court of South Africa will be an added advantage; A valid driver’s license. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Communication skills (written and verbal).

DUTIES: Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate’s Court, Labour Court, Land Claims Court and CCMA; Draft and/or settle all types of agreements on behalf of the various clients; Furnish legal advice and opinion; Deal with all forms of arbitration, including interdepartmental arbitrations and debt collections; Attend to liquidation and insolvency, queries, register trust and companies.

ENQUIRIES: Mthatha & Bloemfontein: Mr Kooko Tel No: (012) 315 1164 Mahikeng: Mr E Seerane Tel No: (012) 315 1780 Port Elizabeth: Ms K Ngomani Tel No: (012) 357 8661

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

NOTE: People with disabilities are encouraged to apply. Separate applications must be made quoting the relevant reference. A current certificate of good standing from the relevant law Society must accompany the application.

POST 36/90: SOCIAL WORKER/FAMILY COUNSELLOR GRADE 1-3 REF NO: 19/84/FS

SALARY: R257 592 – R363 801 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Office of the family Advocate: Welkom
**REQUIREMENTS**

Bachelor’s Degree in Social Work or equivalent qualification; Appropriate experience in Social Work after registration as Social Worker with the SACSSP; Registration with SA Council for Social Service Professions (SACSSP); Knowledge and experience in Mediation; Experience in Forensic Social Work or Court Work will be an added advantage; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Maintenance Act and Domestic Violence Act; Language proficiency in Afrikaans and Sesotho will be an added advantage; A valid driver’s license; Skills and Competencies: Computer literacy (MS Word); Communication (written and verbal) skills; Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail; Report Writing.

**DUTIES**

Key Performance Areas: Conduct mediation and/or inquiries as part of a multi-disciplinary team in custody, access, guardianship, child abduction and related family law disputes; Evaluate information and compile forensic court reports and make recommendations to the best interest of children in family law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Travel to townships and rural areas to conduct inquiries and interview parties and source references in family law disputes.

**ENQUIRIES**

Ms. N Dywili Tel No: (051) 407 1800

**APPLICATIONS**

Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X 20578; Bloemfontein, 9300 or hand delivered at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein 9300.

**NOTE**

Applicants are required to attach service certificates to determine salary in accordance to experience.

**POST 36/91**

SALARY: R257 292 – R581 178 per annum (Salary will be in accordance with the OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE: Family Advocate: Pretoria

**POST 36/92**

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

CENTRE: Magistrate Court Kwadukuza Ref No: 19/108/KZN (X1 Post)

Magistrate Court Ubombo Ref No: 19/109/KZN (X1 Post)
REQUIREMENTS: LLB degree or recognized 4 year legal qualification. Skills and Competencies: Basic knowledge and understanding of legal research principles; Basic understanding of drafting legal documents that provides clear motivation; Knowledge of legal proceedings relevant to mediation, arbitration and conciliation; Languages skills (oral & written); Motivational skills; Loyalty, honesty, Ability to work under pressure etc.; Communication skills; Planning and organizing; Good interpersonal relations; Attention to detail; Customer care; Computer literacy.

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

ENQUIRIES: Mr S.M Khubone 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.
ANNEXURE M

NATIONAL TREASURY

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

APPLICATIONS: e-mail to recruit.pf@treasury.gov.za
CLOSING DATE: 28 October 2019 at 12:00 pm

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

OTHER POST

POST 36/93: BUDGET ANALYST: PUBLIC FINANCE REF NO: S090/2019 (X2 POSTS)
Division: Public Finance (PF)

Purpose: To assist in the management of Treasury’s relations with stakeholders in the national and provincial departments and agencies, including fiscal and financial advice, evaluation of policy proposals and spending plans, policy development and project advice, and monitoring of expenditure and service delivery trends.

SALARY: R470 040 per annum (all-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: A Degree in the Economic Sciences, Public Policy or Public Finance. A minimum of 3 years’ experience and knowledge of public finance management and public policy development. Knowledge of policy analysis processes as well as public sector finance processes (the MTEF and PFMA).

DUTIES: Some key outputs include: Budget Analysis and Planning: Participate in the budget process nationally and assist with the consideration and evaluation of client departments’ requests for roll-over funds, additional funds, programme structure changes, NRF drawings, shifting of funds and suspension of funds. Assist in the analysis of client departments’ annual MTEF submissions, assist in compiling recommendations to MTEC and Min ComBuD and make contributions to budget documentations, which include the Medium-Term Budget Policy Statement, Adjusted Estimates of National Expenditure, Appropriation Bill, Budget Review and Estimates of National Expenditure. Ensure that client departments’ annual budget submissions are compliant with Treasury guidelines. Expenditure Monitoring and Financial Management Compliance: Assist in monitoring compliance to the prescripts of the PFMA and Treasury Regulations. Assist with the in-year monitoring of expenditure, compilation of the Standing Committee on Appropriation reports and prepare briefing notes and advice on expenditure plans and trends for client departments. Assist with the analysis of annual reports of client departments and make follow-up on key findings and concerns from the Auditor-General’s reports and parliamentary committees’ reports of client departments. Policy Analysis and Advice: Assist with policy analysis and monitor implementation thereof in line with the prescribed regulatory framework. Assist with interpretation of policy and providing strategic solutions applicable for effective public finance within sectors. Conduct research on key policy areas or sector research Programme and Project Support: Provide comments on the annual performance plans and strategic plans of client departments. Support and/or advice departments, entities and the sector on programme plans and budget.
policy and project proposals, provide comments on quarterly performance reports of client departments and their entities, assist in the compilation of relevant reports emanating from the conducting of site visits to assess service delivery.

ENQUIRIES : Ms Lorraine Pale Tel No: (012) 406 9087
The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195(1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration Women and People with Disabilities are encouraged to apply.

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

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

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

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

CLOSING DATE: 25 October 2019

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

ERRATUM: Kindly note that post of Law Researcher, Ref no: 2019/571/OCJ advertised in Public Service Vacancy Circular 33 dated 13 September with a closing date of 27 September 2019, the requirements and duties are amended as follows: REQUIREMENTS: An LLB degree or four year recognized legal qualification; Sound knowledge of domestic and international legal databases. Library and book-based research knowledge 1-year relevant legal research experience; A valid driver’s licence will be an added advantage. Skills and Competencies: Excellent research and analytical skills; Report writing and editing skills; Excellent communication skills (written and verbal); Understanding of the Constitution and relevant legislation; Computer literacy (MS Word); Ability to access and utilize computer research programmes (Westlaw, LexisNexis, Jutastat); Planning and organising ability; Ability to integrate knowledge from diverse sources; Accuracy and attention to detail; Interpersonal skills; Problems solving skills; Ability to work under pressure; Ability to work independently. DUTIES: Conduct legal research as required by the Judges and other personnel of the Court; Perform proof reading functions, drafting of speeches, conference notes and legal articles; Monitoring and bringing to the attention of Judges of the Court recent developments in case law and jurisprudence; Checking judgments for style and accuracy of citations; Perform quasi-judicial functions; Attend to additional duties as assigned. We apologise for the inconvenience caused.
MANAGEMENT ECHELON

POST 36/94 : DIRECTOR: HUMAN RESOURCE PRACTICES AND ADMINISTRATION
REF NO: 2019/584/OCJ

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

CENTRE REQUIREMENTS : National Office: Midrand

REQUIREMENTS : An NQF Level 7 qualification (Bachelor's degree in Human Resources Management/Administration) Five (5) years’ relevant experience at middle/senior managerial level and a valid driver's licence; Relevant and extensive work experience in Human Resource Practices and Administration, with a specific focus on recruitment and selection, conditions of service and benefits Knowledge and good understanding of the Public Service Act and Regulations as well as the relevant public service prescripts, the Public Finance Management Act including Treasury Instructions and Regulations Knowledge and good understanding of policy development, review and implementation Behavioural Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Service Delivery Innovation; Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communications (verbal and written).

DUTIES : Management of recruitment and selection by developing strategic sourcing interventions in order to attract the right talent, building talent pipelines for current and future job openings, forecasting hiring needs based on the Departmental needs and plans, preparing and monitoring the recruitment reports and budget, developing, reviewing and implementation of recruitment policy, procedures, processes and standard operating procedures (SOPs) to ensure efficient and effective service delivery Management of compensation and the conditions of service of employees by ensuring effective processing and implementation of allowances, leave, housing, pension, overtime, service terminations, long service recognition etc.), Development, review and implementation of policies, processes, procedures and standard operating procedures (SOPs) related to conditions of service and benefits, compiling of relevant reports and databases to enable effective management decision making Management of human resource personnel records by ensuring proper document management, establishing record management system, storing and controlling personnel records and files. Management of risk by proactively identifying and analysing the risk areas related to recruitment, conditions of service and benefits, dealing with audit findings and implementation of mitigating action plans, creating risk awareness amongst staff by providing support and training on recruitment, conditions of service and benefits.

ENQUIRIES : Ms C Gideon Tel No: (010) 493 2500/2528

POST 36/95 : DIRECTOR: RESEARCH AND CURRICULUM DEVELOPMENT REF NO: 2019/585/OCJ

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

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

CENTRE REQUIREMENTS : National Office: Midrand (SAJEI)

REQUIREMENTS : A Degree in Social Sciences or equivalent qualification (NQF level 7) An LLB will be an added advantage Five (5) years' experience at middle/senior management level Scientific and technical knowledge of research ranging from data collection, data analysis and report writing Practical experience of initiating and leading research projects Proven experience in conducting empirical research, data analysis and report writing Experience in development and review of training materials in Judicial or legal education Understanding of criminal justice environment and judicial education a valid driver's licence Technical Competencies: Knowledge of empirical legal research Ability to develop and review training materials on legal education Advanced computer literacy, research capabilities and organizational skills Behavioural Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation (SDI); Problem solving and analysis;
DUTIES:
Manage and oversee all functions in relation to judicial education curriculum development, design, monitoring and review. Provide high quality research output in support of judicial training. Manage publications and provide support to Editorial Committees. Develop and implement blended learning approach and instructional methodology (online, face-to-face and peer-to-peer learning). Ensure efficient financial, human and risk management in line with applicable prescripts.

ENQUIRIES:
Ms C Gideon Tel No: (010) 493 2500

OTHER POSTS

POST 36/96:
CONTRACT SENIOR STRATEGIC PLANNING OFFICER REF NO: 2019/587/OCJ
(Contract valid until 31 March 2020)

SALARY:
R316 791 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE:
National Office: Midrand

REQUIREMENTS:
An appropriate 3 year National Diploma/Bachelor's Degree in Strategic Management and/or Public Administration. A post-graduate qualification will be an added advantage. A minimum of three years’ relevant experience in Strategic Planning and/or Monitoring and Evaluation. Technical knowledge and Competencies: Knowledge and experience in the application of the provisions of the relevant legislation in the Public Service, Policy analysis and development, Analytical skills, Communication skills (verbal and written), Project management, presentation and facilitation skills, Strategic planning skills, Business process modelling. Behavioural Competencies: Analytical thinking skills, Problem solving and decision making skills, Innovative and creative. People management, development and empowerment skills, financial management and budgeting skills. Client orientation and customer focus. Result-driven.

DUTIES:
Facilitating and coordinating the development of the Department’s strategic plans and annual performance plans. Conducting the Environmental Analysis for the OCJ and the Superior Courts. Coordinating the development of operational plans by the units within OCJ. Compilation of the Strategy and Service Delivery Planning monthly and quarterly Performance reports. Development and implementation of the departmental strategic planning policy and guidelines.

ENQUIRIES:
Ms L Mothemane/Ms S Tshidino Tel No: (010) 493 2500/2535/2533

POST 36/97:
CONTRACT SENIOR ADMINISTRATIVE OFFICER: RISK MANAGEMENT REF NO: 2019/588/OCJ (X3 POSTS)
(Contract valid until 31 March 2020)

SALARY:
R316 791 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE:
National Office: Midrand

REQUIREMENTS:
An appropriate 3 year National Diploma /Bachelor’s Degree or equivalent qualification in Risk Management/Compliance Management/Business Continuity Management; Two (2) to three (3) years’ experience in Enterprise Risk Management/Compliance Management/Business Continuity Management; Public Finance Management Act (PFMA), Public Sector Risk Management Framework, King reports; Treasury Regulations; Public Service Act, Fraud and Corruption Legislative Framework, Compliance Management, Business Continuity Management and A valid driver’s licence. Skills and Competencies: Planning and organizing, Presentation and Communication, Client orientation and customer focus, results/quality management, Problem solving and analysis, Service delivery innovation, Knowledge of MS Office (Word, Excel and Outlook), Knowledge of CURA system/Barnowl and other risk software programs.

DUTIES:
Manage all Administrative requirements, reporting and records management, resources and correspondences.

ENQUIRIES : Ms I Mothemane/ Ms S Tshidino Tel No: (010) 493 2500/2535/2533

POST 36/98 : CONTRACT HR PRACTITIONER: EMPLOYEE RELATIONS REF NO: 2019/589/OCJ

(Salary valid until 31 March 2020)

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

CENTRE REQUIREMENTS : National Office: Midrand

REQUIREMENTS : An appropriate 3 year National Diploma /Bachelor’s Degree or equivalent qualification in Labour Relations/Human Resource Management specializing in Labour Relations/Employment Relations; Minimum of 2 years’ experience in Employee Relations and a valid driver’s licence Skills and Competencies: Knowledge of Public Services Legislation, Prescripts and Regulations; Employment Equity Act; Basic conditions of Employment Act; Constitution Act 108 of 1996.

DUTIES : Handle dispute resolution management in the Department; Represent the Employer at conciliation and arbitration; Handle disciplinary and grievance processes to ensure sound employee relations; Develop case management data base for Employee Relations; Handle Employee Relations enquiries and advocacy sessions; Rendering Labour Relations advisory services to both management and employees; Report on mandatory labour relations matters; Facilitate Departmental Bargaining Chamber activities including collective bargaining resolutions.

ENQUIRIES : Ms L Mothemane/ Ms S Tshidino Tel No: (010) 493 2500/2535/2533

POST 36/99 : SUPPLY CHAIN OFFICER: DEMAND MANAGEMENT REF NO: 2019/590/OCJ

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

CENTRE REQUIREMENTS : National Office: Midrand

REQUIREMENTS : An appropriate 3 year National Diploma/Bachelor’s Degree in Purchasing Management/Public Administration/Financial/Logistics Management or equivalent qualification A minimum of two (2) years working experience in financial environment (Supply Chain Management).Technical Knowledge and Competency: Knowledge of relevant legislation Behavioural Competencies: Ability to work independently and meet deadlines Ability to attend to detail and to ensure the correctness of data/information The ability to work under pressure, work in a team and prepared to work overtime when required as well as work independently Excellent analytical, planning, project and organizational skills Good interpersonal relations and must be client orientated Effective communication skills (written and verbal) Computer literacy in MS Office (MS Word, MS Excel and MS Outlook).


ENQUIRIES : Ms L Mothemeane/ Ms S Tshidino Tel No: (010) 493 2500/2535/2533

POST 36/100 : CONTRACT SENIOR COURT INTERPRETER REF NO: 2019/591/OCJ

(Salary valid until 31 March 2020)

SALARY : R 257 508 per annum + 37% in lieu of benefits

CENTRE REQUIREMENTS : Free State High Court: Bloemfontein

REQUIREMENTS : A National Diploma in Legal Interpreting or equivalent relevant qualification in the field of languages and a minimum of three (3) years practical experience in Court Interpreting or Grade 12 and ten (10) years practical experience in Court Interpreting Proficiency in English and two or more indigenous languages A valid driver’s licence Knowledge of any foreign Language will be an added advantage Candidates will be required to undergo Oral and Written Language proficiency testing Skills and Competencies: Excellent communication skills (written and verbal). Computer literacy (MS Office). Good Interpersonal Relations, Ability to work under pressure and solve problems, accuracy and attention to detail, Customer Services, Planning and Organising Skills,
confidentiality, analytical thinking, listening skills, Time Management and the ability to work under pressure.

DUTIES: Render Interpreting Services in Criminal, Civil, Labour and Quasi-Judicial Court proceedings; Interpreting during consultation; Translate legal documents and exhibits; Assist with reconstruction of Court record; Develop terminology, coin words, control and supervision of Interpreters; Perform specific line and Administrative Support Functions to the Judiciary, Court Manager and Supervisor.

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

POST 36/101: CONTRACT REGISTRAR REF NO: 2019/586/OCJ (Contract valid until 31 March 2020)

SALARY: R257 073 – R912 504 (MR3 – MR5) per annum plus 37% in lieu of benefits
(Salary will be in accordance with Occupation Specific Dispensation determination) Applicant must attach a service certificate/s for determination of their experience The successful candidate will be required to sign a performance agreement.

CENTRE: Pietermaritzburg High Court

REQUIREMENTS: An LLB Degree or a four (4) year Legal qualification A minimum of 2-year legal experience obtained after qualification Superior Court or Litigation experience will be an added advantage Skills and Competencies: Excellent communication skills (verbal and written); Computer literacy; Numerical skills; Attention to detail; Planning, Organizing and Control; Problem solving and decision making skills; Customer service orientated; Interpersonal skills; Conflict management; Strong work ethics; Professionalism, ability to work under pressure and meeting of deadlines.

ENQUIRIES: Ms L Marrie Tel No: (031) 372 3168

POST 36/102: CONTRACT HUMAN RESOURCE OFFICER REF NO: 2019/592/OCJ (Contract valid until 31 March 2020)

SALARY: R173 703 per annum plus 37% in lieu of benefits

CENTRE: Provincial Service Centre: Bloemfontein

REQUIREMENTS: A Grade 12 or equivalent qualification Skills and Competencies: Knowledge of PERSAL system; Knowledge of the prescripts regulating Human Resources Good communication skills (written and verbal), Computer literacy (MS Office; PERSAL experience), Good Interpersonal Relations, Ability to work under pressure, accuracy and attention to detail, Confidentiality, tact and discretion when dealing with people; Report writing skills and Good organising skills

DUTIES: Implementation of transaction on PERSAL system in respect of appointments, leave, pensions, transfers, housing allowance, performance management, training; service termination, labour relations, recruitment and selection and employee relations; etc; Keep statistics of all activities and report accurate statistics to supervisors; Assist with all administrative duties of Human Resources Component and respond to clients queries.

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

POST 36/103: CONTRACT HUMAN RESOURCE OFFICER REF NO: 2019/593/OCJ (X3 POSTS) (Contract valid until 31 March 2020)

SALARY: R173 703 per annum plus 37% in lieu of benefits

CENTRE: National Office: Midrand

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

- A Grade 12 or equivalent qualification
- Skills and Competencies: Knowledge of PERSAL system; Knowledge of the prescripts regulating Human Resources
- Good communication skills (written and verbal), Computer literacy (MS Office; PERSAL experience), Good Interpersonal Relations, Ability to work under pressure, accuracy and attention to detail, Confidentiality, tact and discretion when dealing with people; Report writing skills and Good organising skills.

**DUTIES**

- Implementation of transactions on PERSAL system in respect of appointments, leave, pensions, transfers, housing allowance, performance management, training, service termination, labour relations, recruitment and selection and employee health and wellness; etc. Keep statistics of all activities and report accurate statistics to supervisors; Assist with all administrative duties of Human Resources Component and respond to clients queries.

**ENQUIRIES**

- Ms L Mothemane/ Ms S Tshidino Tel No: (010) 493 2500/2535/2533

**POST 36/104**

**CONTRACT REGISTRAR’S CLERK (X2 POSTS)**

(Contract valid until 31 March 2020)

**SALARY**

- R173 703 per annum plus 37% in lieu of benefits

**CENTRE**

- Free State High Court: Bloemfontein

**REQUIREMENTS**

- Grade 12 or equivalent qualification
- Skills and Competencies: Good communication skills (written and verbal); Good interpersonal and public relations skills; Good administration and organizational skills; Customer Service Skills and ability to work under pressure.

**DUTIES**

- Rendering of effective and efficient case flow management and support services to the Court
- Attend to all stakeholders enquiries and correspondence;
- Ensure proper filling and safekeeping of all Court records;
- Render administrative support to the statisticians office through collecting data for verification
Maintain and keep all relevant registers;
- Assist in audit preparations and perform general administrative duties.

**ENQUIRIES**

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

**POST 36/105**

**CONTRACT DATA CAPTURER REF NO: 2019/596/OCJ**

(Contract valid until 31 March 2020)

**SALARY**

- R173 703 per annum plus 37% in lieu of benefits

**CENTRE**

- Supreme Court Of Appeal: Bloemfontein

**REQUIREMENTS**

- Grade 12 or equivalent qualification
- Skills and Competencies: Good communication skills; Excellent in Microsoft office software, Ability to analyse statistics and ability to work under pressure.

**DUTIES**

- Provide administrative support services: Capture and update data on computer
- Generate spreadsheets Update the system on all data sets Validate data to ensure correctness, completeness and consistency
- Compile routine statistical information/reports Receive, register and track records or documents submitted for further processing. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents.
- Provide routine and administrative maintenance services: Update and file records
- Continuous updating of information on computer for reporting purposes
- Maintain OCJ recruitment database
- Retrieve information as required.

**ENQUIRIES**

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

**POST 36/106**

**CONTRACT ADMINISTRATION CLERK REF NO: 2019/597/OCJ (X5 POSTS)**

(Contract valid until 31 March 2020)

**SALARY**

- R173 703 per annum plus 37% in lieu of benefits

**CENTRE**

- North West High Court: Mahikeng

**REQUIREMENTS**

- Grade 12 or equivalent qualification. Skills and competencies: Job Knowledge; Communication skills; Interpersonal relations skills; Flexibility; Teamwork; Planning and organisation; Language; Good verbal and written communication.

**DUTIES**

- Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration
support services in the component, Record, organise, store, capture and retrieve correspondence and data (line function) Update registers and statistics, Handle routine enquiries, Make photocopies and receive or send facsimiles, Distribute documents/packages to various stakeholders as required, Keep and maintain the filing system for the component, Type letters and/or other correspondence when required, Keep and maintain the incoming and outgoing document register of the component.

ENQUIRIES : Mr O Sebapatso Tel No: (018) 397 7114


SALARY : R173 703 per annum plus 37% in lieu of benefits the successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Midrand

DUTIES : Facilitate the maintenance of a complete, reliable and accurate asset register for Departmental owned assets. Reconciliation of the general ledger (BAS), the asset registers (JYP) and the financial statements Maintain a complete and accurate leased asset register Perform the physical verification of assets as well as the completeness of the asset register Management of losses as well as the disposal of unserviceable, redundant and obsolete assets.

ENQUIRIES : Ms L Mothemane/Ms S Tshidino Tel No: (010) 493 2500/2535/2533


SALARY : R173 703 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Midrand

DUTIES : Assist in development of Demand Management Plans and procurement plan, assist in bid administration Assist with SCM reporting on bids Source quotations from the suppliers as per specifications, Capturing and processing of invoices; supplier payments as well expediting of Government orders; Provide administrative procurement support to all stakeholder; Receive and assess quotations; Assist end users with the compilation of compliant specifications; Capture requisitions on the Supply Chain System; Ensure that all relevant forms are attached; capturing of awarded contracts on National Treasury contracts registration application (CRA); Ensure procedures comply with SCM policies; Ensure proper filing and safe keeping of documents; ensure timeous processing of payments to suppliers; Receiving and issuing of stock items and Perform other duties as delegated by the supervisor.

ENQUIRIES : Ms L Mothemane/ Ms S Tshidino Tel No: (010) 493 2500/2535/2533

POST 36/109 : CONTRACT ACCOUNTING CLERK REF NO: 2019/600/OCJ (Contract valid until 31 March 2020)

SALARY : R173 703 per annum plus 37% in lieu of benefits the successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Midrand

DUTIES : Grade 12 or equivalent qualification Skills and competencies: Knowledge of relevant legislation Financial Management and Public Asset Management Excellent communication skills Computer literacy Analytical skills Behavioural Competencies: Ability to work under pressure and meet deadlines Solution Oriented Service Delivery Innovation (SDI) Client Orientation and Customer Focus.

ENQUIRIES : Ms L Mothemane/ Ms S Tshidino Tel No: (010) 493 2500/2535/2533
and work within deadlines. Proven Computer literacy, including MS Word & MS Excel.

**DUTIES**
- Capturing S&T Claims
- Sorting of all Payroll Certificates according to various pay points
- Filing of documents
- Capturing Salary related transactions.

**ENQUIRIES**
Ms S Tshidino/Ms L Mothemane
Tel No: (010) 493 2500/2535/2533

**POST 36/110**
**CONTRACT ADMINISTRATION CLERK (DCRS) REF NO: 2019/601/OCJ**
(Contract valid until 31 March 2020)

**SALARY**
R173 703 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

**CENTRE**
Pietermaritzburg High Court

**REQUIREMENTS**
- Grade 12 or equivalent qualification
- Skills and Competencies: Computer literacy (MS Word); Good problem solving skills; Accuracy and attention to detail; Operational knowledge of operating DCRS machine.

**DUTIES**
- Prepare court before court proceedings;
- Perform digital recording of Court proceedings and ensure integrity of such documents;
- Document scanning and data capturing.
- Provide any other administrative support as required by the Judiciary, Court Manager and/or supervisor.
- Collecting statistics.

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

**POST 36/111**
**CONTRACT TYPIST REF NO: 2019/602/OCJ**
(Contract valid until 31 March 2020)

**SALARY**
R145 281 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

**CENTRE**
Pietermaritzburg High Court

**REQUIREMENTS**
- Grade 12 or equivalent qualification
- Minimum typing speed of 35 wpm;
- Shortlisted candidates will be required to pass a typing test;
- Skills and Competencies: Computer literacy (MS Word); Problem solving and analysis;
- Reading and writing skills; Accuracy and attention to detail and ability to work under pressure.

**DUTIES**
- Typing of reports, appeals, Court orders, review reports, minutes, circulars and memorandums;
- Operating fax machine and photocopy machine and updating of the registers;
- Operating the switchboard and rendering Court services;
- Attend to queries and perform other administration duties as may be allocated from time to time.

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

**POST 36/112**
**CONTRACT USHER MESSENGER REF NO: 2019/603/OCJ (X2 POSTS)**
(Contract valid until 31 March 2020)

**SALARY**
R122 595 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

**CENTRE**
Pietermaritzburg High Court

**REQUIREMENTS**
- Grade 12.
- Skills and Competencies: Knowledge of relevant legislation; Planning and organizing skills; Problem solving and Analysis; Time Management; Client Orientation and Customer Focus; Report writing skills; Negotiation skills; Communication skills; Attention to detail; Good interpersonal skills; Initiative driven and Flexibility.

**DUTIES**
- Escorting of Judges’ to the court rooms;
- The rendering of administrative support functions to the Judges’ and the court room crew;
- The maintenance of court rooms’ records;
- Facilitation of the smooth running of the court rooms and the collection and distribution of court files.

**ENQUIRIES**
Ms L Marrie
Tel No: (031) 372 3164
OFFICE OF THE PUBLIC SERVICE COMMISSION

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

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

CLOSING DATE: 01 November 2019

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

OTHER POST

POST 36/113: ASSISTANT DIRECTOR: PUBLIC ADMINISTRATION INVESTIGATIONS

REF NO: ASD/ PAI/ 10/2019 (X1 POST)

SALARY: R470 040 - R553 677 per annum (Level 10)

CENTRE: Public Service Commission House, Pretoria

REQUIREMENTS: The Public Service Commission (PSC) requires the services of a technically experienced person to support it to fulfill its constitutional mandate and for this purpose she/he should have an appropriate recognised National Diploma/Bachelor’s Degree (NQF level 6/7) in Law/Auditing/Forensic Investigations/Public Administration/Social Sciences and/or related field. A minimum of three (3) years’ experience in forensic Investigations/Investigations/Auditing/Fraud and Anti-Corruption regarding personnel and public administration practices Knowledge and experience of the Public Service legislation including but not limited to: The Constitution of the Republic of South Africa, 1996, the Public Service Act, 1994, the Public Service Commission Act, 1997, the Public Finance Management Act, 1999, the Public Service Regulations, National Treasury Regulations and Supply Chain Management prescripts. Proven investigative and analytical skills. An understanding of the Constitutional Values and Principles (CVPs) in section 195 of the Constitution and how these CVPs contribute towards effective public service delivery. An understanding of how this post supports the role of the PSC regarding the CVPs. Report Writing skills. Proven computer literacy in the Microsoft Office Suite. A valid driver’s license (with exception of disabled applicants).

DUTIES: Investigate complaints lodged with the PSC, or of own accord, into personnel and public administration practices. Gather and analyse information obtained during investigations. Draft submissions, memoranda and letters emanating from investigations. Maintain the Integrated Grievance and Complaints Management System. Conduct investigative research into personnel and public administration practices. Draft reports with appropriate findings, recommendations/advice. Compile presentations on reports. Participate in the promotion and evaluation of the CVPs. Stipulated in section 195 of the Constitution. Conduct monthly and quarterly monitoring of the implementation of the PSC’s recommendations and directions and update relevant databases. Provide support to the organization through participation in office management related tasks.
ENQUIRIES : Mr Sr Mnguni Tel No: (012) 352 1077
DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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

APPLICATIONS

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

CLOSING DATE

28 October 2019

NOTE

The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on form Z.83 accompanied by certified copies of qualification(s) and Identity Document or Proof of citizenship if not RSA citizen Note: Failure to submit these copies will result in the application not being considered A comprehensive CV indicating duration of appropriate experience and three reference persons with the following information: name and contact numbers, an indication of the capacity in which the reference is known to the candidate. Reference checks will be conducted during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records.

OTHER POST

POST 36/114

ASSISTANT DIRECTOR: ORGANISATIONAL DESIGN REF NO: DPSA 19/020

Job Purpose: To provide organisational design advice and implementation support to national and provincial department by promoting optimal development of organisational structures, provide administrative support and financial management to the Chief Directorate.

SALARY

R376 596 per annum (Level 09). Annual progression up to a maximum salary of R443 601 is possible, subject to satisfactory performance.

CENTRE

Pretoria

REQUIREMENTS


DUTIES

Provide organisational design advice Provide technical support services to national and provincial departments, based on consultation requests Coordinate and facilitate the process to develop and monitor the implementation of organisational design tools. Provide Organisational Design Information management services to the Chief Directorate.

ENQUIRIES

Mr. Oscar Tshivhase Tel No: (012) 336 1469
ANNEXURE Q

DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE

The Department of Public Works & Infrastructure is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts and with persons whose appointment will promote representativity, will receive preference.

CLOSING DATE : 25 October 2019
NOTE : An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Applications must be submitted on a signed Form Z83, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified copies (not older than 3 months) of qualifications (Matric and Tertiary Qualifications), an Identification Document and Valid driver’s License where required. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful.

OTHER POSTS

POST 36/115 : ASSISTANT DIRECTOR: PMTE DEMAND MANAGEMENT REF NO: 2019/176
SALARY : R470 040 per annum
CENTRE : Port Elizabeth Regional Office
REQUIREMENTS : A three year tertiary qualification in Purchasing, Provisioning & Logistics/Finance/Assets Management/Property Management. Extensive relevant experience in purchasing management, Knowledge of Public Finance Management Act, Office administration, Procurement and provisioning policies and procedures, Financial administration processes and LOGIS systems, contractual policies and procedures, Management skills, analytical thinking, language proficiency, report writing skills, numeracy, research skills, computer literacy, advanced interpersonal and diplomacy skills, decision making and project management skills. Ability to work effectively and efficiently under sustained pressure. Ability to meet tight deadlines. Ability to communicate at all levels. Trustworthy and assertive.


ENQUIRIES : Mr S Mkutukana Tel No: (041) 408 2040
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056.
FOR ATTENTION : Ms F Clark
POST 36/116 : ADMINISTRATION OFFICER: ACQUISITIONS REF NO: 2019/177
SALARY : R257 508 per annum
CENTRE : Port Elizabeth Regional Office
REQUIREMENTS : A three year tertiary qualification in Property Management/Real Estate/Property Law/ Public Management or equivalent qualification Relevant experience in acquisitions of property rights in fixed property and property administration will serve as an advantage Computer literacy Knowledge and understanding of government procurement processes, contractual policies and procedures Understanding of the property market and its trends. Understanding of the derivatives forms of acquisition of property (expropriation, common law & prescriptions etc) negotiation skills A valid drivers’ license is a must have Willingness to travel extensively Communication, report-writing and presentation skills Computer literacy.
DUTIES : Procure leased fixed properties or rights in fixed properties to be utilised by client departments. Keep track of the property market and its trends. Negotiate property purchases. View tendered or identified properties. Negotiate lease terms with Landlords and manage signing of lease agreements. Do site inspections to ensure optimal utilisation of leased buildings. Manage lease renewals to ensure that leases are renewed in time. Attend to both clients and landlords complaints in leased buildings. Perform general administrative.
ENQUIRIES : Ms. S Minne Tel No: (041) 408 2067
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056.
FOR ATTENTION : Ms F Clark
POST 36/117 : SECONDARY DRIVER REF NO: 2019/178
SALARY : R145 281 per annum
CENTRE : Port Elizabeth Regional Office
REQUIREMENTS : A junior/ABET certificate or equivalent qualification with relevant experience Knowledge of the Minimum Information Security Standards Act Basic literacy, basic numeracy Effective communication skills (Verbal and Written), interpersonal relations, planning of work processes, time management, driving skills A valid driver’s licence.
DUTIES : Perform driver-related services, drive departmental officials, clients and visitors as requested Transport mail and documents for distribution Complete transport schedule regarding trips travelled Perform general messenger and delivery services-collect post, parcels and documentation and deliver to specified persons/destinations Ensure proper control over the movement of documents and face value documents Make copies of documents, fax documents, collect office consumables Render auxiliary administrative support as required Support the security profile of the office, support registry related activities and operation related activities.
ENQUIRIES : Mr S Mkutukana Tel No: (041) 408 2040
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056.
FOR ATTENTION : Ms F Clark.
POST 36/118 : MACHINE OPERATOR REF NO: 2019/179
SALARY : R122 595 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : Abet Level 4 or equivalent qualification, coupled with relevant experience Knowledge of operating machines and tools as well as Department’s procurement processes Effective communication (verbal and written) Interpersonal skills Time management Operation of heavy duty photocopy machines A valid driver’s license will be an added advantage.
DUTIES : Reproduce high quality copies of files and Correspondence Utilize and maintain printing and copying machines operate the binding machine and bind copies/prints as required.
ENQUIRIES : Mr BH Khanyeza Tel No: (031) 3147038
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000 or Hand Deliver to Corner Dr Pixley Kasem and Samora Machel Streets Durban
FOR ATTENTION : Mr R Joseph
POST 36/119 : MESSENGER REF NO: 2019/180
SALARY : R122 595 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A Senior Certificate/Grade 12 with appropriate experience Good communication and writing skills Willingness to travel and work irregular hours.
DUTIES : Collect and deliver mail including registered documents to the post office Deliver mail to other offices of the Department of Public Works in the KZN Province Collect and deliver mail at the Post Office Collect and distribute circulars, correspondence, packages from/to Post Office/functionaries/other Departments Distribute and collect files and documents Collect/distribute mail to and from other departments and receive signatures from recipients Prepare packages and arrange for collection by courier services/Post Office as and when required Collect newspapers and magazines from suppliers Render photocopy, shredding and faxes services for all staff in the office Render registry services in the absence of the Registry Clerks Render all appropriate support/tasks as may be required in the office
ENQUIRIES : Mr BH Khanyeza Tel No (031) 3147038
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000 or Hand Deliver to Corner Dr Pixley Kasem and Samora Machel Streets Durban.
FOR ATTENTION : Mr R Joseph
ANNEXURE R

DEPARTMENT OF TRADE AND INDUSTRY

APPLICATIONS: can be submitted: By post to the Registry Office, The Department of Trade and Industry, Private Bag x84, Pretoria, 0001; Hand-delivered to the dti Campus, corner of Meintjies and Robert Sobukwe Street, Sunnyside, Pretoria; or go to: http://www.thedti.gov.za and click on the "Careers" link to submit online

CLOSING DATE: 25 October 2019

NOTE: Applications must be submitted with a completed and signed form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents or http://www.thedti.gov.za/careers. Shortlisted candidates will be subjected to a technical exercise and the selection panel for MMS and SMS positions will further recommend candidates to attend a generic managerial competency-based assessment. Background verification and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. The dti is committed to the pursuit of diversity and redress. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The dti reserves the right not to fill any advertised position(s).

MANAGEMENT ECHELON

POST 36/120: DIRECTOR: STRATEGY & SPECIAL PROJECTS REF NO: CCRD/SPEC PROJ 001

Overview: To manage and co-ordinate divisional strategies, internal communication and special projects within the division.

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

CENTRE: Pretoria

REQUIREMENTS: An undergraduate qualification (NQF Level 7) in Social Sciences 5 years’ relevant experience at a middle/senior managerial level in a strategy, secretariat and stakeholder management environment key requirements: Experience in strategy development, implementation, monitoring and evaluation. Experience in the direct and implementing workflow, data collection and information management systems. Experience in project, strategic and business planning management. Experience in contracts management, stakeholder management, people management, financial management, project and programmes management, report writing and analysis. Communication skills (verbal and written), analytical and thinking skills, presentation skills, planning and organising skills and interpersonal skills. Problem-solving and decision-making skills. Analytical ability. Knowledge and information management. Strategic capability and leadership. Proficient in MS Office packages.

DUTIES: Identify, develop and maintain strategies, policies, procedures for internal governance, projects and programmes within the divisions: Manage and direct the strategies, policies and systems to enhance internal efficiencies. Develop the strategic focus and policy direction for the directorate. Oversee and manage CCRD external committees/councils (external statutory structures) as well as internal structures: Provide support with research and development of business planning cycles and methodologies. Participate and identify strategic issues, potential challenge and solutions. Consolidate presentations and information packs and participate in the committee and council meetings. Manage all the projects on MS Project and produce monthly updates on the progress made. Coordinate bi-monthly, quarterly and bi-monthly committee and council meetings and ensure secretariat duties at meetings are provided. Enhance corporate governance, efficient functioning of committees as well as coordinate member induction. Manage the functioning of committees by ensuring properly structured and provision of leadership through replacement of members that can no longer serve within 3 months of notification/resignation. Direct and implement the workflow, data collection and information management systems in the division: Compile reports with recommendations on research and benchmark conducted on automated systems and information...
management systems. Participate in the department's knowledge management projects and conduct regular division meetings. Provide strategic guidance with the development and coordination of workflow, data collection and information management system. Work with consultants to assist in processes as necessary. Manage proper filing and storage of documents and improved method of IT data collection in the division. Develop, manage and coordinate strategic, business and annual report planning issues in the division. Provide support with research and development of strategic and business planning cycles and methodologies. Identify strategic issues, potential challenges and interventions. Compile the necessary presentations, information packs, and conduct all logistical arrangements for the sessions. Participate in the events and consolidate the divisional strategic and business plans. Compile all projects on MS project and produce monthly and quarterly updates on the progress made. Consolidate the divisional monthly, quarterly reports, as well as ENE and annual reports including provisions of inputs. Direct, manage, develop and monitor the implementation of programmes and projects. Review and edit the internal communication strategies. Development and maintenance as well as assess' impact. Monitor and evaluate implementation of communication strategies. Participate and provide feedback at divisional meeting and events. Manage and provide support with the development and coordination of events, processes and measures to enhance divisional team spirit, cohesion and performance orientation including team building events and seminars on best practice. Work with consultants to assist in processes as necessary. Develop and manage business model for stakeholder management. Communicate with stakeholders in relation to contracts and service level agreements. Liaising, consulting and networking with appropriate and relevant stakeholders for developing joint programs on special projects. Establish contact and set up information sharing session with other units in the dti on strategy matters. Manage stakeholders, including other Government departments and tiers of government on responsibilities of the Directorate. Manage contracts and Service Level Agreements (SLA) with service providers for special projects including negotiations of such contracts. Develop SLA with relevant customers (specify and determine date). Manage the SLA. (Include penalty clauses in the SLA and manage accordingly). Deliver according to the SLA.

**ENQUIRIES**

Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: (012) 394 1809/1835.

**NOTE**

In terms of the dti's EE requirements, preference will be given Coloured, White and Indian male candidates.

**POST 36/121**

**DIRECTOR: CREDIT LAW & POLICY**

**REF NO: CCRD/CREDIT L&P 001**

**OVERVIEW:** To provide leadership and management to the credit industries.

**SALARY**

R1 057 326 per annum (Level 13) (All-inclusive remuneration package)

**CENTRE**

Pretoria

**REQUIREMENTS**

An undergraduate qualification (NQF Level 7) in Economics/Law. 5 years' relevant experience at a middle/senior managerial level in a Law, Politics or Economics environment. Key Requirements: Experience in policy analysis and formulation. Experience in the development and implementation of credit laws and policies. Experience in credit and policy research. Experience in stakeholder management, people management, financial management, project management, report writing and analysis, Knowledge and understanding of Public Service Regulations, Public Service Act, Treasury Regulations, National Credit Act, Regulatory framework and Public Finance Management Act. Communication skills (verbal and written), analytical and thinking skills, presentation skills, planning and organising skills, and Interpersonal skills. Strategic capability and leadership skills. Proficient in MS Packages.

**DUTIES**

Develop and review policies and legislation relating to credit law and policy: Develop strategic policy and Credit law and policy. Conduct research on policy and legislative review. Efficient and effective implementation of credit policy and strategies: Monitor and manage project plans on implementation of identified programmes. Direct and manage the implementations of plans of operations for the directorate. Direct and manage internal administration of the directorate. Provide inputs for the strategic planning on behalf of the directorate. Research and position papers for domestic and international policy processes on credit law and policy: Conduct research on domestic and international credit policy processes. Develop domestic and international credit policy processes. Draft the Terms of Reference for consultants to assist with the preparation of policy.
position Consolidate the dti position on policy and legislation of other government departments Direct and manage presentations at intergovernmental fora and workgroups and at the public events Manage information for responses to Parliament and other questions Research on credit and draft policies, bills, amendments and regulations: Conduct credit research on credit and legal issues Draft memorandum and policy papers Liaise and brief legal drafters and consultants on draft policies, bills, amendments and regulations. Manage information for workshops and sessions with stakeholders on policy and legislation Directorate Management: Management of financial resource and assets of the unit Manage the staff personnel manage the strategic planning of the unit and execution of the operational plan.

ENQUIRIES : Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: (012) 394 1809/1835.

NOTE : In terms of the dti’s EE requirements, preference will be given to Coloured, White and Indian male candidates.

POST 36/122 : DIRECTOR: OPERATIONS REF NO: CCRD/OPS MAN 001

Overview: To lead & manage policies and programmes and give support to the COO: CCRD in the successful pursuit of the division’s vision, mission and strategic objectives.

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

CENTRE : Pretoria

REQUIREMENTS : An undergraduate qualification (NQF Level 7) in Administration/Commerce 5 years’ relevant experience at a middle/senior managerial level in a corporate support services/administration environment Key Requirements: Experience in strategic management. Experience in Strategy and Policy Formulation and Implementation Experience in Human Resource Management, Financial Management and Information Technology processes Experience in monitoring and evaluation, stakeholder management, people management, financial management, project management, report writing and analysis Knowledge and understanding of Public Service Regulations, Public Service Act, Treasury Regulations and Public Finance Management Act Communication skills (verbal and written), analytical and thinking skills, presentation skills, planning and organising skills and Interpersonal skills Strategic capability and leadership skills Proficient in MS Packages.

DUTIES : Strategic management of key performance areas of the Directorate: Ensure that the activities of the directorate are properly planned and manages Human Resource, IT and Financial Resource planning for the directorate. Ensure that business unit managers organise their relevant units according to agreed-upon programmes with consideration of the abilities of available personnel Performance of the directorate is monitored against business and project plans and corrective measures are introduced where necessary Evaluates and controls the activities of subordinates continuously and be responsible for labour relations and disciplinary matters Coordinates monthly, quarterly and annual reports for the Directorate. Ensure that Human Resource, Financial Management and IT are effectively implemented: Manages HR Planning and Administration, including the establishment list as well as the maintenance of a divisional leave register Implementation of processes and systems that provide the effective IT, Operations and Financial Management Function Manages and coordinates the implementation of the Performance Management system, occupational health and safety, as well as the Job Evaluation process, including the training of line management in this area Ensure compliance with PFMA and other Government policies. Manages Labour relations matters for the division Ensure that Induction for newly appointed employees took place. Monitors and ensures all procedures comply with the Public Finance Management Act Develop and maintain knowledge management systems, including a central filing and document management system Monitor deviations from targets/milestones as well as deadlines Strategy and Policies: Conduct a periodic review of the effectiveness of key business processes and build an interactive relationship with all Programme Managers Benchmarks and coordinates strategies, policies and systems to enhance internal efficiencies, organisational development and divisional culture Periodic evaluation of workflow processes and systems to support the administration of incentive schemes and implement the required improvement to turnaround times Manages the development and maintenance of a
knowledge management system for the directorate Manages Projects in the Office of the COO: Manages the effective tracking of all Strategic Management and programme implementation processes undertaken by the Office of the COO Coordinates Projects initiated in the Office of the COO Financial Management: Ensure that assets procurements and management are in line with the PFMA requirements Ensure compliance with the dti financial delegations and policies achieved at all times People Management: Provide leadership in identifying and developing sub-sectors that have the potential to grow Monitoring and Evaluation: Identify, develop and maintain strategies, policies and procedures for human resources, financial and physical resources of the Division and identify and mitigate the associated risks Provide specialist advice to programme managers as well as input on an issue about the ability of CCRD to deliver.

ENQUIRIES: Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: (012) 394 1809/1835.

NOTE: In terms of the dti's EE requirements, preference will be given to Coloured, White and Indian male candidates.

OTHER POSTS

POST 36/123: DEPUTY DIRECTOR: RESEARCH & PLANNING REF NO: CCRD/R&P 002
Overview: To plan and coordinate research on Consumer and Corporate Regulations.

SALARY: R869 007 per annum (Level 12) (All-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: A three - year National Diploma / B. Degree in Social Science/Economics and Management Sciences environment. 3 - 5 years’ relevant managerial experience in a research environment Key Requirements: Experience in conducting research, reporting and analysis. Experience in stakeholder management, financial management and project management Communication skills (verbal and written), planning and organising, statistical and economic analysis Knowledge and understanding of Public Service Regulations, Public Service Act, Treasury Regulations and Public Finance Management Act Proficient in MS Office packages.

DUTIES: Plan and coordinate research on Consumer and Corporate Regulations: Identify areas that warrant research on legislation and regulation framework and impact and trend analyses Coordinate research structure to inform the research agenda such as the research bulletin, CCRD Research Forum and external seminars and workshops. Build systems and tools for research and planning Develop the tool to be used on gathering the information and analyses Coordinate and finalise CCRD Bulletins for research and planning Identify areas that warrant research policies and planning Research the relevant sectors and write position papers on relevant topics Draft media articles Facilitate the sourcing of the service provider Conduct benchmarking with international practice Stakeholder Management: Identify and engage key stakeholders on priority arrears that require action on specific legislation and regulatory framework Provide research support to stakeholders Create and maintain stakeholder database. Develop a participation plan and participate in international forums Reporting: Compile briefing documents for the principals Compile reports on research conducted Compile planning and surveys Develop position papers to facilitate participation with Regional, Continental and International Stakeholders Sub-Directorate Management: Monitor financial resource and assets of the unit Provide inputs into the strategic planning of the unit and execute of the operation plan.

ENQUIRIES: Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: (012) 394 1809/1835.

NOTE: In terms of the dti's EE requirements, preference will be given to Coloured, White candidates and African and Indian male candidates.

POST 36/124: ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: ODG/CORP GOV 006
Overview: To provide administrative and technical support in advising the dti Divisions in identifying, assessing and evaluating risks that could prevent the achievement of the business objectives.

SALARY: R470 040 per annum (Level 10) (excluding benefits)
CENTRE : Pretoria
REQUIREMENTS : A three-year National Diploma or Degree in Financial Management. 3-5 years’ relevant experience in an Internal Control environment Key Requirements: Experience in financial reporting Knowledge of Financial Prescripts (Public Finance Management Act, National Treasury Regulations (Instruction Notes, directives and guidelines), Supply Chain Management Framework, ICT Procurement, Government Financial Systems (LOGIS, BAS and PERSAL) and processes, MS Office packages. Skills: Communication skills (both written and verbal), interpersonal skills, report writing skills, problem solving skills, accounting and analytical skills. Personal attributes: Ability to communicate at all levels, assertiveness, team player, people and client orientated, trustworthy, leadership, integrity.

DUTIES : Identify potential compliance vulnerability and risk in finance and supply chain management environment Compile reports on specific financial control processes and reporting requirements. Assess the effectiveness of internal controls on finance and supply chain systems to identify control weaknesses Handle investigations of all reported cases of financial exceptions and other SCM and Finance projects Provide inputs into the review and update SCM Standard Operating Procedure Manual, Delegations document and Policy for the Department Develop an effective compliance training program for all employees and managers Monitor and evaluate the performance of the compliance program and related activities Coordinate the audit between the Department and AGSA Provide support to Divisions in implementing and monitoring compliance with Finance and Supply Chain Management prescripts Perform ad hoc responsibilities as and when required.

ENQUIRIES : Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: (012) 394 1809/1835,
NOTE : In terms of the dti’s EE requirements, preference will be given to Coloured and White male candidates, Indian candidates as well as people with disabilities.
ENQUIRIES: Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: (012) 394 1809/1835.

NOTE: In terms of the dti's EE requirements, preference will be given to Coloured female and Indian candidates as well as people with disabilities.

POST 36/126: EXECUTIVE ASSISTANT REF NO: IDAD/DDG 003

Overview: To provide secretarial and administrative functions to the office of the Deputy Director-General.

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

CENTRE: Pretoria

REQUIREMENTS: A three-year Degree or Diploma in Office Management. 3 - 5 years' relevant experience in an Office Management/Administrative/Executive Management environment. Key Requirements: Experience in Document Management Systems. Experience in diary and events management Experience in financial management Sound knowledge and understanding of Public Service Regulations, Public Service Act, Public Finance Management Act and Treasury Regulations. Planning and organising skills, communication skills (Verbal and Written), interpersonal skills, time management skills and problem-solving skills Client orientation and customer focus Proficient in MS Packages.

DUTIES: Provides logistical support to the DDG: Ensure all documents are accurately recorded and filed Monitor and manage a reminder system for external and internal customers Maintain office supplies Provide logistical support for the DDG on official trips Order stationery and other office equipment on a regular basis to ensure operational productivity Manage the calendar of events for the DDG Maintain records of minutes meeting to ensure follow up actions Arrange corporate travelling and meetings for the DDG Manage the appointments of the DDG Provide secretarial and administrative support to the DDG: Prepare reports by collecting and analysing information from the different units Design and Maintain a database of stakeholders at the office of the DDG Respond on the outgoing and incoming correspondences and queries in the office of the DDG Draft minutes of the meetings Answer phones and direct all incoming calls to the appropriate party Handle incoming and outgoing electronic communications on behalf of the DDG Provide document management: Register outgoing mail and routed accordingly for records Ensure that all documents are correctly recorded and filed Ensure the opening and closing of files of the DDG’s Office Monitor budget for the office of the DDG: Compile MTEF and cash flow budget for the DDG office Keep records for all financial documentation. Keep an accurate record, reconcile stationery and petty cash on monthly basis Monitor expenditure for the office of the DDG Ensure the budget levels operate within the limits.

ENQUIRIES: Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: (012) 394 1809/1835.

NOTE: In terms of the dti's EE requirements, preference will be given to Coloured candidates, Indian and White male candidates as well as people with disabilities.
THE PRESIDENCY

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

APPLICATIONS: The Presidency, Private Bag x1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings.
FOR ATTENTION: Ms Kefilwe Maubane
CLOSING DATE: 25 October 2019
NOTE: Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, ID as well as a comprehensive CV in order to be considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to a pre-employment screening and a Top Secret security vetting to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered.

OTHER POST

POST 36/127: DEPUTY DIRECTOR: IT INFRASTRUCTURE
Directorate: Information Technology

SALARY: R733 257 per annum (Level 11)
CENTRE: Pretoria
REQUIREMENTS: A Senior Certificate plus Bachelor’s Degree in Information Technology or an equivalent qualification on NQF level 7. A minimum of three (3) years’ middle management experience in network communications, systems administration and any related experience. Good knowledge of the ICT infrastructure (LAN, WAN, Network & Server infrastructure etc). Competencies: Good technical understanding of Server OS, Virtualisation, backup management and their relationships with other systems. Knowledge and implementation of Public Service and Departmental procedures and prescripts. Additional qualification/s in Systems and any Network certification is an added advantage especially on Cisco, Microsoft and VMWare. Must have server and systems administration skills, must have network, project and contract management skills. Sound organising and planning skills, Good communication skills (both written & verbal). Candidate need to be hardworking and persistent with interpersonal, analytical, financial management, creative and innovative skills; need to be flexible and willing to work overtime and travel. Problem solving skills. Ability to work long hours voluntarily and ability to work under pressure. Be customer focused and people management. Ability to work independently and in a team. Dedicated, Committed, Reliable, Innovative and Self-motivated.

DUTIES: The successful candidate will be responsible for administration of Local Area Network (data and voice infrastructure) and Wide Area Network Administration of the data centres in head office and regions. Administration of the server farms including server operating systems and applications to ensure that all servers are effectively managed i.e. pro-active maintenance on the servers including capacity management and patch management. Administration of data storage to ensure successful high performance system backup and recovery and restores. Ensure availability of all services required by ICT clients i.e. E-mail, file & and print. Internet etc. Administration of specialisation infrastructure systems (eg VMware, EMC storage), including Microsoft environment (Active Directory, Exchange and SCOM). Administration of SITA VPN and access to transversal systems and ensuring that they are accessible at all times. Pro-actively monitor the network services to ensure minimal downtime. Compile network documents, policies, manuals and procedures. Planning, implement and maintain IT infrastructure projects. Provide third line support to Helpdesk. 

ENQUIRIES: Mr T Ramosesi Tel No: (012) 300 5548
Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representivity will receive preference.

APPLICATIONS: Quoting the reference number, applications must be forwarded to the Head of Department: Economic, Small Business Development, Tourism and Environmental Affairs, Private Bag X20801, Bloemfontein, 9300 or delivered by Hand at the Ground Floor Security Entrance, 113 St Andrews Building, St Andrew Street, Bloemfontein.

FOR ATTENTION: Ms K Molusi /Ms F Ramailane

CLOSING DATE: 25 October 2019 at 16:00

NOTE: All short-listed candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment. All short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, as well as qualification verification. Successful candidates will be expected to enter into a performance agreement.

Directions to applicants: Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver’s license, identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered.

The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications.

No e-mailed or faxed applications will be considered.

Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful. Please take note that communication will only be limited to short-listed candidates. The Department reserves the right not to appoint.

MANAGEMENT ECHELON

POST 36/128: DEPUTY DIRECTOR-GENERAL: ENVIRONMENT AND CONSERVATION

REF NO: DESTEA 01/10/19

SALARY: R1 521 591 per annum (Level 15) (An all-inclusive salary package). The total package includes 70% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines.

CENTRE: Bloemfontein

REQUIREMENTS: An appropriate Bachelor’s Degree/Diploma in Natural Sciences/ Environmental Management or equivalent qualifications. Extensive experience in similar environment. Good knowledge of appropriate legislation governing Environmental Management/Biodiversity and Protected Areas at National, Provincial and Local level. Computer literacy. A valid driver’s license recommendations: A Master’s degree will be an added advantage. Knowledge of Project Management will be further added advantage for the candidate to be selected.

DUTIES: Promote equitable and sustainable use of natural resources to contribute to economic development. Ensure a healthy environment through integrated environmental management. Ensure compliance to all environmental legislation. Implement and enhance programmes to interact with stakeholders and empower communities to partner with government in implementing...
environmental and social economic programmes. Management of resources of the Branch, i.e human, asset and financial resources

ENQUIRIES: Dr MG Nokwequ Tel No: (051) 400 4913/14/23

POST 36/129: CHIEF DIRECTOR: BIODIVERSITY MANAGEMENT AND CONSERVATION
REF NO: DESTEA 02/10/19

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

CENTRE: Bloemfontein

REQUIREMENTS:
- An appropriate Bachelor’s Degree/Diploma in Environmental Management/Natural Sciences/Conservation or equivalent qualifications
- Extensive experience in development of strategies for protected areas expansion
- A good knowledge of appropriate legislation governing Biodiversity and Protected Areas at National, Provincial and Local level
- Computer literacy
- A valid driver’s license

DUTIES:
- Promote equitable and sustainable resources to contribute to economic development
- Implement mechanism for protection and management of ecologically viable areas
- Ensure protection of species and ecosystems
- Ensure sustainable use of indigenous biological and bioproducting
- Effectively mitigate the sustainable management of biodiversity and natural resources
- Manage biodiversity through permitting systems
- Manage problem animals in the province
- Management of resources of Chief Directorate, i.e, human, asset and financial resources.

ENQUIRIES: Ms N Nkoe Tel No: (051) 400 9418/4800

POST 36/130: DIRECTOR: ENVIRONMENTAL MANAGEMENT
REF NO: DESTEA 03/10/19

SALARY: R1 057 326 per annum (Level 13) (An all-inclusive salary package). The total package includes 70% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines.

CENTRE: Bloemfontein

REQUIREMENTS:
- An appropriate Bachelor’s Diploma/Degree in Natural, Physical Sciences or equivalent qualifications
- A good knowledge of appropriate legislation governing Air Quality Activities at National, Provincial and Local level
- Knowledge of Project Management will be an added advantage for the candidate to be selected
- The candidate must also have a valid driver’s license
- Relevant experience in Air Quality Management or related is a requirement for the duties related to this post.

DUTIES:
- Ensure effective environmental impact management
- Ensure compliance with environmental legislation
- Improve air quality through implementation of air quality legislation and policies
- Prevent pollution and ensure waste management policies and legislation are implemented
- Management of resources of Directorate, i.e, human, asset and financial resources.

ENQUIRIES: Ms N Nkoe Tel No: (051) 400 4918/4800

POST 36/131: OFFICE MANAGER: OFFICE OF THE HEAD OF DEPARTMENT
REF NO: DESTEA 04/10/19

SALARY: R1 057 326 per annum (Level 13) (An all-inclusive salary package). The total package includes 70% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines.

CENTRE: Bloemfontein

REQUIREMENTS:
- An appropriate Bachelor’s Degree/Diploma in Public Administration or equivalent qualifications relevant extensive experience in similar environment
- Experience in strategy and advice, policy development and governance
- Computer literacy
- Excellent writing and presentation skills
- Effective interpersonal relationship skills, especially outreach skills
- Project management skills
- Ability to relate to diverse populations
- Ability to resist external pressures
- Analytical and reporting skills
- People management Leading, Planning and Organizing
- Integrity and reliability
- General accepted business principles
- Research and Development.
**DUTIES**

Make all necessary arrangements for Strategic Planning, Management and Annual Meetings and prepare or have prepared all necessary documentation related thereto and circulated to the meeting in good time. Monitor and coordinate the implementation of annual programme and work plan. Liaise with Office of the Executive Authority. Office coordination and management. Supervise the work of officials in the office of the HOD. Coordinate the process to monitor, review and update the strategic plan annually and produce progress reports quarterly for the department. Lead a structural review process based on audit recommendations to ensure that the department has appropriate structures, systems and policies and procedures in place to operate. Effective working relationship with business leaders, government officials and community provincial and national organizations is imperative. Serve as liaison to various boards and commissions. Management of resources of the Directorate, i.e., human, asset and financial resources.

**ENQUIRIES**

Ms MP Tlale, Tel No: (051) 400 9430

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**OTHER POSTS**

**POST 36/132**

**Biodiversity Officer Control Grade B: Protected Areas (East) Ref No: DESTEA 05/10/19**

**SALARY**

R846 618 – R1 192 365 per annum (An all-inclusive salary package) (OSD). The total package includes 70% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines. Appropriate salary will be determined according to the regulatory framework based on OSD.

**CENTRE**

Bloemfontein

**REQUIREMENTS**


**DUTIES**

Manage the development of policies, guidelines, norms and standards, which would include: develop draft policies, legislation, regulations and guidelines; consult on the formulation of policies, legislation, guidelines, norms and standards, and strategies and disseminate legislative, technical and policy changes to relevant stakeholders. Manage the establishment and implementation of a management plan for the water surface of dams (where applicable). Manage the infrastructure and ecology on provincial nature reserves, which would include: coordinate the development, maintenance and implementation of management plans for the reserves and coordinate the establishment and implementation of a management plan for the water surface of dams (where applicable). Manage support for the implementation of capacity building and environmental empowerment strategies within the Reserves. Expand the network of formal and informal protected areas; i.e., promote partnerships between government, NGO’s and private individuals and communities to ensure long-term commitment to land under conservation; promote the sustainable use of natural resources on protected areas through partnerships with interested and affected party and expand inter-departmental and inter-provincial cooperation on conservation projects. Management of resources of the Sub-direcourage, i.e., human, asset and financial resources. The successful candidate will be expected to work long hours.

**ENQUIRIES**

Ms. N Nkoe Tel No: (051) 400 9418/4800

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**POST 36/133**

**Biodiversity Officer Control Grade B: Specialist & Criminal Investigations Ref No: DESTEA 06/10/19**

**SALARY**

R846 618 – R1 192 365 per annum (OSD) (An all-inclusive salary package). The total package includes 70% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines. Appropriate salary will be determined according to the regulatory framework based on OSD.

**CENTRE**

Bloemfontein

**REQUIREMENTS**

A Degree in Environmental Science or Management or Natural Science or Law or Biodiversity Management or equivalent. Relevant experience in enforcement and compliance environment. Knowledge of relevant government regulations. Computer literacy and a valid driver’s license.

**DUTIES**

Manage the development and implementation of compliance, enforcement and monitoring of all relevant environmental legislation, policies, standard
procedures, guidelines and strategies Facilitate the development and execution of policies, legislation, regulations and guidelines, nationally, provincially and locally Plan, coordinate and render compliance monitoring plans for planned and ad-hoc inspections Manage compliance and enforcement operations and undertake investigations thereafter to further determine proper law enforcement actions Facilitate criminal prosecutions, advocate cooperative governance in dealing with enforcement issues with NPA, SAPS, DWA, DEA, Municipalities, etc Oversee law enforcement operations subject to EMI designations Manage and conduct environmental compliance promotion and awareness in promoting environmental rights and justice Assist in facilitating training/workshops for EMIs, SAPS, SANDF, Communities and other relevant stakeholders Perform administrative and any other related functions Manage human and financial resources of the Sub-directorate; i.e., human, asset (biological and physical) and financial resources. NB: The successful candidate will be expected to work long hours.

ENQUIRIES : Ms N Nkoe, Tel No: (051) 400 4918/4800

POST 36/134 : SENIOR LEGAL ADMINISTRATION OFFICER (MR6) REF NO: DESTEA 07/10/19

SALARY : R763 212 – R1 140 828 per annum (OSD) (An all-inclusive salary package). An appropriate salary will be determined by the relevant experience according to the regulatory framework based on OSD. The total package includes 70% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines.

CENTRE REQUIREMENTS : Bloemfontein

DUTIES : An appropriate Bachelor’s Degree/Diploma in Legal/Labour or equivalent qualifications Extensive experience in legal field Good communication and interpersonal skills, good planning, organizing and coordinating skills Knowledge of relevant legislations and regulations Computer literacy and a valid driver’s license.

ENQUIRIES : Dr M Nokwequ, Tel. No: (051) 400 4923

POST 36/135 : DEPUTY DIRECTOR: ACQUISITION AND CONTRACT MANAGEMENT REF NO: DESTEA 08/10/19

SALARY : R733 257 per annum (Level 11) (An all-inclusive salary package). The total package includes 70% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines.

CENTRE REQUIREMENTS : Bloemfontein

DUTIES : An appropriate Bachelor’s Degree/Diploma in Supply Chain Management/ Public Management/Administration or equivalent qualifications. Relevant experience in Supply Chain Management environment. Knowledge of PFMA, SCM Regulatory Framework and all prescripts governing procurement in the Public Service Computer literacy A valid driver’s license.

ENQUIRIES : Ms N Nkoe, Tel No: (051) 400 4918/4800
prescripts. Deal with queries relating to processing of requisitions and orders within the SCM process. Management of resources of the Sub-directorate, i.e., human, asset and financial resources.

ENQUIRIES: Mr. M Machela Tel No: (051) 400 4740

POST 36/136: ENVIRONMENTAL OFFICER CONTROL GRADE A: AIR QUALITY REF NO: DESTEA 09/10/19

SALARY: R495 219 – R566 220 per annum (OSD). Appropriate salary will be determined by experience according to the regulatory framework based on OSD.

CENTRE REQUIREMENTS: Bloemfontein
Bachelor's Degree in Natural or Physical Sciences or Environmental Science/Management or Chemistry or Environmental Engineering. A good knowledge of appropriate legislation governing Air Quality Activities at National, Provincial and Local level Air quality management experience is required Computer literacy and a valid driver's license.

DUTIES: Ensure the development, implementation and review of the Air Quality Management Plan(s). Ensure that local authorities and industries are supported in the development and implementation of Air Quality Management matters. Lead the unit in collating information for various inventories of all air quality management related programmes Support municipalities in ensuring that processing of atmospheric emission licenses applications are authorized within the legislated timeframes. Provide inputs into the review of environmental impact assessment (EIA) process; review of atmospheric impact reports; disseminate information and provide technical and procedural advice to all relevant stakeholders. Coordinate the implementation of strategies and programs to promote air quality management within the Province. Ensure participation in various forums and committees relating to air quality management matters. Manage the resources of the Division, i.e. Human, asset and financial resources.

ENQUIRIES: Ms NM Nkoe Tel No: (051) 400 4918

POST 36/137: BIODIVERSITY OFFICER CONTROL GRADE A-B: GAME MANAGEMENT REF NO: DESTEA 10/10/19

SALARY: R495 219 – R566 220 per annum (OSD). Appropriate salary will be determined according to the regulatory framework based on OSD.

CENTRE REQUIREMENTS: Bloemfontein
A Degree in Environmental Science/Management or Wildlife Management or Game Management or Nature Conservation or equivalent qualifications Relevant experience in similar environment Knowledge of relevant government regulations and biodiversity management Computer literacy and a valid driver's license.

DUTIES: Oversee the game capture processes in all the DESTEA nature reserves i.e. ensuring that kraals are being erected, equipment and material to be utilised during game capture is ready and in good condition, listing of biological assets to be captured for various game management programmes, Black Game Ranchers support programme, etc. Ensure that the game is allocated, captured, transported accordingly for various game programmes. Ensure that material, equipment and infrastructure for game capture in the nature reserves are accounted for Compile reports for game counting and capture that was conducted, identify gaps and provide recommendations thereof. Assist in managing biological resources of various nature reserves Manage the resources of the Division i.e. human, asset (biological and physical) and financial resources. NB: The successful candidate will be expected to work long hours.

ENQUIRIES: Ms N Nkoe Tel No: (051) 400 9418/4800

POST 36/138: ENVIRONMENTAL OFFICER CONTROL GRADE A: COMPLIANCE AND ENFORCEMENT REF NO: DESTEA 11/10/19

SALARY: R495 219 – R566 220 per annum (OSD) - Appropriate salary will be determined according to the regulatory framework based on OSD.

CENTRE REQUIREMENTS: Bloemfontein
A Bachelor's Degree in Environmental Science/Management or Geography or equivalent qualification Knowledge of relevant government regulations.
Experience in Environmental Impact Assessment (EIA) review, processing and handling of Sec 24G application(s). Computer literacy. A valid driver’s license.

**DUTIES**

Plan, coordinate and render compliance monitoring which would include: planning for inspection and audits, ensure the implementation of monitoring activities and verifications of reports and determine further actions to be taken. Plan and facilitate compliance and enforcement activities which may include: undertaking investigations of complaints and/or transgressions, compilation of administrative notices and directives etc. Determine further actions to be taken regarding administrative/criminal prosecution; determine what type of enforcement measures to be applied - administrative/civil/criminal; advocate cooperative governance in dealing with enforcement issues (NPA, SAPS, DWS, Municipalities, etc.) and conduct law enforcement operations subject to Environmental Management Inspector designation. Plan and facilitate Compliance provincial Promotion/Awareness/Workshops which amongst others would include: promotion of environmental rights and justice etc. Render support to the Environmental Education and Awareness component in conducting compliance awareness workshops, EIA component at the Environmental Management Committee for decision making, etc. Manage the resources of the Division, i.e human, asset and financial resources NB: The successful candidate will be expected to work long hours.

**ENQUIRIES**

Ms N Nkoe Tel No: (051) 400 4918/4800

**POST 36/139**

**BIODIVERSITY OFFICER CONTROL GRADE A-B: MARIA MOROKA NR**

**REF NO:** DESTEA 12/10/19

**SALARY**

R495 219 – 566 220 per annum (OSD). Appropriate salary will be determined by the relevant experience according to the regulatory framework based on OSD.

**CENTRE**

Thaba NCHU

**REQUIREMENTS**

An appropriate Bachelor’s Degree/Diploma in Nature Conservation or Wildlife or Environmental Management or equivalent Relevant experience in Nature Conservation Computer literacy A valid driver’s license and Firearms training.

**DUTIES**

Manage the infrastructure to ensure the functional utilization, maintenance and development of the Protected Area. Conserve biodiversity of the Reserve to ensure the continued livelihood thereof. Manage risks and security aspects on the Reserve. Ensure environmental compliance and enforcement within the nature reserve. Assist Game Manager in terms of game listing and counting for various game management programmes. Manage internal and external relationship with all interested and affected stakeholders to the Reserve. Perform and manage administrative and other related functions. Manage the resources of the Nature Reserve, i.e. human, asset and financial resources NB: The successful candidate will be expected to work long hours.

**ENQUIRIES**

Ms E Schulze, Tel. No: (051) 400 9504/4917

**POST 36/140**

**RESORT MANAGER (X2 POSTS)**

**SA**

LARY

R376 596 per annum (Level 09)

**CENTRE**

Sterkfonteindam Nature Resort (Harrismith) Ref No: DESTEA 13/10/19

Tussen Die Reviere Resort (Bethulie) Ref No: DESTEA 14/10/19

**REQUIREMENTS**

An appropriate Bachelor’s Degree/Diploma in Tourism /Hospitality Management or equivalent qualification Relevant experience in Tourism/Hospitality. Computer literacy. A valid driver’s license.

**DUTIES**

Ensure effective management and marketing of all departmental resorts in order to attract provincial, national and international tourists. Ensure that the resort is graded in order to improve and maintain its standards. Develop and implement a database of visitor statistics and keep track of the tourism trends in the industry so as to determine the needs of the industry. Assist in the determination of tariffs of the resorts. Manage the resources of the Resort, i.e. human, asset and financial resources NB: The successful candidate will be expected to work long hours.

**ENQUIRIES**

Mr T Sibeko, Tel No: (051) 400 9497

**POST 36/141**

**ASSISTANT DIRECTOR: EXPANDED PUBLIC WORKS PROGRAMME (EPWP) REF NO:** DESTEA 15/10/19

**SALARY**

R376 596 per annum (Level 09)
CENTRE: Bloemfontein
REQUIREMENTS: A Bachelor's Degree in Project Management or Environmental Sciences/Management or equivalent qualifications. Extensive experience within EPWP or similar environment. Computer literacy and valid driver's license.

DUTIES: Facilitate planning and coordination of the Provincial Environment & Culture Sector Committee. Consolidate inputs received from provincial environmental and cultural sector departments and compile progress reports. Analyse content and make recommendations. Assist with the development of a Sector Plan and its implementation. Review the Provincial Environment & Culture Sector EPWP targets, inform sector departments of the targets set and provide inputs in establishing improved methods to achieve the set targets. Conduct site visit(s) to verify validity of the project(s), compliance, and compile relevant report(s). Ensure provision of sector training and capacity building to sector members and other relevant stakeholders. Attend all relevant Environment & Culture Sector EPWP forums and meetings locally, provincially, and nationally. Coordinate the recruitment of EPWP participants. Manage the resources of the Division, i.e., human, asset, and financial resources.

NB: The successful candidate will be expected to work long hours and travel extensively.

ENQUIRIES: Ms NM Nkoe Tel No: (051) 400 4918/4800

POST 36/142: ASSISTANT DIRECTOR: HUMAN RESOURCE PRACTICE
REF NO: DESTEA 16/10/19

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

DUTIES: Implement Human Resource Management policies and procedures. Develop Human Resource Plan of the Department. Provide inputs into the development of HR policies and procedures. Conduct workshops on HR policies and procedures. Advise thereof. Coordinate the compilation of input to the Annual report. Supervision of officials and other resources within the division.

ENQUIRIES: Ms MP Tlale Tel No: (051) 400 9430

POST 36/143: ASSISTANT DIRECTOR: SECRETARIAT
REF NO: DESTEA 17/10/19

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

DUTIES: Develop together with committee member's annual schedule for the meetings and distribute the schedules to the committee members. Participate in making logistical arrangements (which include: organising venue, distributing relevant documentation, agenda to the committee members and setting-up or recording equipment and ensure that reminders are sent to the committee timeously regarding the sittings of the meeting. Take/ensure that minutes are taken and distributed. Monitor implementation of the resolution taken by committee, do follow-up and report non-implementation. Provide quarterly reports to the committee members to enable them to evaluate the effectiveness of the implementation of its resolutions. Provide quarterly reports to the HOD regarding performance.

ENQUIRIES: Ms B Mabandla Tel No: (051) 400 4923

POST 36/144: PERSONAL ASSISTANT: OFFICE OF THE HOD
REF NO: DESTEA 18/10/19

SALARY: R316 791 per annum (Level 08)
CENTRE: Bloemfontein
REQUIREMENTS: An appropriate Degree/Diploma in Office Management & Technology or equivalent qualifications. Relevant experience in similar environment. Good verbal and written communication skills. Computer Literacy (Excel, MS Word
and Power Point Presentation). Good interpersonal skills. Good office management skills and financial management skills. A valid driver’s license.

DUTIES: Set up and maintain systems in the office of the Head of Department that will contribute towards improving efficiency, e.g. filing, office protocol, etc. Ensure safekeeping of all documentation in the office of the HoD. Render secretarial services to meetings of the HoD. Accompany the HoD on some major visits to assist with administrative and logistical arrangements. NB: The successful candidate will be expected to work long hours.

ENQUIRIES: Ms B Mabandla Tel: (051) 400 4923

POST 36/145: ARTISAN PRODUCTION GRADE C: CONSTRUCTION AND MAINTENANCE REF NO: DESTEA 19/10/19

SALARY: R297 372 – 478 869 per annum (OSD) - Appropriate salary will be determined according to the regulatory framework based on OSD.


DUTIES: Render technical design to produce designs according to client specification and within limits of production capacity and produce objects with material and equipment according to job specification, recognized standards and quality assurance of produced objects. Provide maintenance by inspecting equipment and facilities for technical faults and repair equipment and facilities according to standards. Maintain expertise on continuous individual development to keep up with new technologies and procedures. Supervision of officials.

ENQUIRIES: Mr J Gaenne, Tel No: (051) 400 9502

POST 36/146: BIODIVERSITY OFFICER PRODUCTION GRADE A-C: SPECIALIST & CRIMINAL INVESTIGATIONS (X2 POSTS)

SALARY: R272 739 – R414 189. Per annum (OSD) - Appropriate salary will be determined according to the regulatory framework based on OSD.

CENTRE REQUIREMENTS: A Degree in Environmental Science or Management or Natural Science or Law or Biodiversity Management or equivalent. Computer literacy and a valid driver’s license.

DUTIES: Partake in the development and implementation of compliance, enforcement and monitoring of all relevant environmental legislation, policies, standard procedures, guidelines and strategies. Participate in facilitation of the development and execution of policies, legislation, regulations and guidelines, nationally, provincially and locally. Plan, coordinate and render compliance monitoring plans for planned and ad-hoc inspections. Conduct compliance and enforcement operations and undertake investigations thereafter to further assist in determining proper law enforcement actions. Execute law enforcement operations subject to EMI designation. Initiate and conduct environmental compliance promotion and awareness in promoting environmental rights and justice etc. Initiate partnerships of enforcement activities i.e Patrols, training, etc within the District Handover all transgressions to relevant stakeholders for criminal case proceedings and represent the Department in Court for all District cases. Attend to any animal control emergency within the District. Perform administrative and any other related functions. NB: The successful candidate will be expected to work long hours and travel extensively.

ENQUIRIES: Ms N Nkoe Tel No: (051) 400 4918/4800

POST 36/147: ENVIRONMENTAL OFFICER PRODUCTION GRADE A-C: ENVIRONMENTAL COMPLIANCE REF NO: DESTEA 22/10/19

SALARY: R272 739 – R414 189 per annum (OSD). Appropriate salary will be determined according to the regulatory framework based on OSD.

CENTRE REQUIREMENTS: A Bachelor’s Degree in Environmental Science/ Management or Geography or equivalent qualification. Knowledge of relevant government regulations. Computer literacy. A valid driver’s license.
**DUTIES**

Plan, coordinate and render compliance monitoring which would include: planning for inspection and audits, ensure the implementation of monitoring activities and verifications of reports and determine further actions to be taken. Participate and assist in compliance and enforcement activities which may include: undertaking investigations of complaints and/or transgressions, compilation of administrative notices and directives, etc. Assist in determining further actions to be taken regarding administrative/criminal prosecution; determine what type of enforcement measures to be applied - administrative/civil/criminal; advocate cooperative governance in dealing with enforcement issues (NPA, SAPS, DWS, Municipalities, etc.) and participate in law enforcement operations subject to Environmental Management Inspector designation. Plan and participate in Compliance Promotion/Awareness/Workshops which amongst others would include: promotion of environmental rights and justice, etc. Render support to the Environmental Education and Awareness component in conducting compliance awareness workshops, EIA component at the Environmental Management Committee for decision making. Attend to all assigned emergency cases reported to the Department within legislated time frames.

**ENQUIRIES**

Ms N Nkoe Tel No: (051) 400 4918/4800

**POST 36/148**

**ENVIRONMENTAL OFFICER PRODUCTION GRADE A: ENVIRONMENTAL IMPACT ASSESSMENT REF NO: DESTEA 23/10/19**

**SALARY**

R272 739 per annum (OSD). Appropriate salary will be determined according to the regulatory framework based on OSD.

**CENTRE**

Bloemfontein

**REQUIREMENTS**

An appropriate Bachelor's Degree/Diploma in Natural/Physical Science/Environmental Science/Management or equivalent qualifications. Good communication and report writing skills are essential. Computer literacy. A valid driver's license.

**ENQUIRIES**

Ms N Nkoe Tel No: (051) 400 4918/4800

**POST 36/149**

**ENVIRONMENTAL OFFICER PRODUCTION GRADE A: COORDINATION AND INFORMATION MANAGEMENT REF NO: DESTEA 24/10/19**

**SALARY**

R272 739 per annum (OSD). Appropriate salary will be determined according to the regulatory framework based on OSD.

**CENTRE**

Bloemfontein

**REQUIREMENTS**

A Bachelor’s Degree in Environmental Science/Management or Geography or equivalent qualification. Knowledge of relevant government regulations. Good communication and report writing skills are essential. Computer literacy. A valid driver’s license recommendation. GIS will serve as an added advantage.

**ENQUIRIES**

Ms N Nkoe Tel No: (051) 400 4918/4800
POST 36/150: BIODIVERSITY OFFICER PRODUCTION GRADE A

SALARY: R272 739 per annum (OSD). Appropriate salary will be determined by the relevant experience according to the regulatory framework based on OSD.

CENTRE: Rustfonteindam Nature Reserve (Botshabelo) Ref No: DESTEA 25/09/19
Maria Moroka Nature Reserve (Thaba Nchu) Ref No: DESTEA 26/09/19
Soetdoring Nature Reserve (Soutpan) Ref No: DESTEA 27/09/19
Caledon Nature Reserve (Wepener) Ref No: DESTEA 28/09/19
Kalkfonteindam Nature Reserve (Fauresmith) Ref No: DESTEA 29/09/19
Tussen Die Reviere Nature Reserve (Bethule) Ref No: DESTEA 30/09/19
Gariepdam Nature Reserve (Xhariep) Ref No: DESTEA 31/09/19
Willem Pretorius Nature Reserve (Ventersburg) Ref No: DESTEA 32/09/19
Soetdoring Nature Reserve (Soutpan) Ref No: DESTEA 33/09/19
Caledon Nature Reserve (Wepener) Ref No: DESTEA 34/09/19
Kalkfonteindam Nature Reserve (Fauresmith) Ref No: DESTEA 35/09/19

REQUIREMENTS: An appropriate Bachelor’s Degree/Diploma in Nature Conservation or Environmental Science/Management or Wildlife Management or Geography or Natural Sciences. Computer literacy. A valid driver’s license.

DUTIES: Implement infrastructure management plan for the reserve which deals with the following: maintenance of roads, pathways and water availability; maintenance of fence, control and manage soil erosion and conduct veld management services. Implement biodiversity monitoring and management practices identified in the management plan, by ensuring the following: provide data for decision-making, maintain ecological processes, systems and biodiversity, implement annual game management plan and program, plan, monitor and implement fire management. Manage risk and security aspects on the reserves, which include: implement resource security plan of the reserve, enforce regulations and environmental legislation applicable on the reserve, ensure and monitor regular observation and fence patrols Perform all administrative and related functions, including; financial administration, asset management, procurement and reporting Supervision of officials at the Reserve.

ENQUIRIES: Ms G Sebetele, (Rustfonteindam NR) Tel No: 051 528 2926
Ms V Ramotsabi, (Maria Moroka NR) Tel No: (051) 873 2427
Ms L Kelly, (Soetdoring NR) Tel No: (051) 433 9002
Mr M Leeuw, (Caledon NR) Tel No: (051) 583 2000
Mr J Josling, (Kalkfonteindam NR) Tel No: (051) 722 1441
Mr A vd Westhuizen (Tussen die Reviere NR) Tel No: (051) 763 1000
Mr F van den Berg, (Gariep NR) Tel No: (051) 754 0026
Ms M Matshikiri, (Willem Pretorius NR, Tel No: (057) 651 4168
Mr D Erasmus, (Sandveld NR), Tel No: (053) 433 1703
Mr JJ Joubert, (Sterkfonteindam NR), Tel No: (058) 622 3520
Mr M Pretorius, (Seekoeivlei NR) Tel No: (058) 924 0183

POST 36/151: ADMINISTRATIVE OFFICER: SECRETARIAT SERVICES REF NO: DESTEA 36/10/19

SALARY: R257 508 per annum (Level 07)

CENTRE: Bloemfontein

REQUIREMENTS: An appropriate Degree/Diploma in Office Administration or equivalent qualifications Good verbal and written communication skills Computer Literacy (Excel, MS Word and PowerPoint Presentation) Good interpersonal skills Good office management skills A valid driver’s license.

DUTIES: Provide office support services in order to ensure efficiency and effectiveness within the sub-directorate Arrange logistics for meeting and take minute for meetings of the HOD and other cluster meetings Arrange meetings and take minutes for meetings with entities Maintain the general filing system and file all correspondence Follow up submissions of all monthly and quarterly reports from entities Follow up on progress and implementation of resolutions taken in the meeting of the MEC/ HoD and other statutory committees including EXCO, FOHOD and relevant Cluster. Perform other related duties as required.

ENQUIRIES: Ms B Mabandla Tel No: (051)400 4923
DEPARTMENT OF HEALTH

CLOSING DATE: 01 November 2019

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

OTHER POTS

POST 36/152: HEAD CLINICAL UNIT: ANAESTHESIOLOGY REF NO: H/H/7

SALARY: R1 728 807 per annum (OSD) (Applicants might be required to enter into a commuted overtime contract.)

CENTRE: Universitas Hospital, Bloemfontein

REQUIREMENTS: MBBCH or equivalent Degree. Research qualifications in the field of Anaesthesiology. Either MMed or PhD. Valid registration with the HPCSA for 2019/2020 as a medical specialist in anaesthesiology, a minimum of 3 years' appropriate experience after registration as a medical specialist. Valid code 8 driver's license. Knowledge and skills: experience in teaching and training, demonstrate experience in research, provide evidence of leadership qualities and management experience, evidence of professional standing, e.g., membership of professional organizations and their management committees, qualifications in human resources and financial management.

DUTIES: To be responsible for service delivery within the department of anaesthesiology at Universitas Hospital to fulfil the administrative, academic, and research requirements of an appointment to the joint staff establishment to supervise pre- and post-graduate training and examinations in the anaesthesiology department at Universitas Hospital. Render outreach and support services to other levels of care in our drainage areas (Free State Province) undertake all tasks as directed by the head clinical department and head of clinical services at the institution.

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

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

FOR ATTENTION: Mr MJ Baleni

POST 36/153: MEDICAL SPECIALIST: GRADE 1: FAMILY MEDICINE REF NO: H/M/12

SALARY: R1 106 040 per annum (OSD) (Applicants might be required to enter into a commuted overtime contract.)
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<thead>
<tr>
<th>CENTRE</th>
<th>POST 36/154</th>
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<tbody>
<tr>
<td>REQUIREMENTS</td>
<td>MEDICAL SPECIALIST: GRADE 1: ONCOLOGY REF NO: H/M/13</td>
<td>MEDICAL SPECIALIST: GRADE 1 (PLASTIC &amp; RECONSTRUCTIVE SURGERY REF NO: H/M/14)</td>
<td>DEPUTY DIRECTOR: INFORMATION TECHNOLOGY REF NO: H/D/18</td>
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<td></td>
<td>R1 106 040 per annum (OSD) (Applicants might be required to enter into a commuted overtime contract.)</td>
<td>R1 106 040 per annum (Level 11)</td>
<td>R733 257 per annum (Level 11)</td>
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<td>CENTRE</td>
<td>Universitas Hospital, Bloemfontein</td>
<td>Universitas Hospital, Bloemfontein</td>
<td>Information Technology Department: Corporate Office</td>
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<td>REQUIREMENTS</td>
<td>MBCHB or equivalent degree registration with HPCSA as medical specialist in family medicine experience: Grade 1: none. Do outreach and travel and stay over at outreach sites prepared to work in the primary health care environment knowledge and skills: ACLS, ATLS, APLS, BLS experience in clinical governance experience in primary health care.</td>
<td>MBCHB or equivalent degree Registration with HPCSA as medical specialist in specific discipline experience: Grade 1: none knowledge and skills: ACLS, ATLS, APLS, relevant experience.</td>
<td>A relevant 3-year tertiary qualification or equivalent qualification in Information Technology, Computer Science, Information System, Management Sciences or equivalent as recognized by SAQA plus 3 -5 years’ functional experience of which 3 years must be on Middle Management level A valid driver’s license (with the exception of persons with disabilities) knowledge and skills: Extensive knowledge of ICT, Leadership and management skills Knowledge and understanding of the legislative framework governing ICT Computer literacy Knowledge and understanding of the latest ICT trends in Healthcare, standards, regulations and procedures and governance of ICT Policy</td>
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<td>DUTIES</td>
<td>Clinical service delivery, medical administration and management in-service and formal teaching and training of undergraduate and post-graduate students in-service and formal training and support in clinical areas do and supervise research involvement in outreach activities perform commuted overtime maintain quality assurance standards.</td>
<td>Clinical service delivery, medical administration and management, teaching, training and research it is compulsory that the candidate also have to participate in outreach activities and commuted overtime Maintain quality assurance standards.</td>
<td>Maintain quality assurance standards.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Dr R Nathan Tel No: (051) 405 3496</td>
<td>Dr R Nathan Tel No: (051) 405 3496</td>
<td>Mr MJ Baleni</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>To be send to: The Chief Executive Officer, Universitas Hospital Private Bag X20660, Bloemfontein, 9300 or hand delivered @ Room 1093, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301.</td>
<td>To be send to: The Chief Executive Officer, Universitas Hospital, , Private Bag X20660, Bloemfontein, 9300 or hand delivered @ Room 1093, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301.</td>
<td>The Chief Executive Officer, Universitas Hospital Private Bag</td>
</tr>
<tr>
<td>FOR ATTENTION</td>
<td>Mr MJ Baleni</td>
<td>Mr MJ Baleni</td>
<td>Mr MJ Baleni</td>
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Framework (COBIT, ITIL, ISO27001) Management skills (Planning, Budgeting, Facilitation, Project and Risk Management, complex problem solving skills; communication skills; conflict management, negotiation skills and innovation) Management of teams dispersed over various geographic areas

**DUTIES**
Manage the development, implementation and monitoring of ICT Policy, Strategic and Implementation Plans Manage the development and/or acquisition of various Health Information Systems and technologies Manage the monitoring, evaluation and reporting on Information Technology activities and functions Financial planning, managing, designing, implementing and supporting the ICT Directorate. Manage Information and ICT risks Advice and Support the Director of Information Technology on Digitization Provide Enterprise Architecture capability.

**REQUIREMENTS**
Tertiary qualification in Information Technology/Systems Knowledge of ICT

**ENQUIRIES**
Mr Ntombela BS Tel No: (051) 408 1403

**APPLICATIONS**
To be send to: The Director, HRM and Planning, P O Box 227, Bloemfontein, 9300 or hand delivered @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein

**FOR ATTENTION**
Me P P Mohajane

**POST 36/157**
**ASSISTANT DIRECTOR: ADMIN**
**REF NO: H/A/36**

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

**CENTRE**
Diamant Hospital: Jagersfontein

**REQUIREMENTS**
A relevant 3-year tertiary qualification (or equivalent qualification) plus 6 years' functional experience of which 2 years must be on a Supervisory level Valid driver’s license BAS and Persal Certificates knowledge and skills: Knowledge of HR, SCM and Finance and policies the successful candidate must be able to work under pressure Good interpersonal and communication skills Management of HR, SCM and finance Planning, monitoring and evaluation of administration and support Management of sound of sound Labour Relation in the institution Management of training in Hospital to ensure holistic development of Human resources Management of section’s budgets to ensure effective and efficient usage of finances Manage auxiliary and maintenance services in the hospital to ensure efficient and effective service delivery Act as secretarial of the Hospital Board Ensure Quality Assurance within Admin and Support Services

**DUTIES**
Management of HR, SCM and finance Planning, monitoring and evaluation of administration and support Management of sound of sound Labour Relation in the institution Management of training in Hospital to ensure holistic development of Human resources Management of section’s budgets to ensure effective and efficient usage of finances Manage auxiliary and maintenance services in the hospital to ensure efficient and effective service delivery Act as secretarial of the Hospital Board Ensure Quality Assurance within Admin and Support Services

**ENQUIRIES**
Me L L Moatlhodi Tel No: (051) 724 9310

**APPLICATIONS**
To be send to: The Chief Executive Officer, Diamant Hospital, Private Bag X 06, Jagersfontein, 9974 or hand delivered at 11 Weil Street, Jagersfontein

**FOR ATTENTION**
Me P P Mohajane

**POST 36/158**
**ASSISTANT DIRECTOR REF NO: H/D/19 (X2 POSTS)**

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

**CENTRE**
Information Technology Department: Corporate Office

**REQUIREMENTS**
National Diploma/Tertiary qualification in Information Technology/Systems plus 3 - 5 years' functional experience of which 2 years must be on a Supervisory level Mobile applications, web and systems development knowledge and skills: Extensive knowledge of programming in any of the following will be an advantage: Java, PHP, ASP.Net, Python, C++, JQuery, MySQL server database, PL/SQL, Android and ISO, Project Management Testing and Hosting of services (Linux and Windows OS) Policy development and change controlle frameworks Time management Code and test programming for in-house software programs Debug code for existing programs based on immediate needs Encodes project requirements by converting work flow information into computer language Knowledge of I.C.T prescripts Extensive experience in programming Good interpersonal relations and communication skills Problem solving skills Knowledge of the public health sector Presentation skills and report writing Must have the ability to conduct research Prepares reference for users by writing operating instructions

**DUTIES**
Advice on the design, implementation and support of web based applications and the supported infrastructure at all health facilities in the Free State Department of Health Be able to interact and implement approved actions within the systems development environment Research and implement new approved technology within the scope of web based application development and support, database administration at both OLTP and warehouse levels Advise and assist the continuous maintenance and support of existing and new information systems Implementation of policies and procedures Arranges
preparing a work flow chart and diagram using knowledge of computer capabilities, subject matter, programming language, and logic. Confirms project requirements by reviewing program objective, input data, and output requirements with analyst, supervisor, and client. Maintains historical records by documenting program development and revisions. Supervisory and managerial functions.

ENQUIRIES: Mr CJ De Klerk Tel No: (051) 408 1401
APPLICATIONS: To be send to: The Director, HRM and Planning, P O Box 227, Bloemfontein, 9300 or hand delivered @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein
FOR ATTENTION: Me P Mpu
POST 36/159: ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: H/A/38

SALARY: R376 596 per annum (Level 09)
CENTRE: Dihlabeng Hospital, Bethlehem
REQUIREMENTS: A relevant 3-year Degree /National Diploma in Public Management/Financial Management/ Economics or equivalent qualification plus 6 years’ functional experience of which 2 years must be on a Supervisory level. LOGIS/BAS Training knowledge and skills: Extensive knowledge of Supply Chain Management in Public Sector Understanding of the PFMA, Treasury Regulations, PPPFA, BBBEE Act, Competition Act, Promotion of Access of Information Act, SITA Act, Construction and Industry Development Board Act and related Practice Notes Management of resources Communication and Interpersonal skills, Problem Solving skills, Computer skills, Numeracy skills, Analytical skills, Client orientated, Commitment, Integrity, Loyal, Team Leadership, Presentation skills, Planning and Organizing.

DUTIES: Compile, implement and monitor Institutional Procurement Plan. Identify and ensure implementation of the correct sourcing strategy. Provide administrative support to the Bid Specification Committees. Ensure that market research is conducted. Prepare and consolidate reports on Supply Chain Management related issues. Manage and coordinate the implementation and maintenance of Supply Chain Management and address related enquiries. Ensure the successful implementation of departmental policies as well as development of policies on matters related to Supply Chain Management and adherence to the relevant prescripts/legislation. Inform, guide, advice and train Institutional officials on Supply Chain Management matters to enhance the correct implementation of Supply Chain Management practices/policies. Compile and monitor the implementation of the Audit Action Plan, Risk Operational Plan, PROPAC Resolutions, MPAT, Balance Scorecard and KCM. Identify and implement risk management strategies. Monitor and evaluate implementation of the elements of Supply Chain Management in all institutions. Monitor the implementation of Supply Chain Management Improvement Plan. Management of Human Resources which include, inter alia: Training and Development of officials, Performance Management and work allocation. Ensure effective monitoring and control over financial resources and provide inputs.

ENQUIRIES: Mr TPG Mocher Tel No: (058) 307 1255
APPLICATIONS: To be send to: The Chief Executive Officer, Dihlabeng Hospital, Private Bag X3, Bethlehem, 9700
FOR ATTENTION: Me S.Mpanza
POST 36/160: SENIOR SUPPLY CHAIN PRACTITIONER REF NO: H/S/57

SALARY: R316 791 per annum (Level 08)
CENTRE: Dihlabeng Hospital, Bethlehem
REQUIREMENTS: NQF 6 /National Diploma in Public Management/Financial Management/Economics or equivalent qualification. 3-5 Years’ experience in Supply Chain Management of which 2 years must be on Supervisory level. LOGIS Certificates. Valid driver’s license Certificate in Supply Chain Management will be an added advantage knowledge and skills: Extensive knowledge of Supply Chain Management in Public Sector Understanding of the PFMA, Treasury Regulations, PPPFA Act, BBBEE Act, Competition Act, Promotion of Access of Information Act, SITA Act, Construction and Industry Development Board Act and related Practice Notes Management of resources.
Communication and Interpersonal skills, Problem Solving skills, Computer skills, Numeracy skills, Analytical skills, Client orientated, Commitment, Integrity, Loyal, Team Leadership, Presentation skills, planning and Organizing.

**DUTIES**
Supervise the activities of the Supply Chain Management clerks/Snr AND officers to contribute to the rendering of professional Supply Chain Management service for example: Personnel Development, Performance and discipline, ensure quality of work Supervise the implementation and maintenance of Supply Chain Management practices (including LOGIS Transactions) concerning Demand Management within Supply Chain Management processes in the institution to contribute to the rendering of professional Supply Chain Management service Manage supplier enquiries with regards to government systems i.e LOGIS and CSD Determination of sourcing strategy for items needed as per the institutional Procurement Plan Facilitate development of institutional Procurement Plan and monitor that procurement is in line with Procurement Plan Supervise inventory management Maintain and update the Institutional Asset Register Compile monthly Assets and Inventory Reports Perform, monitor and support the annual assets physical verification and quarterly spot checks processes.

**ENQUIRIES**
Mr TPG Mocher
Tel No: (058) 307 1255

**APPLICATIONS**
To be send to: The Chief Executive Officer, Dihlabeng Hospital, Private Bag X3, Bethlehem, 9700.

**FOR ATTENTION**
Me S.Mpanza

**POST 36/161**
CHIEF NETWORK CONTROLLER REF NO: H/N/2

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

**CENTRE**
Information Technology Department: Corporate Office

**REQUIREMENTS**
An appropriate Bachelor’s degree or Tertiary National Diploma in Information Technology plus 3 years’ functional experience in networks equipment/computer operating systems experience. 2 Years of the period must be on a Supervisory level Knowledge and international certifications from the Microsoft, Linux, CISCO, project management environment will be an added advantage Valid driver’s license Knowledge and Skills: Applicable training in different levels of computer software and hardware programs will be an advantage International certificates of A+, N+ and MCSE are recommended. Planning and organisational skills.

**DUTIES**

**ENQUIRIES**
Me M Kyle, Tel No: (051) 408 1403

**APPLICATIONS**
To be send to: The Director, HRM and Planning P O Box 227, Bloemfontein, 9300 or hand delivered @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.

**FOR ATTENTION**
Me P Mpu

**POST 36/162**
ARTISAN FOREMAN REF NO: H/A/37

**SALARY**
R304 263 per annum OSD

**CENTRE**
Dihlabeng Hospital, Bethlehem

**REQUIREMENTS**
Relevant Trade Test Certificate (A complete apprenticeship and proof of passing official trade test under the provisions of Section 13(2)(h) of the Manpower Training Act, 1981) or certificate issued under the provisions of Section 28 and 30 of the Manpower Training Act, 1981 as amended, or a certificate issued under the provisions of the repealed Section 27 of the Act referred to Five years’ post- qualification experience as an Artisan Valid driver’s license knowledge and skills: N3 can be an added advantage Computer literacy.

**DUTIES**
To perform and/or supervise technical design, production, operation and maintenance services Supervise and monitor the completion of job requests Supervise and mentor subordinates Perform administrative functions detailed key performance areas can be obtained from the contact person

**ENQUIRIES**
Me S Mpanza Tel No: (058) 307 1253

**APPLICATIONS**
To be send to: The Chief Executive Officer, Dihlabeng Hospital, Private Bag X3, Bethlehem, 9700

**FOR ATTENTION**
Me S Mpanza
ANNEXURE U

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF E-GOVERNMENT

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

APPLICATIONS: All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, 2107 or Applicants can apply online at: www.gautengonline.gov.za.

CLOSING DATE: 25 October 2019

NOTE: Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID (not older than 6 months) must be attached. General information: Short-listed candidates must be available for interviews at a date and time determine by the Gauteng Department of e-Government. Successful candidates maybe be subjected to competency assessment and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Gauteng Department of e-Government reserves the right to fill or not fill the above-mentioned posts.

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 technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool.

MANAGEMENT ECHELON

POST 36/163: DIRECTOR: SUPPLY CHAIN MANAGEMENT
REF NO: REFNO/004662
(Performance –based: 5 Year Fixed - Term Employment Contract)
Chief Directorate: Finance

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

CENTRE: Johannesburg

REQUIREMENTS: Matric/Grade 12 plus a recognised NQF 7 qualification in Supply Chain Management or Finance/Commerce. A minimum of 5 years’ experience in a middle management role in relation to Supply Chain Management or Finance/Commerce. Vast experience in a Procurement environment is essential. Understanding the public-sector supply chain management and related legislations would be an added advantage.

DUTIES: To lead and manage the Supply Chain Management directorate the directorate is responsible for Demand Management, Acquisition Management, Logistics and Disposal Management and Asset Management of the department of e-Government. To effectively guide and direct duties in respect of demand management. The demand management activities include the understanding of future needs, identifying critical delivery dates and frequency of needs, linking requirements to the budget, analysing expenditure based on past spend patterns and future needs, determining specifications, conducting commodity analysis and seeking alternatives at least in case of strategic sourcing, and conducting industry analysis. To effectively guide and direct duties in respect of acquisition management. Acquisition management activities include applying preferential policy objectives, determining market strategy, applying total cost of ownership or life cycle costing principles, compiling bid documentation, tabling recommendations and obtaining approval for award of contracts, undertaking contract administration and gathering performance information. Other duties in respect of Logistics, Disposal and Asset management relates to maintenance of the assets register for the department, management and
control of assets, preparation of financial and non-financial reports, managing the receiving and distribution of materials and inventories, expediting orders, transport management, supplier performance management, redundant materials management, crafting strategy to dispose and physical disposals To guide and manage SCM committees’ secretarial functions and ensure adequate record-keeping of associated documentation.

ENQUIRIES : Mr. Errol Ogle Tel No: (011) 689 6861

OTHER POSTS

POST 36/164 : DEPUTY DIRECTOR: LABOUR RELATIONS, HEALTH AND WELLNESS PROGRAMME REF NO: REFS/004656
Branch: Corporate Management

SALARY : R733 257 per annum (all-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus a relevant National Diploma/Degree in HR or equivalent. 5 years’ appropriate experience in Labour relations of which 3 years must be at an Assistant Director Level or equivalent Experience in employee wellness is essential.

DUTIES : Provide Employee Relations service to the Department of e-GOV timeously and accurately Develop and implement labour relations policies, strategies, training interventions and awareness programmes Manage and facilitate collective bargaining processes Manage the finances for the labour relations function within Human Resource Management business unit Advise the e-GOV with regard to the resolution of grievances and making representations to the Head of Department Monitor the disciplinary and grievance procedures Represent the employer in disputes referred to the relevant bargaining council and relevant labour relations forum Manage the implementation of Incapacity Leave Management Ensure the compliance with OHS procedures Management of EHWP programmes.

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

POST 36/165 : DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: REFS/004655
Branch: Strategic Management

SALARY : R733 257 per annum (all-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus a bachelor’s degree/National Diploma in Business Management or related 3 years’ tertiary qualification Minimum of 3-5 years in a strategic management field relating to Performance management and reporting.

DUTIES : Develop, implement and manage a departmental monitoring and evaluation framework and systems Collect, collate and analyse information for purposes of timeous and accurate quarterly and annual reporting to stakeholders Conduct routine Quality Assurance checks on data Ongoing collection, collation, verification and storage of evidence files against outputs Conceptualise Evaluation studies, Development of an Evaluation plan for approval, Commission an Evaluation, manage the evaluation process and use of evaluation findings for programme improvement.

ENQUIRIES : Ms. Portia Makotwane Tel No: (011) 689 8898

POST 36/166 : ASSISTANT DIRECTOR: EMPLOYEE EXITS REF NO: REFS/004657 (X2 POSTS)
Branch: Human Resource Services

SALARY : R376 596 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus relevant National Diploma/Degree with 2-3 years’ experience in HR and working on Persal Computer literacy Basic termination experience Driver's license will be an added advantage

DUTIES : Administer termination of services, leave gratuity/discounting and service bonus and pension withdrawal for the Gauteng Provincial Government (GPG) Ensure compliance and give advice on legislation and regulations governing termination of service and pension benefits (Public Service Regulations (PSR/Acts Manage relations with all stakeholders Resolve complex and sensitive termination on the cases Lead, manage, support and mentor HR Termination
Practitioners Manage performance of the team Ensure compliance with SLA’s by the team Enforce quality improvements in the performance processes & services Generate management reports for GPG Departments on SLA achievement for terminations, Leave Gratuity and Discounting and Pension Withdrawals Conduct training on employee exits processes to GPG employees and potential Retirees Administer and manage the exit interview reports to GPG Departments Perform any other additional responsibilities as allocated by the manager.

ENQUIRIES : Ms. Nonhlhanhla Mabuza, Tel No: (011) 689 8511

POST 36/167 : ASSISTANT DIRECTOR: PHYSICAL SECURITY REF NO: REFS/004658
Branch: Corporate Management

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

REQUIREMENTS : Grade 12 or equivalent, Certificate/Diploma (SAQA - NQF6) in any of the related field: information technology and/or electronics, certificate in basic CCTV operator training, valid registration with PSIRA (including new PSIRA Certificate) with a minimum of Grade B, Valid Driver’s License (will be advantageous), valid security clearance issued by the SSA/the incumbent should be prepared to undergo the process of obtaining one within 6 months after appointment, minimum of 5 years proven work experience in various security technologies for access & egress control including surveillance management systems, professional registration with any other professional security related body (will be advantageous).

DUTIES : Supervise the administration of Electronic Security Systems within the department and off sites. Supervise security personnel deployed and working with any electronic security systems utilized by the department Assist the relevant manager with electronic security systems (hardware and components) required for the Access & Egress Control Systems including Surveillance Management Liaise with internal business unit on the matters that affects the Electronic Security Systems (e.g storage requirements for the surveillance system) Prepare, utilize and interpret electronic data for departmental business requirements and within the framework Assist the relevant manager with budget/financial implications of any departmental requirements in relations to the Security Systems Ensure integration of any hardware or software components utilized by the department for the purposes of safety and security (e.g guard track) Draft and prepare official reports for the relevant line manager.

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

DEPARTMENT OF HEALTH

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

OTHER POSTS

POST 36/168 : MEDICAL SPECIALIST GRADE 1-3: REF NO: MEDSPECTORS/KPHTH/09/19
Directorate: Orthopaedics

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

CENTRE : Kalafong Provincial Tertiary Hospital

REQUIREMENTS : MBChB, MMed or FCS (Orthopaedics) SA. A valid registration with the HPCSA as an independent Medical Practitioner Current registration with HPCSA as an Orthopaedic Surgeon Experience in Arthroplasty is strongly recommended Medical Specialist Grade 1: No experience required. Grade 2: five (5) years appropriate experience and Grade 3: ten (10) years appropriate experience Proof of interest in research Publications in peer reviewed journals.

DUTIES : Take charge of orthopaedic unit (s) allocated by Head of department (HOD) Teaching of under and post graduate students Involvement in research programmes Actively involved in planning of academic programmes for under and post graduate students Responsible for all forms of Orthopaedic trauma
<table>
<thead>
<tr>
<th>POST 36/169</th>
<th>MEDICAL OFFICER REF NO: HRM 86/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directorate: Medical Oncology</td>
<td></td>
</tr>
<tr>
<td>SALARY:</td>
<td>R821 205 per annum plus benefits</td>
</tr>
<tr>
<td>CENTRE:</td>
<td>Steve Biko Academic Hospital</td>
</tr>
<tr>
<td>REQUIREMENTS:</td>
<td>Appropriate qualification that allows registration with the HPCSA as a Medical Officer. Appropriate computer literacy. Willingness to do Clinical research.</td>
</tr>
<tr>
<td>DUTIES:</td>
<td>Ward rounds, Outpatient clinics, Lectures Must participate in Clinical Research.</td>
</tr>
<tr>
<td>ENQUIRIES:</td>
<td>Prof LM Dreosti Tel No: (012) 354 1054</td>
</tr>
<tr>
<td>APPLICATIONS:</td>
<td>Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe &amp; Steve Biko Road, Main Entrance at Level 3</td>
</tr>
<tr>
<td>NOTE:</td>
<td>Applications must be submitted on a Z83 form. Certificates of qualifications and ID If any discrepancies found, services will be terminated with immediate effect. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants. At no cost. People with disabilities are welcome to apply. Applications must be submitted on a Z83 form. Certification should not be more than six months old.</td>
</tr>
<tr>
<td>CLOSING DATE:</td>
<td>25 October 2019</td>
</tr>
<tr>
<td>POST 36/170</td>
<td>MEDICAL OFFICER OBSTETRICS &amp; GYNAECOLOGY GRADE 1-3 REF NO: PWH/MO/08/19</td>
</tr>
<tr>
<td>Directorate: Medical Department</td>
<td></td>
</tr>
<tr>
<td>SALARY:</td>
<td>R821 205 - R1 362 266 per annum (plus benefits)</td>
</tr>
<tr>
<td>CENTRE:</td>
<td>Pretoria West District Hospital</td>
</tr>
<tr>
<td>DUTIES:</td>
<td>To provide comprehensive medical care to in and out patients. Participate in after hour medical services. To assist with supervision and support of junior medical officers, community service doctors, clinical associates and medical students.</td>
</tr>
<tr>
<td>ENQUIRIES:</td>
<td>C Mojapelo Tel No: (012) 380 1340</td>
</tr>
<tr>
<td>APPLICATIONS:</td>
<td>can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117</td>
</tr>
<tr>
<td>NOTE:</td>
<td>Applications must be submitted on a Z83 form. If any discrepancies found, services will be terminated with immediate effect. Please note that due to large number of application we envisage to receive; only shortlisted candidates will be notified.</td>
</tr>
</tbody>
</table>

including multiple traumas. Render comprehensive clinical services to patients in the department.
If you have not been contacted within one month after closing date, please accept that your application was unsuccessful. Please note that pre-employment screening and verification process will be undertaken. Due to financial constraints no S & T claims will be considered for the payment to the candidates that are invited for interview.

**CLOSING DATE**: 25 October 2019

**POST 36/171**: PHARMACIST GRADE 1 - 3 (X1 POST)
Directorate: Health

**SALARY**: Grade 1: R693 372 per annum
Grade 2: R751 026 per annum
Grade 3: R821 205 per annum

**CENTRE**: Pholosong Hospital

**REQUIREMENTS**:
**Grade 1**: Basic qualification accredited by the South African Pharmacy Council (SAPC) that allows for registration with the SAPC Registration with the SAPC as Pharmacist and proof of current registration RSA: No experience required after registration as Pharmacist with SAPC in respect of RSA-qualified employees who performed community service in relevant profession as required in South Africa. Foreigners: 1 year relevant experience after registration as Pharmacist with a recognized foreign health professions council in respect of RSA-qualified employees who performed community service as required in South Africa.

**Grade 2**: Basic qualification accredited by the South African Pharmacy Council (SAPC) that allows for registration with the SAPC Registration with the SAPC as Pharmacist and proof of current registration RSA: A minimum of 5 years relevant experience after registration as Pharmacist with SAPC in respect of RSA-qualified employees who performed community service in relevant profession as required in South Africa. Foreigners: A minimum of 6 year relevant experience after registration as Pharmacist with a recognized foreign health professions council in respect of foreign qualified employees, of whom it is not to perform community service as required in South Africa.

**Grade 3**: Basic qualification accredited by the South African Pharmacy Council (SAPC) that allows for registration with the SAPC Registration with the SAPC as Pharmacist and proof of current registration RSA: A minimum of 13 years relevant experience after registration as Pharmacist with SAPC in respect of RSA-qualified employees who performed community service in relevant profession as required in South Africa. Foreigners: A minimum of 14 year relevant experience after registration as Pharmacist with a recognized foreign health professions council in respect of foreign qualified employees, of whom it is not to perform community service as required in South Africa.

**DUTIES**: Manage quality provision of pharmaceutical care by implementing and monitoring work procedures, in compliance to SOP’s policies and National Drug Policy. Comply with statutory regulation (Pharmacy Act, GPP, GMP and PFMA). Accept managerial responsibility and accountability of drug supply management, assisting management with overall budget and expenditure monitoring. Provide medical information to health professionals and engage in dispensing, patient education and counselling. Supervise pharmacy support personnel and statistics and ensure effective pharmaceutical care. Manage stock control and monitoring availability of essential medicines. Ensure that section 21 of medicine procedures are followed properly by health professionals and the schedule 6 drug register is balanced after every issue and after hour’s calls.

**ENQUIRIES**:
Ms N Dlulani Tel No: (011) 812 5000

**APPLICATIONS**:
must be submitted at Pholosong Hospital, 1067 Ndana Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550.

**NOTE**: Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached. The institution reserves the right not to fill the post.

**CLOSING DATE**: 25 October 2019

**POST 36/172**: OPERATIONAL MANAGER (SPECIALTY UNIT) REF NO: REFS/004664
Directorate: Nursing Services

**SALARY**: R562 800– R633 432 per annum (plus benefits)
CENTRE : Tara the H Moross Centre, Sandton

REQUIREMENTS : Appropriate Diploma/degree in Nursing or equivalent qualification that allows registration with South African Nursing Council as Professional Nurse. A post-basic qualification in Advanced Psychiatry which is one year and accredited with SANC. A minimum of 9 years appropriate/reognized experience in nursing after registration as professional nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the 1-year post-basic qualification in psychiatry. Proof of current registration with SANC. Sound interpersonal and good communication skills. Knowledge of Mental Health Care Act, PFMA and other Public-Sector Regulations and legislative framework. A valid driver’s license. Basic and functional knowledge of the National core standards and Ideal Hospital Framework. Be willing to do shift/night nursing and hospital supervisory duties.

DUTIES : Deputize for Nursing Managers in their absence and take charge of the hospital after hours, at night, during weekends and Public Holidays. Demonstrate basic understanding of Human Resource policies and practices through effective implementation of Disciplinary Code, leave management and supply chain management procedures. Ensure effective and efficient coordination and integration of quality specialized nursing care through compliance to Batho Pele Principles, Mental Health Care Act Procedures and Quality Assurance standards. Participate in staff development programme and conduct research when necessary. Compile of monthly reports and other statistical reports. Work with coordinator to Implement Infection Control, Environmental and Occupational health practices in the unit.

ENQUIRIES : Mr S Nhleko Tel No: (011) 535 3006/7/8

APPLICATIONS : Applications can be hand delivered to: Tara the H Moross Centre/o HR Section, 50 Saxon Road Hurlingham 2196 or can be posted to: Tara the H Moross Centre Private Bag X7 Randburg 2125.

NOTE : People with disabilities, Coloreds, Indians and Whites are encouraged to apply. Due to technical problems with GPG vacancy website that the institution is consistently facing with, applicants are encouraged to apply using hand delivery or postal address.

CLOSING DATE : 01 November 2019

POST 36/173 : OPERATIONAL MANAGER NURSING SPECIALTY PAEDIATRIC WARD (X1 POST)
Directorate: Health

SALARY : R562 800 – R633 432 per annum

CENTRE : Pholosong Hospital

REQUIREMENTS : A basic qualification accredited with the SANC nursing council in terms of Government Notice R425 (i.e Diploma/Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus a Post-Basic qualification with a duration of at least 1 year accredited with SANC in terms of Government Notice No R212 in the relevant specialty. A minimum of a 9 years appropriate/recongnizable experience in nursing after registration as a Professional Nurse with the SANC in General nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic critical care (ICU).

DUTIES : Manage effectively the utilization of resources, nursing statutes and other relevant legal frameworks such as Nursing Act, National Health Act, OHS Act, Patients’ Rights Charter, Batho Pele Principles, Public Service Regulations and Labour Relations Act. Good interpersonal relations, good communication (Written and Verbal). Good conflict management, good decision making and problem solving abilities. Computer (MS Word or Excel). Supervisory and leadership skills.

ENQUIRIES : Ms KF Mabuza Tel No: (011) 812 5000

APPLICATIONS : Applications must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550.

NOTE : Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached. The institution reserves the right not to fill the post.

CLOSING DATE : 25 October 2019
POST 36/174  

CHIEF PHYSIOTHERAPIST GRADE 1 (X1 POST)

Directorate: Health

SALARY:  R466 119 – R517 326 per annum

CENTRE:  Pholosong Hospital

REQUIREMENTS:  BSC Degree in Physiotherapy Current/annual Registration with the HPCSA as a Physiotherapist 3 years working experience, including 1 year community service Computer literacy is highly desirable.

DUTIES:  Plan and implement a cost effective sustainable physiotherapy service Apply knowledge of evidence based physiotherapy techniques. Apply knowledge of relevant acts, regulations and policies. Assist supervision and training of assistants. Implement and manage the Performance management and development system in the department. Monitor and motivate for equipment and other resources. Assist with implementing and monitoring of effective recordkeeping accurate statics collection and analysis thereof. Monitor and evaluate high standards of quality assurance. Contribute effectively in staff meeting, team meetings, committee meetings and multidisciplinary meetings. Take on a leadership role and attend meetings and hospital functions in the absence of the head of department. Promote and retain good working relationship with referring facilities.

ENQUIRIES:  Ms CK Selepe Tel No: (011) 812 5000

APPLICATIONS:  Applications must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550.

NOTE:  Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached. The institution reserves the right not to fill the post.

CLOSING DATE:  25 October 2019

POST 36/175  

CHIEF PHYSIOTHERAPIST REF NO: TDHS/A/2019/22

Directorate: District Health Services - Rehabilitation

SALARY:  R466 119 per annum (Plus benefits)

CENTRE:  Tshwane District Health Services

REQUIREMENTS:  BSC in Physiotherapy or appropriate degree Registration with HPCSA as Physiotherapist and annual proof of payment Experience in rehabilitation, good communication skills and computer literacy will be an added advantage Experience: Relevant experience in management of personnel and financial management Have completed community service, A minimum of 10 years appropriate experience in Physiotherapy after registration with HPCSA Ability to work in a team, multidisciplinary approach A valid 8/10 drivers license Other skills: Knowledge of working in the community-based setting, computer literate, good Communication skills, interpersonal skills. Knowledge in relevant policies, protocols and guideline. Must be Proactive, innovative and a team player.

DUTIES:  Render physiotherapy services in the allocated area of responsibility in the district that complies with the standards and norms of the Gauteng department of Health. Provide overall management, supervision and control of allocated staff servicing Tshwane District area to ensure smooth service delivery Implement and contribute to the proper utilization of allocated financial and physical resources Compile monthly, quarterly and annual rehab team reports, stats, and other administrative duties for rehab unit and submit to the rehab sub-district coordinator Establish good working relationship with other stakeholders within the district e.g Mental Health, NGO’s, Organizations for people with disabilities etc Provide community-based Rehabilitation with the focus on Health promotion, prevention and community interventions Participate in continuous professional development activities. Implement quality assurance policies and develop appropriate quality improvement plans. Attend management meetings and Rehab forums. Perform all other allocate duties as delegated by Supervisor/Manager.

ENQUIRIES:  Mr Peter Silwimba Tel No: (082) 374 6730

APPLICATIONS:  Application documents must be submitted to Tshwane District Health Services, 3319 Cnr Pretorius & Lillian Ngoyi Street, Pretoria, 0001 Postal Address P.O Box 9514, Pretoria, 0001

FOR ATTENTION:  Human Resource Management

NOTE:  Applications must be completed fully on a Z83 form Certified copies of all required documents must be attached No copy of a copy

CLOSING DATE:  25 October 2019
POST 36/176: CHIEF OCCUPATIONAL THERAPIST REF NO: TDHS/A/2019/23 (X2 POSTS)

Directorate: District Health Services - Rehabilitation

SALARY: R466 119 per annum (Plus benefits)

CENTRE: Tshwane District Health Services

REQUIREMENTS: Appropriate degree in Occupational therapy, Registration with HPCSA, Minimum of 3 years' experience after registration with HPCSA Relevant experience in management of personnel and financial management Other Skills: Knowledge of working in the community-based setting, computer literate, good Communication skills, and interpersonal skills Knowledge in relevant policies, protocols and guidelines Must be Proactive, innovative and a team player Valid code 8/10 driver’s license.

DUTIES: Render occupational therapy service in the allocated area of responsibility in the district that complies with the standards and norms of the Gauteng department of Health Provide overall management, supervision and control of allocated staff servicing Tshwane District area to ensure smooth service delivery Implement and contribute to the proper utilization of allocated financial and physical resources Compile monthly, quarterly and annual rehab team reports, stats, and other administrative duties for rehab unit and submit to the rehab sub-district coordinator Establish good working relationship with other stake holders within the district e.g Mental Health, NGO’s, Organizations for people with disabilities etc Provide community-based Rehabilitation with the focus on Health promotion, prevention and community interventions Participate in continuous professional development activities Implement quality assurance policies and develop appropriate quality improvement plans Attend management meetings and Rehab forums Perform all other allocate duties as delegated by Supervisor/Manager.

ENQUIRIES: Mr Peter Silwimba Tel No: 082 374 6730

APPLICATIONS: Application documents must be submitted to Tshwane District Health Services, 3319 Cnr Pretorius & Lillian Ngoyi Street, Pretoria, 0001 Postal Address P.O Box 9514, Pretoria, 0001

FOR ATTENTION: Human Resource Management

NOTE: Applications must be completed fully on a Z83 form Certified copies of all required documents must be attached No copy of a copy

CLOSING DATE: 25 October 2019

POST 36/177: CHIEF SPEECH AND AUDIOLOGIST REF NO: TDHS/A/2019/24

SALARY: Grade 1: R466 119 per annum (Plus benefits)

CENTRE: District Health Services - Rehabilitation

REQUIREMENTS: Appropriate degree in Speech & Audiology, Registration with HPCSA, Minimum of 10 years' experience after registration with HPCSA Relevant experience in management of personnel and financial management Other Skills: Knowledge of working in the community-based setting, computer literate, good Communication skills, interpersonal skills Knowledge in relevant policies, protocols and guidelines Must be Proactive, innovative and a team player Valid code 8/10 driver’s license.

DUTIES: Render Speech & Audiology services in the allocated area of responsibility in the district that complies with the standards and norms of the Gauteng department of Health Provide overall management, supervision and control of allocated staff servicing Tshwane District area to ensure smooth service delivery Implement and contribute to the proper utilization of allocated financial and physical resources Compile monthly, quarterly and annual rehab team reports, stats, and other administrative duties for rehab unit and submit to the rehab sub-district coordinator Establish good working relationship with other stake holders within the district e.g Mental Health, NGO’s, Organizations for people with disabilities etc Provide community-based Rehabilitation with the focus on Health promotion, prevention and community interventions Participate in continuous professional development activities Implement quality assurance policies and develop appropriate quality improvement plans Attend management meetings and Rehab forums Perform all other allocate duties as delegated by Supervisor/Manager.

ENQUIRIES: Mr Peter Silwimba Tel No: (082) 374 6730

APPLICATIONS: Application documents must be completed fully on a Z83 form Certified copies of all required documents must be attached No copy of a copy. Application
documents must be submitted to Tshwane District Health Services, 3319 Cnr Pretorius & Lilian Ngoyi Street, Pretoria, 0001.

CLOSING DATE : 25 October 2019

POST 36/178 : CLINICAL PROGRAM COORDINATOR (MCWH) REF NO: TDHS/A/2019/25 (X1 POST)
Directorate: Maternal Child and Women’s Health Programme

SALARY : R444 276 per annum (Plus benefits)
CENTRE : Tshwane District Health Services
REQUIREMENTS : Basic qualification accredited with SANC in terms of Government Notice 425 (Degree or Diploma in Nursing) Five (5) years appropriate and recognizable experience in Nursing post registration as a professional nurse Extensive knowledge of Primary Health Care with focus on Maternal and Women’s health A qualification in Advanced midwifery is an added advantage Other Skills Requirements: Good verbal and written communication skills Computer skills

ENQUIRIES : Ms RT Makau Tel No: (012) 451 9006
APPLICATIONS : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. Postal Address Attention Human Resource Management: P.O Box 9514, Pretoria, 0001
NOTE : Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department Certified copies of all required documents must be attached. No copy of a copy.

CLOSING DATE : 25 October 2019

POST 36/179 : CLINICAL TRAINING COORDINATOR GRADE 1 REF NO: REFS/004665
Directorate: Nursing Services

SALARY : R444 276 – R500 031 per annum (plus benefits)
CENTRE : Tara the H. Moross Centre, Sandton
REQUIREMENTS : Basic R425 qualification or equivalent qualification that allows Registration with the SANC as a professional nurse A Minimum of 7 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC in General Nursing. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices Knowledge and understanding of HR and Financial policies and practices Ability to work independently Good communication skills (written and verbal), interpersonal and organizational skills. Passion for teaching.

ENQUIRIES : Mr. S. Nhleko Tel No: (011) 535 3067/8
APPLICATIONS : Applications must be delivered to: Tara the H. Moross Centre C/o HR Section, 50 Saxon Road Hurlingham 2196 or can be posted to: Tara the H. Moross Centre Private Bag x7 Randburg 2125.
NOTE : People with disabilities, Coloreds, Indians and Whites are encouraged to apply Due to technical problems with GPG vacancy website that the institution is consistently facing with, applicants are encouraged to apply using hand delivery or postal address.

CLOSING DATE : 01 November 2019

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POST 36/180 : OPERATIONAL MANAGER NURSING GENERAL: SURGICAL MEDICAL WARD (X1 POST)
Directorate: Health

SALARY : R444 276 – R500 031 per annum
CENTRE : Pholosong Hospital
REQUIREMENTS : A basic qualification accredited with the SANC in terms of Government Notice 425 (i.e Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and a minimum of 4 years appropriate/recognizable experience in any one of the following areas: operating theatre nursing, child nursing science, post basic midwifery and neonatal nursing science, ophthalmic nursing, orthopaedic nursing, critical care nursing

DUTIES : Coordination of optimal, holistic nursing care provided within set standards and professional/legal framework. Manage effectively the supervision and utilization of resources. Coordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development.

APPLICATIONS : MS KF Mabuza Tel No: (011) 812 5000
NOTE : Applications must be submitted on a Z83 form, certified copies of ID, proof of current registration with SANC, legal framework, Manage effectively the supervision and utilization of resources. Coordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development.
CLOSING DATE : 25 October 2019

POST 36/181 : LECTURER PNDI/II (X5 POSTS)
Directorate: Nursing Education and Training

SALARY : PND I: R420 318 – R362 559 per annum (plus benefits)
PND II: R581 826 – R445 917 per annum (plus benefits)
CENTRE : Rankuwa Nursing College
REQUIREMENTS : PND I: A Grade 12/National Senior Certificate. A Basic qualification accredited with South African Nursing Council (SANC) in terms of government notice R.425 (i.e Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African nursing council as professional nurse and midwife/accoucheur a post basic qualification in nursing education registered with the SANC of four (04) years’ appropriate/recognizable experience in nursing after registration as a professional nurse and midwife with the SANC. A basic qualification accredited with South African nursing council (SANC) in terms of government notice r.425 (i.e diploma/degree in nursing) or equivalent qualification that allows registration with South African nursing council (SANC) as professional nurse and midwife/accoucheur a post basic qualification in nursing education registered with the SANC of fourteen (14) years appropriate/recognizable experience in nursing after registration as a professional nurse and midwife/accoucheur with SANC ten (10) years of the period referred to above must be appropriate and recognizable experience in nursing education after obtaining the one (01) year post basic qualification in relevant clinical speciality the following post basic qualification will be an added advantage: clinical nursing science, health assessment, treatment and care, medical and surgical nursing science, ophthalmic nursing, orthopaedic nursing, critical care nursing – general, operating theatre nursing, child nursing science, post basic midwifery and neonatal nursing science and masters in clinical nursing science good communication, supervisory, mentoring, coaching, report writing and presentation skills ability to work in a team and under pressure computer literacy. A valid drivers licence. PND II: A Grade 12/National Senior Certificate, a basic qualification accredited with South African nursing council (SANC) in terms of government notice r.425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with South African nursing council (SANC) as professional nurse and midwife/accoucheur a post basic qualification in nursing education registered with the SANC of current registration with SANC a minimum of fourteen (14) years appropriate/recognizable experience in nursing after registration as a professional nurse and midwife/accoucheur with SANC ten (10) years of the period referred to above must be appropriate and recognizable experience in nursing education after obtaining the one (01) year post basic qualification in relevant clinical speciality the following post basic qualification will be an added advantage: clinical nursing science, health assessment, treatment and care, medical and surgical nursing science, ophthalmic nursing, orthopaedic nursing, critical care nursing – general, operating theatre nursing, child nursing science, post basic midwifery and neonatal nursing science and masters in clinical nursing science good communication, supervisory, mentoring, coaching, report writing and presentation skills ability to work in a team and under pressure computer literacy. A valid drivers licence.

DUTIES : Facilitate the provision of Education and Training of student nurses in both clinical and theory; Guide and support student nurses effectively; Support the
vision and mission of the college through participation in meetings, committees and college activities. Promote the image of the college Implement assessment strategies to determine students competency. Participate in research on Nursing Education Develop, review and evaluate curricula Exercise control over student nurses.

**ENQUIRIES**
Mrs K R Lekgeu Tel No: (012) 560 0448/50

**APPLICATIONS**
All applications must be addressed to the Registrar, and should be placed in the application box situated at Security at the entrance to the Ga-Rankuwa Nursing College Building or posted to Private Bag x830 Pretoria 0001 or apply online at www.gautengonline.gov.za. Kind submit the recent salary advice.

**CLOSING DATE**
25 October 2019

**POST 36/182**
ASSISTANT DIRECTOR – RISK MANAGEMENT REF NO: REFS/004641
Re-advertisement, therefore for those who previously applied are encouraged to re-apply

**SALARY**
R376 596 per annum (Plus benefits)

**CENTRE**
Tara the H Moross Centre, Sandton

**REQUIREMENTS**
A relevant 3 years tertiary qualification: e.g National Diploma or a B Degree in Risk Management/Internal Audit/Financial Management Code EB driver's license A minimum of 5 years work experience is required of which at least 3 years should be on supervisory level within Risk Management and Audit Environment knowledge of PFMA, Treasury regulation, Corporate Governance king III, minimum information security standards (MISS) and other relevant regulations within public sector is essential Knowledge of internal and external audit practices Skills and competency: excellent communication (verbal and writing) and interpersonal skills Exceptional analytical and interpretation skills Ability to work under pressure and meet deadlines. Excellent planning and organizational skills. Have high level ethical conduct and outmost integrity Ability to liaise with staff at all levels within the organization Service delivery orientated ability to think strategically Numeracy and Analytical skills A post graduate qualification in Risk Management will be an added advantage.

**DUTIES**
Conduct risk assessment to identify, describe analyse the enterprise within the Hospital Coordinate and facilitate the development of a risk profile and risk management plans, monitor the implementation thereof and produce reports. Develop process to facilitate the implementation of an institutional wide risk management policy and strategy Annually draft risk management implementation plans/Fraud Prevention Plans for approval by the Executive Plan and conduct strategic and operational risk assessments Oversee development of risk registers and monitor regular updating thereof Facilitate the functions of risk management across functional business units Cost centres and ensure effective risk reporting Assist in the development and rolling out of risk management/Fraud and corruption awareness programme throughout the institution Ensure effective co-ordination of all audit projects by either Gauteng Audit Services or Auditor General Scrutinise audit findings and assist with implementation of effective audit action plans Ensure establishment of an effective institutional Risk management committee Produce reports of high quality and present regularly to the Hospital EXCO, Hospital board and Audit Committee Act as Chief Ethics Officer and ensure proper roll-out of Ethics programmes and code of conduct Officer outmost support to inter -linked departments such as Quality Assurance and Clinical areas Conduct investigation and produce conclusive reports into reported irregularities on an ad-hoc basis.

**ENQUIRIES**
Mr V Doorasamy Tel No: (011) 535 3032/3002

**APPLICATIONS**
Applications must be submitted to: Tara the H Moross Centre, P/Bag X7 Randburg 2125 or hand-delivered to: No.50 Saxon Rd, Hurlingham, 2196.

**NOTE**
Due to technical problems with GPG vacancy website that the institution is consistently facing with, applicants are encouraged to apply using hand delivery or postal address note that it is in the department's intention to promote equity through the filling of all numeric targets as contained in the employment Equity plan.

**CLOSING DATE**
25 October 2019

**POST 36/183**
OCCUPATIONAL THERAPIST GRADE 1 - 3 (X1 POST)
Directorate: Health

**SALARY**
Grade 1: R317 976 – R361 872 per annum
<table>
<thead>
<tr>
<th>POST 36/184</th>
<th>ENVIRONMENTAL HEALTH PRACTITIONER GRADE 1 – 3 REF NO: EHD2019/10/01</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DUTIES</strong></td>
<td>Render and manage OT service that complies with standards and work as indicated by all health policies Implant Sectional and Provincial quality assurance measures in Sub-Section Participate in the formulation and review of sectional strategies as required Participate in continuous professional development Manage allocated human resource and other departmental resources Supervision of support staff and Junior and contribute to related training activities.</td>
</tr>
<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>BSC Occupational Therapist or recognized Degree, registration with Health Professional Council of South Africa, HPCSA proof of registration. Grade 1: requires no experience sound interpersonal communication skills, ability to work in multi-disciplinary environment Ability to work under pressure. Have analytical and creative skills. Grade 2: requires 10 years minimum experience on occupational therapist after registration with HPCSA as an occupational Therapist. Grade 3: requires 20 years minimum experience on occupational therapist after registration with HPCSA as an occupational therapist appropriate qualification that allows for the required registration with the HPCSA with the health professional council of South Africa.</td>
</tr>
</tbody>
</table>
| **SALARY** | Grade 1: R317 976 – R361 872 per annum  
Grade 2: R372 810 - R426 291 per annum  
Grade 3: R439 164 – R532 959 per annum |
| **CENTRE** | Pholosong Hospital |
| **ENQUIRIES** | MS CK Selepe Tel No: (011) 812 5000 |
| **APPLICATIONS** | Applications must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550. |
| **NOTE** | Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached. The institution reserves the right not to fill the post. |
| **CLOSING DATE** | 25 October 2019 |

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<tr>
<td><strong>DUTIES</strong></td>
<td>Monitoring and evaluation of Sub-District facilities on the Norms and Standards (self-assessments, baseline validation and post baseline) Managing training and retraining of facility staff on new developments related to Norms and Standards and Ideal Clinics Preparation of facilities for audits, that will be conducted by Provincial and Office of Health Standards Compliance. Provision of guidance and information on the implementation of health standards and relevant inspection tools Validate and complete inspection reports and recommendations Assist with the development of Policies, Standard Operational Procedures and Protocols Assist clinics/facilities with the development and implementation of Quality Improvement Plans Conduct Inspections and re-inspection visits to sub-district health facilities Participate in training and contribute to development and evaluation Perform all other duties delegated by Supervisor/Manager.</td>
</tr>
<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>A Bachelor's Degree/National Diploma or equivalent NQF 6 qualification in environmental health and current registration with the HPCSA as an environmental health practitioner a degree in public health will be an advantage. Knowledge of relevant legislations applicable to environmental health good communication (written and verbal), administrative, research, planning, organizing, decision making and computer skills (MS Office package). A valid driver's license. Willing to work under pressure. Grade 1: less than 10 years relevant experience as an environmental health practitioner after registration with HPCSA. Grade 2: at least 10 years, but less than 20 years, relevant experience as an environmental health practitioner after registration with HPCSA. Grade 3: 20 years and more appropriate experience as an environmental health practitioner after registration with HPCSA.</td>
</tr>
</tbody>
</table>
| **SALARY** | Grade 1: R317 976 – R361 872 per annum  
Grade 2: R372 810 - R426 291 per annum  
Grade 3: R439 164 – R532 959 per annum |
| **CENTRE** | Ekurhuleni Health District |
| **ENQUIRIES** | Ms B. Peloagae Tel No: (011) 878 – 8545 |
| **APPLICATIONS** | Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. |
| **FOR ATTENTION** | Human Resource Manager |

<table>
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<tr>
<td><strong>DUTIES</strong></td>
<td>Render and manage OT service that complies with standards and work as indicated by all health policies Implant Sectional and Provincial quality assurance measures in Sub-Section Participate in the formulation and review of sectional strategies as required Participate in continuous professional development Manage allocated human resource and other departmental resources Supervision of support staff and Junior and contribute to related training activities.</td>
</tr>
<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>BSC Occupational Therapist or recognized Degree, registration with Health Professional Council of South Africa, HPCSA proof of registration. Grade 1: requires no experience sound interpersonal communication skills, ability to work in multi-disciplinary environment Ability to work under pressure. Have analytical and creative skills. Grade 2: requires 10 years minimum experience on occupational therapist after registration with HPCSA as an occupational Therapist. Grade 3: requires 20 years minimum experience on occupational therapist after registration with HPCSA as an occupational therapist appropriate qualification that allows for the required registration with the HPCSA with the health professional council of South Africa.</td>
</tr>
</tbody>
</table>
| **SALARY** | Grade 1: R317 976 – R361 872 per annum  
Grade 2: R372 810 - R426 291 per annum  
Grade 3: R439 164 – R532 959 per annum |
| **CENTRE** | Pholosong Hospital |
| **ENQUIRIES** | MS CK Selepe Tel No: (011) 812 5000 |
| **APPLICATIONS** | Applications must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550. |
| **NOTE** | Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached. The institution reserves the right not to fill the post. |
| **CLOSING DATE** | 25 October 2019 |
NOTE : People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.

CLOSING DATE : 25 October 2019

POST 36/185 : OCCUPATIONAL THERAPY GRADE 1 REF NO: PWH/OT/01/19 (X1 POST)
Directorate: Medical Department

SALARY : R317 976 - R361 872 per annum (Plus benefits)
CENTRE : Pretoria West District Hospital
REQUIREMENTS : Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa in Occupational Therapy. Appropriate/recognizable experience in Occupational Therapy after registration with the Health Professions Council of South Africa as an Occupational Therapist. Ability to communicate well with people at different levels from different backgrounds. Must be driven, customer focused individual with excellent planning, organizing, good interpersonal relations and presentation skills. Must be able to work under pressure.

DUTIES : Perform all identified responsibilities of an Occupational Therapist. Establish and implement guidelines to promote and maintain treatment to the patients. Conduct skills training to the program for the patients. Provide an Occupational Therapy 92 service to acute and chronic patients, and administration duties related to patient care work in multi-disciplinary team. Conduct Student training.

ENQUIRIES : Dr C Mojapelo Tel No: (012) 380 1340
APPLICATIONS : Applications can be delivered to: Pretoria West District Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West District Hospital, HR Department, Private Bag X02, Pretoria West 0117.

NOTE : Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by recent updated CV as well as certified copies of all qualifications and ID document relevant council registration certificate and proof of current registration (Where applicable) No copies of certified copies allowed. Certification should not be more than 3 months old. Failure to submit all the requested documents will result in the application not being considered.

CLOSING DATE : 25 October 2019

POST 36/186 : DENTAL TECHNICIAN GRADE 1/2/3
Directorate: Laboratory (Dental)

SALARY : R317 976 – R439 164 per annum (exc benefits)
CENTRE : Wits Oral Health Centre
REQUIREMENTS : Qualified Dental Technician currently registered with the SADTC. Experience in crown and bridge work and CAD/CAM. Must be able to perform under pressure and deliver on time.

DUTIES : Production of fixed and removable appliances as well as orthodontics. Production of implants support prosthesis working with under and postgraduates’ students. The incumbent will be responsible for production, teaching and training of dental students in the areas of removable prosthetics, orthodontics and CAD/CAM work.

ENQUIRIES : Ms K Zwane Tel No: (011) 488 4914
APPLICATIONS : Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown. No faxed/E-mailed applications will be accepted.

FOR ATTENTION : Mr P. F Monama Tel No: (011) 481-2099 Pulankana.Monama@gauteng.gov.za
NOTE : Applicants to attach certified copies (date of certification not older than three (3) months) of all the necessary documents (qualifications) to the application including a valid identity document, CV with at least three (3) referees, relevant certificates, current proof of SATDC. Applications without proof of the necessary documents will be disqualified.

CLOSING DATE : 25 October 2019
### POST 36/187: OCCUPATIONAL THERAPIST REF NO: TDHS/A/2019/26

**Directorate:** District Health Services - Rehabilitation

**SALARY:**
- Grade 1: R317 976 – R361 872 per annum (Plus benefits)
- Grade 2: R372 810 – R426 291 per annum (Plus benefits)
- Grade 3: R439 164 – R532 595 per annum (Plus benefits)

**CENTRE:** Tshwane District Health Services

**REQUIREMENTS:**
- BSc Occupational Therapy, Current registration with the HPCSA as an Occupational Therapist
- Other Skills: Must have completed Community Service, Valid driver’s license, Computer literate, good communication skills and organizational skills, must be proactive, innovative and a team player, Knowledge of working in the community-based setting.

**DUTIES:**
- Rendering occupational Therapy services in the district that complies with norms and standards as indicated by The Health Department.
- Provide Community based Occupational Therapy services with the Focus on health promotion, prevention and Intervention Implement outreach, home visits and Campaigns.
- ECI screening and treatment
- Work with multidisciplinary team within the primary health care or community health care facilities.
- The candidate must have better understanding of quality assurance audit tools, National Rehabilitation Policy and National Core Standards
- Attend and participate in monthly Occupational Therapy meetings and CPD presentations as well as any other Meetings held within the clinic or with stakeholders.

**ENQUIRIES:** Mr Peter Silwimba Tel No: (082) 374 6730

**APPLICATIONS:** Application documents must be submitted to Tshwane District Health Services, 3319 Cnr Pretorius & Lillian Ngoyi Street, Pretoria, 0001, Postal Address: P.O Box 9514, Pretoria, 0001.

**FOR ATTENTION NOTE:** Applications must be completed fully on a Z83 form Certified copies of all required documents must be attached. No copy of a copy.

**CLOSING DATE:** 25 October 2019

### POST 36/188: SPEECH AND AUDIOLOGIST REF NO: TDHS/A/2019/27

**Directorate:** District Health Services - Rehabilitation

**SALARY:**
- Grade 1: R317 976 – R361 872 plus benefits
- Grade 2: R372 810 – R426 291 plus benefits
- Grade 3: R439 164 – R532 595 plus benefits

**CENTRE:** Tshwane District Health Services

**REQUIREMENTS:**
- BSc Speech and Audiologist or appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). **Grade 1:**
  - No experience required after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service in relevant profession as required in South Africa. **Grade 2:**
  - A minimum of 10 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service in relevant profession as required in South Africa or 11 Year relevant experience after registration with the HPCSA in a relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:**
  - A minimum of 20 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service in relevant profession as required in South Africa Other Skills: Knowledge of working in community-based rehabilitation setting Computer literate, good communication skills, interpersonal skills, problem solving skills and organizational skills Knowledge in the relevant policies, protocols and guidelines Must be proactive, innovative and a team player

**DUTIES:**
- Render effective patient centered speech therapy and audiology service for in and out-patients in adherence to the scope of practice and health protocols To work with colleagues, relieve as and when the need arises, and to work closely with the multidisciplinary team Carry out delegated duties Provide community Based Speech and Audiology services with a focus on health promotion, prevention and intervention Implement outreach, home visits and campaigns
ECI screening and treatment. The candidate must have better understanding of quality assurance audit tools, National Rehabilitation Policy and National Core Standards. Attend and participate in monthly speech and audiology meetings and CPD presentations as well as any other meetings held within the clinic or with stakeholders. Perform record keeping, data collection, and asset management. Participate in research projects and communication effectively with all stakeholders.

ENQUIRIES: Mr Peter Silwimba Tel No: (082) 374 6730
APPLICATIONS: Application documents must be submitted to Tshwane District Health Services, 3319 Cnr Pretorius & Lillian Ngoyi Street, Pretoria, 0001, Postal Address: P.O Box 9514, Pretoria, 0001.
FOR ATTENTION: Human Resource Management
NOTE: Applications must be completed fully on a Z83 form. Certified copies of all required documents must be attached. No copy of a copy.
CLOSING DATE: 25 October 2019

POST 36/189: PODIATRIST REF NO: TDHS/A/2019/28 (X3 POSTS)
Directorate: District Health Services - Rehabilitation

SALARY:
Grade 1: R317 976 – R361 872 per annum (Plus benefits)
Grade 2: R372 810 – R426 291 per annum (Plus benefits)
Grade 3: R439 164 – R532 595 per annum (Plus benefits)

CENTRE:
Tshwane District Health Services

REQUIREMENTS:
Bachelors’ degree in Podiatry. Current registration with HPCSA as a Podiatrist. Other Skills: Valid driver’s license, Computer literate, good communication skills, interpersonal skills, problem solving skills, and organizational skills. Knowledge in relevant policies, protocols, and guidelines. Must be proactive, innovative, and a team player.

DUTIES:
Rendering Podiatry services in the district that complies with norms and standards as indicated by The Health Department. Provide Community based podiatry services with the Focus on health promotion, prevention and Intervention. Implement outreach, home visits, and campaigns for ECI screening and treatment. Work with multidisciplinary team within the primary health care or community health care facilities. The candidate must have better understanding of quality assurance audit tools, National Rehabilitation Policy and National Core Standards. Attend and participate in monthly podiatry meetings and CPD presentations as well as any other Meetings held within the clinic or with stakeholders. Complete monthly reports, stats, and other administrative tasks. Be able to render and plan appropriate Podiatry services in the various clinics with the Tshwane District.

ENQUIRIES: Mr Peter Silwimba Tel No: (082) 374 6730
APPLICATIONS: Application documents must be submitted to Tshwane District Health Services, 3319 Cnr Pretorius & Lillian Ngoyi Street, Pretoria, 0001, Postal Address: P.O Box 9514, Pretoria, 0001.
FOR ATTENTION: Human Resource Management
NOTE: Applications must be completed fully on a Z83 form. Certified copies of all required documents must be attached. No copy of a copy.
CLOSING DATE: 25 October 2019

POST 36/190: PHYSIOTHERAPIST REF NO: TDHS/A/2019/30
Directorate: District Health Services - Rehabilitation

SALARY:
Grade 1: R317 976 – R361 872 per annum (Plus benefits)
Grade 2: R372 810 – R426 291 per annum (Plus benefits)
Grade 3: R439 164 – R532 595 per annum (Plus benefits)

CENTRE:
Tshwane District Health Services

REQUIREMENTS:
BSc Physiotherapy or appropriate qualification that allows for the required registration with HPCSA. Current registration with the HPCSA as a Physiotherapist. Grade 1: No experience required after registration with the HPCSA as a Physiotherapist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. Grade 2: A minimum of 10 years’ relevant experience after registration with the HPCSA as a Physiotherapist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. Grade 3: A minimum of 20 years’ relevant experience after registration with the HPCSA as a Physiotherapist in respect of RSA qualified employees.
who performed community service in relevant profession as required in South Africa. A valid driver’s license is essential.

**DUTIES**

Rendering effective patient centered physiotherapy services in the district in adherence to the scope of practice and health protocols. Work closely with the multidisciplinary team members and carry out delegated duties. Provide Community based physiotherapy services with the focus on health promotion, prevention and intervention. Implement outreach, home visits and campaigns. ECI screening and treatment. The candidate must have better understanding of quality assurance audit tools, National Rehabilitation Policy and National Core Standards. Attend and participate in monthly Physiotherapy meetings and CPD presentations as well as any other Meetings held within the clinic or with stakeholders. Perform record keeping data collection; assist with budget control and assets management. Participate in research projects and communicate effectively with all stakeholders.

**ENQUIRIES**

Mr. P Silwimba Tel No: (082) 374 6730

**APPLICATIONS**

Application documents must be submitted to Tshwane District Health Services, 3319 Cnr Pretorius & Lillian Ngoyi Street, Pretoria, 0001, Postal Address: P.O Box 9514, Pretoria, 0001.

**NOTE**

Applications must be completed fully on a Z83 form. Certified copies of all required documents must be attached. No copy of a copy.

**CLOSING DATE**

25 October 2019

**POST 36/191**

**OCCUPATIONAL THERAPIST REF NO: TDHS/A/2019/31**

Directorate: District Health Services - Rehabilitation

**SALARY**

R317 976 per annum (plus benefits)

**CENTRE**

Tshwane District Health Services

**REQUIREMENTS**

BSc Occupational Therapy. Current Registration with the Health Professional Council of South Africa as an Occupational Therapist. Other skills: must have completed Community Service. Valid driver’s license will be an added advantage.

**DUTIES**

Rendering Occupational Therapy services in the district that complies with Norms and standards as indicated by the Health department. Provide community based Occupational Therapy services with the focus on health promotion, Prevention and intervention. The candidate will also be expected to implement the Outreach Home visits and campaigns. ECI Screening and Treatment. Work in a multidisciplinary team within the primary health, care or Community health care facilities. The candidate must have a better understanding of quality assurance audit tools, National Rehabilitation policy and National Core Standards. Complete his/her statistics, annual and monthly reports. Attend and participate in monthly Occupational Therapy meetings and CPD presentations as well as any other meetings held within the clinic or with stakeholders.

**ENQUIRIES**

Mr Peter Silwimba Tel No: (082) 374 6730

**APPLICATIONS**

Application documents must be submitted to Tshwane District Health Services, 3319 Cnr Pretorius & Lillian Ngoyi Street, Pretoria, 0001, Postal Address: P.O Box 9514, Pretoria, 0001.

**NOTE**

Applications must be completed fully on a Z83 form. Certified copies of all required documents must be attached. No copy of a copy.

**CLOSING DATE**

25 October 2019

**POST 36/192**

**ADMINISTRATIVE OFFICER REF NO: TDHS/A/2019/32**

Directorate: Administration & Logistics Unit

**SALARY**

R316 791 - R373 167 per annum

**CENTRE**

Tshwane District Health Services

**REQUIREMENTS**

Three year national Diploma in public administration/public management or equivalent; 3-5 years experience administrative work. Other Skills/Requirements: Computer Literate, good interpersonal skills, problem solving and analytical skills, ability to work independently and with the team, good organizational skills, good telephone etiquette. Proven ability to communicate effectively (written and verbal) in English. Valid Code 10(C1) driver’s license will be an added advantage.

**DUTIES**

Perform administrative duties relating to records, data capturing, filing, archiving, scanning, photocopying and collating of documents. Provisioning of
general supervision over staff and work in administration, checking if diverse documents for completion and correctness, assisting with control over duties related to administration, handling of correspondence; drafting memorandums, submission and reports, provide secretariat services in the office such as handling incoming and outgoing calls, preparing meeting packs. Ordering of stationery and other consumables for the office, write letters and any other documents as requested by the supervisor. Perform all other duties delegated by a supervisor/manager.

**ENQUIRIES**

Mr LM Seshoka Tel No: (012) 451 9025

**APPLICATIONS**

Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. Postal Address P.O Box 9514, Pretoria, 0001

**FOR ATTENTION**

Human Resource Management

**NOTE**

Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.

**CLOSING DATE**

25 October 2019

**POST 36/193**

Sizwe Tropical Disease Hospital

**SALARY**

- Grade 1: R257 592 – R298 614 per annum (plus benefits)
- Grade 2: R316 794 – R363 801 per annum (plus benefits)
- Grade 3: R384 228 – R445 425 per annum (plus benefits)

**CENTRE**

Sizwe Tropical Disease Hospital

**REQUIREMENTS**

- Four (4) year Degree in Social Work and current registration with SACSSP and proof of original registration as a Social Worker with the council. **Grade 1:** No experience required after registration with the SACSSP in the relevant profession. **Grade 2:** A minimum of 10 years’ relevant experience after registration with the SACSSP in the relevant profession. **Grade 3:** A minimum of 20 years’ relevant experience after registration with the SACSSP in the relevant profession, Good knowledge of public service legislation and department of health and the social work profession, policies and guidelines, computer skills, sound written and verbal communication skills, knowledge of quality assurance and national core standards, experience in the hospital/health care setting, working experience in a TB (MDR & XDR) environment, will be an added advantage. **Ability to work within a multidisciplinary team (MDT)** environment good understanding of medium and long stay inpatient and outpatient systems and management of families and caregivers, ability to further develop the standard and scope of hospital services in the related profession in terms of stakeholder management and capacity building knowledge and skills in resource management.

**DUTIES**

- Reports to the Social Work Supervisor. Provide social work services to patients referred from in and out of the hospital and carry a patient case load as required and allocated. Participate in the tuberculosis rehabilitation programmes of the hospital and associated districts. Strategically participate in the departmental activities to achieve maximum productivity. Ensure implementation and submission of allied clinical quality audits as required. Manage the allocated workload. Provide professional advice on issues pertaining to policies and legislation related to health and social work. Provide input into compilation of the strategic and operational plans of the department and hospital. Manage conflict and implement corrective measures and all governing departmental policies. Compilation and submission of monthly statistics. Represent the department and institution at various forums and meetings as per delegation, internally and externally. Ensure adherence to Continued Professional Development (CPD) requirements and self-development. Perform any ad-hoc duties allocated by management and must be a team player within the department and institution.

**ENQUIRIES**

Ms T Ndlovu Tel No: (011) 531 4463/4462

**APPLICATIONS**

Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham

**NOTE**

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

**CLOSING DATE**: 25 October 2019

**POST 36/194**: FINANCIAL CONTROLLER REF NO: TDHS/A/2019/33

**Directorate:** Financial Management (Budget Management)

**SALARY**: R257 508 – R303 339 per annum

**CENTRE**: Tshwane District Health Services

**REQUIREMENTS**: Grade 12 with more than 10 years Financial Management/Accounting experience or equivalent degree/National Diploma in Accounting/Finance with minimum of three (3) year’s relevant experience in Budget Management. Other Skills: Knowledge and experience in BAS, SAP and Persal. Thorough knowledge of PFMA, Treasury Regulations and financial policies and procedures. Must be computer literate (Microsoft Word, PowerPoint and Excel). Candidates must have work experience in Budget processes and Accounts Payable. Sound accounting skills. Ability to work under pressure and meet deadlines. Candidates must have a driver’s license.

**DUTIES**: Compile and manage the budget of institution in the district. Compilation and submission of monthly in-year monitoring reports (IYM), assisting with compilation of annual budget, medium term expenditure framework, adjustment budgets, rollovers. Monitor budget spending in accordance with the set policies and procedures. Provide assistance and Bas reports to management and institutions in the district in terms of budget, expenditure and reporting monthly. Manage and identify miscellaneous payments and the clearing of suspense/control accounts. Safekeeping of Basic Accounting records and face value documents. Prepare PowerPoint presentation in the status of budget against expenditure. Approve shopping cart. Implement internal control measures and ensure document and records management. Responsible for performance assessments and development of staff. Perform any other finance related function as required by the supervisor.

**ENQUIRIES**: Ms. Anna Ramonetha Tel No: (012) 451 9097

**APPLICATIONS**: Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. Postal Address: P.O Box 9514, Pretoria, 0001.

**FOR ATTENTION**: Human Resource Management

**NOTE**: Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.

**CLOSING DATE**: 25 October 2019

**POST 36/195**: ADMINISTRATION OFFICER: SUPERVISORY (X1 POST)

**Directorate:** Health

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

**CENTRE**: Pholosong Hospital

**REQUIREMENTS**: Minimum qualification Grade 12 or equivalent abt nqf level 4 with computer certificate, 5 years patients administration experience, willing to work shifts. Knowledge of administrative procedure manual part 2, BCEA, PFMA, Records management Policy, National core standards, mortuary standard operational Manual Knowledge of PAAB will be an added advantage.

**DUTIES**: Supervise and monitor subordinate performance and absenteeism. Check that the admitting officer has completed correctly TPH 25 and that all the required information is completed with GPF 4 & 5. Completed. Ensure that the down time register is complete and that patients medical record are captured back once the system is up and running. Confirm and follow up on all medical aid patients. Monitor leaves, patient fees, attend departmental meetings, valuable Attend to all department queries. Monitor all litigation requests. Ensure that patient waiting time is reduced by follow up on queue management. Supervise records, kit room, mortuary and porters department. Monitor and comply with section 32 request. Compile and submit down time statistics monthly.

**ENQUIRIES**: Ms B Monyai Tel No: (011) 812 5000

**APPLICATIONS**: Applications must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550.
NOTE: Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached. The institution reserves the right not to fill the post.

CLOSING DATE: 25 October 2019

POST 36/196: LABOUR RELATIONS OFFICER REF NO: STDH/00013 (X1 POST)
Directorate: Human Resource Administration

SALARY: R257 508 – R303 339 per annum plus benefits
CENTRE: Sizwe Tropical Disease Hospital
REQUIREMENTS: A three (3) year Degree/Diploma in HRM or equivalent qualification with a minimum of 3 - 5 years’ experience in Labour Relation or Grade 12 with 10 years’ demonstrable experience in Labour Relations in the Public Service Knowledge of Misconduct Management, Grievance Management, Collective Bargaining, Dispute resolution and other relevant legislations applicable within the Public Sector Verbal and written communication skills Report writing skills Be able to work independently Conflict management Computer literacy, knowledge in MS Office package Knowledge of PERSAL will an added advantage.

DUTIES: Write reports inter-alia Misconduct report and Grievance reports Investigate allegations of misconduct and/or grievance Be able to draft charge sheets, prepare witnesses and represent the Employer in disciplinary and/or grievance hearings Analyses trends and advise management on serious adverse events cases, forensic cases and hotline cases. Identify labour relations training needs for Managers, Supervisors and Employees in the department Conduct labour relations training Ensure compliance of Code of Conduct Support and/or advice management on progressive discipline Be a link between Management and recognized Labour Unions Facilitate and chairing Bi-lateral and Multi-lateral meetings within the institution Provision of advice to employees and management on labour relations matters.

ENQUIRIES: Ms FN Mothapo Tel No: (011) 531 - 4390
APPLICATIONS: Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham

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

CLOSING DATE: 25 October 2019

POST 36/197: CHIEF OCCUPATIONAL THERAPY TECHNICIAN REF NO: TDHS/A/2019/34 (X2 POSTS)
Directorate: District Health Services - Rehabilitation

SALARY: R210 567 per annum (plus benefits)
CENTRE: Tshwane District Health Services
REQUIREMENTS: Current Registration with the Health Professional Council of South Africa as an Occupational Therapist Technician/Assistant Certificate in OTA/OTT Other Skills: Excellent communication skills, verbal and written Good interpersonal relations. Valid driver’s license will be an added advantage.

DUTIES: Rendering Occupational Therapy services in the district under the supervision of an Occupational Therapist that complies with norms and standards as indicated by the Health Department Provide community Occupational therapy services with the focus on health promotion, prevention and intervention Participate in outreach/home visits and campaigns, ECI screening and treatment. Work in multidisciplinary team within the primary health care or community health care facilities The candidate must have better understanding of quality assurance audit tools, national rehabilitation policy and National Core Standards. Complete stats and annual and monthly reports Attend and participate in monthly Occupational therapy meetings, CPD presentations as well as other meetings held within the clinic or other stakeholders.

ENQUIRIES: Mr Peter Silwimba Tel No: (082) 374 6730
APPLICATIONS: Application documents must be submitted to Tshwane District Health Services, Fedsure building, 268 Lillian Ngoyi street, Pretoria. Postal Address: P.O Box 9514, Pretoria, 0001.

FOR ATTENTION: Human Resource Management

NOTE: Applications must be completed fully on a Z83 form Certified copies of all required documents must be attached No copy of a copy

CLOSING DATE: 25 October 2019

POST 36/198: OCCUPATIONAL THERAPIST TECHNICIAN GRADE 1 REF NO: CCRC/OTT/09/02

SALARY: R210 567 per annum (OSD)

CENTRE: Cullinan Care and Rehabilitation Centre

REQUIREMENTS: Grade 12 certificate Registration with HPCSA as an Occupational Therapy Technician Good communication skills. Have the ability to work with people with intellectual disabilities in a multidisciplinary environment Previous experience in intellectually disabled field will serve as an advantage Current registration with HPCSA.

DUTIES: Render Occupational Therapist services in accordance with rules and regulations of the HPCSA Assist with implementation of Mental health Care User’s programme under the supervision of the Occupational Therapist Contribute to development social/recreational services and handle large groups of mental health care Users Participate in and contribute towards professional development programme Assist in departmental administrative activities and quality assurance practices.

ENQUIRIES: Mr SMG Mabe Tel No: (012) 734 7000 x 246

APPLICATIONS: Applications must be hand delivered to Cullinan Care and Rehabilitation Centre, HR Department, Zonderwater Road, Cullinan or posted to: Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000 Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, and ID All qualifications will be verified If any discrepancies are found, services will be terminated with immediate effect The Institution reserves the right not to fill the post.

NOTE: The Department of Health supports and encourage persons with disabilities to apply

CLOSING DATE: 25 October 2019

POST 36/199: PHARMACIST ASSISTANT: POST BASIC REF NO: TDHS/A/2019/35 (X11 POSTS)

SALARY: R208 383 - R234 738 per annum

CENTRE: Tshwane District Health Services

REQUIREMENTS: Grade 12 certificate Post basic pharmacist assistant qualification or equivalent Registered with the South African Pharmacy Council as a Pharmacist Assistant Post Basic in Institutional or Community Sector Pharmacy Other Skills/Requirements: Computer literate Basic communication and interpersonal skills Basic knowledge of pharmaceutical processes, knowledge of relevant legislation and policies, record keeping and basic knowledge of drug supply management. Work effectively as part of a team. Acquaintance with standard operating procedures and policies of an institutional pharmacy, and with primary healthcare standard treatment guidelines working experience at a primary healthcare facility will be a recommendation. No criminal record or dismissal for misconduct at previous place(s) of work.

DUTIES: The incumbent of the post will work under direct/indirect supervision of a pharmacist within the scope of the following duties: Stock control which includes receiving, issuing and maintenance of stock Ensuring proper storage of medicines Dispensing of medicine, including the receive, read and checking of prescriptions for legality, authenticity and validity Ensuring appropriate use of medicine Executing dispensary administrative functions Participating in pharmacy education programmes Supporting WBOT services in the community. Advice and support patients and other health care professionals regarding pharmaceutical issues. Networking with all relevant stakeholders. Address Pharmacovigilance.

ENQUIRIES: Ms Michelle Haines Tel No: (012) 356 9201
APPLICATIONS: Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception Postal Address Attention Human Resource Management: P.O Box 9514, Pretoria, 0001

NOTE: Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department Certified copies of all required documents must be attached No copy of a copy 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) Certifying stamp on documents shouldn't be more than three (3) months Relevant service certificates Failure to submit all the requested documents will result in the application not being considered Tshwane Health District reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s)

CLOSING DATE: 25 October 2019

POST 36/200: PHARMACIST ASSISTANT (POST BASIC) REF NO: HRM 87/2019
Directorate: Pharmacy

SALARY: R208 383 per annum plus benefits

CENTRE: Steve Biko Academic Hospital

REQUIREMENTS: Registration with the South African Pharmacy Council as a Post Basic Level Pharmacist Assistant for a period of 0 to 5 years. Basic communication skills, knowledge of pharmaceutical processes, knowledge of relevant legislation and policies, record keeping and basic knowledge of medicine supply management.

DUTIES: Stock control which include; Ordering, receiving, issuing and maintenance of stock Manufacturing or preparation of sterile or non-sterile medicines in accordance with Good Manufacturing Practice and standard operating procedures Collecting of information Preparation of prescriptions following the interpretation and evaluation of the prescription by a pharmacist Provision of instructions regarding the correct use of medicine supplied Any other task necessary for the provision of quality pharmaceutical services.

ENQUIRIES: Mrs L Deysel Tel No: (012) 354 1282

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

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

CLOSING DATE: 25 October 2019

POST 36/201: REGISTRY CLERK REF NO: TDHS/A/2019/36
Directorate: Administration & Logistics

SALARY: R173 703 per annum

CENTRE: Tshwane District Health Services

REQUIREMENTS: Grade 12 Certificate or equivalent qualification Applicants with prior learning, either by means of experience of alternative courses may also apply.Other Skills/Requirements: Computer Literate, good interpersonal skills, problem solving and analytical skills, ability to work independently and with the team, good organizational skills, good telephone etiquette. Proven ability to communicate effectively (written and verbal) in English.Valid Code 10(C1) driver’s license will be an added advantage.

DUTIES: Perform administrative duties relating to records, data capturing, filing, archiving, scanning, photocopying and collating of documents. Provide secretariat services in the office such as handling incoming and outgoing calls, preparing meeting packs Ordering of stationery and other consumables for the office. Write memos, letters and any other documents as requested by the supervisor perform all other duties delegated by a Supervisor/Manager.

ENQUIRIES: Mr LM Seshoka Tel No: (012) 451 9025

APPLICATIONS: Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. Postal Address: P.O Box 9514, Pretoria, 0001.

FOR ATTENTION: Human Resource Management
NOTE: Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department Certified copies of all required documents must be attached. No copy of a copy.

CLOSING DATE: 25 October 2019

POST 36/202: HUMAN RESOURCE CLERK (X2 POSTS)
Directorate: Health

SALARY: R173 703 – R204 612 per annum (Level 05)
CENTRE: Pholosong Hospital
REQUIREMENTS: Degree/Diploma in Human Resource or Grade 12/NQF Level 4 Qualification. Computer Literacy (Ms Word, Ms Excel).Knowledge of the Human Resource Administration Process Ability to communicate well with people at different levels and from different backgrounds Sound organizational skills Ability to handle information confidentially Sound verbal and written communication skills Ability to act with tact, and discretion Good telephone etiquette and interpersonal relations skills Must be self-motivated, document management skills and must have Office Administration Competencies Ability to work under pressure and be prepared to rotate and operate as a reliever to other sections within Human Resource Department Knowledge of Regulations and the Legislative framework related to Personnel Administration and the ability to interpret them Ability to handle multi-disciplinary tasks Knowledge and experience of the Persal System will be an added advantage.

DUTIES: Full administration duties, functions and practices in the following areas with Human Resource: Appointments, Promotions, Transfer, Establishment, HR information, Leave Management, Salary and Terminations Check and ensure that mandates sent to Gauteng Department of Finance are captured timeously and correctly Attend to HR related enquiries and Audit queries Record, Organize, Control, Store and retrieve information Ensure safe keeping of documents and filling of all related documents Attend meeting and training as approved by supervisor Maintain of user- Friendly Office Comply with the Performance Management and Development system (Contracting, Quarterly Reviews and Final Assessment) Quarterly reviews and final assessment.

ENQUIRIES: Ms SM Wagner Tel No: (011) 812 5000
APPLICATIONS: Applications must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550.

NOTE: Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached. The institution reserves the right not to fill the post.

CLOSING DATE: 25 October 2019

POST 36/203: HUMAN RESOURCE CLERK REF NO: STDH/00014 (X1 POST)
Directorate: Human Resource Administration

SALARY: R173 703 – R204 612 per annum (plus benefits)
CENTRE: Sizwe Tropical Disease Hospital
REQUIREMENTS: Grade 12 plus computer literacy certificate A National Diploma/Degree in Human Resource Management and human resource or administration experience will be an added advantage Sound Knowledge of HR Acts, Prescripts-Interpretation and implementation thereof Good knowledge of PERSAL System Excellent communications, writing skills, and good interpersonal relations.

DUTIES: Conduct Recruitment and Selection process in line with relevant Acts and Policies Leave Management, Capturing of PMDS documents on PERSAL as required by the DPSA Processing and submission of all HR mandates to GDF as required Perform all Salary and Personnel related matters Effective and efficient management of HR administrative aspects Appointments, transfers, termination, salary administration and management of Conditions of service Assist with PILIR management and reporting thereof Management of overtime.

ENQUIRIES: Ms FN Mothapo Tel No: (011) 531 - 4390
APPLICATIONS: Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham

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

**CLOSING DATE**: 25 October 2019

**POST 36/204**: ADMINISTRATION CLERK REF NO: STDH/00015 (X1 POST)
Directorate: Patient Affairs

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

**CENTRE** : Sizwe Tropical Disease Hospital

**REQUIREMENTS** : Grade 12 plus computer literacy certificate. Post matric qualification in administration and knowledge of PAAB system will be an added advantage. Good communication, customer service and interpersonal skills. Ability to work under pressure and be prepared to rotate.

**DUTIES** : Perform administrative tasks in accordance with the regulatory framework and guidelines relating to general office functions. Communication with various stakeholders (patients, community and employees). Registration of in and out patients on PAAB Revenue collection Filing of loose scripts and other documents of patient’s files. Compiling of daily, weekly and monthly statistics. Attend to telephone and verbal queries. Adhere to Batho Pele principles and patients' rights. Assist in writing minutes and maintain the database of all the parents.

**ENQUIRIES** : Mr JM Mokhine Tel No: (011) 531 - 4306

**APPLICATIONS** : Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham

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

**CLOSING DATE**: 25 October 2019

**POST 36/205**: MATERIAL RECORDING CLERK REF NO: STDH/00016 (X1 POST)
Directorate: Supply Chain Management

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

**CENTRE** : Sizwe Tropical Disease Hospital

**REQUIREMENTS** : Grade 12 plus computer literacy certificate. Degree/Diploma in Logistics and experience in stores/procurement will be an added advantage. Background of PPPFA, SAP and supply chain procedures and knowledge of BAS Good communication skills.

**DUTIES** : Coordinate various stores: Cleaning material, stationery and provisions. Supervise stores assistants, manage and evaluate subordinates through PMDS. Capture GRV’s on SAP/R3 and SRM systems. Compile and prepare goods receipts vouchers RLS02. Records items on tally cards and ensure accuracy thereof. Receive, issue and ensure that stock distribution is done according to stock schedule. Safekeeping of stock and monitoring of expiry dates. Attend to webcycles from start to finish. Follow up on outstanding invoices and orders. Perform Bi-annual stock taking. Manage the unit’s leave issues and perform other duties allocated by the supervisor. Relieving in transport when need arises.

**ENQUIRIES** : Mr LP Pheeha Tel No: (011) 531 - 4372

**APPLICATIONS** : Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham

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

**CLOSING DATE**: 25 October 2019
### POST 36/206

**CLEANING SUPERVISOR (X1 POST)**

**Salary:** R171 138 – R145 281 per annum (Level 04) plus benefits

**Centre:** Ga-Rankuwa Nursing College

**Requirements:**
- Grade 10/ABET Level 04/with 03 years relevant and proven cleaning experience.
- Must possess the ability to plan, organize, supervise, inspect and evaluate work of subordinates.
- Working knowledge of the operation and care of cleaning machines and equipments.
- Good command of English language.
- Ability to work under pressure.
- Sound interpersonal relations.

**Duties:**
- Oversee cleaning services of offices, corridors, general kitchens, restrooms, elevators and boardrooms.
- Manage and ensure the maintenance of cleaning materials and equipments.
- Supervise cleaners.
- Perform housekeeping duties.
- Cleaning of allocated areas.
- Apply disciplinary measures and implement appropriate procedures perform any cleaning and supervisory duties delegated by the supervisor.

**Enquiries:** Mrs K R Lekgeu Tel No: (012) 560 0448/50

**Applications:** All applications must be addressed to the Registrar, and should be placed in application box situated at Security at the entrance to the Ga-Rankuwa Nursing College Building or posted to Private Bag x830 Pretoria 0001 or apply online at www.gautengonline.gov.za

**Closing Date:** 25 October 2019

### POST 36/207

**ADMINISTRATION CLERKS REF NO: ADMC/PTA/KPTH/19 (X2 POSTS)**

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

**Centre:** Kalafong Provincial Tertiary Hospital

**Requirements:**
- Grade 12. National Diploma in Public Administration, Public Management, and Office Management or other related fields will be an added advantage.
- The candidate must be computer literate (capturing, processing e-mail, and internet).
- A minimum of 18-months experience in Admin services will be an added advantage.
- Patients Affairs experience will be an added advantage.
- Must be willing to work shifts and work under pressure.
- Knowledge of PAAB, Records Management, PFMA, and Basic Conditions of Employment Act will be an added advantage.

**Duties:**
- Admission and registration of patients on PAAB and manual, filing and retrieval of files from records.
- Capturing data on TPH31A and TPH31.
- Completion of GPR01 during downtime and updating electronic downtime information.
- Billing and collecting money from patients and issuing receipts; balancing in-paying register at the end of every shift.
- Classification of patients according to the UPFS.
- Assisting in other units within Patients Affairs when the need arises and ensuring that working material and equipments are always available.
- Reporting of lost, damaged and not working equipments.

**Enquiries:** Ms J Khoza Tel No (012) 318- 6469

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

**Note:** Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified n interviews on the date, time and place determined by the Department. The organization encourages applications from the following racial groups to increase diversity and transformed workforce
NB: Additional criteria to select may apply.
CLOSING DATE : 25 October 2019

POST 36/208 : REGISTRY CLERK REF NO: TDHS/A/2019/36
Directorate: Administration & Logistics

SALARY : R173 703 per annum
CENTRE : Tshwane District Health Services
REQUIREMENTS : Grade 12 Certificate or equivalent qualification Applicants with prior learning, either by means of experience of alternative courses may also apply Other Skills/Requirements: Computer Literate, good interpersonal skills, problem solving and analytical skills, ability to work independently and with the team, good organizational skills, good telephone etiquette Proven ability to communicate effectively (written and verbal) in English Valid Code 10(C1) driver’s license will be an added advantage.
DUTIES : Perform administrative duties relating to records, data capturing, filing, archiving, scanning, photocopying and collating of documents. Provide secretariat services in the office such as handling incoming and outgoing calls, preparing meeting packs Ordering of stationery and other consumables for the office Write memos, letters and any other documents as requested by the supervisor Perform all other duties delegated by a Supervisor/Manager.
ENQUIRIES : Mr LM Seshoka Tel No: (012) 451 9025
APPLICATIONS : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception Postal Address.O Box 9514, Pretoria, 0001
FOR ATTENTION : Human Resource Management
NOTE : Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department Certified copies of all required documents must be attached No copy of a copy.
CLOSING DATE : 25 October 2019

POST 36/209 : DRIVERS (HEAVY DUTY VEHICLE) REF NO : TDHS/A/2019/37 (2 POSTS)
Directorate: Administration & Logistics

SALARY : R145 281 per annum
CENTRE : Tshwane District Health Services
REQUIREMENTS : Grade 10 qualification One(1) to Three(3) years’ experience in driving/messenger services A valid Code 14(EC1) driver’s license with PDP,(Attach certified copy) Ability to work independently and with a team Willingness to travel and work irregular hours Knowledge of OHS Act Other Skills/Requirements: Good written and verbal skills, good communication skills.
DUTIES : Transport equipment and officials between Area Offices. Deliver and collect official documents when requested Take vehicle for service/repairs Keep records of oil, fuel receipt and other administrative documents Assist with loading and offloading of goods, collect and deliver post and parcels on a daily basis Keep vehicles in good condition.
ENQUIRIES : Mr LM Seshoka Tel No: (012) 451 9025
APPLICATIONS : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception Postal Address.O Box 9514, Pretoria, 0001
FOR ATTENTION : Human Resource Management
NOTE : Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department Certified copies of all required documents must be attached. No copy of a copy.
CLOSING DATE : 25 October 2019

POST 36/210 : DRIVER REF NO: TDHS/A/2019/38
Directorate: Administration & Logistics

SALARY : R145 281 per annum
CENTRE : Tshwane District Health Services
REQUIREMENTS : Grade 10 qualification One(1) to Three(3) years’ experience in driving/messenger services A valid Code 10 (C1) driver’s license with PDP,(Attach certified copy) Code 14 will be an added advantage. Ability to work independently and with a team Willingness to travel and work irregular
hours Knowledge of OHS Act Other Skills / Requirements: Good written and verbal skills, good communication skills.


ENQUIRY: Mr LM Seshoka Tel No: (012) 451 9025

APPLICATION: Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception, Postal Address Attention Human Resource Management: P.O Box 9514, Pretoria, 0001

NOTE: Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.

CLOSING DATE: 25 October 2019

POST 36/211: PRINCIPAL PORTER REF NO: PRINPORT/KPTH/19
Directorate: Patients Affairs Department

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

CENTRE: Kalafong Provincial Tertiary Hospital

REQUIREMENTS: Minimum of Grade 12 Five (5) years’ experience of portering services in a health environment. Good writing and verbal communication skills. Problem solving skill. Good interpersonal skills. Batho Pele Principles. Telephone etiquette. Ability to work under pressure and be prepared to work shifts.


ENQUIRIES: Ms J Khoza Tel No: (012) 318-6469

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

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

CLOSING DATE: 25 October 2019

POST 36/212: STORES ASSISTANT REF NO: STDH/00017 (X1 POST)
Directorate: Supply Chain Management

SALARY: R122 595 – R144 411 per annum plus benefits

CENTRE: Sizwe Tropical Disease Hospital

REQUIREMENTS: Grade 12 or equivalent qualification. Experience in warehousing and stores will be an added advantage. Must be able to communicate both verbally and in writing. Must be able to work under pressure. Must have a clear listening and reading skills.

DUTIES: Daily issuing of stock and equipment to the various sections, move equipment from one section to the other as directed by supervisor, pack and unpack stock on the shelves, perform weekly stock counts, assist stocking teams during
annual stocktaking, collect and deliver Va2s and other documents to procurement and other sections, collecting of black boxes from wards to pharmacy, marking of boxes and equipment, deliver stock to the end user, reconcile the quantity of stock delivered with the end user.

**ENQUIRIES**
Ms M Mulaudzi Tel No: (011) 531 4334

**APPLICATIONS**
Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham

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

**CLOSING DATE**
25 October 2019

**POST 36/213**
FOOD SERVICE AID REF NO: ODI/04/10/2019/01 (X2 POSTS)
Directorate: Administration

**SALARY**
R102 534 per annum

**CENTRE**
ODI District Hospital

**REQUIREMENTS**
Grade 10/ Abet Level 4 with 1 year experience in Food Service Environment, previous experience in food preparation and diet knowledge in hospital will be an advantage Communication skills and willing to work in a team able to work shifts, night duty including weekends and public holidays.

**DUTIES**
Perform routine task in Food Service Unit and perform the general cleaning task assign to you and maintain hygiene and safety measures in the unit Carrying heavy basket, packing and withdrawing of cook freeze food in the refrigerator Do preparation, breakfast, cooking, portioning food according to portion control measures, garnishing of food, labelling and serving of food according to patient’s diets Preparation of diabetic snack for diabetic patients

**ENQUIRIES**
Ms Mahlangu Tel No: (012) 725 2345

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

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

**CLOSING DATE**
25 October 2019

**POST 36/214**
PORTER REF NO: ODI/04/10/2019/02 (X2 POSTS)
Directorate: Support Services

**SALARY**
R102 534 per annum

**CENTRE**
ODI District Hospital

**REQUIREMENTS**
Grade 10 or Abet Level 4 Ability to read and write, good communication and interpersonal skill Ability to work under pressure and willingness to learn and be exposed to hospital environment Motivation must be attached.

**DUTIES**
Transporting of patients into ambulances Assist patients who are unable to walk to and from private cars Accompany walking and non-walking patients per stretchers and wheelchairs from all different areas of the hospital Transporting of corpses to Mortuary and checking of Mortuary gauges Cleaning of wheelchairs and stretchers at all times Adhere to Batho-Pele principles and Occupational Health and Safety Regulations as well as infection control principles Be prepared to work shifts and perform any other lawful duties delegated by the Supervisor.

**ENQUIRIES**
Ms. Moeng LM Tel No: (012) 725 2472

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

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

**CLOSING DATE**: 25 October 2019

**POST 36/215**: PORTER REF NO: PORT/KPTH/19

Directorate: Patients Affairs Department

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

**CENTRE**: Kalafong Provincial Tertiary Hospital

**REQUIREMENTS**: Grade 10 and above (original certified report/transcript of not more than 3 months) Twelve (12) months proven experience as a porter in a health environment Ability to work in a team environment, under pressure and meet deadlines Knowledge of Batho Pele Principles Patient Rights and Responsibilities Interpersonal relationship skills Telephone etiquette and willing to shifts.

**DUTIES**: Accompanying patients on wheelchairs and patients trolleys Offloading emergency patients from ambulances and private cars and transporting them to casualty and wards Ensure that stretchers and wheelchairs are collected from corridors and washed daily Removing deceased persons from the wards to the mortuary Completion of the ambulance book with patient’s details Ensuring that mortuary slip are fully completed by the wards and report broken equipments to the principal porter.

**ENQUIRIES**: Ms J Khoza Tel No: (012) 318-6469

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

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

**CLOSING DATE**: 25 October 2019

**POST 36/216**: GENERAL ASSISTANT REF NO: GA/ KPTH/2019

Directorate: Pharmacy

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

**CENTRE**: Kalafong Provincial Tertiary Hospital

**REQUIREMENTS**: Grade 12 and Computer literacy or equivalent qualifications A minimum of 12 months experience of stores will be an added advantage Be a team player, organising skills. Inter personal proficiency, communication skills (written/verbal). Customer oriented time management, Positive attitude and enthusiastic. Ability to work under pressure and meet scheduled work.

**DUTIES**: Stock movement – receive, pack, issue and delivery of stock under the supervision of a Pharmacist Pack and arrange medicines and vacolitres according to FIFO/FEFO principles Stock control and management Adhere to good general pharmacy housekeeping to maintain a neat and clean environment Dusting of shelves Delivery/collection of documents to and from wards and other outlets Capturing and issuing of orders on the system and filing of documents thereof.

**ENQUIRIES**: Ms M Mayayise Tel No: (012) 318-6839

**APPLICATIONS**: Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001 Hand Delivery
NOTE

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

CLOSING DATE

25 October 2019

POST 36/217

LAUNDRY WORKER (X3 POSTS)

Direcторate: Laundry

SALARY

R102 534 – R120 780 per annum (plus benefits)

CENTRE

Kalafong Provincial Tertiary Hospital

REQUIREMENTS

Minimum qualifications Grade 10 and above (original certified report/transcript of not more than 3 months). The ability to count (Basic arithmetic). Twelve (12) months proven experience in a formal clinical or hospital environment. EPWP with the most recent hospital/clinical experience will be an added advantage. Service certificate must be attached as proof of employment from the company. Stated on the curriculum vitae (CV). A recent stamped and signed motivation letter from the immediate supervisor where EPWP personnel is allocated must be attached. The ability to co-operate with team leader/supervisor. Knowledge of Batho Pele Principles. Be prepared to work shift work including weekends and public holidays when requested.

DUTIES

Retrieve soiled linen for linen bank. Sort and count linen. Pack soiled linen into bags, seal, date and prepare for dispatch to Masakhane laundry. Load into truck for dispatch. Unload, unpack and count clean linen. Deliver clean linen to the wards and units. Control linen; maintain stock levels in the wards. Sluice linen and maintain curtain in the units. Perform any other laundry activities as directed by team leader/supervisor. Operate various laundry machines i.e. washing, dryers, ironing and pressing. Assist with mending clothes when needed. Cope with physical demands of the work individually or in a team.

ENQUIRIES

Ms T Mathonsi Tel No: (012) 318 – 6634

APPLICATIONS

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

NOTE

Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified n interviews on the date, time and place determined by the Department. The organization encourages applications from the following racial groups to increase diversity and transformed workforce: Additional criteria to select may apply.
CLOSING DATE : 25 October 2019

POST 36/218 : CLEARNERS (X5 POSTS)
Directorate: Cleaning

SALARY : R102 534 – R120 780 per annum (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Minimum qualifications Grade 10 and above (original certified report/transcript of not more than 3 months) Twelve (12) months proven experience in a formal clinical or hospital environment EPWP with the most recent hospital/clinical cleaning experience will be an added advantage Service certificate must be attached as proof of employment from the company stated on the curriculum vitae (CV) A recent stamped and signed motivation from the immediate supervisor where EPWP personnel is allocated must be attached as a proof of being in the programme Ability to work in a team environment, under pressure and meet deadlines Knowledge of Batho Pele Principles Be prepared to work shift work including weekends and public holidays when requested.

DUTIES : Cleaning services as per work schedule utilizing a variety of heavy cleaning equipment and chemicals Cleaning of clinical and non-clinical areas within the hospital Terminal cleaning of infectious areas Strip and seal vinyl floors, scrubbing tiled floors, vacuum of carpet floors Cleaning windows, walls, door frames and handles Cleaning bathrooms and toilets Removal of general waste in designated areas Perform any other cleaning activities as directed by team leader/supervisor Cope with physical demands of the work individually or in a team. Be prepared to be rotated to different areas in the hospital

ENQUIRIES : Ms T Mathonsi Tel No (012) 318-6634
APPLICATIONS : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001 Hand Delivery at Kalafong Security Gate and sign in register book Please Note: The Public Service does not charge any fees for applying for posts Should you be asked for a fee, please let the authorities know.

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

CLOSING DATE : 25 October 2019

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

APPLICATIONS : Applications must be submitted on a duly signed Z83 form, comprehensive CV, certified copies of ID and all Qualifications to be attached Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107.

CLOSING DATE : 25 October 2019
NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and...
contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all required qualification/s as per the advertisement and ID document (no copies of certified copies allowed, certification should not be more than three (3) months old) Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification) Confirmation of final appointment will be subject to a positive security clearance All non-SA citizens must attach a certified proof of permanent residence in South Africa It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) Failure to submit all the requested documents will result in the application not being considered The persons appointed to this position will be subjected to a security clearance SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises/tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s).

GPT also reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process.

OTHER POSTS

POST 36/219 : ASSISTANT DIRECTOR: FRAUD PREVENTION REF NO: GPT/OCT/01

Directorate: Financial Governance

SALARY : R470 400 per annum (plus benefits)

CENTRE : Johannesburg

REQUIREMENTS : National Diploma/BCOM in Accounting/Auditing/Cost and Management Accounting/Risk Management/Forensic Investigation 3 – 5 years in fraud prevention/fraud risk management experience Knowledgeable on applicable legislation Advance Diploma in Forensic Investigation, Certified Fraud Examiner (CFE), Risk Management would be added advantage A valid driver’s licence Successful candidate will be required to undergo a security vetting process.

DUTIES : To assist with the planning, execution and reporting of assigned fraud prevention project(s) and Fraud Risk Management in a professional manner on behalf of the Gauteng Provincial Government Assist in the implementation of the Approved Operation Plan Execution of allocated FDRs Compile fraud detection review reports Conduct fraud risk assessment Administration Update Fraud Risk Register and compile Fraud Risk Assessment Report.

ENQUIRIES : Ms. Tshiamo Sokupha Tel No: (011) 227 9000

POST 36/220 : ASSISTANT DIRECTOR: MUNICIPAL ACCOUNTING & FINANCIAL REPORTING REF NO: GPT/OCT/02

Directorate: Municipal Accounting & Financial Reporting

SALARY : R376 596 per annum (plus benefits)

CENTRE : Johannesburg

REQUIREMENTS : A relevant tertiary qualification e.g Degree (NQF level 7 as recognised by SAQA) in Accounting/Audit as a major 3-5 years’ experience in accounting and budget processes, policy processes, policy development and related publications Experience in economic or policy related research and analysis Experience in budget analysis and monitoring and evaluation Project and financial management.

DUTIES : Promote the understanding and implementation of accounting standards (GRAP), review and provide feedback on the quality of Annual Financial Statements Provide support to municipalities on the preparation/completion of annual financial statements. Provide feedback to the Deputy Director on the assessed draft and In-year financial statement Advice stakeholders on accounting practice and compile documents/presentations for discussion on various topics related accounting on various sessions/forums Supporting the monitoring and compliance with the financial accounting reporting requirements Train clients on accounting frameworks, standards, guidelines and transversal accounting policies through Forums Monitor the submissions
of audit reports, management letters and audit action plans. Analyse, monitor, support and report on the implementation of the audit action plans. Report on the annual and oversight reports are tabled timeously as required by MFMA. Support municipalities in resolving audit queries through attendance of audit steering committee meeting and correspondence. Support on the preparations of the Audit file, Monitor and evaluate AFS preparation action plan. Provide technical support on financial management and accounting. Conduct research on technical GRAP issues that affect the municipalities to provide clear guidance, application and direction. Participate, in the Accounting Standards Board, Public Sector Accounting Forums on the new/update on accounting reforms. Support the implementation of financial management support programs where municipalities lack skills and capacity. Analyse audit reports, management letters and audit implementation plans to identify financial management support strategies. Analyse & report on progress on the implementation of the AFS/Accounting queries. Assist in Monitoring, supporting and reporting on related modules in the Financial Management Capability and Maturity Model.

ENQUIRIES: Mr Sihle Hlomuka Tel No: (011) 689 6897

POST 36/221: PRACTITIONER: ACCOUNTS PAYABLE REF NO: GPT/OCT/01
Directorate: Financial Governance

SALARY: R257 508 per annum (plus benefits)

CENTRE: Johannesburg

REQUIREMENTS: Grade 12 with a three-year tertiary qualification/National Diploma in Finance 1 – 2 years’ experience in the Finance or related field. Driver’s licence is a must.

DUTIES: Attend to queries and maintain effective relationships with customers. Perform monthly P-Card statement reconciliations. Provide training and support for all P-Card and E-Invoicing end users. Co-Ordination of P Card and Electronic Invoice Submission supplier on boarding sessions. Quality assurance of P Card and Electronic Invoice Submission supplier documentation. Timeous processing of all payments (Non- Migrated functions).

ENQUIRIES: Ms Baleseng Sedibe Tel No: (011) 227 9000

CLOSING DATE: 01 November 2019
PROVINCIAL ADMINISTRATION: KWAZULU -NTAL
DEPARTMENT OF HEALTH

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

OTHER POSTS

POST 36/222 : HEAD CLINICAL UNIT- ORTHOPAEDICS REF NO: RKK M 22/2019 (X1 POST)

SALARY : R1 728 807 per annum (All-inclusive salary package) commuted overtime is compulsory

CENTRE : R. K Khan Hospital – Orthopaedics

REQUIREMENTS : Tertiary qualification MBCHB or equivalent plus, Current registration with Health Professions Council of South Africa as a Medical Specialist in Orthopaedics At least 3 years appropriate post registration experience as a Specialist in Orthopaedics At least 2 years management and administrative experience Experience in Paediatrics, Trauma and General Orthopaedics Proven management ability, sound communication, negotiation, planning, leadership, decision making and interpersonal skills Knowledge of legislative prescripts governing the public sector, including Labour Relations, Human Resources and Finance Management Computer literate Conflict resolution and problem solving skills Management of diversity in the workplace Presentation skills Ability to communicate at all levels

DUTIES : Overall charge ship of the Department of Orthopaedics at R K Khan Hospital Control and management of clinical services as delegated; including providing clinical services to patients Maintain satisfactory clinical, professional and ethical standards related to the services to provide effective and efficient specialist consultant care at regional level within the scope of acceptable and up to date practices in order to contribute to optimal health care Supervision of and effective utilization of medical staff in these areas Develop systems and protocols in collaboration with Heads of clinical departments to ensure timeous and effective management of referred patients Participate in Morbidity and Mortality audits and submit monthly reports to Hospital Manager Conduct, assist in, and stimulate research Participate in the undergraduate and post graduate departmental teaching programme.

ENQUIRIES : DR D Behadar Tel No: (031) 459 6001

APPLICATIONS : Human Resource Department, R K Khan Hospital Private Bag x 004 Chatsworth, 4030 or Hand delivered to R K Khan Hospital Human Resource Department Ground floor Recruitment Officer Room no. 35

FOR ATTENTION : Human Resource Manager

NOTE : Applications should be submitted on form Z83 from any Public Service Department Human Resource Department OR from the website www.kznhealth.gov.za Certified copies of ID, Matric, highest educational qualifications and HPCSA registration – not copies of certified copies Current registration with HPCSA 2019 Updated Curriculum Vitae. Certified copy of certificates of service endorsed by Human Resource The reference number must be indicated in the column provided on form Z83 e.g HR 01/2019 Faxed documents will not be accepted NB: Failure to comply with the above instructions will result in disqualification Please note that if you are not contacted within 3 months of the closing date, your application is unsuccessful Every shortlisted applicant will be advised of the outcome of their application in due course Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPC (Companies Intellectual Property Commission) screening Due to financial constraints no S & T or relocation costs will be paid for attending interviews NB: Relocation Is at Your Own Cost Due To Financial Contraints- No S&T Claims or Relocation Cost to Be Paid

CLOSING DATE : 31 October 16:00 afternoon

POST 36/223 : HEAD OF CLINICAL UNIT (GRADE 1-2) (OBSTETRICS & GYNAECOLOGY)

REF NO: NE 20/2019 (X1 POST)

SALARY : Grade 1: R1 728 807 – R1 834 890 per annum. The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured

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in terms of the applicable rules, 18% inhospitable of basic salary plus fixed commuted overtime only limited to applicable groups

CENTRE
Newcastle Regional Hospital

REQUIREMENTS
Matric certificate plus a tertiary qualification in Health Science (MBChB) plus Specialist Qualification in Obstetrics & Gynaecology (FCOG) At least three (03) years post registration experience as a Specialist in Obstetrics & Gynaecology Current registration with the HPCSA (2019/2020) as Specialist Registration Certificate with HPCSA as a Medical Specialist (O&G) Proof of current and previous work experience endorsed by Supervisor Experience: HCU Grade 1: Appropriate qualification (FCOG), registration certificate plus three (3) years’ experience after registration with the HPCSA as a Medical Specialist in O&G Knowledge, Skills, Training and Competencies required:- An in-depth knowledge of the functioning of the O&G department Ability to perform appropriate specialised procedures within the field of expertise Leadership and decision-making skills Managerial and financial management skills. Problem solving and project management Sound knowledge of current Health and Public Service legislation policy Good communication skills Ability to work within a team Stress tolerance skills, innovation and drive maintain relationships Concerns of excellence, courtesy and interpersonal skills Valid Drivers’ License.

DUTIES
Leadership: Accept responsibility for the administration and clinical governance of OBGYN Department to provide cost effective and appropriate maternal and gynaecology service at Regional Hospital Play a leadership role in conducting ward rounds, problem ward rounds, ground ward rounds Provision of specialist Obstetrics & Gynaecology services and outreach support services to CHC and district hospital Supervision, promote team work and development of medical staff Access to care: To perform compulsory overtime duties in line with hospital needs and must be willing to reside in the Amajuba District for a minimum of three (3) years Ensure availability of O&G speciality services 24/7 and financial risk protection to the community of Amajuba District Ensure recruitment and retention of appropriate qualified medical staff Clinical Quality Assurance: Ensure implementation and adherence to National Core Standards in O&G Ensure availability of up to date clinical guidelines, protocols Audits, morbidity and mortality reviews and quarterly reports Conduct multi-disciplinary meetings and perinatal & mortality meetings for teaching purposes Training programs for under and post graduates Post graduate O&G development and strengthening Systems: Ensure appropriate level of care, referral pathways, seamless and integrative services delivery system (Hospital-PHC & other (regional) specialities) Ensure availability of functional medical equipment appropriate to O&G services Health Information and Research: Ensure responsiveness in the use of quality health data to inform administration of the department M&E of disease profile, setting up of database for chronic conditions, conduct relevant research M&E of appropriate admissions, referrals for speciality Outcome: Improved maternal health outcomes; ensure prevention of avoidable of martenal deaths, reduction in perinatal deaths and birth asphyxia Patient Certification: Conduct certification surveys, community consultation and active participation in the development of services, waiting times, customization of services to patient needs.

ENQURIES
Dr R. Nombayire Tel No: (034) 328 00 00

APPLICATIONS
All applications should be posted to: The Recruitment Officer, Newcastle Regional Hospital, Private Bag x6653, Newcastle, 2940

FOR ATTENTION
The Recruitment Officer

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

**CLOSING DATE**: 29 November 2019

**POST 36/224**: HEAD CLINICAL UNIT – RADIOLOGY REF NO: PSH 50/19

**SALARY**: Grade 1: R1 728 807 per annum (The all-inclusive remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules) Plus 22% rural allowance and Commuted overtime

**CENTRE**: Port Shepstone Hospital

**REQUIREMENTS**: Appropriate qualification that allows registration with the Health Professions Council of South Africa as a specialist/or Registration with the HPCSA as a Specialist in Radiology Current registration with HPCSA for 2019/2020 Three (3) years post registration experience as a Specialist in Radiology Knowledge and experience in Diagnostic Radiology Ability to teach and supervise junior staff. Quality Management (improvement, assurance, audits, etc.) Leadership, people management, problem solving, decision making and communications skills General Management Skills: Human Resources, Finance, Operations, Strategy, Marketing. Knowledge of relevant protocols, policies, legislation and guidelines

**DUTIES**: must have knowledge of being able to provide cost effective and appropriate services. Participate in on-going provision of radiological services in Port Shepstone Hospital and other Ugu district health facilities. Provide supervision to Medical Officers and Specialists in the department. Perform, interpret and report radiological procedures and studies. Provide expert opinion where required on radiological studies. Training and supervision of the medical officer working in radiology department. Participate in interdepartmental academic meetings. Participate in quality improvement programs and clinical audit activities in the department. Maintain professional and ethical standards. Provide after hour care in accordance with the commuted overtime contract. Must be willing to reside in the UGU District.

**ENQUIRIES**: Dr. PB Dlamini Tel No: (039) 688 6000/6147

**APPLICATIONS**: Applications should be posted to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone 4240

**FOR ATTENTION**: Mr ZM Zulu

**NOTE**: Application for employment (Z83) Certified copy of Identity document. Certified copy of Matric, MBCHB qualification. Certified copy of Radiology Specialist qualification/ equivalent certified copy of HPCSA Registration as a Specialist. Proof of payment of HPCSA annual fees or relevant Certificate. Detailed Curriculum vitae NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks: criminal clearance, credit records, and citizenship. Verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verification.

**CLOSING DATE**: 25 October 2019

**POST 36/225**: CLINICAL MANAGER (OBSTETRICS AND GYNAECOLOGY) REF NO: COSH 10/2019

**SALARY**: R1 173 900 per annum, 22% Rural Allowance, Commuted Overtime (conditions apply)

**CENTRE**: Church of Scotland Hospital

**REQUIREMENTS**: Senior Certificate/Matric or Grade 12, MBCHB Degree or equivalent qualification. Current registration with HPCSA as a Medical Practitioner. At least
5 years’ experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner of which 1 year must have been spent in O&G department Valid driver’s license code EB NB Proof of experience endorsed and stamped by Human Resource Knowledge of health legislation and policies at public institution Communication and leadership skills. Sound knowledge and clinical skills Ability to develop policies Sound knowledge of Obstetrics and Gynaecology Computer literacy, sound negotiation, planning, organizing, decision making and conflict management skills Knowledge of ESMOE Good team building and problem solver Knowledge of medical disciplines and management skills, knowledge and experience in District Health System Management of Obstetrics and Gynaecology inpatients Provide the management support and supervision to all medical officers in maternity ward and theatre Support continuous professional development by information seminars and scheduling external meetings Chair monthly perinatal and mortality in absence of the chairperson Ensure provision of protocols and guidelines to doctors Participate to quality improvement plans Ensure continuous monitoring of perinatal and mortality meetings through clinical audits Perform overtime when need arises Provide an after hour emergency Obstetrics and Gynae services Ensure the running Antenatal and Gynae out Patient clinic Manage the work in labour ward and Theatre Participate in Academic activities of the Department and teaching of junior staff Contribute to the running of the obstetrics services in the community referral clinics Work as a part of team providing district hospital based Obstetrics and Gynaecology services under consultant guidance, support CHC and clinics referring to Obstetrics and Gynaecology department. 

ENQUIRIES : Dr T Kabwe: Tel No: (033) 4931000 Ext 4026
APPLICATIONS : Please forward/deliver applications quoting the reference number to The Human Resource Department, Church of Scotland Hospital, R33 Dundee Main Road, Tugela Ferry, 3010, Postal Address: Private Bag X 502, Tugela Ferry, 3010
FOR ATTENTION : Mrs N.P Sithole
NOTE : Application must be submitted on the Application for Employment Form (Form Z.83) which is obtainable at any Government Department or from the website- www.kznhealth.gov.za must accurately complete 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 posts Applicants in possession of a foreign qualification must attach evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications None – 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 2 months after the closing date, they must accept that their applications were unsuccessful.

CLOSING DATE : 25 October 2019 (Late applications will not be accepted)
POST 36/226 : Clinical Manager (Medical Manager) REF NO: CTK18/2019
SALARY : R1 173 900 (all inclusive package plus 18% in hospitable allowance) commuted overtime (subject to approval)
CENTRE : Christ the King Hospital
REQUIREMENTS : Valid Grade 12/National Senior Certificate or equivalent plus An appropriate Bachelor's Degree/National Diploma in Public Admin or Public Management OR National Diploma in Human Resource Management Plus three (3) years supervisory Experience Valid driver's license (code B or C1). Proof of current and previous experience endorsed and stamped by HR component or certificate of service Knowledge, skills, training and competencies required: Knowledge of legislative prescripts governing the Public Service Knowledge of and experience in General Administration, Patient Administration and

DUTIES : Manage the day-to-day functioning of the Systems Component in the institution to ensure that high quality services are being provided. Monitor the provisioning of all systems services facilitated by contractors in order to ensure contract adherence and highest level of quality, manage the following services to ensure optimal usage and cost effectiveness in the entire Institution. Cleaning Services Telecommunication Services, Registry and Reprographic Services, Maintenance Services, Information Systems and Technology Services, Gardening Services, Patient Administration Services, Mortuary Services, Housekeeping Services, Security Services, Laundry Services, Transport Services, Waste Management Services, Systems Contracts Management, Ensure that all institutional information systems are maintained to provide reliable, valid and timeous processing of information Implement and monitor effective systems policies, protocols and practices within the day-today operational areas Oversee risk management system at the institution to ensure that an effective, up-to-date, disaster and major incident management plans are maintained Render expert advice to management on matters relating to systems administration to ensure compliance with all statutory regulations Provide technical advice to the management team in respect of operations and ensure that standby and emergency facilities are properly maintained Contribute as a member of a multi-disciplinary management team towards the effective and efficient management of the institution, and Ensure that staff has work plans and EPMDS tallying with the goals of the component and manage human resources.

ENQUIRIES : Mrs S.W Maseko Tel No: (039) 834 7500 EXT 7505

APPLICATIONS : The Chief Executive Officer, Christ the King Hospital,Private bag X542,IXPO,3276 Or Hand delivered to: Christ the King Hospital,Human Resource Office,Peter Hauff Drive,IXPO,3276

NOTE : The following documents must be submitted: (a) Application for Employment Form (Z83), which is available from any Government Department OR the web site www.kznhealth.gov.za (b) Certified copies of highest educational qualifications- not copies of certified copies Curriculum vitae, certified copy of Identity Document Certified copies of Registration certificates Reference number must be indicated in the column provided on the form Z83 This Department is an equal opportunity, affirmative action employer whose aim is to promote representativeness in all occupational categories in the department. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted if you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful People with disability must feel free to apply The Employment Equity target preference is African Male NB: Failure to comply with the above instructions will disqualify applicants Due to financial constraints, No S&T claims will be compensated to shortlisted candidates The appointment is subject to the positive outcome obtained from the State Security Agency to the following checks:( security checks, Credit records, qualification, citizenship and previous experience verifications).

CLOSING DATE : 25 October 2019

POST 36/227 : MEDICAL SPECIALIST: GRADE 1/2/3: REF NO: HRM 52/2019 (X1 POST)

Directorate: Dept. Of Orthopaedics

SALARY : Grade 1: R1 106 040 – R1 173 900 per annum (All inclusive salary package) excluding overtime Grade 2: R1 264 623 – R1 342 230 per annum (All inclusive package) excluding overtime Grade 3: R1 467 651.00 – R1 834 890 per annum (All inclusive package) excluding overtime

CENTRE : King Edward VIII Hospital (KEH)

REQUIREMENTS : MBCHB degree or equivalent plus registration certificate with the HPCSA as a Medical Specialist plus current registration with HPCSA as a Medical Specialist (2019/2020) Grade 1: None to less than 5 years actual experience after registration with the HPCSA as a Medical Specialist Grade 2: 5 years to less than 10 years actual experience after registration with the HPCSA as an Independent Medical Practitioner Grade 3: 10 years actual experience as a Medical specialist after registration with HPSA Recommendation: Computer
Literacy, Paediatric orthopaedic experience Knowledge, Skills, Training And Competencies Required: Sound clinical and surgical knowledge and experience in the Orthopedics surgery, knowledge of current Health and Public Service legislation, regulations and policy including medical ethics, epidemiology and statistics, good communication, leadership, decision-making and clinical skills, ability to teach doctors, students and participate in continuing professional development

**DUTIES**

Provide safe, ethical and high quality of care through the development of standards and risk assessments in the area of Clinical and customer care (patient perspective) in the respective specialty, develop a full package of services including complex orthopedics cases, develop, maintain and audit the correct implementation of clinical protocols and guidelines, implement and maintain an efficient, effective and seamless service delivery process within the hospital and referring facilities, plan and provide continuous medical education to multidisciplinary team members and conduct and stimulate research, manage and performance of junior staff within the area of control, align clinical service delivery plans and priorities with hospital plans and priorities, undertake appropriate Clinical audit to monitor performance of the service, accept delegated responsibility from the Clinical head of the unit, liaison with Clinical Head regarding service delivery

**ENQUIRIES**

Dr S Ramji Tel No: (031) 3603854

**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**

Directions To Candidates: 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. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that 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**

25 October 2019

**POST 36/228**

**MEDICAL SPECIALIST GRADE 1/2/3 (OBSTETRICS & GYNAECOLOGY)**

**REF NO:** PSH 51/19 (X2 POSTS)

**SALARY**

Grade 1: R1 106 040 per annum
Grade 2: R1 264 623 per annum
Grade 3: R1 467 651 per annum

(The all-inclusive remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules) Other Benefits: 22% of basic salary – Rural Allowance & Commuted Overtime (conditions applies)

**CENTRE**

Port Shepstone Regional Hospital

**REQUIREMENTS**

**Grade 1:** Senior certificate, an appropriate qualification that allow registration with HPCSA as a Medical Specialist in Obstetric & Gynaec, Registration certificate with the HPCSA as a Medical Specialist in Obstetric & Gynaec, Current HPCSA Registration card 2019 2020 No Experience required. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with HPCSA as a Specialist in Obstetric & Gynaec. Grade 2: An appropriate qualification that allow registration with HPCSA as a Medical
Specialist in Obstetric & Gynae, Registration with the HPCSA as a Medical Specialist in Obstetric & Gynae, Minimum of 5 years relevant experience after registration with HPCSA as a Medical Specialist in Obstetric & Gynae, Proof of experience endorsed and stamped by Human Resource Office must be attached to the application Grade 3 An appropriate qualification that allow registration with HPCSA as a Medical Specialist in Obstetric & Gynae, Registration with the HPCSA as a Medical Specialist in Obstetric & Gynae, Minimum of 10 years relevant experience after registration with HPCSA as a Medical Specialist in Obstetric & Gynae, Proof of experience endorsed and stamped by Human Resource Office must be attached to the application

Knowledge, Skills, Training And Competencies
Clinical knowledge, competency and skills in Obstetrics and Gynaecology department
Sound knowledge of medical ethics
Good communication skills, leadership and decision making qualities
Ability to diagnose common medical problems
Knowledge of current Health and Public Service Legislation, regulations and Policies
Concern for excellence.

DUTIES
Provide Obstetrics and Gynaecology services in designation area of responsibility within accepted guidelines and protocols
Perform, interpret and report Obstetrics and Gynaecology procedures and studies.
Active participation in continuing medical education programs
Participate in the Quality Improvement Program in the department
Participate in clinical audit activities within the department
Maintain clinical, professional and ethical standards related to Obstetrics and Gynaecology services rendered
Participate in undergraduate teaching of Obstetrics and Gynaecology.

ENQUIRIES
DR IL Popov
Tel No: (039) 6097 or Dr P B Dlamini
Tel No: (039) 6886000

APPLICANTIONS
Applications should be posted to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone 4240

FOR ATTENTION
Mr ZM Zulu

NOTE
Directions To Candidates: Application for employment (Z83) Certified copy of Identity document Certified copy of Matric, MBChB qualification Certified copy of Specialist qualification/equivalent Certified copy of HPCSA Registration as a Specialist Proof of payment of HPCSA annual fees or relevant Certificate
Detailed Curriculum vitae NB: Application form (Z83) and C.V with certified copies of ID, educational qualifications Please note that due to financial constraints, there will be no payment of S&T Claims The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verification

CLOSING DATE
25 October 2019 at 16h00

POST 36/229
MEDICAL SPECIALIST: GRADE 1, 2 OR 3 – ANAESTHETICS REF NO: PSH 52/19 (X1 POST)

SALARY
Grade 1: R 1 106 040 per annum
Grade 2: R 1 264 623 per annum
Grade 3: R 1 467 651 per annum

The all-inclusive remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules
Other Benefits: 22% of basic salary – Rural Allowance & Commuted Overtime (conditions applies)

CENTRE
Port Shepstone Hospital

REQUIREMENTS
Senior certificate, MBChB degree& FCA
An appropriate qualification that allow registration with HPCSA as a Medical Specialist in Anaesthetics, Registration certificate with the HPCSA as a Medical Specialist in Anaesthetics
Current HPCSA Registration card 2019/2020
Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with HPCSA as a Specialist in Anaesthetics Grade 1: No Experience required. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with HPCSA as a Specialist Grade 2: Minimum of 5 years relevant experience after registration with HPCSA as a Medical Specialist in
Anaesthetics Proof of experience endorsed and stamped by Human Resource Office must be attached to the application. **Grade 3:** Minimum of 10 years relevant experience after registration with HPCSA as a Medical Specialist in Anaesthetics. Proof of experience endorsed and stamped by Human Resource Office must be attached to the application. Knowledge of relevant acts, policies and regulations of the Department of Health. Ability to develop policies and guidelines. Knowledge of health information systems. Good verbal and written communication skills. Ability to teach and supervise staff at all levels. Sound knowledge of medical ethics.

**DUTIES:**
- Supervise and monitor patient care in ICU and Operating theatre.
- Assist with the development of a Regional ICU and Operating theatre.
- Develop clinical audits and quality improvement programmes.
- Be responsible for teaching medical students, paramedical staff, nursing staff, registrars and medical officers assist in sustaining a DA and Registrar teaching programme Deputize HCU.

**ENQUIRIES:**
- Dr VL Moses Tel No: (039) 688 6000
- Dr P B Dlamini Tel No: (039) 688 6000

**APPLICATIONS:**
- Application should be submitted for attention: Human Resource Manager, Port Shepstone Regional Hospital, P/Bag X 5706, Port Shepstone, 4240

**FOR ATTENTION:**
- Mr ZM Zulu

**NOTE:**
Directions To Candidates: Application for employment (Z83) Certified copy of Identity document. Certified copy of Matric, MBChB qualification. Certified copy of Specialist qualification/equivalent certified copy of HPCSA Registration as a Specialist. Proof of payment of HPCSA annual fees or relevant Certificate. Detailed Curriculum vitae. NB: Application form (Z83) and C.V with certified copies of ID, educational qualifications. Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks: criminal clearance, credit records, and citizenship, verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verification.

**CLOSING DATE:**
- 25 October 2019 at 16h00

**POST 36/230:**
- **MEDICAL SPECIALIST GRADE 1, 2 & 3 (PAEDIATRICS & NEONATOLOGY) REF NO: PSH 54/19 (X1 POST)**

**SALARY:**
- Grade 1: R1 106 040 per annum
- Grade 2: R1 264 623 per annum
- Grade 3: R1 467 651 per annum

The all-inclusive remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. Other Benefits: 22% of basic salary – Rural Allowance & Commuted Overtime (conditions applies).

**CENTRE:**
- Port Shepstone Hospital

**REQUIREMENTS:**
- Senior certificate. MBChB degree. Registration certificate with the HPCSA as a Medical Specialist in Paediatrics. Current HPCSA Registration card. 2019 – 2020 Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with HPCSA as a Specialist in Paediatrics. **Grade 1:** No Experience required. **Grade 2:** Minimum of 5 years relevant experience after registration with HPCSA as a Medical Specialist in Paediatrics. **Grade 3:** Minimum of 10 years relevant experience after registration with HPCSA as a Medical Specialist in Paediatrics. Proof of experience endorsed and stamped by Human Resource Office. Sound knowledge and appropriate experience in all aspect of Paediatrics & Neonatology. Ability to teach and supervise junior staff. Good administration, leadership, decision making and communication skills. Ability to work in a team. Sound knowledge of medical ethics. Knowledge of Health and Labour legislation. Capacity to build and maintain relationships. Cross cultural awareness.

**DUTIES:**
- Participate in ongoing provision of Paediatrics & Neonatology services in Port Shepstone hospital and other Ugu district health facilities. Provide specialist expert opinion where required. Promote and participate in outreach programmes in the feeder district hospitals and CHCs. Training and supervision.
of the medical officer and other staff categories. Participate in interdepartmental academic meetings. Participate in quality improvement programs and clinical audit activities in the department. Provide after hour service in accordance with commuted overtime contract. Control and manage the Paediatrics services as delegated. Maintain professional and ethical standards. Assist head of clinical unit in Paediatrics regarding administrative matters. Maintenance and gathering of statistics e.g. CHIP. Provision of an adequate regional referral services.

ENQUIRIES: Dr PB Dlamini Tel No: (039) 688 6147 or Dr I Moodley or Dr N Nair 039 688 6000

APPLICATIONS: Applications should be posted to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone 4240

FOR ATTENTION: Mr. ZM Zulu

NOTE: Directions to candidates: application for employment (Z83). Certified copy of identity document, Certified copy of Matric, MBChB qualification. Certified copy of specialist qualification/equivalent certified copy of HPCSA registration as a specialist proof of payment of HPCSA annual fees or relevant Certificate. Detailed Curriculum vitae. NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.

CLOSING DATE: 25 October 2019

POST 36/231: MEDICAL SPECIALIST GRADE 1, 2 OR 3 – INTERNAL MEDICINE REF NO: PSH 55/19 (X1 POST)

SALARY: Grade 1: R1 106 040 per annum
Grade 2: R1 264 623 per annum
Grade 3: R1 467 651 per annum

The all-inclusive remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. Other Benefits: 22% of basic salary – Rural Allowance & Commuted Overtime (conditions applies)

CENTRE: Port Shepstone Hospital

REQUIREMENTS: For The Post Matric, MBCHB or equivalent, FCP (SA) OR equivalent Plus Registration certificate as a Specialist with the HPCSA Plus Current registration with HPCSA (2019/2020) Grade 1: No Experience required Grade 2: Minimum of 5 years relevant experience after registration with HPCSA as a Medical Specialist in Internal Medicine. Grade 3: Minimum of 10 years relevant experience after registration with HPCSA as a Medical Specialist in Internal Medicine. Proof of experience endorsed and stamped by Human Resource Office must be attached to the application. Knowledge, skills and experience must have knowledge of being able to provide cost effective and appropriate internal medicine service at a regional hospital. Must be skilled in a broad range of internal medicine clinical procedures. Be able to supervise medical registrars, medical officers and interns for a career in internal medicine. Should also have general management experience, human resources, labour relations etc. Excellent decision making, problem solving, leadership and mentorship skills. Sound medical ethics. Good communication skills and computer literacy. Ability to work as part of a multidisciplinary team.


ENQUIRIES: Dr PB Dlamini Tel No: (039) 688 6147 or Dr B. Bangani Tel No: (039) 688 6000
APPLICATIONS: Applications should be posted to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone 4240

FOR ATTENTION NOTE: Directions To Candidates: Application for employment (Z83). Certified copy of Identity document. Certified copy of Matric, MBChB qualification. Certified copy of Specialist qualification/equivalent. Certified copy of HPCSA Registration as a Specialist Proof of payment of HPCSA annual fees or relevant Certificate of HPCSA Registration as a Specialist. Certified copy of HPCSA Registration as a Specialist. Proof of payment of HPCSA annual fees or relevant Certificate. Detailed Curriculum vitae. NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks: criminal clearance, credit records, and citizenship, verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.

CLOSING DATE: 25 October 2019

POST 36/232: MEDICAL SPECIALIST GRADE 1/2/3 (OPHTHALMOLOGY) REF NO: PSH 56/19

SALARY:
- Grade 1: R1 106 040 per annum
- Grade 2: R1 264 623 per annum
- Grade 3: R1 467 651 per annum
(The all-inclusive remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules) Other Benefits: 22% of basic salary – Rural Allowance & Commuted Overtime (conditions applies)

CENTRE: Port Shepstone Regional Hospital

REQUIREMENTS:
- Senior certificate
- An appropriate qualification that allow registration with HPCSA as a Medical Specialist in Ophthalmology
- Registration certificate with the HPCSA as a Medical Specialist in Ophthalmology
- Current HPCSA Registration card 2019-2020

GRADE 1: No Experience required. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with HPCSA as a Specialist in Ophthalmology.

GRADE 2: Minimum of 5 years relevant experience after registration with HPCSA as a Medical Specialist in Ophthalmology.

GRADE 3: Minimum of 10 years relevant experience after registration with HPCSA as a Medical Specialist in Ophthalmology.

Proof of experience endorsed and stamped by Human Resource Office must be attached to the application. Knowledge, skills, and experience Broad sound knowledge and experience in ophthalmology. Ability to teach and supervise junior staff. Good management and administrative skills and research principles. Good communication, decision making, problem solving, leadership and mentoring skills. Knowledge of relevant acts, regulations and policies in regard to medical ethics.

DUTIES:
- Provide a specialist ophthalmology service to Port Shepstone Hospital and the whole of Ugu District Control and manage these services as delegated.
- Maintain clinical, professional and ethical standards related to these services.
- Provide after hour care in accordance with the commuted overtime contract.
- Provide expert opinion where required to consult with specialist ophthalmic procedures. Assist with the supervision, support, training and development of medical officers and interns.
- Participate in the departmental academic programme. Ensure correct management through implementation of quality standards and practice. Conduct and assist research.

ENQUIRIES:
- Dr PB Dlamini Tel No: (039) 688 6147 or Dr M Panajatovic Tel No: (039) 688 6044

APPLICATIONS:
- Applications should be posted to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, and Port Shepstone 4240

FOR ATTENTION NOTE:
- Directions To Candidates: Application for employment (Z83). Certified copy of Identity document. Certified copy of Matric, MBChB qualification. Certified copy of Specialist qualification/equivalent. Certified copy of HPCSA Registration as a Specialist Proof of payment of HPCSA annual fees or relevant Certificate. Detailed Curriculum vitae. NB: Please note that due to financial constraints,
there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.

CLOSING DATE: 25 October 2019

POST 36/233: MEDICAL SPECIALIST – CLINICAL GOVERNANCE REF NO: MEDSPECCLINGOV/1/2019
Department: Medical Management

SALARY:
- Grade 1: R1 106 040 per annum (all-inclusive Salary package) excluding commuted overtime
- Grade 2: R1 264 623 per annum (all-inclusive salary package) excluding commuted overtime
- Grade 3: R1 467 651 per annum (all-inclusive salary package) excluding commuted overtime.

CENTRE: Inkosi Albert Luthuli Central Hospital

REQUIREMENTS:
- MBCHB Degree plus Current registration with the Health Professions Council of South Africa as Specialist in Public Health extensive knowledge of hospital functioning will be an added advantage. Experience Salary Grade 1: Not applicable
- Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with Health Professional Council of South Africa as a Specialist in Public Health Salary Grade 2: Five (5) years appropriate experience as a Medical Specialist after registration with the HPCSA as a Specialist in Public Health Salary Grade 3: Ten (10) years appropriate experience as a Medical Specialist after registration with HPCSA as a Specialist in Public Health.

DUTIES:
Reporting to the Medical Manager. You will be: Required to assist with the clinical governance of the domains within the hospital. Co-ordination with Clinical Heads of Department for the efficient and effective clinical service delivery through clinical audits which includes mortality and morbidity reviews, record and service reviews. Monitoring of adverse event. Ensuring adherence, in the domains, to entry and exit criteria ensuring the development and use of clinical protocols, guidelines and indicators ensuring that medical staff in the domains comply with HR Management and Financial Management policies. Ensuring that the operational plan of the hospital is implemented within the medical component of each domain.

ENQUIRIES:
Dr LP Mtshali Tel No: (031) 2401124

APPLICATIONS:
All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

NOTE:
An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts the reference number must be indicated in the column provided on the form Z83, e.g ref APR1/1/2006 Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims.

CLOSING DATE: 25 October 2019
POST 36/234
MEDICAL SPECIALIST POSTS (GRADE 1-3) (OBSTETRICS & GYNAECOLOGY) REF NO: NE 19/2019 (X2 POSTS)

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

The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, 18% inhospitable of basic salary plus fixed commuted overtime only limited to applicable groups.

CENTRE
Newcastle Regional Hospital

REQUIREMENTS
Matric certificate plus a basic qualification of MBChB plus Specialist Qualification in Obstetrics & Gynaecology (FCOG) Current registration with the HPCSA (2019/2020) as a Medical Specialist Registration Certificate with HPCSA as a Medical Specialist (O&G) Proof of current and previous work experience endorsed by Supervisor Experience: Medical Specialist Grade 1: Appropriate qualification (FCOG) plus registration with the HPCSA as a Medical Specialist in (Obstetrics & Gynaecology) Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the HPCSA Medical Specialist Grade 2: Appropriate qualification (FCOG), registration certificate, plus Five (5) years’ experience after registration with the HPCSA as a Medical Specialist in (O&G) Medical Specialist Grade 3: Appropriate qualification (FCOG), registration certificate, plus Ten (10) years’ experience after registration with the HPCSA as a Medical Specialist in (O&G) Knowledge, Skills, Training and Competencies required: - Good knowledge of clinical procedures and protocols relating to Obstetrics & Gynaecology Specialist O&G surgical and colposcopy skills Good communication skills and interpersonal skills Avoid the exploitation of professional relationships for personal gain. A concern for quality Cross cultural awareness

DUTIES
Strengthen and deliver Neonatal clinical services in the Department of Obstetrics & Gynaecology at Newcastle Regional Hospital Assist with the Obstetrics & Gynaecology services coordination between levels of care. Assist in quality improvement activities including clinical audit, data management, monitoring and evaluation and regular reporting on key indicators related to Obstetrics & Gynaecology burden of disease Actively participate in the academic under- and post-graduate Obstetrics & Gynaecology training program (including clinic teaching) Perform and supervise Obstetrics & Gynaecology operational research activities in the Specialty Department Perform overtime as required in the Specialty Department Participate in the academic and teaching programme and meetings in the Obstetrics & Gynaecology Department Participate in the Multi-disciplinary team discussions in the unit Responsibility for care of patients in the out-patient and in-patient setting Provide outreach to PHC’s, CHC’s and District Hospitals.

ENQUIRIES
Dr R Nombayire Tel No: (034) 328 0000

APPLICATIONS
All applications should be posted to: The Recruitment Officer, Newcastle Regional Hospital, Private Bag x6653, Newcastle, 2940

FOR ATTENTION
The Recruitment Officer

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

CLOSING DATE : 29 November 2019
POST 36/235 : CHIEF EXECUTIVE OFFICER MSELENI HOSPITAL REF NO: G78/2019
SALARY : R869 007 per annum (Level 12) (An all Inclusive MMS Salary Package)
CENTRE : District Health Services
REQUIREMENTS : A degree/advanced diploma in a health related field, registration with relevant
professional council; Plus A degree/diploma in health management OR a
degree/advanced diploma in a management field Plus At least 5 (five) years
management experience in the health sector Experience as a health service
manager or significant experience in management in a health service
environment Unendorsed valid Code B driver's license (Code 08): All
shortlisted candidates will be required to submit proof of work experience
endorsed and stamped by the employer/s prior to the date of the interview
competencies: Knowledge: Knowledge of relevant legislation such as National
Health Act, Public Finance Management Act (PFMA), Public Service Act and
related regulations and policies. Core Competencies: Strategic capability and
leadership, programme and project management, financial management,
change management people management and empowerment Progress
Competencies: Service delivery innovation, knowledge management, problem
solving and analysis, communication, client orientation and customer focus.
DUTIES : To plan , direct co-ordinate and manage the efficient and delivery of clinical
and administrative support services through working with the key executive
management team at the hospital within the legal and regulatory framework,
to represent the hospital authoritatively at provincial and public forums,
to provide strategic leadership to improve operational efficiency within the health
establishment to improve health outcomes Strategic Planning: Prepare a
strategic plan for the Hospital to ensure that it is in line with the 10-point plan,
national, provincial, regional and district plans Financial Management:
Maximise revenue through collection of all income due to the Hospital, ensure
that adequate policies, systems and procedure are in place to enable prudent
management of financial resources, planning of financial resource
mobilisation, monitoring and evaluation, asset and risk management. Facility
Management: Ensure business support and systems to promote optimal
management of the institution as well as optimal service delivery, ensure that
systems and procedures are in place to ensure planning and timeous
maintenance of facilities and equipment Human Resource Management:
develop, implement and maintain human resource management policies and
guidelines, systems and procedures that will ensure effective and efficient
utilisation of human resources, promote a safe and healthy working
environment through compliance with relevant legislation including occupation
health and safety committees. Ensure continuous development and training of
personnel and implement monitoring and evaluation of performance.
Procurement and Management of Equipment and Supplies: Implement a
procurement and provisioning system that is fair, transparent, competitive and
cost effective in terms of provincial delegated authority and in line with the
PFMA, ensure that goods and services are procured in a cost effective timely
manner Clinical and Corporate Governance: Oversee clinical governance to
ensure high standards of patient care, establish community networks and
report to the Hospital Responsible for corporate governance inclusive of
infrastructure planning and maintenance as well as occupational health and
safety, manage the institution's risk to ensure optimal achievement of health
outcomes.
ENQUIRIES : Ms MP Themba Tel No: (035) 572 1300
APPLICATIONS : All applications should be forwarded to: The District Manager: Mkhanyakude
District Office: KZN Department of Health, Private Bag X026, Jozini, 3969 OR
Hand delivered to: Jozini Main Street, Opposite the Post Office, Jozini.
FOR ATTENTION : Mrs NW Mdhluli Tel No: (035) 572 1327
NOTE : Applications must be submitted on the prescribed Application for Employment
form (Z83) which must be originally signed and dated The application form
(Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of
certificates, Identity Document and Driver's Licence (not copies of previously
certified copies) The Reference Number must be indicated in the column (Part
A) provided thereof on the Z83 form NB: Failure to comply with the above instructions will disqualify applicants Faxed and e-mailed applications will NOT be accepted Persons with disabilities should feel free to apply for the post •The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications.

CLOSING DATE: 25 October 2019

POST 36/236: DEPUTY NURSING MANAGER REF NO: EST/11/2019

SALARY: R843 618 per annum 13th Cheque, Medical Aid (Optional) Home Owner Allowance 8% rural allowance (Employee must meet the prescribed requirement)

CENTRE: Estcourt District Hospital

REQUIREMENTS: Senior Certificate (Grade 12) or equivalent plus A Degree/Diploma in Nursing leading to registration with SANC as a General nurse and midwife A minimum of 9 year appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and midwifery At least 4 years of the period referred to must be appropriate/recognizable experience at Management level Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Applications in possession of foreign qualification must attach the evaluation certificate from the SAQA to their application Recommendation: computer literacy, valid driver’s license knowledge, skills, training, and competencies: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as: Nursing Act, Health Act, Skills Development Act, public Service Regulations, Labour Relations Act, Occupational Health and Safety Act, Patient’s Right’s, Batho Pele Principles Leadership, management, planning, Organizing, decision making, delegate, problem solving, discipline, control, Effective Co-ordination skills, mentorship and report writing skills. Clinical competencies and policy formulation skills Knowledge of nursing care delivery approach Good verbal and writing communication skills. Mentorship and supervisory skills. Computer literacy Knowledge and understanding of Human Resource and Financial practices Knowledge of strategic planning. Knowledge of National Core Standards & ideal hospital, clinical Governance.

DUTIES: Provide a leadership strategic direction with Nursing services Component Strategic leadership, delegate, supervise & coordinate the provision of effective and patient care through adequate nursing care To execute duties and functions with proficient, in support of aims and strategic objectives of the institution and of the Department of Health Knowledge of nursing care processes, procedures, nursing status and other relevant legal framework such as: Nursing Act, Health Act, Skills Development Act, public Service Regulations, Labour Relations Act, Occupational Health and Safety Act, Patient’s Right’s, Batho Pele Principles Leadership, management, planning, Organizing, decision making, delegate, problem solving, discipline, control, Effective Co-ordination skills, mentorship and report writing skills. Clinical competencies and policy formulation skills Knowledge of nursing care delivery approach Good verbal and writing communication skills. Mentorship and supervisory skills. Computer literacy Knowledge and understanding of Human Resource and Financial practices Knowledge of strategic planning. Knowledge of National Core Standards & ideal hospital, clinical Governance.
ensuring effective, efficient and economical service delivery through a
disciplinary approach Develop/establish and maintain constructive working
relationship between nursing staff & other stakeholders (i.e inter-professional,
inter-sectoral & multidisciplinary teamwork) Formulate and implement the
nursing Policies, Guidelines, Practices, Standards & Procedure and
processes. Assist in minimizing patients and public complaints & PSI

ENQUIRIES : Mr. M.P Bekenya Tel No: (036) 342-7040
APPLICATION : should be forwarded to: The Human Resource Manager Estcourt District
CLOSING DATE : 25 October 2019
POST 36/237 : MEDICAL OFFICER (ORTHOPAEDICS) (GRADE 1-3) REF NO: MAD
SALARY : 37/2019 (X2 POSTS)
GRADE 1: R821 205 – R884 670 per annum
GRADE 2: R983 964 – R1 026 693 per annum
GRADE 3: R1 089 693 – R1 362 366 per annum
The all-inclusive package consists of 70% basic salary and 30% flexible portion
that may be structured in terms of the applicable rules, 18% inhospitable of
basic salary plus fixed commuted overtime only limited to applicable groups
CENTRE : Madadeni Provincial Hospital
REQUIREMENTS : A basic qualification of MBChB plus Current (2019) registration with the
HPCSA. Registration Certificate with HPCSA as a Medical Practitioner. Proof
of current and previous work experience endorsed by HR (Certificate of
Service) Experience: Medical Officer Grade 1: No experience required from
South African qualified employees One (1) year relevant experience after
registration as a Medical Practitioner with a recognized foreign health
professional council in respect of foreign qualified employees, of whom it is not
required to perform Community Service, as required in South Africa. Medical
Officer Grade 2: Five (5) years’ relevant experience as Medical Officer after
registration with the HPCSA as a Medical Practitioner Six (6) years’ relevant
experience after registration as a Medical Practitioner with a recognized foreign
health professional council in respect of foreign qualified employees, of whom
it is not required to perform Community Service, as required in South Africa.
Medical Officer Grade 3: Ten (10) years’ relevant experience as Medical
Officer after registration with the HPCSA as a Medical Practitioner. Eleven (11)
years’ relevant experience after registration as a Medical Practitioner with a
recognized foreign health professional council in respect of foreign-qualified
employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge, Skills, Training and Competencies
required: - Sound knowledge of clinical and patient management skills, human
resource management, information management and quality assurance
programs. Current health and public service legislation, regulation and medical
ethics. Good communication skills.
DUTIES : Clinical land administration duties/responsibilities for the respective section
Implement quality standards and practices and practices and treatment
protocols to ensure correct and effective management of patient. Examination,
diagnosis and treatment of patients in Orthopaedic OPD, Orthopaedic clinic
and wards To identify health care needs and communicate these to seniors for
development of policies, methods and procedures. Facilitation of staff training
and on-going medical education After- hours participation in call rosters Active
involvement in the pre-operative assessment of patients Assist senior doctors
during operations Active participation in handling of minor orthopaedic

ENQUIRIES : Dr SPB Khetsi Tel No: (034) 328 8000
APPLICATIONS : All applications should be posted to: The Recruitment Officer, Madadeni
FOR ATTENTION : Hospital, Private Bag x6642, Newcastle, 2940
NOTE : This Department is an equal opportunity, affirmative action employer, whose
aim is to promote representivity in all levels of all occupational categories in the
Department Note: The contents of this Circular Minute must be brought to the
notice of all eligible officers and employees on your establishment of all
Institutions Institutions must notify all candidates who qualify for post in this
circular minute even if they are absent from their normal places of work to apply
Direction to Candidates: the following documents must be submitted:
Application for Employment form (Z83) which is obtainable from any
Government Department OR from the website - www.kznhealth.gov.za The
application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and Identity document – not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualified applicants Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non –RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.

CLOSING DATE : 04 November 2019

POST 36/238 : MEDICAL OFFICER GRADE 1, 2, 3 REF NO: NGWE 36/2019
Emergency Medicine Department

SALARY : Grade 1: R821 205 per annum (All inclusive salary packages)
Grade 2: R938 964 per annum (All inclusive salary packages)
Grade 3: R1 089 693 per annum (All inclusive salary packages)
(This inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% In hospitable Allowance Plus Commuted Overtime which is determined by service delivery needs of the department

CENTRE : Ngwelezana Tertiary Hospital

REQUIREMENTS : Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Practitioner, Grade 1: No working experience, Grade 2: A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner and proof of working experience endorsed by Human Resource Department, Grade 3: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner and proof of working experience endorsed by Human Resource Department, Sound clinical skills, Knowledge of acts, policies and regulations of the department of health and Concern for excellence

DUTIES : Provision of quality patient centred care for all patients in the hospital and satellite clinics. Examine, investigate, diagnose and oversee the treatment of patients Provision of after-hours services in a form of commuted overtime as per the departmental needs. Provide medical related information to clinical staff as may be required Undertake on-going care individuals' patients to allow for continuity of care including ward rounds and clinics visit Maintain accurate health records in accordance with legal ethical considerations Train and guide staff who are health professionals Actively participate in morbidity and mortality reviews Attend and participate continuous medical education and training Participate in quality improvement programmes which includes clinical governance and national core standards Ensure that cost-effective service delivery is maintained within the respective department Attend to administrative matters as required Observe and comply with all departmental policies and guidelines regulating employment relationship and clinical functioning perform other duties as assigned by the Supervisor or other senior official

ENQUIRIES : Dr S.R Garach Tel No: (035) 901 7245

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 : must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately complete 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

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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 : 25 October 2019 (Late applications will not be accepted)
POST 36/239 : ASSISTANT NURSING MANAGER (PHC)

SALARY : R641 991 per annum
CENTRE : Estcourt District Hospital 13th Cheque, Medical Aid (Optional) Home Owner Allowance 8% rural allowance (Employee must meet the prescribed requirement)

REQUIREMENTS : Senior Certificate (Grade 12) A Degree/Diploma in General Nursing with midwifery Post basic qualification in Primary Health Care Current registration with SANC as a Professional Nurse A minimum of 10 years appropriate/recognizable 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 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 Certificate of Service signed by Human Resource Manager Recommendation: Computer Skills: Power point, Outlook Skills Knowledge, Skills, Training, And Competencies: 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 Principle, Public Service regulations, Labor 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 Service 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 Analyse operational imperatives set in the National PHC Package, Nationals norms and Standards, Provincial Strategic plans, Policies and regulations for implementation and for better outcome 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 : Mr M.P Bekenya Tel No: (036) 342 -7040
APPLICATIONS should be forwarded to: The Human Resource Manager Estcourt District Hospital Private Bag X 7058 Estcourt 3310
CLOSING DATE : 25 October 2019

POST 36/240 : ASSISTANT MANAGER NURSING (SPECIALTY): OBSTETRICS, GYNAECOLOGY AND PAEDIATRICS REF NO: SAP 09/2019

SALARY : R614 991 – R692 166 per annum Other Benefits: Rural Allowance, 13th Cheque, medical Aid (Optional), Housing allowance (employee must meet minimum requirements)
CENTRE : ST Apollinaris Hospital
REQUIREMENTS : Senior Certificate (Grade 12) or equivalent qualification Plus; Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the "South African Nursing Council" (SANC) as a Professional Nurse and Midwifery
A post basic nursing qualification, with duration of at least one (01) year accredited with the SANC i.e. advance midwifery Minimum of ten (10) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing At least six (06) years of period referred to above must be appropriate/recognizable in the specific specialty after obtaining the one (01) year post basic qualification in Advanced Midwifery At least three (03) years of the period referred to above must be appropriate/recognizable experience at Management Level Certificates of Registration with the SANC Proof of current registration with the SANC (2019).Proof of work experience from previous and current employers endorsed and stamped by Human Resource must be attached Skills: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act Patient's Rights Charter, Batho-Pele Principles Sound knowledge and skills in implementing disciplinary code and procedure, grievance procedure Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework Good interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Knowledge of financial and budgetary prescripts and processes pertaining to the relevant resources under management Insight in to public health sector strategies and priorities including the nursing strategy, standards procedures and policies pertaining to nursing care, computer skills in basic programs.

**DUTIES**

Provide effective management and professional leadership in the specialized units. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues including more complex report writing when required Effective management, utilization and supervision of all resources Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele Maintain clinical competence by ensuring that scientific principles nursing and clinical governance are implemented Exercise control of discipline, grievance and any labour related issues in terms of laid down procedures. Provide supportive supervision and comply with EPMS Disaster management, monitor implementation of NCS and interpret its impact on service delivery Co-ordinate and participate in health promotion activities and monitor and evaluation of data Demonstrate basic computer literacy as a support tool to enhance service delivery.

**ENQUIRIES**

Miss TE Kumalo at Tel No: (039) 833 8000/8117

**APPLICATIONS**

Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263 . Hand delivered applications may be submitted to Human Resource Section, St Apollinaris Hospital or be dropped in the application box at Security Department on or before the closing date before 16:00.

**FOR ATTENTION**

Human Resources Section

Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates Certificate of service endorsed by Human Resources Certified copy of Identity Document No faxed or e-mailed applications will be considered The Department reserves the right not to fill the post after advertisement Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Applicants in possession of foreign qualifications must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications “People with disabilities should feel free to apply” He target group in terms of employment equity for post advertised is an African male The Department will not be liable where applicants use incorrect/no reference numbers on their applications Short-listed candidates will not be compensated for S & T claims
**POST 36/241**

**OPERATIONAL MANAGER NURSING REF NO: EMS/12/2019**

Re-advertise those who apply before may re-apply

**SALARY**

R562 800 per annum (other benefits: Medical Aid (Optional) 13th Cheque, Housing Allowance (Employee must meet prescribed requirements) plus 08% Rural Allowance.

**CENTRE**

Emmaus Gateway Clinic

**REQUIREMENTS**

Degree/Diploma in General Nursing, Midwifery Plus 01 year Post Basic Qualification in Primary Health Care or Community Nursing Science with specialization in Clinical Nursing Science, Health Assessment, Treatment and care Registration with SANC as a General Nurse and Primary Health Care Nurse/Community Health Nurse with specialization in Clinical Nursing Science, Health Assessment, treatment and Care A minimum of 9 years appropriate/recognizable experience in nursing as a Professional Nurse with SANC in General nursing of which at least 5 years must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in Primary Health Care Nurse/Community Health Nurse with specialization in Clinical Nursing Science, Health Assessment, Treatment and Care Current SANC receipt Driver’s license.

**REQUIREMENTS**

Computer literacy knowledge & skills knowledge of Nursing care process and procedures and other relevant Legal Frameworks Leadership, organizational decision making and problem solving abilities Interpersonal skills including public relations, team building negotiating, conflict handling and counselling skills Financial and budgetary knowledge pertaining to relevant resources under management Insight into procedures and policies pertaining to nursing care computer skills in basic programs.

**DUTIES**

provision of quality comprehensive community health care Provision of administrative services, plan and organize the mobiles, involvement with community meetings and committees, Information Management (Statistics), financial planning and indirect control of expenditure, up to date with knowledge of appropriate legislation, regulations and departmental policies. Provision of clinical services, administrate and control all clinical support services, effective crisis management, continuous evaluation of nursing care and nursing services Provision of educational services Ensure sound Labour Relations aspects e.g disciplinary actions, absenteeism management, abscondment procedure Ensure implementation of EPMDS Identify and manage staff development needs Manage and monitor the use of equipment and machinery Give verbal or written feedback/report to the PHC manager and the Deputy Nursing Manager as required.

**ENQUIRES**

Ms PPJ van der Plank, Tel No: (036) 488 1570 (ext 8204)

**APPLICATIONS**

Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340 Hand delivered applications may be submitted at Human Resource Registry, Emmaus Hospital.

**FOR ATTENTION**

Ms A.N Ngubane

**NOTE**

Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV and certified copies of qualification certificates, service certificate including ID and driver’s license (certified copies of certificates should not be older than three months) No faxed or e-mailed applications will be considered Applications received after the closing date and those that do not comply with the requirements will not be considered It is the applicant’s responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA) The successful candidate will be subjected to personnel suitability checks and other vetting procedures If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful NB: No Subsistence and Travelling Allowance Will Be Paid For Interview Attendance

**CLOSING DATE**

25 October 2019 at 16:00

**POST 36/242**

**OPERATIONAL MANAGER NURSING: PHC REF NO: EGUM 16/2019 (X1 POST)**

**SALARY**

R562 800 – R633 432 per annum Plus 13th cheque/service bonus plus Rural allowance 8% plus Home owners allowances. Employee must meet prescribed requirements plus Medical Aid (Optional)
CENTRE : E G & Usher Memorial Hospital – Gateway Clinic

REQUIREMENTS : Degree/Diploma in General nursing plus 1 year post basic qualification in Clinical Nursing Science, Assessment, Diagnosis, Treatment and care Current Registration with SANC as a General Nurse with Midwifery (2019 receipt) A minimum of 9 years appropriate/recognize experience in nursing after registration as a Professional nurse with the SANC Five (5) years of the period referred to above, must be appropriate/recognized experience after obtaining a 1 year post basic qualification in Clinical Nursing Science, Assessment, Diagnosis, treatment and care NB: Proof of current and previous experience endorsed and stamped by Human Resource (Service Certificate) must be attached Recommendation: Training certificate on Nurse initiated and management of ART (Nimart) Possession of driver’s licence code B or C1 Knowledge, skills, training and competence required: Knowledge of Nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Health Act, Occupational Health and Safety Act, Public Service Regulations, Labour Relations Act, disciplinary code and procedures, grievance procedures etc Knowledge of SANC rules and Regulations and other relevant Legal Framework Knowledge of Quality Assurance programmes, Batho Pele principles and Patient Rights Charter Insight into procedures and policies pertaining to nursing care Human Resource Management and basic financial management skills Leadership organisational, supervisory and report writing skill Good communication, counselling, interpersonal relations, conflict management, decision making and problem solving skills Computer skills in basic programmes.

DUTIES : Monitor provision of quality and comprehensive primary health care package, ICSM in the clinic Assist in planning, organizing and monitoring of objectives of the specialized unit Manage all resources within the unit effectively and efficiently to ensure optimum service delivery Ability to plan and organize own work and that of support personnel to ensure proper nursing care Display a concern for patients, promoting and advocating proper treatment and care including participating actively in Operation Sukuma Programme Work as part of the multidisciplinary team to ensure good service delivery care. Demonstrate effective communication with patients, community and multidisciplinary team Monitor safe patient service and improve client satisfaction in the clinic Participate in the attainment of National Core Standards status Contribute to the ideal Clinic realization and maintenance (ICRM) status Participate in the analysis and formation of nursing policies and procedures Provide direct and indirect supervision of all staff within the unit and give guidance Demonstrate an understanding of Human Resource and Financial Management Policies and procedures Monitor and evaluate the care and management of all patients through clinical audits Monitor implementation of PHC Re-Engineering in the clinic, including ICDM Monitor implementation and performance on indicators on daily, weekly and monthly basis, provide feedback to management, analyze data and draw up quality improvement plan and implementation plan Exercise control of discipline and any other Labour Related issues in terms of laid down procedures Ensure complaint management is functional in the Clinic Ensure functionality of the Clinic committee so that community involvement and participation is achieved.

ENQUIRIES : MS N.B Dladla Tel No: (039) 797 8100

APPLICATIONS : Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available) Please note due to large number of applications received, applications will not be acknowledged If you are not contacted by us three months after the closing date please regard your application as being unsuccessful Persons with disabilities should feel free to apply for these posts Applicants that applied before must re-apply for the post.

FOR ATTENTION : Human Resource Department

NOTE : The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months Curriculum Vitae Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g EGUM 05/2017.NB: Failure to comply with the above instructions will disqualify applicants Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three
months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks: criminal clearance, credit records and citizenship, verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possessions of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA/Permanent Residents/Work permit holders must submit documentary proof together with their applications. Please note that due to the large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply. NB: Due To Financial Constraints, No S&T Will Be Paid To Candidates When Attending The Interviews.

CLOSING DATE: 25 October 2019, at 16H00 afternoon

POST 36/243: ASSISTANT MANAGER NURSING (MONITORING AND EVALUATION)

REF NO: EMS/15/2019

SALARY: R562 800 per annum, other benefits: Plus 13th Cheque, housing allowance (provided the incumbent meets the requirements) Employee must meet prescribed requirements and Medical Aid-optional.

CENTRE: Emmaus Hospital

REQUIREMENTS: Senior Certificate STD 10/Grade 12, Diploma/Degree in General Nursing and Midwifery. Current Registration with South African Nursing Council as a registered General Nurse and Midwifery. Minimum of 8 years appropriate/recognition experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognition experience at a management level. Valid Driver’s license. Proof of computer literacy. Proof of current and previous experience endorsed by your HR (Certificate of service). NB: Proof of current and previous work experience endorsed and stamped by the Human Resource Department must be attached. Recommendation: Experience in quality assurance. Planning, Monitoring and Evaluation experience in a Health Care environment will be an added advantage. Knowledge of relevant acts, prescripts, policies and procedures governing health care service delivery, especially medical and surgical in depth knowledge of monitoring and evaluation and legislative framework. Data management and ability to analyze and interpret complex information system. Quality Assurance and infection and Prevention and Control Guidelines and Principles. Understanding of HR policies and staff relations. Knowledge of DHMIS policy and relevant information system. Strong leadership, planning and organization skills. Project management, financial management coupled with decision making and problem solving skills. Ability to work independently and under pressure. High level communication skills both written and verbal. Human resources management and computer skills. Advanced facilitation skills to manage consultation. Problem solving Decision making skills. Knowledge of DHMIS policy, SOP and relevant information system. Have an ability to prioritize issues and other work related matters in order to comply with times frames set. Knowledge of M&E Principles.

DUTIES: Administer and facilitate the implementation of an integrated monitoring and evaluation framework fully aligned to National, Provincial, and departmental performance reporting requirements. Co-ordinate the drawing of institutional plans which are aligned to annual performance plan. Analyze data obtained from source and other management information system against indicators with a view to develop reliable performance profiles. Verification and publishing of the 202 prescribe performance and other reports. Ensure planning, monitoring and evaluation support to all departments in the institution including clinics. Develop budget estimates for the planning, Monitoring, and evaluation unit as well as efficient management of resources allocated to the planning M&E unit. Ensure implementation of the total quality management framework and compliance to National Core Standards, IHRM, and ICRM. Enforce
compliance to legislative prescripts in all units within the facility jurisdiction.

Working towards a clean audit Co-ordinate staff training and initiatives for ensuring service excellence Oversee Quality and Infection Prevention and Control issues Ensure good governance within the facility Compile all performance reports and update profile for the sub district and make presentations to all stakeholders and governance structures.

ENQUIRES:
Mrs M.A.N Mzizi, Tel No: (036) 488 1570 (ext. 8203)

APPLICATIONS:
Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340 Hand delivered applications may be submitted at Human Resource Registry (Ms A.N Ngubane) Emmaus Hospital.

FOR ATTENTION:
Human Resource Manager

NOTE:
Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive detailed CV and certified copies of qualification certificates, service certificate including ID and (certified copies of certificates should not be older than three months)

No faxed or e-mail applications will be considered Applications received after the closing date and those that do not comply with the requirements will not be considered It is the applicant’s responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA) The successful candidate will be subjected to personnel suitability checks and other vetting procedures If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful NB: No Subsistence And Travelling Allowance Will Be Paid For Interview Attendance.

CLOSING DATE:
25 October 2019 at 16:00

POST 36/244:
PRIMARY HEALTH CARE SUPERVISOR REF NO: EMS/11/2019

Re-advertise those who apply before may re-apply

SALARY:
R562 800 per annum (other benefits: Medical Aid (Optional) 13th Cheque, Housing allowance (employee must meet prescribed requirements) plus 8% Rural allowance.

CENTRE:
Emmaus Hospital

REQUIREMENTS:
Senior Certificate (Grade 12)/equivalent Degree/Diploma in General Nursing, midwifery Plus 1 year post basic qualification in Primary Health Care. Current Registration (2019) with S.A.N.C A minimum of 9 year appropriate/recognizable experience in nursing as a Professional Nurse with SANC in general nursing of which at least 5 years must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in Primary Health Care Nurse Proof of experience endorsed by Human Resource Office (certificate of service) Driver’s license (code 8/10) knowledge & skills: SANC Rules, regulations and scope of practice Good interpersonal and communication skills Supervisory and analytic thinking skills Sound knowledge of nursing procedures, management and supervision Ability to formulate patient care related policies Display advocacy skills caring and willingness to respond to patient’s needs Work as part of multidisciplinary team for proper referral. Sound knowledge of labour Relation.

DUTIES:
Monitor and evaluate performance of primary health care service and system within the designated services area in line with public health indicators, set norms, standards and targets with a view to report thereon and to initiate correction action timeously Analyze health policies and programs imperative with a view to develop customized implementation strategies to guide the primary health care services provides in the services towards complying with stated, standards and targets Identify transversal primary health care and systems barriers including emerging health trends in the service with a view to ensure corrective action at appropriate levels Ensure an integrated approach with implantation of various primary health care programs to provides a seamless services delivery platform including the prioritizing of needs within the services area and the allocated of resources accordingly Ensure and monitor that primary health care services within designation services area are provided with adequate support by multidisciplinary teams attached to the clinic as well as from shared corporate service provides attached to the mother institution Ensure the effective and efficient utilization of allocation resource, including the development of staff, budgetary, procurement planning inputs and maintenance of prescribed information management systems Supervise and monitor clinical competence of staff and ensure that scientific principles of
nursing care are implemented. Review policies and monitor clinical competence of staff and ensure adherence to current legislation and nursing practices. Maintain appropriate effective primary health care nursing care based on current legislation, standards guidelines and scientific nursing principles. Conduct patient satisfaction survey and waiting times for the clinic. Ensure adequate control and allocation of Human and Material resources. Be involved and assist other members in the clinical management of clients. Monitor and audit compliance with norms and standards, clinical protocols and good practice elements to identify risk to communities, individuals and Department. Ensure adverse events reporting as per protocol. Ensure staff develop and implement quality improvement plans, infection prevention and control and ensure that all other relevant standards are met. Monitor PHC outcomes services on a monthly basis to renew performance. Monitor the implementation of all priority programs. Ensure verification and validation of data before its sent off to the next level. Monitor the progress made on audit finding.

ENQUIRIES: Ms D.Z Hlongwane Tel No: (036 488) 1570 (ext 8312)
APPLICATIONS: Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry, Emmaus Hospital.

FOR ATTENTION: Human Resource Manager
NOTE: Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV and certified copies of qualification certificates, service certificate including ID and driver’s license (certified copies of certificates should not be older than three months). No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant’s responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. No Subsistence And Travelling Allowance Will Be Paid For Interview Attendance.

CLOSING DATE: 18 October 2019 at 16:00
POST 36/245: OPERATIONAL MANAGER: PHC SUPERVISORS: PRIMARY HEALTH CARE STREAM: IMPENDLE AND RICHMOND SUB-DISTRICT REF NO: UMG01/20/19 (X1 POST)

SALARY: R562 800 – R633 432 per annum. Plus 8% Rural allowance. Benefits: 13th Cheque, home owner’s allowance, and Medical aid optional (Employee must meet prescribed conditions).

CENTRE: Umgungundlovu District Office

REQUIREMENTS: Diploma/Degree in General Nursing and Midwifery plus one year diploma in PHC Current Registration with SANC as general Nurse and Primary Health Care Nurse. A minimum of 9 years recognizable nursing experience after registration as professional nurse with SANC in General Nursing of which 5 Years must be recognizable experience after obtaining one year post basic qualification in primary Health Care. Computer literacy with a proficiency in MS Office Software applications. Code 8 Drivers licence. Proof of current and previous work experience endorsed by the employer must be attached. Knowledge, Skills, Training And Competencies Required:-Financial Management Leadership, Organizational, decision making and problem solving Knowledge of Public Service policies and other Health Related prescripts. Sound knowledge of Code of conduct. Good interpersonal skills. Human Resources Management and Labour Relations Act.

DUTIES: Ensure implementation of operational imperatives set by the District as per Health policies and programmes. Ensure provision of quality health care services. Provide contextual planning, monitoring and evaluation. Coordinate service area to ensure a primary health approach within the whole area. Facilitate and advocate for the required resources for service delivery including staff development. Ensure cost effective and appropriate use of resources. Ensure appropriate implementation of Batho Pele principles. Ensure development, implementation and evaluation of EPMDS in line with departmental prescripts. Manage and support education, in-service training, and practice development initiatives in the facilities. Professional growth, ethical standards and participation in training and research. Oversee
disciplinary and grievance matters including monitoring and managing
absenteeism. Implement consequence management for non-compliance.
Ensure quality data management at facility and sub-district level. Maintain inter-
sectoral collaboration with other government structures through Operation
Sukuma Sakhe. Activities include providing supervision to PHC clinics and units serving
a community. Participate in Primary Health Care Sub –District Meetings.
Deputize Assistant Manager Nursing and take over his/her responsibilities in
absence.

ENQUIRIES:
Mrs NA Mbana Tel No: (033) 365 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) Pietermaritzburg

FOR ATTENTION:
Human Resource Department

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

CLOSING DATE:
25 October 2019

POST 36/246:
ULTRASOUND RADIOGRAPHER - GRADE 1, 2 AND 3 REF NO: PMMH
ULT/RAD/06/2019 (X 1 POST)

SALARY:
Grade 1: R395 703 - R452 445 per annum
Grade 2: R466 119 - R532 959 per annum
Grade 3: R549 066 – R591 510 per annum
Other Benefits Home Owner Allowance (conditions apply); 13th Cheque
(conditions apply) and Medical Aid (Optional) Inhospitable Area Allowance (12
% of basic salary)

CENTRE:
Prince Mshiyeni Memorial Hospital

REQUIREMENTS:
Appropriate qualification that allows for the required registration with the
HPCSA in ultrasound radiography. Certificate of Registration with Health
Professional Council of South Africa (HPCSA) in Ultrasound Radiography.
Current registration confirmation/annual practice with HPCSA - Grade 01
(Experience) Four (04) years appropriate experience after registration with the
Health Professional Council of South Africa (HPCSA) as Diagnostic Radiographer.
Grade 2 (Experience) Fourteen (14) years appropriate experience after registration with the
Health Professional Council of South Africa (HPCSA) as Diagnostic Radiographer,
of which ten (10) years must be after registration in Ultrasound Radiography.
Grade 3 (Experience) Twenty four (24) years appropriate experience after registration with the
Health Professional Council of South Africa (HPCSA) as a Diagnostic Radiographer,
of which twenty (20) years must be after registration in Ultrasound Radiography.
Please provide all your certificate of service from previous and current
employer endorsed and stamped by HR department knowledge, skills training
and competencies required: Excellent knowledge of high risk obstetrics and
gynecology, general, small parts, vascular, musculoskeletal scanning
techniques, protocols and procedures. Sound knowledge of diagnostic
radiography procedures and imaging, including computerized radiography
(CR). Knowledge of radiographic procedures, equipment and accessories
associated with relevant techniques. Sound knowledge of radiation control
regulations; safety measures and policies. Knowledge of Occupational Health
and Safety and other relevant Acts, policies and regulations. Knowledge of
basic Quality Assurance procedures in diagnostic radiography. Ability to

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perform and record basic quality assurance tests as per Radiation Control Directorate Sound communication, interpersonal and problem solving skills.

**DUTIES:**
Provide a high quality ultrasound service in keeping with Woman and Child status of the hospital: gynecological scans with complicated pathology, Pediatric and detailed obstetric anomaly scans. Provide correct interpretation of all ultrasound scans; compile comprehensive reports as required in working environment. Provide a high quality diagnostic service according to patient’s needs, while adhering to safe radiation protection standards. Execute all clinical procedures competently with computed radiography whilst adhering to protocols and practices and techniques and prevent complications. Inspect and utilize equipment professionally to ensure that they comply with safety standards. Perform Quality Assurance tests and procedures as agreed in the department. Participate in a 24 hour roster system which includes nights, weekends, public holidays and standby duties. Promote good health practices and ensure optimal care of the patients. Provide assistance, supervision and training to junior staff and students. Play an active role in the implementation of quality improvement programmes and National Core Standard and Ideal Hospital.

**ENQUIRIES:**
MS B Gcaza Tel No: (031) 907 8208/8287

**APPLICATIONS:**
to be forwarded to: The Deputy Director: HRMS Prince Mshiyeni Memorial Hospital; Private Bag X 07; Mboneni; 4060

**FOR ATTENTION:**
Mr Vm Phewa

**CLOSING DATE:**
25 October 2019

**POST 36/247:**
RADIATION ONCOLOGY RADIOGRAPHER (RADIOThERAPIST) REF NO: RADIOONCO RAD/2/2019 (X5 POSTS)
Department: Radiation Oncology

**SALARY:**
Grade 1: R395 703 per annum, Plus 13th cheque, Medical Aid - Optional & Housing Allowance: Employee must meet prescribed requirements.
Grade 2: R466 119 per annum Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements
Grade 3: R549 066 per annum Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements.

**CENTRE:**
EThekwini Oncology complex (Inkosi Albert Luthuli Central Hospital and Addington Hospital)

**REQUIREMENTS:**
Diploma or Bachelor degree in Radiography. Current registration with the Health Professions Council of South Africa as a Radiographer (Radiotherapy Oncology) Four (4) years ‘appropriate experience after registration with Health Profession Council of South Africa (HPCSA) as Diagnostic Radiographer.

**Experience:**
Grade 1: Four (4) years ‘appropriate experience after registration with Health Profession Council of South Africa (HPCSA) as Diagnostic Radiographer.
Applicants with a four (4) year Radiography speciality qualification (not in possession of Diagnostic Radiography qualification) who do not have experience as Diagnostic Radiographer may apply and will be appointed as Diagnostic Radiographer and will be paid a Diagnostic Radiographer salary.

Current Community Service workers can apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa as Radiation Oncology Radiographer.

Grade 2: Minimum 14 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer of which 10 years must be after registration as a Radiation Oncology Radiographer.

Grade 3: Minimum 24 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer of which 20yrs must be after registration as a Radiation Oncology Radiographer.

**Training And Competences Required:** Knowledge of radiotherapy standard techniques, dose protocols, equipment and accessories associated with relevant techniques and including specialised techniques. Knowledge of basic quality assurance in Radiotherapy, radiation effects & Radiation protection on patients. Anatomy vs. tumor treatment vs. effects on physiology care patterns for patients. Taking and evaluating of Portal images/C.T scans and MRI scans for treatment planning purposes. Knowledge of Radiotherapy Planning.

Good interpersonal skills and basic supervisory skills. Must have the ability to perform effectively in a team. Knowledge of basic patient care.

**DUTIES:**
Undertake all basic radiation planning and treatment preparation including the tumor localisation, graphic planning, radiation dose calculation and the necessary data preparation needed for treatment accessory construction.
Undertake Brachytherapy Planning and treatment procedure. Liaise with the Physicist, Oncologist, Oncology nurses, relatives and the patient. Safely operate, care and construct accessories and immobilization devices used in the planning and treatment of the patient. Dosimetry checks done before delivery of treatment. Ensure accurate records kept of the course of Radiotherapy treatment delivered. Serve as Health and Safety Representative. Provide afterhours duties and rotate between Inkosi Albert Luthuli Central Hospital Radiotherapy department and Addington Hospital Radiotherapy department when needed.

ENQUIRIES:
Ms T. Hlengwa Tel No: (031) 240 1857

APPLICATIONS:
All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

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

CLOSING DATE: 25 October 2019

POST 36/248: PROFESSIONAL NURSE SPECIALTY NURSING ORTHOPAEDICS-OUT PATIENTS DEPARTMENT: REF NO: PN SPEC ORTHO 8/2019 (X1 POST)

SALARY:
Grade 1: R383 226 - R444 276 per annum. Other Benefits: 13th cheque, medical aid (optional), 8% rural allowance, housing allowance: employee must meet the prescribed requirements.
Grade 2: R471 333 - R579 696 per annum. Other Benefits: 13th cheque, medical aid (optional), 8% rural allowance, and housing allowance: employee must meet the prescribed requirements.

CENTRE:
Eshowe District Hospital

REQUIREMENTS:
Senior certificate (Grade 12) Degree/Diploma in General Nursing and Medical & Surgical Nursing Science-Orthopaedic Nursing. Current Registration with South African Nursing Council as a General Nurse Diploma in Medical & Surgical Nursing Science-Orthopaedic Nursing, with duration of at least 1 year, accredited with the South African Nursing Council. NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management Experience. Grade 1: Minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing and Medical & Surgical Nursing Science-Orthopaedic Nursing Experience. Grade 2: Minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing and Medical & Surgical Nursing Science-Orthopaedic Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1-year post basic qualification in Medical & Surgical Nursing Science-Orthopaedic Nursing. Knowledge, skills, training and competencies required: Knowledge of public services acts, regulations and policies. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate effective communication with client/patients, supervisors and other clinicians, including report writing when required. Work as part of a multi-
disciplinary team to ensure good nursing care. Work effectively co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating knowledge and experience in implementation of Batho Pele principles, patient’s right charter and code of conduct. Knowledge on SANC rules and regulations. Proper treatment and care including awareness and willingness to respond to patient’s needs, requirements and expectations (Batho Pele).

**DUTIES:**
- Oversee and co-ordinate the integration of Orthopaedic services in the Out Patient Department.
- Manage people suffering from musculoskeletal malfunctions and diseases.
- Work as a team leader and oversee Out Patient Department in the absence of the Operational Manager or when the need arises.
- Implement a comprehensive nursing care plan/program for the promotion of health, self-care treatment and rehabilitation of patients.
- Implement standards, practices, criteria and indicators for quality nursing (quality of practice).
- Create and maintain a complete and accurate nursing record for individual health care users.
- Audit clinical records by analysing data.
- Participate in health promotion and illness prevention initiatives.
- Maintain a plan to improve the quality of nursing and health care practices.
- Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care.
- Maintain a constructive working relationship with nursing and other stakeholders.
- Utilize human, material and physical resources efficiently and effectively to assist in Employee Performance Management Developments System (EPMDS) of staff and implement Employee Assistance Program.

**ENQUIRIES:**
Nursing Manager: Dr Fn Dube Tel No: (035) 4734500

**APPLICATIONS:**
Direct your application quoting the relevant reference number to: The Chief Executive Officer, Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.

**FOR ATTENTION:**
Mrs GZ Dube: Human Resource Manager

**NOTE:**
Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service must be endorsed by Human Resources Certified copy of identity document. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained for the Pre-Employment checks which will be conducted by the Department for the following i.e Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers licence, professional driving permit (where required) Citizen ship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. “People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).”

**CLOSING DATE:**
25 October 2019

**POST 36/249:**
**PROFESSIONAL NURSE SPECIALITY (ADVANCED MIDWIFERY) REF NO: GJC 10/2019 (X2 POSTS)**

**SALARY:**
R383 226 per annum Other Benefits: 13th cheque, Rural allowance 12% of annual salary, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

**CENTRE:**
GJ Crookes Hospital

**REQUIREMENTS:**
- A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing, Midwifery.
- Knowledge of Nursing Care processes and procedures, nursing statutes and
other relevant legal framework such as Nursing Act, Mental Health Act, Occupational Health and safety Act, Batho Pele Principles, Patients’ Rights Charter, Labour Relations Act Leadership, organizational skills, decision making skills and problem solving skills Good communication and interpersonal skills Basic computer skills.

**DUTIES**

Co-ordinate optimal, holistic, specialized nursing care with set standards and within a professional/legal framework. Ensure that CARMMA strategy, Saving Mothers and Saving Babies Recommendations are implemented Diagnose and manage obstetric emergencies in the absence of a doctor Identify high risk clients during ante-partum and post-partum periods manage and refer accordingly Complete patient related data, partake in PPIP and sub-district perinatal meeting Implement National Core Standards and Ideal Hospital realisation guidelines and standard operational plans Implement strategies and standards operational plans for Infection Prevention and Control Monitor and report Patient safety incidents e.g needle stick injuries, patient complains etc Assist in planning and co-ordination of training and promote learning opportunities for all nursing categories i.e on the job training Ensure and monitor the availability and optimum utilization of all resources. Assist in orientation, induction and mentoring of all nursing staff and orientation of other staff Provide effective management and professional leadership by ensuring that the unit is organized to provide quality nursing care. Demonstrate an in-depth understanding of legislation and related ethical nursing practices and how this impact on service delivery.

**ENQUIRIES**

Ms PT Mkhize 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**

Mr JL Majola

**NOTE**

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

**CLOSING DATE**

25 October 2019 at 16h00

**POST 36/250**

PROFESSIONAL NURSE SPECIALITY: OCCUPATIONAL NURSE REF NO: EMS/13/2019

Re-advertise those who apply before may re-apply

**SALARY**

R383 226 per annum (other benefits: Medical Aid (Optional) 13th Cheque, Housing allowance (employee must meet prescribed requirements) plus 8% Rural allowance.

**CENTRE**

Emmaus Hospital

**REQUIREMENTS**

Senior Certificate Grade 12/STD 10, Diploma/Degree in General Nursing or equivalent qualification that follows for registration with the SANC as a Professional Nurse A Post Basic Nursing qualification, with duration of at least one year, accredited with a SANC in Occupational Health other a B Tech Degree or Diploma accredited with SANC A minimum of 4 years appropriate/recongnizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. Proof of current registration with SANC (2019) receipt Proof of previous and current work experience (certificates of Service) endorsed and stamped by HR Office must be attached Certificate of Service must also attached Recommendation unendorsed, valid driver’s license (Code B or C1) Computer Literacy: Ms Office applications Certificates must be attached Knowledge & Skills :Knowledge of Nursing care processes and procedures, Nursing statutes and other relevant Legal Framework Sound knowledge of Occupational Health and Safety Act, Compensation of Injuries and Diseases Act and the latest Employee Framework for the Service Knowledge of Basic Human Resource and Financial management Ability to formulate Occupational Health Related policies and procedures Ability to demonstrate good insight of policies and procedure
pertaining to occupational and employee health wellness Problem solving skills Ability to communicate both verbal and in writing Computer Literacy on Basic Microsoft Software package Knowledge of Batho Pele Principles and norms and standards Knowledge of Pharmaceutical Management Knowledge of provincial and national Act Policies Knowledge of Infection Control, risk and waste management Excellent communication, leadership, supervisory, report writing skills

**DUTIES**

Co-ordinate HIV, AIDS, and TB Management Sub-programme in context of prevention treatment care and support, management of human and legal right to justice and monitoring, research and surveillance Operationalize Health and Productivity Management Sub-programme in the context of health and productivity, Disease Management, chronic illness, mental health, temporal incapacity leave, ill-health promotion work as part of a multidisciplinary team to ensure quality of care, including working cooperatively with employees of diverse social, religious and cultural backgrounds Development of presentation for orientation and induction programme Champion, promote and advocate proper treatment and care, including employees health and wellness campaigns so as to respond to the needs of employees. Conduct Disease profiles amongst employees and develop quality improvement plan, policies and procedures and ensure their timeous implementation Co-ordinate healthy lifestyle promotion, medical surveillance (baseline, periodical and exit) and procedures ad ensure their timeous implementation Conduct Occupational health audits in line with the occupational health and safety Act 85 of 1993 and relevant legislation and protocol. Co-ordinates establishment if a multi-disciplinary HIV, AIDS, TB< health and productivity Make contribution to Management Sub-Committee as a platform for reflecting on the employee health and wellness issues Compile and capture IOD cases on relevant for me, including compiling of IOD statistics to ensure reporting to Compensation Commissioners office and the Department of Labour Maintain accurate staff records, identify and investigate occupational health diseases and compile statistics and submit report to the hospital management and District Office Develop Occupational health business plan in line with institutions plans and manage, plan, monitor Evaluate and review the utilization of resource as an Occupational Health Practitioner Provide risk assessment to employees Provide optimal, holistic nursing care with set of standards and professional/legal framework Compile statistics and submit reports.

**ENQUIRES**

Ms PPJ van der Plank, Tel No: (0360 488 1570 (ext 8204)

**APPLICATIONS**

Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340 Hand delivered applications may be submitted at Human Resource Registry, Emmaus Hospital.

**FOR ATTENTION**

Ms A.N Ngubane

Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV and certified copies of qualification certificates, service certificate including ID and driver's license (certified copies of certificates should not be older than three months) No faxed or e-mailed applications will be considered Applications received after the closing date and those that do not comply with the requirements will not be considered It is the applicant’s responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA) The successful candidate will be subjected to personnel suitability checks and other vetting procedures If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful NB: No Subsistence And Travelling Allowance Will Be Paid For Interview Attendance

**CLOSING DATE**

25 October 2019 at 16:00

**POST 36/251**

CLINICAL NURSE PRACTITIONER OR PROFESSIONAL NURSE (SCHOOL HEALTH) GRADE 1, 2 REF NO: NGWE 72/2019: PHC: SCHOOL HEALTH

**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 Primary Health Care
Nursing or Advance Midwifery, 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, **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 Primary Health Care or Maternal Care after obtaining post basic qualification in Primary Health Care Nursing or Advance Midwifery 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 scope of practice as defined by SANC

**DUTIES**: Co-ordinate optimal holistic specialized primary health nursing care to patients as member of the multidisciplinary team Maintain accreditation standards by ensuring compliance with National Norms and Standards Planning and organizing own work and that of support personnel to ensure proper nursing care. Ensure that the clinic complies with Infection Prevention and Control as well as Occupational Health and Safety policies Strengthen ethics and professionalism Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient’s needs and expectations according to Batho Pele Principles Provide safe and therapeutic environment for patients, staff and public Ensure optimal utilization of human and material resources Participate in staff development using EPMD System and other work related programmes and training Work extended hours or on call system when required Coordinate school health activities as indicated in school health policy Planning of campaigns and awareness’s according to identified school needs Adherence to scope of practice as defined by SANC.

**ENQUIRIES**: Ms BJ Kubheka Tel No: (035) 901 7224

**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

**NOTE**: Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately complete 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

**FOR ATTENTION**: Mr M.P Zungu

**CLOSING DATE**: 25 October 2019 (Late applications will not be accepted)

**POST 36/252**: ASSISTANT DIRECTOR: SYSTEMS MANAGEMENT REF NO: CTK15/2019 Systems Management

**SALARY**: R376 596 per annum (Level 09) plus Other Benefits: 13th Cheque Medical Aid and housing allowing (optional and provided the member meets the requirements)

**CENTRE**: Christ the King Hospital

**REQUIREMENTS**: Senior certificate/grade 12,MBCHB Degree qualification, Registration with the HPCSA as a Medical Practitioner Proof of current registration as a Medical Practitioner with HPCSA A minimum of 6 years’ experience after registration
as a Medical Practitioner with HPCSA Proof of current and previous work experience endorsed by the Human Resource Manager or delegated person (certificate of service must be attached as proof of experience), Knowledge of health legislation and policies at public institution, Excellent human, communication and leadership skills Sound knowledge and clinical skills, Ability to develop policies, Computer literacy Sound negotiation, planning, organizing, decision making and conflict management skills Good team building and problem solver Knowledge of medical disciplines and management skills Knowledge and experience in District Health System. A qualification in family medicine would be a recommendation.

**DUTIES**

Provide the management, support and supervision to all medical staff, pharmacy services and allied health professional services. Provide optimal health care by utilizing SMART key result Areas in carrying out the objective of the department. Formulate policies and procedures for medical services and ensure that they are in accordance with the current statutory regulations and guidelines. Ensure the provision of protocols and guidelines to Doctors. Provision of quality care, assisting team members with quality assurance, quality improvement projects, mobility and mortality reviews, monthly audits development of clinical guidelines, policies as per specialty Participate in quality improvement Programmes. Ensure the provision of outreach services. Formulate strategic plans in keeping with the requirements of the hospital Ensure control monitoring of the hospital budget Maintain discipline in relevant departments Ensure continuous monitoring of morbidity and mortality through clinical audits Provision of quality advanced comprehensive community health care through provision of preventative, curative and rehabilitative services. Provision of administrative services Overtime is compulsory

**ENQUIRIES**

Mrs S.W Maseko Tel No: (039) 834 7500 EXT 7505

**APPLICATIONS**

The Chief Executive Officer, Christ the King Hospital,Private bag X542,IXOPO,3276 OR Hand delivered to: Christ the King Hospital,Human Resource Office,Peter Hauff Drive,IXOPO,3276

**NOTE**

The following documents must be submitted: (a) Application for Employment Form (Z83), which is available from any Government Department OR the web site www.kznhealth.gov.za (b) Certified copies of highest educational qualifications- not copies of certified copies Curriculum vitae, Certified copy of Identity Document Certified copies of Registration certificates Reference number must be indicated in the column provided on the form Z83 This Department is an equal opportunity, affirmative action employer whose aim is to promote representativeness in all occupational categories in the department. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted if you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. People with disabilities must feel free to apply. The Employment Equity target preference is African Male NB: Failure to comply with the above instructions will disqualify applicants Due to financial constraints, No S&T claims will be compensated to shortlisted candidates. The appointment is subject to the positive outcome obtained from the State Security Agency to the following checks: (security checks, Credit records, qualification, citizenship and previous experience verifications).

**CLOSING DATE**

25 October 2019

**POST 36/253**

**PROFESSIONAL NURSE- SPECIALTY: PRIMARY HEALTH CARE STREAM REF NO: TAYLORS CLINIC: UMG01/26/19**

**SALARY**

Grade 1: R362 559 – R420 318 per annum Plus 8% rural allowance

Grade 2: R445 917 – R548 436 per annum Plus 8% Rural allowance

Benefits: 13th Cheque, home owner’s allowance, and Medical aid optional [Employee must meet prescribed conditions.

**CENTRE**

Umgungundlovu Health District

**REQUIREMENTS**

Minimum Requirements: Senior Certificate or equivalent Degree/Diploma in General Nursing plus One (1) year post basic qualification in Advanced Midwifery Current registration with SANC as General Nurse and relevant specialty (2019 receipt) Grade1: A minimum of 4 years appropriate/recognizable experience as a General Nurse and 1 year in the Speciality (Advanced Midwifery) Grade2: Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing At least 10 years of the period referred to above must be appropriate/recognizable experience in the
specialty after obtaining the one year post basic qualification in the relevant Speciality Proof of current and previous work experience endorsed by the employer must be attached Knowledge, Skills, Training And Competencies Required:- Demonstrate understanding of Nursing legislation and related legal and ethical nursing practices within Primary Health Care environment, demonstrate a basic understanding of HR and financial policies and practice Good communication skills Good interpersonal skills Team building and supervisory skills.

DUTIES: Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a primary health care facility Able to plan and organize own work and that of support personnel to ensure proper nursing care Work as part of the multi- disciplinary team to ensure good nursing care at primary health care level Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patients’ needs and expectations according to Batho Pele Principles. Promote quality of nursing care as directed by standards at primary health care facilities Diagnose and manage obstetric emergencies in the absence of a doctor i.e Eclampsia, APH etc Identify high risk clients during ante-partum and post-partum periods manage them or refer them according to policy Develop mission and vision and objectives for obstetric unit Develop, implement and review obstetric policies and procedures. Facilitate facility perinatal Mortality review or meetings Know South African Nursing Council rules and regulations pertaining to obstetrics The incumbent will be expected to work overtime and extended hours.

ENQUIRIES: Mrs NM NgubaneTel No: (033) 395 4330

APPLICATIONS: All applications should be forwarded to: The Deputy Director: HRM Services Umgungundlovu Health District, Private Bag X 9124, Pietermaritzburg 3200 or Hand Deliver to: 171 Hoosen Haffejee Street (Burg street)

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

CLOSING DATE: 25 October 2019

POST 36/254: DIAGNOSTIC RADIOGRAPHER - GRADE 1, 2 AND 3 REF NO: PMMH DRAD/05/2019 (X2 POSTS)

SALARY: Grade 1: R317 976 - R361 872
Grade 2: R372 810 - R426 291
Grade 3: R439 164 - R532 959
Other Benefits Home Owner Allowance (conditions apply); 13th Cheque (conditions apply) and Medical Aid (Optional) Inhospitable Area Allowance (12 % of basic salary)

CENTRE: Prince Mshiyeni Memorial Hospital

REQUIREMENTS: National Diploma/Degree in Diagnostic Radiography/ any appropriate qualification that allows for the required registration with the HPCSA in the relevant profession Certificate of Registration with Health Professional Council of South Africa (HPCSA) as a Diagnostic Radiographer (independent/ private practice) Current registration confirmation/annual practice with HPCSA as
diagnostic radiographer independent practice for 2019-2020 Diagnostic Radiographer - **Grade 01** (Experience) None after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. One (01) year experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, whom it is not required to perform community service, as required in South Africa Diagnostic Radiographer - **Grade 02** (Experience) Minimum of ten (10) years’ experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. Eleven (11) years’ experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, whom it is not required to perform community service, as required in South Africa Diagnostic Radiographer - **Grade 03** (Experience) Minimum of twenty (20) years’ experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa Twenty one (21) years’ experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, whom it is not required to perform community service, as required in South Africa Please provide all your certificate of service from previous and current employer endorsed and stamped by HR Department **Knowledge, Skills Training And Competencies Required:** Sound knowledge of diagnostic radiography procedures and imaging, including computerized radiography (CR). Knowledge of radiographic procedures, equipment and accessories associated with relevant techniques Sound knowledge of radiation control regulations; safety measures and policies Knowledge of Occupational Health and Safety and other relevant Acts, policies and regulations. Knowledge of basic Quality Assurance procedures in diagnostic radiography. Ability to perform and record basic quality assurance tests as per Radiation Control Directorate Sound communication, interpersonal and problem solving skills **DUTIES:** Provide high quality diagnostic radiographs to assist with correct diagnosis Provide a high quality diagnostic service according to patient’s needs, while adhering to safe radiation protection standards Execute all clinical procedures competently with computed radiography whilst adhering to protocols and practices and techniques Inspect and utilize equipment professionally to ensure that they comply with safety standards Perform Quality Assurance tests and procedures as agreed in the department Participate in a 24 hour roster system which includes nights, weekends, public holidays and standby duties Promote Batho Pele principles in the daily execution of duties for effective service delivery To contribute to overall work process in the diagnostic imaging department Play an active role in the implementation of quality improvement programmes and National Core Standard and Ideal Hospital. **ENQUIRIES** : S B GCAGA Tel No: (031) 907 8208/8287 **APPLICATIONS** : To be forwarded to: The Deputy Director: HRMS Prince Mshiyeni Memorial Hospital; Private Bag X 07; Mbeni; 4060 **FOR ATTENTION** : Mr VM Phewa **CLOSING DATE** : 25 October 2019 **POST 36/255**: POST BASIC PHARMACIST ASSISTANT GR1: RICHMOND CLINIC REF NO: UMG01/25/19 **SALARY** : Grade 1: R208 3838 – R234 738 per annum Benefits: 13th Cheque, home owner’s allowance, and Medical aid optional (Employee must meet prescribed conditions) **CENTER** : Umgungundlovu Health District **REQUIREMENTS** : Senior Certificate (grade 12).Current Registration with South African Pharmacy Council as Pharmacist Assistant (Post Basic) Plus less than 5 years’ experience after registration with SAPC as a Pharmacist Assistant( Post Basic) Proof of SAPC annual fees payment Recommendations: Minimum 6 months Primary Health Care experience as Pharmacist Assistant. EB Drivers Licence (code 8) Knowledge, Skills, Training And Competencies Required:- Basic Knowledge of numeracy Hygiene and cleanliness, infection controls Computer literacy Basic health & safety matters Basic Knowledge of medical and dispensing process Good interpersonal relation Ability to work under pressure Ability to communicate effectively **DUTIES** : Perform all duties in accordance with the scope of practice, regulations and standard operating procedures. Be responsible for ordering, receiving, proper storage of general and thermo-labile medicine Issuing of medicines to
consultation rooms Management of chronic medication dispensed by the supporting hospitals Be responsible for running the electronic system or manual system for stock management Ensure proper stock management – stock rotation, expiry checks, stock take, stock levels and stock security Prepare medicines for delivery and issuing of medicine parcels to patients in support to mobile clinics, ARV and TB clinics as well as WBO'TS Provide basic PHC education and counselling to patients on safe and effective use of medication Collect and maintain the necessary records, statistics and information Maintain good housekeeping (infection control and prevention) in the pharmaceutical environment Co-ordinate CCMDD project between the patient, Health facilities and Pick up Points Promote and educate the patients and clients on CCMDD related issues Handle queries from patients regarding CCMDD Ensure availability of medicines in consulting rooms and emergency rooms.

ENQUIRIES : Mrs NA Mbana Tel No: (033) 395 4330
APPLICATION : All applications should be forwarded to: The Deputy Director: HRM Services 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 thereof on the Z83 form NB: Failure to comply with the above instructions will disqualify applicants Faxed and e-mailed applications will Not be accepted. Persons with disabilities should feel free to apply for the post The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful The Department will not be liable where applicants use incorrect/no reference number(s) on their applications Preference Will Be Given To African Males

CLOSING DATE : 25 October 2019

PROVINCIAL TREASURY

The KwaZulu-Natal Provincial Treasury is an equal opportunity, affirmative action employer. As such, it is our intention to promote and uphold representivity in the Department in terms of race, gender and disability. Targeted: African Females, African Males and persons with disabilities who meet the requirements.

APPLICATIONS : Applications, quoting the correct reference number must be forwarded to: The Head of Department, Provincial Treasury, Directorate: Human Resource Management and Development, P.O Box 3613 Pietermaritzburg, 3201 or 145 Chief Albert Luthuli Road, Pietermaritzburg 3200
FOR ATTENTION : Ms S Ngema
CLOSING DATE : 01 November 2019
NOTE : Applications must be submitted with a signed and dated Z83 Form, obtainable from any Public Service Department, and must be accompanied by a comprehensive CV, together with originally certified copies of qualifications including an academic record for all relevant qualifications and a Matric certificate Kindly attach an originally certified copy of a Driver’s licence if required and your ID Applicants must provide original Service records for all relevant experience, proof of management experience (where it is a requirement), job description for current positions and a letter from the respective Human Resources for occupying acting positions It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and a certificate for such must be attached The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office Where an applicant has lost a certificate, ID or driver’s licence, proof of application for a replacement must be attached and an affidavit explaining the loss must be attached The department will conduct reference
checks with the HR section of current and/or previous employers apart from the referees listed. Candidates will be subjected to the verification of qualifications, reference checks as well as a criminal record check and competency assessment. It is regretted that due to a large volume of applications, it is not possible for the department to acknowledge receipt of every application received, and that only those that will participate in the final selection process (interviews) will be notified of the outcome. Should you not hear from the department within 3 months of the closing date, please consider your application as unsuccessful. Non-South African citizens who are permanent residency holders must submit a documentary proof together with their applications. Under no circumstances will faxed, e-mailed or late application be accepted. Therefore the onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Applications that do not comply with these instructions will not be considered.

OTHER POST

POST 36/256

ASSISTANT DIRECTOR: HR ADMINISTRATION, SYSTEMS AND CONTROL REF NO: KZNPT 19/40

Purpose: To provide and oversee Human Resource Administration, Systems and Control services in terms of legislative mandates.

SALARY

R376 596 per annum

CENTRE

KZN Provincial Treasury, Pietermaritzburg

REQUIREMENTS

A 3 year NOF level 6/7 National Diploma/Degree in Human Resources Management or related field. Completed courses and experience in PERSAL, spreadsheet and presentation software packages. A minimum of 3 years’ relevant experience in Human Resources of which at least one year must be at a supervisory level.

DUTIES

Manage PERSAL system as the PERSAL Controller within the Department as well as user support in compliance with minimum standards. Oversee and administer all processes related to the post establishment of the department. Oversee and administer the implementation of Performance Management within the Department. Oversee the maintenance of Human Resource records in terms of legislative mandates. Provide advice and guidance to management and staff in terms of Establishment, PMDS, PERSAL Control and Records Management policies and prescripts. Provide effective and efficient supervision of all allocated and adherence to policies competencies, knowledge and skills:

Knowledge of the Public Service Act and Regulations, PERSAL Control, Establishment control, Records Management Analytical, organizing, planning skills, computer literacy, good verbal and written communication skills, good inter-personal relations, problem solving, presentation, supervision skills, self-disciplined and able to work under pressure with minimum supervision, policy analysis and research skills. PERSAL Control skill.

ENQUIRIES

Ms M Mayekiso Tel No: (033) 897 4419

DEPARTMENT OF TRANSPORT

The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer

APPLICATIONS

Forward your application, quoting the relevant reference number to: Head: Transport, Human Resource Management Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applications may alternatively be hand-delivered to the Office of the Department of Transport, 172 Burger Street, Pietermaritzburg.

CLOSING DATE

25 October 2019 (at 16h00). Applications received after the closing date and time will not be considered.

NOTE

Applications must be submitted on the prescribed application form Z83 (which must be originally signed and dated) and must be accompanied by a detailed CV and originally certified copies (not copies of certified copies) of required educational qualifications (including academic record/statement of results) set out in the advertisement (certificates are required, however, if a certificate is only to be issued at a graduation in the future, the statement of results, together with a letter from the educational institution, indicating the date of the graduation, will be accepted), certified copies of identity document as well as valid driver’s licence (where a driver’s licence is a requirement). Applicants must provide proof of supervisory or management experience (where it is a requirement) and certified copies of acting appointment letters for occupying acting positions. Curriculum Vitae (CV) dates of starting and leaving
employment must be given as DD/MM/YY Applications lacking evidence of relevant experience will not be considered Failure to comply with these instructions will lead to applications being disqualified Should an applicant wish to apply for more than one post, separate applications i.e all the documentation must be submitted for each post applied for Non-RSA Citizens/Permanent Resident Permit holders must attach a copy of their Permanent Residence Permits to their applications It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof of such evaluation to their application Under no circumstances will faxed or e-mailed applications be accepted Receipt of applications will not be acknowledged due to the volume of applications and should you not receive an invitation to attend an interview within three (3) months of the closing date should assume that their application was unsuccessful Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools Shortlisted candidates will be required to submit an original SAP91 form with their fingerprints on the day of their interview It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department The Department of Transport reserves the right not to fill these post(s).

MANAGEMENT ECHELON

POST 36/257 : CHIEF DIRECTOR: PUBLIC & FREIGHT TRANSPORT MANAGEMENT REF NO: P 16/2019

Re-advertisement Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

SALARY : R1 251 183 per annum (all Inclusive, flexible remuneration package)
CENTRE : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg

DUTIES : Determine and manage the strategic direction of public transportation contracts, freight transportation and public transportation policy and planning services Participation, interpretation and implementation of National policies and ensure the development, interpretation and implementation of Departmental policies and procedures, as well as provide input into National
and Provincial policies. Ensure monitoring and compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Chief Directorate, and of the resources of the Chief Directorate. Facilitate and drive empowerment projects with direct interventions, strategic policies and partnerships with the industry. Manage the resources of the component.

ENQUIRIES: Ms F Sithole Tel No: (033) 355 8886
FOR ATTENTION: Mr C McDougall
NOTE: It is the intention of this Department to consider equity targets when filling this position.

POST 36/258

DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT SERVICES (PUBLIC & FREIGHT TRANSPORT) REF NO: P 14/2019
Re-advertisement applicants who applied previously and who still wish to be considered are at liberty to re-apply.

SALARY: R733 257 per annum (all inclusive remuneration package)
CENTRE: Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
REQUIREMENTS: An appropriate recognized Bachelor’s Degree/National Diploma in Public Management (NQF level 6); plus A minimum of 3 years’ junior management experience in Public Transport; plus Possession of a valid driver’s licence (minimum Code EB) Knowledge, Skills, Training and Competencies Required: Knowledge of Public Service Act and Public Service Regulations Knowledge of Service Delivery Framework Knowledge of Project Management Principles Knowledge of Skills Development Act Knowledge of Higher Education and Training Act and Further Education and Training Act Knowledge of National Skills Development Strategy Knowledge of Labour Relations Act Knowledge of National Development Plan Knowledge of Occupational Health and Safety Act Knowledge of Intergovernmental Matters Knowledge of Promotion of Equity and Prevention of Unfair Discrimination Knowledge of Legislative Mandates Knowledge of Management of Information Systems Strategic planning and organizational skills Report writing, analytical and computer skills Problem solving, decision making and risk management skills Driving and communication (written and verbal) skills People management and leadership skills Ability to work under pressure Time management, language and listening skills Presentation and interpersonal relations skills The ideal candidate should be proactive, have commitment, honesty and integrity. He/she should also be innovative, reliable, be receptive to ideas and suggestions, be punctual and professional.

DUTIES: Provide support with the preparation and consolidation of the chief directorate business plans, operational plan, procurement plan, etc. Administer general personnel and financial administration matters. Administer, prepare and control the budget of the chief directorate. Manage stakeholders and the office of the Deputy Director-General. Develop policies and strategies aimed at improving service delivery. Manage resources of the Sub-directorate.

ENQUIRIES: Mr S Thwala Tel No: (033) 355 8853
FOR ATTENTION: Mr C McDougall
NOTE: It is the intention of this Department to consider equity targets when filling this position. The Successful candidate will be required to enter into a Performance Agreement. Shortlisted candidates may be required to undergo a competency test.
Limpopo Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer with clear employment equity targets. Applications are hereby invited for the filling of the vacant posts, which exist in the Limpopo Department of Agriculture and Rural Development. Women and people with disabilities are encouraged to apply.

Applications:
Head Office, Towomba and Mara Research Station, Tompi Seleka and Madzivhandila Agricultural Colleges should be forwarded to The Head of Department, Department of Agriculture and Rural Development, Private Bag X9487 Polokwane, 0700 or hand delivered at office 46, floor 2 at 67/69 Biccard Street; Temo Towers; Polokwane. Applications for posts at district offices should be forwarded/submitted to the relevant district at the addresses below:

Capricorn District: Private Bag x28, Chuenespoort, 0745 or hand delivered at Lebowakgomo Government offices next to Traffic Station, Block 27
Waterberg District: Private Bag x1048, Modimolle, 0510 or hand delivered at NTK Building
Sekhukhune District: Private Bag x01, Chuenespoort, 0745 or hand delivered at Lebowakgomo Government offices next to Traffic Station, Block 27
Vhembe District: Private Bag x2247, Sibasa, 0570 or hand delivered at Makwarela Government Offices
Mopani District: Private Bag X577, GIYANI, 0826 or hand delivered at Old Parliamentary Building.

Closing Date: 31 October at 16h30

Note:
The successful candidates must be willing to sign an oath of secrecy with the Department. All appointments are subject to personnel suitability checks e.g., the verification of educational qualifications, previous experience, citizenship, reference checks, security vetting and financial checks. Applications should be submitted on the prescribed Form Z83 (Obtainable from any Public Service Department or on the Internet at www.gov.za), which must be completed in full, originally signed and dated by the applicant. Application should be accompanied by a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e., positions held and dates) as well as certified copies of all qualifications, endorsed academic record/transcript, ID document and where it is a requirement, a certified copy of the driver’s license must be attached. Failure to submit the requested documents will result in your application not being considered. NB: you are kindly requested to complete a, b and c of the Z83 in full. Applications received after the closing date, faxed or e-mailed will not be considered. Applicants who apply for more than one position are requested to submit separate applications for each position they wish to apply for. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. Copies of certified copies will be disqualified. All shortlisted candidates will be subjected to security clearance. Candidates with foreign qualifications are advised to attach SAQA accreditation of their qualifications if you have not heard from us within 60 days of the closing date, please accept that your application has been unsuccessful. The Department reserves the right to fill or not to fill advertised posts. The employment decision shall be informed by the Employment Equity Plan of the Department. Shortlisted candidates will be subjected to a technical exercise that intends to test 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 tool.
MANAGEMENT ECHELON

POST 36/259 : CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: LDARD 01/19

SALARY : R1 251 183 per annum (Level 14) (An all-inclusive remuneration salary package which can be structured in terms of applicable rules and guidelines)
CENTRE : Head Office: Polokwane
REQUIREMENTS : Grade 12 certificate plus an appropriate NQF level 7 qualification in Human Resource Management/Development/Public Management or equivalent qualification as recognised by SAQA 5 years’ experience at Senior Management level in the Human Resource Management environment. Valid driver’s license (with exception of persons with disabilities) knowledge, skills and competencies: Knowledge of Public Service Act, Public Service Regulation Act, Labour Relations Act, Skills Development Act, PAIA, PAJA, POPIA BCEA, COIDA, Resolutions General knowledge of HR related standards practices, processes and procedure. Specialised knowledge of personnel provisioning and utilisations processes, condition of services and termination, structure and functioning of the department, PERSAL literacy and personnel information systems, collective agreements, Codes of Remuneration and Public Management Finance. Must have excellent communication skills, change management, client orientation and customer focused, diversity management and risk management core and process competencies: Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication.

DUTIES : Provide strategic direction on Human Resource Services, Human Resources Development, Labour Relations, Records Management and Employee wellness and Special programs. Advice Accounting Officer with regards to HR policy and strategic human Resource programmes and management. Develop and implement HR policies pertaining to Human Resource Services, HRD, Employee Wellness and Special Programs, labour Relations and Records management. Manage and give support on the implementation and customization of National legislation on Records, Information and Knowledge Management. Provide HR advisory services to the Accounting Officer, Executive Authority and staff Execute duties and responsibilities delegated by the Accounting Officer in terms of the Public Services Regulations and the Public Finance Management Act. Participate in the general Management of the department. Compile HR related oversight reports to Provincial government, National department, Local government and others stakeholders. Implement an integrated Workplace Health programme in terms of Regulations Manage all resources (Human, Financial and asset).

ENQUIRIES : Mr Mabula NJ, Ms Mtswene P & Mr Sepale M. F Tel No: (015) 294 3000

POST 36/260 : DIRECTOR: LABOUR RELATIONS REF NO: LDARD 02/19

SALARY : R1 057 326 per annum (Level 13) (An all-inclusive remuneration salary package which can be structured in terms of applicable rules and guidelines)
CENTRE : Head Office: Polokwane
REQUIREMENTS : Grade 12 certificate plus an appropriate NQF level 7 qualification in Labour Relations or equivalent qualification as recognised by SAQA 5 years’ experience in Middle or Senior management in the Labour Relations environment. Valid driver’s license (with exception of persons with disabilities) knowledge, skills and competencies: Extensive knowledge and understanding of Public Service Act, Public Service Regulations, Labour Relations Act, relevant PSCBC and GPSSBC Resolutions and Relevant DPSA Prescripts. Computer literacy (Excel spreadsheets, Power Point and Microsoft Word) core and process competencies: Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication.

DUTIES : Initiate and provide strategic direction in the implementation and promotion of Labour relations programmes and interventions. Oversee and monitor the implementation of the Public service disciplinary and grievances. Facilitate and manage the resolution disputes in the Department Monitor and evaluate labour
relations trends in the Department. Ensure training and advocacy on labour related matters. Render advisory services to management and employees on dispute prevention, resolution and bargaining matters. Facilitate and represent the Department at the Departmental bargaining chamber. Ensure compliance with relevant legislations and regulatory requirements. Manage the overall performance of the sub-directorate.

ENQUIRIES: Mr Mabula NJ, Ms Mtswene P & Mr. Sepale M.F Tel No: (015) 294 3000

POST 36/261: DIRECTOR: RECORDS MANAGEMENT REF NO: LDARD 03/19

SALARY: R1 057 326 per annum (Level 13) (An all-inclusive remuneration salary package which can be structured in terms of applicable rules and guidelines)

CENTRE REQUIREMENTS: Head Office: Polokwane

Grade 12 certificate plus NQF level 7 qualification in Human Resource Management/Public Administration/Management/ or equivalent qualification as recognised by SAQA. 5 years’ experience in Middle or Senior management in the Records Management environment. A driver’s license (with exception of persons with disabilities). Knowledge and skills: Extensive knowledge and understanding of Public Service Act, Public Service Regulations. Electronic communications and Transaction Act, Minimum information security standards, Promotion of access to information Act, Promotion of administrative justice Act, Promotion of access to information Act and relevant DPSA Prescripts. Computer literacy (Excel Spreadsheets, Power Point and Microsoft Word). Management skills. Negotiating skills. Analytical and Innovative thinking. Written and verbal communication skills. Decision making. Strong leadership and team building skills. Policy development skills. Planning and organizing skills. Core and process competencies: Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication Analytic thinking and Honesty and Integrity.

DUTIES: Implementation of records management policies and procedures. Ensure that record management is an objective in the Departmental strategy and strategic plan. Ensure that the record management staff understand their responsibilities and acquire the necessary skills to manage records effectively. Ensure that information can be identified and retrieved when required by providing well-structured records classification systems, record keeping systems, well-structured messenger services and that all records are kept in safe custody. Ensure the implementation of the vital record management programme and disaster recovery plans. Ensure management of the Human Resource in terms of the National minimum information requirement and best practice model for managing and keeping of HR and General records. Ensure that there is systematic disposal programme in place and all audio-visual records are managed according to the requirements of the Provincial archivist and following good governance practices. Coordinate strategies for the implementation of PAIA, PAJA and POPI Act. Manage current knowledge management practices as well as designing new knowledge distribution policies. Preservation of information and encourage use of the new knowledge management practices. Ensure the management of library services through provision of proper library systems, books, journals, articles, media studies, brail materials, pictures and facilitate provision of relevant library equipment.

ENQUIRIES: Mr Mabula NJ, Ms Mtswene P & Mr. Sepale M.F Tel No: (015) 294 3000

POST 36/262: DIRECTOR: AGRICULTURAL ADVISORY SERVICES REF NO: LDARD 04/19

SALARY: R1 057 326 per annum (Level 13) (An all-inclusive remuneration salary package which can be structured in terms of applicable rules and guidelines)

CENTRE REQUIREMENTS: Mopani District

Grade 12 certificate plus an appropriate NQF level 7 qualification in agriculture as recognised by SAQA. An undergraduate qualification NQF level 7 in agricultural extensions will be an added advantage at least 5 years’ experience at a middle/senior management in agricultural management. Valid driver’s license (with exception of persons with disabilities). Knowledge and skills: Extensive knowledge of financial management operational framework of PFMA, MFMA, DORA & SCM. Good relationship with stakeholders: led, district advisory
forums, private sector companies, youth and women risk management skills, agribusiness, contract farming, agricultural credit, natural resources, weather-water, drought and disasters multi-skills: project management capacity, administration capacity, development orientated Leadership skills Agribusiness entrepreneurial skills Computer proficient skills. core and process competencies: strategic capability and leadership; people management and empowerment, project and programme management; financial management; change management; knowledge management, service delivery innovation; problem solving and analysis; client orientation and customer focus; communication; public service knowledge; negotiation skills, policy formulation and analytic thinking and honesty and integrity.

**DUTIES**
Overall management of agricultural support and development services in the District and Local Agricultural Offices. Establishment and management of departmental structures to support supply chain, state assets, expenditure and budgets Manage agricultural development strategies and provide support within the IDP and LED context Manage relationship among targeted interest groups and key stakeholders in the local municipalities Analyze agric-economic conditions of the local municipality for effect intervention strategy development Undertake rural and agricultural development research Evaluate policy and strategic intervention at local project level Provide consistent advice to stakeholders Provide capacity building and training services to farmers’ organization and farmer formation.

**ENQUIRIES**
Mr Zitha S.S & Mr Hobyani M.D Tel No: (015) 812 3210

**OTHER POSTS**

**POST 36/263**
**DEPUTY DIRECTOR: VETERINARY LABORATORY SERVICES REF NO: LDARD 09/19**

**SALARY**
R869 007 per annum (Level 12) (An all-inclusive remuneration salary package which can be structured in terms of applicable rules and guidelines)

**CENTRE**
Head Office: Polokwane

**REQUIREMENTS**
grade 12 certificate plus an appropriate NQF level 7 in (BVSC or BVMCH) or equivalent qualification as recognized by SAQA Valid registration with the South African veterinary council as a veterinarian (Please attach copy) at least 5 years’ proven experience in veterinary services Valid driver’s license with exception of persons with disabilities) Knowledge, skills and competencies: proven skills in management in veterinary services Excellent interpersonal, communication and negotiation skills Thorough knowledge of the iso 17025 standard for veterinary services Thorough knowledge of the animal diseases act, 1984 (act 35 of 1984) Knowledge of the meat safety act, 2000 (act 40 of 2000) Knowledge of international trade and associated legislation Thorough knowledge of specific disease surveys Knowledge of the pfma Computer proficiency

**DUTIES**
Manage and coordinate Veterinary Laboratory Services in Limpopo Province Management of Laboratory Services personnel and resources Formulation and implementation of Laboratory Standards Coordinate disease surveys. Manage animal identification Coordinate Laboratory Services infrastructure development and maintenance reporting on Laboratory Services Liaison with other role players

**ENQUIRIES**
Mr Mabula NJ, Ms Mtswene P & Mr Sepale M.F Tel No: (015) 294 3000

**POST 36/264**
**DEPUTY DIRECTOR: TOMPI SELEKA COLLEGE (PRINCIPAL) REF NO: LDARD 12/19**

**SALARY**
R869 007 per annum (Level 12) (An all-inclusive remuneration salary package which can be structured in terms of applicable rules and guidelines)

**CENTRE**
Tompi Seleka College

**REQUIREMENTS**
Grade 12 Certificate plus an appropriate NQF level 7 in Agriculture or relevant equivalent qualification as recognized by SAQA A qualification in Research and Technology Development will serve as an added advantage A minimum of 3-5 years’ experience at Assistant Director Level in Research and Technology environment A valid license (with exception of persons with disabilities) knowledge, skills and competencies: Extensive knowledge and understanding of Public Service Act, Public Service Regulations, Relevant DPSA Prescripts computer literacy (excel spreadsheets, power point and microsoft word) management skills negotiating skills analytical and innovative thinking written
and verbal knowledge, skills and competencies: communication skills decision making strong leadership and team building skills policy development skills planning and organizing skills.

**DUTIES**
- manage the provisioning of higher education & training
- Manage the provision of further education and training programmes
- Oversee quality assurance processes in higher and further education and training qualifications
- Coordinate the creation of national and international linkages and strategic partnerships
- Manage the resources of the agricultural training institute

**ENQUIRIES**
Mr Mabula NJ, Ms Mtswene P & Mr. Sepale M.F Tel No: (015) 294 3000

**POST 36/265**
DEPUTY DIRECTOR: PROJECT DEVELOPMENT AND INFRASTRUCTURE

**SUPPORT REF NO: LDARD 13/19**

**SALARY**
R733 257 per annum (Level 11) (An all-inclusive remuneration salary package which can be structured in terms of applicable rules and guidelines)

**CENTRE**
Head Office: Polokwane

**REQUIREMENTS**
- Grade 12 Certificate plus an appropriate NQF level 6 in Agriculture as recognized by SAQA A minimum of 3-5 years proven experience in Project Development and Infrastructure at Assistant Director level A valid driver’s license (with exception of persons with disabilities) Extensive knowledge and understanding of Public Service Act, Public Service Regulations, Relevant DPSA Prescripts Extensive knowledge in agricultural related Grant funding management, Land & Agrarian Reform Policies, Project and Programme management Negotiating skills Ability to source and analyze information Analytical and Innovative thinking Written and verbal communication skills Decision making Strong leadership and team building skills Policy development skills. Planning and organizing skills.

**DUTIES**
- Coordination and facilitation of smallholder producers’ support through implementation of agricultural development programmes
- Coordination and facilitation of infrastructure support development to promote production
- Coordination and facilitation farmers training through implementation of Training and Capacity Building initiatives
- Coordinate and facilitate placement of unemployed agricultural graduates on farms for entrepreneurial development
- Manage CASP plans and expenditure reporting
- Coordinate infrastructure projects plans and reporting
- Manage financial and human resources within the unit.

**ENQUIRIES**
Mr Mabula NJ, Ms Mtswene P & Mr Sepale M.F Tel No: (015) 294 3000

**POST 36/266**
DEPUTY DIRECTOR: FINANCIAL MANAGEMENT

**REF NO: LDARD 14/19**

**SALARY**
R733 257 per annum (Level 11) (An all-inclusive remuneration salary package which can be structured in terms of applicable rules and guidelines)

**CENTRE**
Sekhukhune District

**REQUIREMENTS**
- Grade 12 plus an appropriate NQF level 6 in Financial Management or relevant equivalent qualification as recognized by SAQA A minimum of 3-5 years’ relevant experience in financial management at Assistant Director level A valid driver’s license (with exception of persons with disabilities) Knowledge, skills and competencies: Knowledge of Treasury regulations, PFMA, Treasury note, Supply Chain Management, Budget planning and control, Revenue management, Financial management, PERSAL, LOGIS and Finest, Asset management etc

**DUTIES**
- Management budgeting process within the District
- Manage the collection of revenue.
- Monitoring of salary administration, payroll and third payments. Monitor payments of eligible suppliers. Implement internal control measures.
- Manage the processing and issuing of orders. Effective management of human resources and performance within the component Management of budget planning, spending, debts and revenue collection Management of accounts payable and payroll Management of supply chain management Management of procurement of goods and services (Demand and Acquisition Management) Management of inventory, Asset and disposal Management logistics and Transport.

**ENQUIRIES**
Ms Laka M.A and Ms. Mphahlele R.S Tel No: (015) 632 7000
POST 36/267: DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: LDARD 15/19

SALARY: R733 257 per annum (Level 11) (An all-inclusive remuneration salary package which can be structured in terms of applicable rules and guidelines)

CENTRE: Head Office: Polokwane

REQUIREMENTS: grade 12 certificate plus an appropriate NQF level 6 qualification in management services (work-study)/operations management or relevant equivalent qualification as recognised by SAQA 3-5 years' experience in the organizational development and job evaluation environment at assistant director level a valid driver's license (with exception of persons with disabilities) knowledge, skills and competencies: extensive knowledge and understanding of public service act, public service regulations, relevant DPSA prescripts on organisational development and job evaluation computer literacy (Org plus, equate or evaluate, excel spreadsheets, power point and Microsoft word).management skills Negotiating skills analytical and innovative thinking written and verbal communication skills decision making strong leadership and team building skills Policy development skills planning and organizing skills management skills Negotiating skills analytical and innovative thinking written and verbal communication skills decision making strong leadership and team building skills Policy development skills planning and organizing skills

DUTIES: Provide leadership on Work study within the department Manage Organisational Review and Redesign Processes. Manage The Development of Job Description for All Job Categories Manage the Determination of appropriate remuneration (Job Evaluation).Manage the development of Organisational reviews and functional structure Coordinate the development of service delivery model and business case Provide strategic and technical advice on the alignment of departmental strategy with the organisational structure Manage Persal Establishment Manage Business Process Engineering Services Manage Coordination of Change Management Services Management of Human and Financial Resources.

ENQUIRIES: Mr Mabula NJ, Ms Mtswene P & Mr Sepale M.F Tel No: (015) 294 3000

POST 36/268: DEPUTY DIRECTOR: CONDITIONS OF SERVICE REF NO: LDARD 16/19

SALARY: R733 257 per annum (Level11) (An all-inclusive remuneration salary package which can be structured in terms of applicable rules and guidelines)

CENTRE: Head Office: Polokwane

REQUIREMENTS: grade 12 plus an appropriate NQF level 6 in public management/ HRM or equivalent qualification as recognized by saqa.3-5 years working experience in human resource management at assistant director level a valid driver's license (please attach proof) knowledge, skills and competence: leadership skills project management skills financial management skills change management skills communication skills conflict management skills presentation skills report writing skills.

DUTIES: Manage the termination of service. Manage leave of absence and PILLIR Management of ethics behaviours Ensure compliance on financial disclosure. Management of Remunerative work outside public service (RWOPS) Provide strategic guidance on implementation on PSCBC and Resolutions in relation to service benefits (Resettlement, housing, State guarantees, Overtime etc.) Manage staff establishment Manage Service Benefits Manage Perform management and related functions Manage PERSAL functions, analyse PERSAL reports including oversight reports Manage PERSAL clean-up and ensure alignment of PERSAL structure and budget structure Develop departmental policies and monitor the effectiveness of policies Analyse HR Review report on a regular basis Manage the departmental vacancy rate

ENQUIRIES: Mr Mabula NJ, Ms Mtswene P & Mr Sepale M.F Tel No: (015) 294 3000

POST 36/269: ENGINEER PRODUCTION (GRADE A) (X4 POSTS)

SALARY: R718 059 per annum (OSD) (An all-inclusive remuneration salary package which can be structured in terms of applicable rules and guidelines)

CENTRE: Vhembe District Ref No: LDARD 05/19 (X1 Post) Capricorn District Ref No: LDARD 06/19 (X1 Post) Mopani District Ref No: LDARD 07/19 (X1 Post) Waterberg District Ref No: LDARD 08/19 (X1 Post)

REQUIREMENTS: Grade12 certificate plus an appropriate Agricultural Engineering degree (B Eng/BSc (Eng) as recognised by SAQA Valid Compulsory registration with
ECSA as Professional Engineer (Please attach proof) Three years post qualification engineering experience Valid driver’s license (with exception of persons with disabilities) knowledge, skills and competencies: technical: Project Management Engineering Design and analysis knowledge Research and development Computer-aided engineering applications Knowledge of legal compliance Technical report writing Networking GENERIC: Decision making Team work Analytical skills Creativity Self-Management Customer focus and responsiveness Communication Computer skills Planning and Organizing Problem solving and analysis.

**DUTIES:**
- Provide Agricultural engineering services
- Determine scope & extend of projects and works Planning, Compile TOR, Recommend Professional Team Review drawings, designs & tender documents Evaluation of tenders and recommendation to Bid Committee
- Monitoring progress and implementation of projects Develop cost effective solutions according to standards
- Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology
- Develop tender specifications
- Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice
- Manage the execution of maintenance strategy through the provision of appropriate systems and resources.
- Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability
- Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives
- Effective Human Resource Management and budget management.

**ENQUIRIES:**
- Vhembe District: Ms Rathogwa M & Mr Netshiombo D.G Tel No: (015) 963 2005/6
- Capricorn District: Mr.Gololo P.L & Ms. Sebatjane L.D Tel No: (015) 632 8600
- Waterberg District: MS. Malatji M.A & Ms. Serumula D.D Tel No: (014) 717 1064/4949/2523
- Mopani District: Mr Zitha S.S & Mr. Hobyani M.D Tel No: (015) 812 3210

**POST 36/270**

**CONTROL ANIMAL HEALTH TECHNICIAN REF NO:** LDARD 17/19

**SALARY:** R470 040 per annum (Level 10)

**CENTRE:**
- Capricorn District: Lepelle-Nkumpi Local Agricultural Office

**REQUIREMENTS:**
- Grade 12 certificate plus an appropriate NQF level 6 in Animal Health Technician as recognized by SAQA
- Valid registration with South African Veterinary Council(SAVC) (attach certified copy)
- 3-5 years’ relevant experience as Animal Technician
- Knowledge of acts related to animal health, report writing skills.
- Knowledge of difference animal diseases

**DUTIES:**
- Coordinate animal health regulatory support services in terms of the Animal Health Disease Act. Manage the detection, prevention, eradication and control of controlled and noticeable diseases and zoonosis
- Manage the support service to the State Veterinarian with regard to animal disease control, reproduction and production advancement
- Sample collection and law enforcement. Manage extension services on animal health to animal owners.
- Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render efficient and effective animal health support service
- Perform administrative related functions.

**ENQUIRIES:**
- Mr Gololo P.L and Ms Sebatjane L.D Tel No: (015) 632 8600

**POST 36/271**

**ASSISTANT DIRECTOR: ACQUISITION REF NO:** LDARD 18/19

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

**CENTRE:**
- Head Office: Polokwane

**REQUIREMENTS:**
- Grade 12 certificate plus an appropriate NQF Level 6 qualification in Financial Management (SCM) or relevant equivalent qualification as recognised by SAQA
- 2-3 years’ experience as state accountant in Supply Chain Management
- A valid driver’s license (with exception of persons with disabilities)
- Working experience/knowledge of Financial Management (SCM)
- Knowledge of Public Service Regulations, Acts, Policies and procedures
- Knowledge of Public Finance Management Act (PFMA)
- Strategic capability & Leadership Program and project Management skills

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Financial Management skills Change Management skills Communication skills
Conflict Management skills Policy analysing skills Report writing skills

**DUTIES**: Facilitate advertisement of bids and price quotations Facilitate evaluation meetings for bids and price quotations Facilitate compilation of submissions for bids and price quotations to bid adjudication committee Consolidation of monthly procurement reports to Treasury Manage human Resource.

**ENQUIRIES**: Mr Mabula NJ, Ms Mtswene P & Mr Sepale M.F Tel No: (015) 294 3000

**POST 36/272**: ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: LDARD 19/19

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

**CENTRE**: Head Office: Polokwane

**REQUIREMENTS**: grade 12 plus an appropriate NQF level 6 as recognized by SAQA in internal auditing/risk management/auditing or relevant equivalent qualification as recognised by SAQA a minimum of 2-3 years’ experience as admin officer level in risk management or auditing/internal auditing a valid driver’s license (with exception of persons with disabilities) knowledge, skills and competencies: risk management and auditing skills facilitation and presentation skills report writing skills, knowledge of the PFMA, king iv report, public sector risk management framework and other related legislations.


**ENQUIRIES**: Mr Mabula NJ, Ms Mtswene P & Mr. Sepale M.F Tel No: (015) 294 3000

**POST 36/273**: ASSISTANT DIRECTOR: EXPENDITURE MANAGEMENT REF NO LDARD 20/19

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

**CENTRE**: Head Office: Polokwane

**REQUIREMENTS**: Grade 12 plus an appropriate NQF level 6 in Financial Management/Accounting / Financial Accounting / Management Accounting /supply Chain Management / Auditing or relevant equivalent qualification as recognized by SAQA. 2 – 3 years’ experience as State Accountant in Expenditure Management. A valid driver’s license (with exception of persons with disabilities). Knowledge, Skills and Competencies: Knowledge of BAS and LOGIS. Knowledge of PFMA and Treasury Regulations. Good communication skills (verbal and written), problem solving, time management. Computer skills (excel and word).

**DUTIES**: Processing of claims in LOGIS & BAS. Preparation of monthly payment Age analysis report. Preparation of monthly and quarterly accruals. Monitor payments stubs and distribution thereof. Monitor filling of payments related records and distribution of correspondence. Ensure payments are done within 30 days. Preparation of Disbursement letters. Handling of payments related queries

**ENQUIRIES**: Mr Mabula NJ, Ms Mtswene P & Mr. Sepale M.F Tel No: (015) 294 3000

**POST 36/274**: ASSISTANT DIRECTOR: GENERAL RECORDS REF NO: LDARD 21/19

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

**CENTRE**: Head Office: Polokwane

**REQUIREMENTS**: Grade 12 plus an appropriate NQF level 6 in Human Resource Management/Public Management/ Administration/Information/Archival studies or equivalent qualification as recognised by SAQA 2-3 year working experience in the records management at Registry Supervisor Level A valid driver’s license (with exception of persons with disabilities) Knowledge, Skills and Competencies: Competent knowledge in computer applications and writing skills Knowledge of Public Service Regulations, Acts, Policies and Procedures Knowledge of Public Finance Management Act In depth knowledge of labour law and HR best practices Interpersonal skills, organisational skills, decision making skills and communication skills.

**DUTIES**: Facilitate the implementation of the promotion of access to information Facilitate systematic disposal programme Facilitate the implementation of the Departmental file plan Manage staff and budget in line with HR and financial legislation Manage messenger services Facilitate the implementation of the vital record management programme and disaster recovery plans Ensure that
information can be identified and retrieved when required by providing well-structured records classification systems, record keeping systems, well-structured messenger services and that all records are kept in safe custody.

ENQUIRIES:
Mr Mabula NJ, Ms Mtswene P & Mr Sepale M.F Tel No: (015) 294 3000

POST 36/275:
ASSISTANT DIRECTOR: HUMAN RESOURCE SERVICES REF NO: LDARD 22/19

SALARY:
R376 596 per annum (Level 09)

CENTRE:
Waterberg District Office

REQUIREMENTS:
Grade 12 plus an appropriate NQF level 6 in Human Resource Management/Personnel Management/Public Management/ Administration qualification or relevant qualification as recognised by SAQA 2-3 years working experience in the Human Resource Management at Personnel Practitioner Level PERSAL Literacy (attach copy of the results) A valid driver’s license (with exception of persons with disabilities) Knowledge, Skills and Competencies: Competent knowledge in computer applications and writing skills Knowledge of Public Service Regulations, Acts, Policies and Procedures Knowledge of Public Finance Management Act In depth knowledge of labour law and HR best practices. Interpersonal skills, organisational skills, decision making skills and communication skills. Computer Skills.

DUTIES:
Facilitate Human Resource recruitment and selection, transfers, and secondments Facilitate Human Resource Planning and Equity Facilitate termination of services, leave management Facilitate overtime, resettlement and acting allowance Manage staff and budget in line with Human Resource and financial legislation Manage records management Update staff establishment.

ENQUIRIES:
Ms. Malatji M.A & Ms. Serumula D.D Tel No: (014) 717 1064/4949/2523

POST 36/276:
ASSISTANT DIRECTOR: HUMAN RESOURCE SERVICES REF NO: LDARD 23/19

SALARY:
R376 596 per annum (Level 09)

CENTRE:
Tompi Seleka College

REQUIREMENTS:
Grade 12 plus an appropriate NQF level 6 in Human Resource Management/Personnel Management/Public Management/Administration qualification or relevant qualification as recognised by SAQA 2-3 years working experience in the Human Resource Management at Personnel Practitioner Level PERSAL Literacy (attach copy of the results). A valid driver’s license (with exception of persons with disabilities) Knowledge, Skills and Competencies: Competent knowledge in computer applications and writing skills Knowledge of Public Service Regulations, Acts, Policies and Procedures Knowledge of Public Finance Management Act In depth knowledge of labour law and HR best practices Interpersonal skills, organisational skills, decision making skills and communication skills Computer Skills.

DUTIES:
Facilitate Human Resource recruitment and selection, transfers, and secondments Facilitate Human Resource Planning and Equity Facilitate termination of services, leave management Facilitate overtime, resettlement and acting allowance Manage staff and budget in line with Human Resource and financial legislation Manage records management Update staff establishment Facilitate Performance Management Development System Facilitate Human Resource and General Records Facilitate logistics services Provide transformation services.

ENQUIRIES:
Mr Mabula NJ, Ms Mtswene P & Mr. Sepale M.F Tel No: (015) 294 3000

POST 36/277:
ASSISTANT DIRECTOR: CONDITION OF SERVICES REF NO: LDARD 24/19

SALARY:
R376 596 per annum (Level 09)

CENTRE:
Head Office: Polokwane

REQUIREMENTS:
Grade 12 plus an appropriate NQF level 6 in Human Resource Management/Public Management/Personnel Management/Administration qualification or relevant qualification as recognised by SAQA. 2-3 years working experience in the Human Resource Management at Personnel Practitioner level. PERSAL Literacy (attach copy of the results). A valid driver’s license (with exception of persons with disabilities) Knowledge, Skills and Competencies: Knowledge of Public Service Act and other legislative
prescripts that govern. Human Resource Management Knowledge of Human Resources administration process Ability to communicate well with people at different levels from different backgrounds. Must be driven, customer – focused individual with excellent planning, organizing, good interpersonal relations and presentation skills. Must be able to handle pressure.

**DUTIES**


**ENQUIRIES**

Mr Mabula NJ, Ms Mtswene P & Mr. Sepale M.F Tel No: (015) 294 3000

**POST 36/278**

ASSISTANT DIRECTOR: ASSET AND DISPOSAL REF NO LDARD 25/19
Component: Asset Management

**SALARY**

R376 596 per annum (Level 09)

**CENTRE**

Head Office: Polokwane

**REQUIREMENTS**

Grade 12 plus an appropriate NQF level 6 in Financial Management of relevant qualification as recognised by SAQA 2-3 years’ experience in Asset and Disposal at Admin Officer level A valid driver’s license (with exception of persons with disabilities) Knowledge, Skills And Competencies; Sound in depth knowledge of the relevant prescripts Knowledge of the legislative framework governing Public Service. Knowledge of PFMA, Treasury regulations, PPPFA, Knowledge of BAUD, BAS and LOGIS system, Understanding of GRAP and Accounting in the Public Sector Understanding of GIAMA Computer Skills, communication skills, report writing skills Problem Solving Skills Time Management Negotiations Skills Communication Skills Creativity and Innovation Interpersonal and Workplace Skills

**DUTIES**

Management of movable and immovable assets Monitor the process of capturing of all movable assets in the BAUD asset register Management of disposal process Facilitate disposal of redundant/obsolete furniture and equipment Management of physical asset verification and spot checks Conduct Spot Checks on Assets in all the institutions drafting of financial statements in relation to asset. Effective maintenance of the asset register. Perform monthly reconciliation of the Trial Balance and the Asset Register.

**ENQUIRIES**

Mr Mabula NJ, Ms Mtswene P & Mr. Sepale M.F Tel No: (015) 294 3000

**POST 36/279**

ANIMAL HEALTH TECHNICIAN (X7 POSTS)

**SALARY**

R316 791 per annum (Level 08)

**CENTRE**

Sekhukhune District: Ephraim Mogale Local Agric Office Ref No: LDARD 26/19 (X1 Post)
Waterberg District: Mogalakwena Local Agric Office Ref No: LDARD27/19 (X1 Post)
Mopani District: Greater Tzaneen Local Agric Office Ref No: LDARD 28/19 (X1 Post)
Maruleng Local Agric Office Ref No: LDARD 29/19 (X1 Post)
Vhembe District: Thulamela Local Agric Office Ref No: LDARD 30/19 (X1 Post)
Musina Ref No: LDARD 31/19 (X1 Post)
Makhalago Local Agric Office Ref No: LDARD 32/19 (X1 Post)

**REQUIREMENTS**


**DUTIES**

Application of relevant acts and legislation in ward, district, province and country wide such as Animal Disease Act, its regulations, protocols, control measures and eradication schemes Perform the following duties for disease control purposes: Inspections, Eradication Schemes, Disease Control Campaigns, Surveys. Facilitate training, mentorship and extension
opportunities to farmers and clinical work. Perform administrative responsibilities regarding line function administrative issues in area of responsibility. Render support service to the State Veterinarian and Control Animal Health with regard to animal disease control, reproduction and production advancement, sample collection and law enforcement.

ENQUIRIES:
Sekhukhune District - Ms. Mphalele R.S & Ms. Laka A Tel No: (015) 632 7000
Waterberg District – Ms. Malatji M.A & Ms. Serumula D.D Tel No: (014) 717 1064/4949/2523
Mopani District – Mr. Zitha S.S & Mr. Hobyani M Tel No: (015) 812 3210
Vhembe District – Ms. Rathogwa M & Mr. Netshiombo D.G Tel No: (015) 963 2005/6

POST 36/280: PERSONNEL PRACTITIONER REF NO: LDARD 33/19
Component: Human Resource Services

SALARY: R316 791 per annum (Level 08)
CENTRE: Capricorn District: District Office
REQUIREMENTS:
Grade 12 plus an appropriate NQF level 6 in Human Resource Management /Personnel Management/Public Management/Administration or relevant qualification as recognised by SAQA. 1-2 years’ experience in Human Resource Provisioning & Planning at Human Resource Clerk level A valid driver’s license (with exception of persons with disabilities) Knowledge, Skills And Competencies: Knowledge of policies governing the public services, Public service regulations, Public service act, EEA, report writing, communication skills, Computer Literacy.

DUTIES:

ENQUIRIES:
Mr Gololo P.L & Ms Sebatjane L.D Tel No: (015) 632 8600

POST 36/281: LECTURER: EXTENSION AND PARTNERSHIP REF NO: LDARD 34/19
Component: Academic Support

SALARY: R316 791 per annum (Level 08)
CENTRE: Tompi Seleka College
REQUIREMENTS:
Grade 12 plus an appropriate NQF Level 7 qualification in Agriculture or relevant qualification as recognised by SAQA. A qualification in Education, e.g Post-graduate Certificate in Education, Diploma in Higher Education. Registration as assessor and moderator will be an added advantage (Attach proof) 1-2 years’ relevant subject matter/technical experience A valid driver’s license (with exception of persons with disabilities) Knowledge, Skills and Competencies: Computer skills. Good knowledge of the subject field. Formal training and presentation skills.

DUTIES:
Presentation of practical and theoretical classes/courses to students and other role players in agriculture. Renewal and development of course material and study guide. Assessment of students. Conduct applied and information research on production unit. Perform administrative and extracurricular duties.

ENQUIRIES:
Mr Mabula N.J, Ms Mtswene P & Mr. Sepale M.F Tel No: (015) 294 3000

POST 36/282: LECTURER: ANIMAL PRODUCTION REF NO: LDARD 35/19
Component: Academic Support

SALARY: R316 791 per annum (Level 08)
CENTRE: Tompi Seleka College
REQUIREMENTS:
Grade 12 plus an appropriate NQF Level 7 qualification in Animal Production or relevant qualification as recognised by SAQA. A qualification in Education, e.g Post-graduate Certificate in Education, Diploma in Higher Education. Registration as assessor and moderator will be an added advantage (attach proof) 1-2 years’ relevant subject matter/technical experience A valid driver’s license (with exception of persons with disabilities) Knowledge, skills and competencies: Computer skills. Good knowledge of the subject field. Formal training and presentation skills.
**DUTIES**

- Presentation of practical and theoretical classes/courses to students and other role players in agriculture
- Renewal and development of course material and study guide
- Assessment of students
- Conduct applied and information research on production units
- Perform administrative and extracurricular duties.

**ENQUIRIES**

Mr Mabula NJ, Ms Mtswene P & Mr. Sepale M.F Tel No: (015) 294 3000

**POST 36/283**

**STATE ACCOUNTANT: ACQUISITION REF NO: LDARD 36/19**

Component: Supply Chain Management

**SALARY**

R316 791 per annum (Level 08)

**CENTRE**

Head Office: Polokwane

**REQUIREMENTS**

Grade 12 plus NQF level 6 in Financial Management/Accounting/Management Accounting/Commerce/Auditing/Supply Chain Management or relevant equivalent qualification as recognized by SAQA. 1-2 years’ experience in Supply Chain Management at Supply Chain Clerk Level. A valid driver’s license (with exception of persons with disabilities) knowledge, skills and competencies: Knowledge of BAS Knowledge & experience of PERSAL, Knowledge of PFMA and Treasury Regulations Good communication skills (verbal and written) Problem solving, time management Computer skills (excel and word).

**DUTIES**

- Invitation of price quotations
- Arrange/conduct Bid Evaluation Committee meetings
- Evaluation of bids
- Conduct physical verification for shortlisted bidders
- Compile inspection report statistics
- Conduct physical verification for shortlisted bidders and compile inspection report statistics
- Preparations of Memoranda to Bid Adjudication Committee members, and writing of appointment letter and compilation of monthly statistics reports on bids awarded by the Department.

**ENQUIRIES**

Mr Mabula NJ, Ms Mtswene P & Mr. Sepale M.F Tel No: (015) 294 3000

**POST 36/284**

**STATE ACCOUNTANT: ACCOUNTING REF NO: LDARD 37/19**

Component: Financial Accounting

**SALARY**

R316 791 per annum (Level 08)

**CENTRE**

Head Office: Polokwane

**REQUIREMENTS**

Grade 12 certificate plus an appropriate NQF level 6 in Financial Management/Accounting/Management Accounting/Commerce/Auditing/Supply Chain Management or relevant equivalent qualification as recognized by SAQA. 1-2 years’ experience in Bookkeeping/Financial Reporting at Finance Clerk Level. A valid driver’s license (with exception of persons with disabilities) knowledge, skills and competencies: Knowledge of BAS Knowledge & experience of PERSAL, Knowledge of PFMA and Treasury Regulations Good communication skills (verbal and written). Problem solving, time management Computer skills (excel and word).

**DUTIES**

- Reconciliation of bank account of the Departments
- Clearing control and suspense accounts
- Checking of daily exception report, preparation and capturing of journals
- Safekeeping and control of financial document.
- Corrections of misallocation of transaction
- Liaise daily with bank on regular basis to clear rejected and unclassified transactions.

**ENQUIRIES**

Mr Mabula NJ, Ms Mtswene P & Mr. Sepale M.F Tel No: (015) 294 3000

**POST 36/285**

**STATE ACCOUNTANT: SUPPLY CHAIN MANAGEMENT REF NO: 38/19**

Component: Financial Management

**SALARY**

R316 791 per annum (Level 08)

**CENTRE**

Capricorn District: District Office

**REQUIREMENTS**

Grade 12 certificate plus an appropriate NQF level 6 in Public Management/Logistics/Financial Management/Accounting/Management Accounting/Commerce/Auditing/Supply Chain Management or relevant qualification as recognized by SAQA. 1-2 years’ experience in Supply Chain Management at Supply Chain Clerk level. A valid driver’s license (with exception of persons with disabilities) knowledge, skills and competence: Knowledge of supply chain management policies and prescripts, report writing skills Knowledge of Treasury regulations, PFMA, knowledge of LOGIS Computer skills and report writing skills.

**DUTIES**

- Processing of order request for goods and services. Sourcing of quotations
- Compile and analyse reports.
ENQUIRIES: Mr Mabula NJ, Ms Mtswene P & Mr Sepale M.F Tel No: (015) 294 3000

POST 36/286: STATE ACCOUNTANT: BUDGET, REVENUE AND EXPENDITURE REF NO: LDARD 39/19
Component: Financial and Management Accounting

SALARY: R316 791 per annum
CENTRE: Waterberg District
REQUIREMENTS: Grade 12 certificate plus a relevant NQF level 6 in Financial Management/Accounting/Management Accounting/Commerce/Auditing or relevant qualification as recognised by SAQA. 1-2 years’ experience in Financial Management at Finance Clerk Level. A valid driver’s license (with exception of persons with disabilities) Knowledge, Skills and Competencies: Knowledge of Legislative framework (PFMA, PPPFA and Treasury Regulations) Knowledge of PERSAL and BAS.


ENQUIRIES: Ms Malatji M.A & Ms Serumula D.D Tel No: (014) 717 4949/2523

POST 36/287: ADMIN OFFICER SUPPORT SERVICES REF NO: LDARD 40/19
Component: Admin Support Services

SALARY: R316 791 per annum (Level 08)
CENTRE: Towoomba Research Station
REQUIREMENTS: Grade 12 certificate plus an appropriate NQF level 6 in Public Management/Administration/Human Resource or relevant qualification as recognised by SAQA. 1-2 years’ experience in corporate services. A valid driver’s license (with exception of persons with disabilities) Knowledge, skills and competence: Knowledge of Government prescripts. Good interpersonal relations. Good supply chain management policies and prescripts. Report writing skills. Knowledge of Treasury regulations, PFMA, knowledge of LOGIS.


ENQUIRIES: Mr Mabula NJ, Ms Mtswene P & Mr. Sepale M.F Tel No: (015) 294 3000

POST 36/288: TRANSPORT OFFICER REF NO: LDARD 41/19
Component: Asset Management

SALARY: R257 508 per annum
CENTRE: Capricorn District: District Office
REQUIREMENTS: Grade 12 certificate plus an appropriate NQF level 6 in Logistics/Transport Services or relevant qualification as recognised by SAQA. 1-2 years’ experience in Transport management at Transport Clerk level. A valid driver’s license (with exception of persons with disabilities) Knowledge, Skills and Competence: Knowledge of transport prescripts, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing Transport Management. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry.


ENQUIRIES: Mr Gololo P.L & Ms Sebatjane L.D Tel No: (015) 632 8600
POST 36/289: FINANCE CLERK REF NO: LDARD 42/19
Component: Admin Support Services

SALARY: R173 703 per annum (Level 05)
CENTRE: Toowoomba Research Station
REQUIREMENTS: NQF Level 4/Grade 12 certificate. Proven knowledge in financial environment. Knowledge, Skills and Competencies: Knowledge of Treasury Regulation, PFMA, BAS and PERSAL system Ability to interpret and implement financial management policies, processes and system Report writing skills, computer skills, problem solving skills, analytical skills and ability to communicate with stakeholders at all level.

DUTIES: Control of payroll Capture salary related, Capture payment of fuel allowance Capture S&T Handling of debts Implementation and cancellation of stop order Payment leave gratuity Capturing change of banking details Consolidate budget inputs Collect revenue Capture revenue receipt in BAS Safekeeping of revenue batches and face value forms. Banking of collected revenue. Issuing and checking correctness of the receipt Reconciling of books Compile and analyse revenue report

ENQUIRIES: Mr Mabula NJ, Ms Mtswene P & Mr. Sepale M.F Tel No: (015) 294 3000

POST 36/290: FINANCE CLERK: SALARY REF NO: LDARD 43/19
Component: Financial Management

SALARY: R173 703 per annum (Level 05)
CENTRE: Waterberg District: District Office
REQUIREMENTS: NQF Level 4/Grade 12 certificate Proven knowledge in financial environment Knowledge, Skills and Competencies: Knowledge of Treasury Regulation, PFMA, BAS and PERSAL system Ability to interpret and implement financial management policies, processes and system Report writing skills, computer skills, problem solving skills, analytical skills and ability to communicate with stakeholders at all level.

DUTIES: Control of payroll Capture salary related, Capture payment of fuel allowance Capture S & T handling of debts Implementation and cancellation of stop order Payment leave gratuity Capturing change of banking details Consolidate budget inputs Collect revenue Capture revenue receipt in BAS Safekeeping of revenue batches and face value forms. Banking of collected revenue. Issuing and checking correctness of the receipt Reconciling of books Compile and analyse revenue report

ENQUIRIES: Ms Malatji M.A & Ms Serumula D.D Tel No: (014) 717 4949/2523

POST 36/291: FINANCE CLERK (REVENUE) REF NO: LDARD 44/19
Component: Financial Management

SALARY: R173 703 per annum (Level 05)
CENTRE: Waterberg District: District Office
REQUIREMENTS: NQF Level 4 /Grade 12 certificate. Proven knowledge in Financial Environment knowledge, skills and competencies: Knowledge of Treasury Regulation, PFMA, BAS system Ability to interpret and implement financial management policies, processes and system. Report writing skills, computer skills, problem solving skills, analytical skills and ability to communicate with stakeholders at all level.

DUTIES: Collect revenue Capture revenue receipt in BAS Safekeeping of revenue batches and face value forms banking of collected revenue Issuing and checking correctness of the receipt Reconciling of books Compile and analyses revenue report

ENQUIRIES: Ms Malatji M.A & Ms Serumula D.D Tel No: (014) 717 4949/2523

POST 36/292: ADMIN CLERK (STUDENT AFFAIRS) REF NO: LDARD 45/19
Component: Financial Management

SALARY: R173 703 per annum (Level 05)
CENTRE: Tompi Seleka College
REQUIREMENTS: NQF level 4/Grade 12 certificate. Proven knowledge in student Affairs Environment. Knowledge, Skills and Competencies: Applicant must have good administrative skill Communication, report writing skills, be competent in dealing with student matters Computer skills Knowledge of legislation governing public services.

DUTIES: Administer examination process Capturing of student mark sheet and other related activities Handling and processing of all student records per semester
Management of strong room Development and printing of prospectus and admission Processing of all application forms for admission Selecting and registering student Orientation and compilation of student time tables.

ENQUIRIES : Mr Mabula NJ, Ms Mtswene P & Mr. Sepale M.F Tel No: (015) 294 3000

POST 36/293 : SWITCHBOARD OPERATOR (X3 POSTS)
Component: Financial Management

SALARY : R145 281 per annum (Level 04)
CENTRE : Head Office Ref No: LDARD 46/19
Capricorn District: Lepelle- Nkumpi Local Agricultural Office Ref No: LDARD 47/19
Vhembe: Thulamela Local Agric Office Ref No: LDARD 48/19

REQUIREMENTS : NQF level 4/Grade 12 Certificate Proven knowledge as a switchboard operator
Knowledge, Skills and Competencies: Able to handle confidential information
Able to read and write Good communication and interpersonal skills.
Telephone etiquette skills will be tested.

DUTIES : Attend to incoming and outgoing telephone calls Transfer calls to relevant extensions Provide clients with relevant information Take messages and convey to relevant staff Keep record of all outgoing calls Print and issue telephone accounts Maintain telephone database Allocate pin codes when authorized Identify and report telephone faults to the supervisor.

ENQUIRIES : Head Office Mr Mabula NJ, Ms Mtswene P & Mr Sepale M.F Tel No: (015) 294 Capricorn District - Mr Gololo P.L & Ms Sebatjane L.D Tel No: (015) 632 8600 Vhembe District – Ms. Rathogwa M & Mr Netshiombo D.G Tel No: (015) 963 2005/6

POST 36/294 : TRACTOR DRIVER (X5 POSTS)

SALARY : R145 281 per annum (Level 04)
CENTRE : Tompi Seleka College Ref No: LDARD 49/19 (X3 Posts)
Toowoomba Ref No: LDARD 50/19 (X2 Posts)

REQUIREMENTS : Grade 10 Proven Knowledge of farm management Valid Code 10 (C1) driver’s license plus public driving permit (PDP) (Attach copy) knowledge, competencies and skills: Be able to read and write Knowledge of farm support. Communication skills Good interpersonal skills Knowledge of Batho Pele Principle. Be able to read and write Driving skills will be tested Basic knowledge of farm equipment Time management.

DUTIES : Operate a tractor with various implements (such as ploughs, Rippers, planters, crop sprayers etc) attached to assist with the physical execution of various general farming activities Perform vehicle maintenance and administrative support activities operate a specialized machinery Maintenance of the vehicle and equipment.

ENQUIRIES : Mr Mabula NJ, Ms Mtswene P & Mr. Sepale M.F Tel No: (015) 294 3000

POST 36/295 : HANDYMAN (X2 POSTS)

SALARY : R122 595 per annum (Level 03)
CENTRE : Tompi Seleka College Ref No: LDARD 51/19 (X1 Post)
Madzivhandila College Ref No: LDARD 52/19 (X1 Post)

REQUIREMENTS : Grade 10/AET Level 4 Proven knowledge of Office maintenance knowledge, skills and competencies: Able to read and write Show good behaviour towards customers Communication skills Good interpersonal relations Knowledge of Batho Pele Principle DUTIES: Maintenance of office buildings and furniture Maintenance of office equipment

ENQUIRIES : Mr Mabula NJ, Ms Mtswene P & Mr Sepale M.F Tel No: (015) 294 3000

POST 36/296 : REDLINE GATE GUARD (X4 POSTS)

SALARY : R102 534 per annum (Level 02)
CENTRE : Vhembe District: Thulamela Ref No: LDARD 53/19 (X1 Post)
Mutale Ref No: LDARD 54/19 (X2 Posts)
Mopani District: Giyani Ref No: LDARD 55/19 (X1 Post)

REQUIREMENTS : Grade 10/AET Level 4 Proven knowledge of security guard training will serve as an added advantage Knowledge, Skills and Competencies: Ability to read and write Knowledge of security services Good Communication Skills, Good Interpersonal relations and report writing skills.

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DUTIES : Keep and maintain redline gate Write or endorse all permits for animal and plant products passing through the redline gate Inspection and registration of all vehicles passing through the redline gate Report to the police and office damage on the redline fence Tracing animals crossing the redline fence Daily patrol of the redline fence Repair all fence breaks Clearing bushes alongside the redline fence Experience in security services will be an added advantage

ENQUIRIES : mopani District – Mr. Zitha S.S & Mr Hobyani M Tel No: (015) 812 3210 Vhembe District – Ms. Rathogwa M & Mr Netshiombo D.G Tel No: (015) 963 2005/6

POST 36/297 : CLEANER (X10 POSTS)

SALARY : R102 534 per annum (Level 02)
CENTRE : Tompi Seleka College Ref No: LDARD 56/19 (X6 Posts)
Madzivhandila College Ref No: LDARD 57/19 (X2 Posts)
Towoomba Ref No: LDARD 58/19 (X2 Posts)

REQUIREMENTS : Grade 10 /AET level 4 Proven knowledge of cleaning services any cleaning job specific training will be an advantage Knowledge, Skills and Competencies: Able to read and write Ability to work in different environmental conditions Knowledge of cleaning products/ materials and equipment’s Be able to work in a team Be able to perform manual work Show commitment and loyalty must be punctual, productive and show good behaviour towards customers Communication skills Good interpersonal relations Knowledge of Batho Pele Principle.

DUTIES : Provision of routine cleaning services and any other cleaning services as required in different areas within the working environment Keep and maintain cleaning materials and equipment’s Advice supervisor of any other area needing special attention in their working area.

ENQUIRIES : Mr Mabula NJ, Ms Mtswene P & Mr Sepale M.F Tel No: (015) 294 3000

POST 36/298 : FARM AID (X12 POSTS)

SALARY : R102 534 per annum
CENTRE : Tompi Seleka College Ref No: LDARD 59/19 (X6 Posts)
Madzivhandila College Ref No: LDARD 68/19 (X2 Posts)
Towoomba Ref No: LDARD 60/19 (X5 Posts)
Mara Research Ref No: LDARD 61/19 (X4 Posts)

REQUIREMENTS : Grade 10/AET level 4 proven knowledge in farming activities and disposal of farm waste material will be an added advantage knowledge, skills and competencies: Good communication and Interpersonal skills Time management Report writing Knowledge of Batho Pele.

DUTIES : Apply chemical crop protection Soil cultivation and preparation Irrigation of crops Care for sick livestock Dipping, vaccination and dosing Count livestock daily Tending of crops/orchards/vineyards cleaning of facilities and disposal of farm waste materials Firefighting and prevention Maintain windmills and water supply system.

ENQUIRIES : Mr Mabula NJ, Ms Mtswene P & Mr Sepale M.F Tel No: (015) 294 3000

POST 36/299 : PHOTOCOPIER OPERATOR REF NO: LDARD 62/19

SALARY : R102 534 per annum (Level 02)
CENTRE : Madzivhandila College

REQUIREMENTS : Grade10/AET level 4 proven knowledge and usage of photocopy and fax machine will be an added advantage Knowledge, Competencies and Skills: Able to read and write. Be able to work in a team Must be punctual, productive and show good behavior towards customers Communication skills Good interpersonal relations. Knowledge of Batho Pele.

DUTIES : Operate the photocopier and fax machines binding and laminating of documents Provide counter service Perform minor maintenance on the photocopier machine Make requisition for photocopying materials.

ENQUIRIES : Mr Mabula NJ, Ms Mtswene P & Mr Sepale M.F Tel No: (015) 294 3000

POST 36/300 : GROUNDSMAN (X5 POSTS)

SALARY : R102 534 per annum (X2 Posts)
CENTRE : Tompi Seleka College Ref No: LDARD 63/19 (X4 Posts)
Head Office Ref No LDARD 64/19 (X1 Posts)


**REQUIREMENTS**

Grade 10/AET level 4 proven knowledge of cleaning and maintaining of the ground will be an added advantage Knowledge, skills and competencies: Able to operate cleaning machines Able to handle confidential information Able to read and write Good communication and interpersonal skills.

**DUTIES**

Keeping other structures on grounds clean and tidy (e.g parking areas Premises and surrounding Empty dirty bins Landscaping and garden maintenance Prune and/or trim flowers and trees Trimming of the bushes Remove weeds and other unwanted plants Watering the garden and flowers when necessary Loading and offloading goods.

**ENQUIRIES**

Mr Mabula NJ, Ms Mtswene P & Mr Sepale M.F Tel No: (015) 294 3000

**POST 36/301**

GENERAL WORKER (X8 POSTS)

**SALARY**

R102 534 per annum (Level 02)

**CENTRE**

Tompi Seleka College Ref No: LDARD 65/19 (X5 Posts)

**REQUIREMENTS**

Grade 10/AET level 4 Proven knowledge of cleaning and General Work Knowledge, Competencies and Skills: Able to read and write Knowledge of gardening equipment and appliances be able to work in a team Be able to perform manual work Show commitment and loyalty Must be punctual, productive and show good behaviour towards customers Communication skills. Good interpersonal relations.

**DUTIES**

Maintain premises and surroundings. Maintain garden Loading and offloading of goods.

**ENQUIRIES**

Mr Mabula NJ, Ms Mtswene P & Mr Sepale M.F Tel No: (015) 294 3000

**POST 36/302**

WATER ENGINE OPERATOR REF NO: LDARD 67/19

**SALARY**

R102 534 per annum (Level 02)

**CENTRE**

Mara Research Station

**REQUIREMENTS**

Grade 10/ AET level 4 Proven knowledge of operating the Machine Knowledge, Competencies and Skills: Able to read and write Must be punctual, productive and show good behaviour towards customers Communication skills Good interpersonal relations.

**DUTIES**

Operate water engine in the pump station Maintenance of Water Engine Clean the pump station, pumps pipes and valves Take water meter readings Report any faults to supervisor Provide support services to mechanical division in performing maintenance tasks at the station and dam wall Adhere to all occupational health and safety regulations and use protective equipment appropriately.

**ENQUIRIES**

Mr Mabula NJ, Ms Mtswene P & Mr Sepale M.F Tel No: (015) 294 3000

**DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE**

Department of Public Works, Roads and Infrastructure is an equal opportunity employer with clear employment equity target. The Department committed to providing equal opportunity and affirmative action employment practice. It is our intention to promote representation in terms of race, gender and disability. Women and persons with disabilities are encouraged to apply.

**APPLICATIONS**

should be submitted to the Head of Department of Public Works, Roads and Infrastructure Private Bag X9490 Polokwane 0700 Or hand delivered to Works Towers Building, No 43 Church Street, Polokwane, 0699

**CLOSING DATE**

25 October 2019 @ 16h00

**NOTE**

Applications should be submitted on form Z83 obtainable from any public service department or can be downloaded from www dpsa.gov.za/ www.labour.gov.za Applications must be completed in full, accompanied by not more than three (03) months certified copies of educational qualifications, identity documents, a comprehensive curriculum vitae and valid code EB driver’s License with exempting applicants with disabilities Applications without attachments will not be considered A specific reference number for the post applied for must be quoted in the space provided on form Z83 NB; you are kindly requested to complete a, b and c of the z83 in full Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore must attach certified copies of certificates of evaluation by the SAQA Successful incumbent will be expected to sign a performance agreement within one month after assumption of duty and also be required to disclose their financial interests in accordance with the prescribed regulations All Shortlisted
candidates for the posts of SMS 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 interviews 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 mandate DPSA SMS competency assessment tools. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. Shortlisted applicants will be required to provide their original qualification certificates and ID on the day of the interviews for verification purposes. The recommended candidate for appointment will be subjected to Personnel Suitability Check for security reasons. Late applications, emails or faxed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application.

Correspondence will be limited to shortlisted candidates only due to the large number of applications we envisage to receive. If you do not receive any response from us within three (3) months after the closing date, you may regard your application as unsuccessful. However, should there be any dissatisfaction, applications are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. All general.

**MANAGEMENT ECHELON**

**POST 36/303**

**CHIEF DIRECTOR: CONSTRUCTION MANAGEMENT**

**REF NO:** S4/3/2/6/2019

**Directorate:** Infrastructure Planning and Design

**SALARY**

R1 251 183 per annum (Level 14) (An all-inclusive) (to be structured according to individual needs)

**CENTRE**

Head Office, Polokwane

**REQUIREMENTS**

An undergraduate qualification (NOQ level 7) as recognized by SAQA. Built environment/Construction Project Management/Construction Management/Management of Civil Engineering Construction/Quantity Survey/Architect of related Field Five (5) years’ working experience at a senior managerial level in Construction Management Environment Compulsory registration with the relevant Professional Council (i.e SACPCMP, SACAP, ECSA or SACQSP) as Professional Construction Project Manager, Architect, Quantity Surveyor Valid Vehicle (Code EB) driver’s license with exception of persons with disabilities). Core and process competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer Focus.

**DUTIES**

Manage the provincial infrastructure programme: develop service delivery agreements jointly with client departments; monitor adherence to timeframes, budgets and quality assurance standards for all contracts being implemented by the districts on behalf of the provincial departments; reports progress regarding implementation of infrastructure projects to relevant governance structures manage the provincial infrastructure project: manage the allocation of projects to districts; manage the handing over of sites activities; manage the construction works; manage the works of the consultants manage the provincial infrastructure programme close-out: manage the completion of the projects e.g. certificate of completed works; manage the preparation of projects close-out reports e.g. final account and Section 42 of PFMA documentation Coordinate the Provincial Infrastructure cluster reporting: Obtain and consolidate infrastructure reports from provincial department e.g consolidated monthly reports and programmes of action; Presentation of reports to infrastructure cluster forum Manage and utilise resources (Human, Financial & Physical) in accordance with relevant directives and legislative: Give direction to team in realising the Chief Directorate’s strategic objectives; Develop action plans to execute strategic initiatives; Ensure proper implementation of the budget by monitoring, projecting & reporting expenditure; Monitor and report on the utilisation of equipment; Co-ordinate memorandum of understanding, service level agreement and expenditure review; Ensure that the division is
adequately staffed; Evaluate and monitor performance and appraisal of employees; Ensure capacity and development of staff; Manage discipline.

ENQUIRIES should be directed to Messrs Malose Moabelo, Matone Malemela and Mathume Mabilo at Tel No: 015 284 7627/7606/7607
ANNEXURE X

PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH

The Department of Health is an equal opportunity, affirmative action employer. It is our intention to promote representatively in respect of race, gender and disability through the filling of these positions. Candidates whose transfer/promotion appointment will promote representivity will receive preference.

CLOSING DATE: 25 October 2019 (at 14h00 sharp) all applications received after the closing date and time will not be entertained. Apply as early as possible to avoid disappointments, please.

NOTE: Applications should be submitted on Z83 form obtainable from any public service department and should be accompanied by recently certified copies of qualifications (preferably within 3 months), ID/passport and curriculum vitae. Please quote the Correct references on your form and where possible the station/Centre where the post is (Please note: one application form per post). No faxed applications will be accepted.

Candidates whose transfer/promotion appointment will promote representivity will receive preference.

POST 36/304: HEAD CLINICAL UNIT: MEDICAL (PAEDIATRICIAN) REF NO: MPDOH/OCT/19/01

SALARY: R1 728 807 per annum. (All inclusive package), consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form.

CENTRE: Themba Regional Hospital

REQUIREMENTS: Senior Certificate, MBCHB degree or equivalent, Specialist qualification in Paediatrics, Registration Certificate with HPCSA as a Medical Specialist, Paediatrics, Current registration with HPCSA as a Medical Specialist (2019/2020) and A minimum of 3 years post registration as a medical Specialist experience. Knowledge, Skills, Training and Competence required: Sound knowledge of the of Paediatric clinical discipline, Medical ethics, Programme planning, implementation and evaluation, Information management programme, Epidemiology and statistics, Quality assurance and improvement programme, Human resources and financial management, Health and Public Service legislation, regulations and policy, Leadership, Communication, Teaching, mentorship and coaching, Problem solving, Functioning in a multi-disciplinary team, Computer literacy, Stress tolerance, Self-confidence, Objectivity, Ethical, Empathic and Report writing abilities.

DUTIES: Represent paediatric specialist discipline as a member of a District Clinical Specialist Team responsible for the delivery of quality health care for mothers, babies and children at all levels within a health district. Promote equitable distribution of resources and access to an appropriate level of care for all mothers, babies and children throughout the district. Maintain personal competency as a paediatrician by spending 10 to 20% of time on continuing professional education and clinical care at the regional or tertiary hospital. Spend at least 80% of time on supporting the improvement of paediatric services within the district. Support neonatal, child and youth health service delivery in the district. Primarily support district hospitals with all aspects of service delivery related to paediatrics and child health. Secondarily support clinics, community health centres and primary health care outreach teams including engaging private sector paediatrician’s with service delivery related to paediatrics and child health. Promote clinical effectiveness in all facilities through supporting outreach programmes and development, dissemination or implementation of clinical protocols and standard treatment guidelines aligned with national norms and standards. Facilitate and participate in the development, training and mentorship of health professionals in all facilities.
mentors of under- and post graduate medical, nursing and allied health professionals. This may require involvement with local academic training institutions. Work with the District Management Team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of paediatric and child health services. Provide support to ensure appropriate infrastructure, equipment, resources and sundries for the provision of quality clinical care in paediatrics and child health.

ENQUIRIES
APPLICATIONS
FOR ATTENTION
POST 36/305

ENQUIRIES
APPLICATIONS
FOR ATTENTION

HEAD CLINICAL UNIT (MEDICAL) GRADE 1 – ANAESTHESIOLOGY REF NO: MPDOH/OCT/19/02
Component – Anaesthetics Department

Salary
CENTRE
REQUIREMENTS

DUTIES

ENQUIRIES
APPLICATIONS
FOR ATTENTION

Mr I Zitha Tel No: (013) 755 5100
The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.
Ms Innocent Mthombeni Tel No: (013)7555 100

Mr I Zitha Tel No: (013) 755 5100
The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.
Ms. Innocent Mthombeni Tel No: (013)7555 100

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FOR ATTENTION
APPLICATIONS
ENQUIRIES

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Ms. Innocent Mthombeni Tel No: (013)7555 100
POST 36/306 : MEDICAL OFFICER - GRADE 3 (REPLACEMENT) UNIT: OBSTETRICS & GYNAECOLOGY REF NO: MPDOH/OCT/19/03

SALARY : R1 035 831 – R1 295 025 per annum (OSD) plus rural allowance
CENTRE : Tintswalo Hospital
REQUIREMENTS : MBCHB degree with a recognized University A post graduate medical qualification will be an added advantage A minimum of 10 years’ post registration experience Current registration with the HPCSA as a medical practitioner A valid work permit will be required from non-South Africans Knowledge, skills, training and competencies required – Clinical knowledge, Competencies and skills in assessment, diagnosis and treatment of patients with obstetrics and gynaecological conditions Good communication, leadership and decision making skills Sound knowledge of medical ethics and experience in the respective medical discipline Knowledge of current health and public service legislation, regulations and policies.

DUTIES : Provide obstetrics and gynaecological services within the acceptable guidelines and protocols, Provide human resource management including support to the clinical manager Perform, interpret and report obstetrics and gynaecological procedures and studies, active participation in continuing medical education programs, maintain clinical, professional and ethical standards related to the medical profession, perform after hour’s duties and outreach programmes Provide teaching and supervision of junior doctors and nurses Provide holistic patient care inclusive of medical, surgical, preventative treatment and rehabilitation. Participate in clinical audit program of the unit and

ENQUIRIES : Mr I Zitha Tel No: (013) 755 5100
APPLICATIONS : The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.
FOR ATTENTION : Ms Innocent Mthombeni Tel No: (013) 7555 100

POST 36/307 : MEDICAL OFFICER - GRADE 3 UNIT: SURGERY & ORTHOPAEDICS (REPLACEMENT) REF NO: MPDOH/OCT/19/04

SALARY : R1 035 831 – R1 295 025 per annum (OSD) plus rural allowance
CENTRE : Tintswalo Hospital
REQUIREMENTS : MBCHB degree with a recognized University A post graduate medical qualification will be an added advantage A minimum of 10 years’ post registration experience Current registration with the HPCSA as a medical practitioner A valid work permit will be required from non-South Africans Knowledge, skills, training and competencies required – Clinical knowledge, Competencies and skills in assessment, diagnosis and treatment of patients with surgical and orthopaedic conditions Good communication, leadership and decision making skills Sound knowledge of medical ethics and experience in the respective medical discipline Knowledge of current health and public service legislation, regulations and policies.

DUTIES : Provide surgical and orthopaedic services within the acceptable guidelines and protocols, provide holistic patient care inclusive of medical, surgical, preventative treatment and rehabilitation Participate in clinical audit program of the unit and provide human resource management including support to the clinical manager Perform, interpret and report surgical and orthopaedic procedures and studies, active participation in continuing medical education programs, maintain clinical, professional and ethical standards related to the medical profession, perform after hour’s duties and outreach programme Provide teaching and supervision of junior doctors and nurses.

ENQUIRIES : Mr I Zitha Tel No: (013) 755 5100
APPLICATIONS : The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.
FOR ATTENTION : Ms Innocent Mthombeni Tel No: (013) 7555 100

POST 36/308 : OPERATIONS MANAGER; EMS REF NO: MPDOH/OCT/19/05

SALARY : R871 590 – R996 573 per annum (OSD) Plus Benefits
CENTRE : Provincial Office, Nelspruit (Head Office)
REQUIREMENTS : Grade 12 or equivalent Must be in possession of CCA/N Dip/B-Tech or higher qualification related to EMS allowing for registration with the Health Provisional Council of South Africa Must have 5 years post qualification experience in any of the required qualifications in the EMS environment Must be in possession an unendorsed and valid Code B, C or C1 with a current PDP Must have more
than 10 years extensive management experience at various junior ems management positions must be computer literate with ems it background sound knowledge of drawing up management reports from ems data possession of a management qualification will serve a great advantage a disaster management qualification will serve as a great recommendation must have previous experience in the planned patient transport environment Recommendation: a project management qualification good written and verbal communication and computer skills Good report writing skills Knowledge of the public service and related legislation and the legal and labour implications thereof Ability to plan, manage and delegate as well as monitor administrative functions Innovative, analytical and creative thinking Knowledge: knowledge of budget control systems and measures Knowledge of range of procedures such as computer training, safety planning, finance, HR and disaster management Complex written reports/letters/management reports/ co-ordinating of EMS operations Sound knowledge of the EMC protocols, skills, training required in the day to day running of EMS operations Knowledge of PMFA, DHIS, PMDS, Equity Act and Disaster Management Act.

**DUTIES**
- Perform administrative functions Co-ordinate EMS operations and PPTS.
- Manage and co-ordinate communications systems within Mpumalanga Province on a daily bases Co-ordinate meetings with stakeholders/institutions
- Ensure sound financial management within the areas of responsibility in as far as budgeting and expenditure for the EMS office is concerned Maintain an orderly and efficient system of administration and document management
- Facilitate the gathering of information and prepare and submit reports as required
- Supervise office staff Intersect oral liaison with regards to EMS communications
- Liaison with public regarding service delivery issues Performing standby duties
- Stand in a Acting Director as and when it is required Provide support to the Director EMS, PPTS. Disaster Management and Rescue Services and to the districts as well Execute all legal instructions given by the Director of his/her appointed delegate.
- All applications should be directed to: The Head of Department, Private Bag X 1285, Nelspruit; 1200, or Hand delivered to: Indwe Building No 3 Government Boulevard, Riverside Park Ext 2, Nelspruit 1200.

**APPLICATIONS**
Mr Michael Mlangeni Tel No: (013) 766 3753 or Mr Emmanue Makokoropo (013 766 3384)

**FOR ATTENTION**
Short listed candidates will need to undergo a competency assessment.

**NOTE**

**POST 36/309**
MEDICAL OFFICER GRADE 2 REF NO: MPDOH/OCT/19/06

**SALARY**
R938 964 per annum all-inclusive salary package excluding commuted overtime.

**CENTRE**
Tintswalo Hospital

**REQUIREMENTS**
MBCHB Degree, Current registration with the Health Professions Council of South Africa as a Medical Practitioner DA (SA) or equivalent. Recommendation: Four (4) years or more experience in a hospital approved by the Colleges of Medicine. Preference will be given to candidates who have passed the FCA (SA) Primary examinations Grade 2: Five (5) years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner Six (6) Years relevant experience after registration as Medical Practitioner with the recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.

**DUTIES**
- Assist with the provision of services as determined Provide peri-operative care of patients including the provision of patient preoperative assessments Assist with evaluation and management of acute and chronic pain service patients and implementation of training programmes pertaining to the allied disciplines Ensure that the scientific principles are maintained Ensure sound labour relations in compliance with relevant legislation while maintaining the interests of the patient To participate in clinical audit programmes as and when requested.

**ENQUIRIES**
Mr. I Zitha Tel No: (013) 755 5100

**APPLICATIONS**
The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.

**FOR ATTENTION**
Ms Innocent Mthombeni Tel No: (013) 7555 100)
POST 36/310: DEPUTY DIRECTOR: MEDICAL ORTHOTIC & PROSTHETIC POLICIES
(Gr 1) Ref No: MPDOH/OCT/19/07

Salary: R857 559 – R951 765 per annum (OSD requirements depending on qualification and years of experience)

Centre: Provincial Office (Nelspruit)

Requirements: A Degree/Diploma in Medical Orthotic & Prosthetic, registration with HPCSA

10 years’ experience with at least 3 years in managerial position

A degree/diploma in management will be an added advantage

A valid driver’s license is an inherent requirement:

(Code EB) Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies

Process competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

Duties: Plan, Direct, Coordinate and manage the efficient and effective delivery of clinical and administrative Medical Orthotic and Prosthetic services in collaboration with key stakeholders at provincial level within the legal framework

Represent MOP services authoritatively at Provincial, District, facility and public forums levels

Develop strategic plans and draw budgets and monitor expenditure as well as manage assets in MOP

Develop policies, policy guidelines and protocols for the programme in line with National and other Provincial Policies.

Enquiries: Ms Sanna Mohlakoana Tel No: (013) 766 3409

Applications: All applications should be directed to: The Head of Department, Private Bag X 1285, Nelspruit; 1200, or Hand delivered to: Indwe Building No. 3 Government Boulevard, Riverside Park Ext 2, Nelspruit 1200.

For Attention: Mr Michael Mlangeni (013 766 3753 or Mr Emmanuel Makokoropo (013 766 3384)

Note: Short listed candidates will need to undergo a competency assessment.

POST 36/311: MEDICAL OFFICER GR 1 REF NO: MPDOH/OCT/19/08

Salary: R821 205 – R884 670 per annum depending on years of experience (OSD Requirements /commuted overtime) (Salary to be determined in line with OSD requirements)

Centre: Embhuleni Hospital

Requirements: Grade 12 certificate

MBChB degree with recognized university Current registration with the HPCSA

A valid work permit will be required from non–South Africans

Sound knowledge of child care ethics

Additional experience in paediatrics will serve as recommendation

Skills in terms of consultations, history taking, examination, clinical assessment & clinical management

Knowledge of current health and public service legislation, regulation and policies

Good communication, problem solving and conflict management skills

Professionality, accuracy, flexibility, independency and ethical behaviour

Ability to study & work in a team

Requires appropriate qualification (MBChB degree or equivalent qualification) plus registration with HPCSA as a Medical Officer.

Duties: Rendering of clinical services to the new-born and older children which includes: Assessment & management of patient, which includes emergency care, critical care (Intensive care unit Admissions), ward care and outpatient care Teaching and supervision of MBCHB V or VI students.

Supervision and training of interns and nursing staff

Give medical input in to allied support services & team management

Provide written & verbal input in to risk assessment, counselling and medico-legal problems.

Provides support and outreach to district hospital patients and medical officers.

Enquiries: Mr C D Mnisi Tel No: (017) 811 1642

Applications: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350.

For Attention: Mr M A Dhladhla

POST 36/312: MEDICAL OFFICER GR 1 REF NO: MPDOH/OCT/19/09

Salary: R821 205 - R884 670 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance.

Centre: HA Grove Hospital (Replacement)

Requirements: MBChB degree with a recognized University A postgraduate medical qualification will be an added advantage

A minimum of 05 years” post-
registration experience Current registration with the HPCSA A valid work permit will be required from non-South Africans Sound clinical knowledge and experience in the respective medical discipline Knowledge of current health and public service legislation, regulation and policies.

**DUTIES**
- Provide clinic care
- Manage resources, including human resources
- Co-ordinate and Supervise the teaching of Community Service and junior doctors in the unit
- Organise and participate in OPD activities
- Attend all relevant meetings
- Manage the outpatient clinic of your unit
- Participate in quality improvement plans in the hospital
- Perform after hours duties
- Provide operational leadership in your unit
- Ensure medical outreach to PHC unit.

**ENQUIRIES**
- Ms. S Matheba Tel No: (013) 658 1070

**APPLICATIONS**
- The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.

**FOR ATTENTION**
- Ms S Matheba

**POST 36/313**
- MEDICAL OFFICER GR 1 REF NO: MPDOH/OCT/19/10

**SALARY**
- R821 205 - R884 670 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance.

**CENTRE**
- Themba Hospital (Replacement)

**REQUIREMENTS**
- MBCHB degree with a recognized University a postgraduate medical qualification will be an added advantage A minimum of 05 years post-registration experience Current registration with the HPCSA A valid work permit will be required from non-South Africans Sound clinical knowledge and experience in the respective medical discipline Knowledge of current health and public service legislation, regulation and policies.

**DUTIES**
- Provide clinic care
- Manage resources, including human resources
- Co-ordinate and Supervise the teaching of Community Service and junior doctors in the unit
- Organise and participate in OPD activities
- Attend all relevant meetings
- Manage the outpatient clinic of your unit
- Participate in quality improvement plans in the hospital
- Perform after hours duties
- Provide operational leadership in your unit
- Ensure medical outreach to PHC unit.

**ENQUIRIES**
- Mr I Zitha Tel No: (013) 755 5100

**APPLICATIONS**
- The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.

**FOR ATTENTION**
- Ms. Innocent Mthombeni Tel No: (013) 658 1070

**POST 36/314**
- MEDICAL OFFICER GR 1 REF NO: MPDOH/OCT/19/11

**SALARY**
- R821 205 - R884 670 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance.

**CENTRE**
- Standerton TB Hospital (Replacement)

**REQUIREMENTS**
- MBCHB degree with a recognized University a postgraduate medical qualification will be an added advantage A minimum of 05 years post-registration experience Current registration with the HPCSA A valid work permit will be required from non-South Africans Sound clinical knowledge and experience in the respective medical discipline Knowledge of current health and public service legislation, regulation and policies.

**DUTIES**
- Provide clinic care
- Manage resources, including human resources
- Co-ordinate and Supervise the teaching of Community Service and junior doctors in the unit
- Organise and participate in OPD activities
- Attend all relevant meetings
- Manage the outpatient clinic of your unit
- Participate in quality improvement plans in the hospital
- Perform after hours duties
- Provide operational leadership in your unit
- Ensure medical outreach to PHC unit.

**ENQUIRIES**
- Mr C D Mnisi Tel No: (017) 811 1642

**APPLICATIONS**
- The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350.

**FOR ATTENTION**
- Mr M A Dhladhla

**POST 36/315**
- MEDICAL OFFICER GRADE 1 (REPLACEMENT) UNIT: (MEDICAL WARDS AND OPD/CASUALTY) REF NO: MPDOH/OCT/19/12

**SALARY**
- R821 205 – R884 670 per annum (OSD) Plus rural allowance

**CENTRE**
- Tintswalo Hospital

**REQUIREMENTS**
- MBCHB degree with a recognised University Current registration with HPCSA as a Medical Practitioner: A valid work permit for non-South Africans Sound
knowledge of medical ethics Skills in terms of consultation, history taking, clinical assessment and management of patients Good communication, problem solving and conflict management skills Professionalism, accuracy, flexibility and independency Knowledge, skills, training and competencies required: Rendering of clinical services to patients in terms of assessment and management of patients, emergency care, critical care, management of in-patients and out-patients Ability to teach and supervise students, Knowledge of current health and public service legislation, regulation and policies Ability to use health information for planning Professionalism, accuracy, flexibility, independence and ethical behaviour Multidisciplinary management and teamwork.

DUTIES: Provide clinical care to patients Perform medical procedures and perform duties related to maternity, casualty, wards, theatre and clinics Support and manage patients on antiretroviral therapy (ART) Participate in clinical audits and quality improvement program Teaching and supervision of junior doctors and nurses Participate in after-hour calls Participate in continuing medical education Give medical input into a team management Organise and participate in CPD activities Attend all relevant meetings, conduct outreach services to the PHC facilities.

ENQUIRIES: Mr I Zitha Tel No: (013) 755 5100
APPLICATIONS: The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.
FOR ATTENTION: Ms Innocent Mthombeni Tel No: (013 7555 100)
POST 36/316: MEDICAL OFFICER: GRADE 1 (REPLACEMENT) REF NO: MPDOH/OCT/19/13
SALARY: R821 205 - R884 670 per annum (OSD) requirements depending on years of experience plus Commuted Overtime
CENTRE: Bethal Hospital (Gert Sibande District)
REQUIREMENTS: BCHB degree or equivalent A postgraduate medical qualification will be an added advantage Current registration with the HPCSA Minimum of 01 to 05 years’ experience after community service Additional experience in Paediatrician will serve as a recommendation Sound knowledge of medical ethics Competencies: Professional competence and knowledge of the application of clinical services A valid work permit will be required from non-South Africans Sound clinical literature, current protocols, legislation, regulations and policies Skills in terms of consultation, history taking, examination, clinical assessment. Management and clinical procedures Good communication, problem solving and conflict management skills Demonstrable ability to use health information for planning Professionalism, accuracy, flexibility, independence and ethical behaviour Multidisciplinary management and teamwork.
DUTIES: Rendering of actual, patient-related services which includes: Assessment of patients, management of patients, which includes admissions and discharging Supervision and teaching of juniors. Conducting operations: a) elective cases on amputations, Appendectomy, Explorectomy, Herniorrhaphy, Lumphectomy (b) Acute Abdomen: Perforated Ulcer; Management of trauma patients: Chest trauma and blunt abdominal trauma. Receiving referrals from Level 1 Hospitals.
ENQUIRIES: Mr C D Mnisi Tel No: (017) 811 1642
APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350.
FOR ATTENTION: Mr M A Dhladhla
POST 36/317: MEDICAL OFFICER REF NO: MPDOH/OCT/19/14
Department: Anaesthetics
SALARY: Grade 1: R821 205 per annum all-inclusive salary package excluding commuted overtime.
Grade 2: R938 964 per annum all-inclusive salary package excluding commuted overtime.
Grade 3: R1 089 693 per annum all-inclusive salary package excluding commuted overtime.
CENTRE: Themba Regional Hospital
REQUIREMENTS: MBCHB Degree, Current registration with the Health Professions Council of South Africa as a Medical Practitioner DA (SA) or equivalent Recommendation:
DUTIES:
Assist with the provision of anaesthetic services as determined by the Head of Anaesthesia at IALCH. Provide peri-operative anaesthetic care of patients including the provision of patient preoperative assessments, anaesthesia, epidural analgesia and ICU care. Assist with evaluation and management of acute and chronic pain service patients at IALCH. Assist in co-ordination and implementation of training programmes pertaining to the Speciality of Anaesthesia and allied disciplines. Ensure that the scientific principles of Anaesthesia are maintained. Ensure sound labour relations in compliance with relevant legislation while maintaining the interests of the patient. To participate in clinical audit programmes as and when requested.

ENQUIRIES:
Mr L Zitha Tel No: (013) 755 5100
Ms Innocent Mthombeni Tel No: (013) 755 100

APPLICATIONS:
The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.

FOR ATTENTION:

POST 36/318:
MEDICAL OFFICER - (GRADE 1, 2, 3) REF NO: MPDOH/OCT/19/15
Component – Paediatric Department

SALARY:
Grade 1: R821 205 – R884 670 per annum (all-inclusive package)
Grade 2: R938 964 – R1 026 693 per annum (all-inclusive package)
Grade 3: R1 089 693 – R1 362 366 per annum (all-inclusive package)

CENTRE:
Themb Regional Hospital

REQUIREMENTS:
Grade 1: experience: not applicable foreign qualified candidates require 1 year relevant experience after registration as a medical practitioner with a recognized foreign health professional council, of whom it is not required to perform Community Service, as required in South Africa applicants who are in the last few months of completing community service time may apply on the understanding that they can be appointed only after receiving full registration as a medical practitioner with the HPCSA Priority will be applied to incumbent/s that are available immediately or sooner to maintain clinical services. Grade 2: Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. Grade 3: Experience: 10 years’ experience after registration with the HPCSA as a Medical Practitioner Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. Grade 3: MBCHB Degree or Equivalent qualification, Plus Current Registration with the Health Professions Council of South Africa as a Medical Practitioner.
DUTIES: Will cover clinical care, scholarship, professionalism, clinical governance and administration & management.) Assist with the maintenance of standards of care, clinical governance framework within the department Assist with the training & development AND supervision & support of CSOs, interns and students in the Department (For those with requisite experience – E.g Grade 2 & 3) Participate in the personal and departmental scholarship activities including mandatory attendance of the academic programme Support the departmental activities for the staff development and training of undergraduate, post graduate and vocational students Assist and participate in research activities/projects as defined within the department Assist with the administration and management of the Unit one is allocated to environment. Track record of academic publications Knowledge, Skills and Experience: Possess sound knowledge of Human Resources Management, budgeting, planning, implementation and evaluation, information management and quality assurance programmes Knowledge of current Health and Public Service legislation, regulations and policy including medical ethics, epidemiology and statistics Good communication, leadership, decision-making and clinical skills Sound knowledge of clinical procedures and protocols within the discipline Assessment, management of patients. Participation in the After Hours call system is essential Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationships Grade 3: Manage the Anaesthetic department of a busy tertiary hospital. Participate in the clinical anaesthetic service of a regional/tertiary hospital by: Providing consultant cover in theatre daily, the ICU and High Care wards. Providing after-hour consultant cover in Anaesthetics and the ICU at PMB Metropolitan Hospitals. Participating in pre-operative assessment of high-risk patients in the anaesthetic clinic undertaking development of sub-speciality services at Grey’s Hospital Peri-operative Analgesic Service Support trauma and resuscitative units 24 Hour Epidural Analgesic service in Labour Specialised Surgical Services – cardiac, vascular, thoracic, neurosurgical Participate in outreach programmes for the development of safe anaesthetic services in Grey’s Hospital catchment area Participate in the departmental teaching programmes for vocational, post-graduate and nursing staff Undertake appropriate clinical research and support the research efforts of junior staff The department is a training site for the Nelson Mandela School of Medicine The occupant of this post will need to take on a significant role in this respect Provide and ensure effective and efficient managerial and supervisor responsibilities by: Ensuring effective utilisation and placement of staff Maintaining discipline and ensure that staff act with integrity and professionalism within the law. Delegating duties to senior staff without lessening one’s own responsibility and accountability for actions taken on one’s behalf Liaising with hospital management regarding infrastructure needs including financial, physical, equipment, staff and support of the Anaesthetic Department and the ICU Maintain self-development and staff development by CPD and CME activities Co-ordinate participation in Quality Improvement measures by staff Liaise with other Metropolitan hospitals and Medical School as and when necessary in consultation with the Head of Department Supervision of postgraduate and under graduate training Participate in postgraduate and other relevant academic/and training programmes Provide support to the Metropolitan Head of Department, in ensuring an efficient standard of patient care and that services are maintained Assess patients, plan, initiate and supervise medical care management Ensure the proper and economical use of equipment and other resources.

ENQUIRIES : Mr I Zitha Tel No: (013) 755 5100
APPLICATIONS : The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.
FOR ATTENTION : Ms. Innocent Mthombeni Tel No: (013) 7555 100
<table>
<thead>
<tr>
<th>POST 36/319</th>
<th>MEDICAL OFFICER GR 1 REF NO: MPDOH/OCT/19/16</th>
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<tbody>
<tr>
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<tr>
<td>POST 36/320</td>
<td>MEDICAL OFFICER GR 1 REF NO: MPDOH/OCT/19/17</td>
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<tr>
<td>POST 36/321</td>
<td>MEDICAL OFFICER GR 1 REF NO: MPDOH/OCT/19/18 (X3 POSTS)</td>
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<td>Ms Innocent Mthombeni Tel No: (013) 7555 100</td>
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POST 36/322: PHARMACIST GRADE 1 REF NO: MPDOH/OCT/19/19
(Re-Advertisement)

SALARY: R693 372 – R735 918 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance

CENTRE: Sabie Hospital

REQUIREMENTS: Pharmacy Degree or equivalent qualification Current registration with the SA Pharmacy Council Conversant with current Pharmaceutical and related legislation Core competencies recommended Commitment to quality development of self and others Computer literacy, good interpersonal skills Good written and verbal communication skills Strong leadership and managerial skills.

DUTIES: Ensure proper selection and procurement of drugs and surgical items for the hospital Ensure rational use of drugs Develop a hospital medicine formulary Monitor expenditure on pharmaceutical and surgical items Perform stock control functions Ensure proper reconciliation of pharmaceutical accounts Supervise and train Pharmacy Support Staff, Interns, Community Servers and Junior Pharmacists.

ENQUIRIES: Mr I Zitha Tel No: (013) 755 5100

APPLICATIONS: The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.

FOR ATTENTION: Ms. Innocent Mthombeni Tel No: (013) 7555 100

POST 36/323: ASSISTANT MANAGER: PRIMARY HEALTH CARE REF NO: MPDOH/OCT/19/20 (X3 POSTS)

SALARY: R614 991 – R692 166 per annum (OSD) requirements depending on years of experience

CENTRE: Chief Albert Luthuli Sub-District Dr Pixley Kaseme Sub-District Govan Mbeki Sub-District

REQUIREMENTS: Minimum educational qualification: Basic R425 qualification (i.e. Degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse Post-basic qualification with duration of at least 1 year in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with SANC Registration with a professional council: Registration with the SANC as Professional Nurse Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse in General Nursing At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post-basic qualification as mentioned above At least 3 years of the period referred to above must be appropriate/recognisable experience at management level Inherent requirements of the job: Valid (Code B/EB) driver's licence Willingness to attend community needs after hours Competencies (knowledge/skills): Computer literacy (MS office) Proven leadership abilities Good interpersonal and people management skills Knowledge of Public Sector legislation.

DUTIES: Support to overall management of Clinical, HRM, Financial and Supply Chain Management of community day centres in the PHC Platform Facilitate the development of community participation programmes and support facility based services for geographical area (Southern/Western sub-districts) Ensure implementation of standards for safe patient care for PHC Platform Responsible for planning, co-ordination, supervision and control of PHC services for geographical area Ensure that prescribed policies and procedures are implemented and contribute to quality patient care Personnel development, i.e assessing in-service training needs and planning for PHC Platform.

ENQUIRIES: Mr C D Mnisi Tel No: (017) 811 1642

APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350.

FOR ATTENTION: Mr M A Dhladhla

POST 36/324: ASSISTANT MANAGER: PRIMARY HEALTH CARE REF NO: MPDOH/OCT/19/21

SALARY: R614 991 – R692 166 per annum (OSD) requirements depending on years of experience
CENTRE: Waterval Boven Hospital

REQUIREMENTS:
Minimum educational qualification: Basic R425 qualification (i.e. Degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse Registration with a professional council: Registration with the SANC as Professional Nurse Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse in General Nursing At least 6 years of the period referred to above must be appropriate/recognisable experience at management level Inherent requirements of the job: Valid (Code B/EB) driver’s licence Willingness to attend community needs after hours Competencies: Computer literacy (MS office) Proven leadership abilities Good interpersonal and people management skills. Knowledge of Public Sector legislation.

DUTIES:
Support to overall management of Clinical, HRM, Financial and Supply Chain Management of community day centres in the PHC Platform Facilitate the development of community participation programmes and support facility based services for geographical area Ensure implementation of standards for safe patient care for PHC Platform Responsible for planning, co-ordination, supervision and control of PHC services for geographical area Ensure that prescribed policies and procedures are implemented and contribute to quality patient care Personnel development, i.e. assessing in-service training needs and planning for PHC Platform.

ENQUIRIES:
Ms. S Matheba: Tel No: (013) 658 1070

APPLICATIONS:
The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koomhof Building, Justice Street, Emalahleni, 1035.

FOR ATTENTION: Ms. S Matheba

POST 36/325:
ASSISTANT MANAGER: NURSING: EYE CARE (PN- B4) REF NO: MPDOH/OCT/19/22

SALARY:
R614 991 - R692 166 per annum (OSD) requirements depending on years of experience

CENTRE: Ehlanzeni District Office

REQUIREMENTS:
Basic Qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma/degree in nursing) or Equivalent qualification that allows registration with SANC as a professional Nurse A minim of 8 years appropriate/recognisable experience in nursing after registration with SANC as a Professional Nurse Post basic diploma in Medical and Surgical Ophthalmic Nursing Science Certificate in refraction services At least 3 years of the period referred to above must be appropriate/recognisable experience in management Knowledge of the legislative and Policy framework as well as the current transformation strategies in the Public Sector Good communication, conflict management and interpersonal skills Current registration with the South African Nursing Council (SANC) Computer literacy will be an added advantage Submission of certified documents not older than 3 Months.

DUTIES:
Coordinate the implementation and monitoring of eye care activities in Ehlanzeni district aimed at improving eye health and elimination of avoidable visual impairment and blindness Monitor and conduct audits in the quality of ocular surgery outcomes Facilitate community eye care projects Collaborate with sector departments and relevant stakeholders in the provision of integrated comprehensive service package.

ENQUIRIES:
Mr I Zitha Tel No: (013) 755 5100

APPLICATIONS:
The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200

FOR ATTENTION: Ms Innocent Mthombeni (013 7555 100)

POST 36/326:
ASSISTANT MANAGER: NURSING: CDC (PN- A7) REF NO: MPDOH/OCT/19/23

SALARY:
R562 800 – R652 437 per annum (OSD) requirements depending on years of experience

CENTRE: Ehlanzeni District Office, Nelspruit
REQUIREMENTS : Basic R425 qualification, degree in nursing or equivalent, Diploma in Health Service Management/Nursing Administration A recognized qualification in Public Health will be an added advantage Proof of current registration with the South African Nursing Council (SANC) Minimum of 9 years appropriate/recognizable experience after registration as a Professional Nurse with SANC in General Nursing At least 3 years of the period referred to above must be appropriate/recognizable experience in management Experience in Communicable Disease Control set up will be an added advantage Valid driver’s license Experience and knowledge of District Health system Demonstrate an in-depth understanding of Nursing legislations and related legal and ethical Nursing practices and how this impacts on service delivery Demonstrate a basic understanding of HR and Financial policies and practices Skills: Good interpersonal skill, Planning and organizational skills, Good communication and presentation skills, Problem solving, and analytical skills Basic computer literacy as a support tool to enhance service delivery Ability to work under pressure and awkward hours.

DUTIES : Coordinate the implementation of the Communicable Disease Control (CDC) activities in the Ehlanzeni District Plan and co-ordinate the implementation of CDC and Expanded Programme on Immunization (EPI) services. Management and response to outbreaks Responsible for implementation of Communicable Diseases strategies/interventions Management and utilization of resources Maintain effective collaboration with internal and external stakeholders.

ENQUIRIES : Mr I Zitha Tel No: (013) 755 5100

APPLICATIONS : The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200

FOR ATTENTION : Ms Innocent Mthombeni (013 7555 100)

POST 36/327 : OPERATIONAL MANAGER (PN-B3) (REPLACEMENT) REF NO: MPDOH/OCT/19/24

SALARY : R562 800 – R633 432 per annum (OSD) requirements depending on years of experience

CENTRE : Nhlazatshe 4 Clinic

REQUIREMENTS : Basic R425 qualification i.e. Diploma/Degree in Nursing a Diploma in Clinical Assessment, treatment and Care or Community Health Nursing Science Registration with the South African Nursing Council Minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant speciality Experience and knowledge of the District Health System Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery Demonstrate a basic understanding of HR and financial policies and practices Must have the following skills; Good interpersonal skills, planning and Organizational skills, good written and communication skills, Problem solving and analytical skills. Computer literacy valid driver’s licence.

DUTIES : Manage and provide PHC facility supervisory Duties in line with the PHC Supervision Guideline. Ensure clinical nursing practice by the nursing team in the facility in accordance with the scope and practice and nursing standard as determined by the relevant health facility Promote quality nursing care as directed by the professional scope of practice and standard in accordance to the PHC delivery package Ensure the implementation on National Core Norms and Standards including Six Priority Areas Advocate for patients through ensuring adherence to Batho Pele Principles Coordinate community involvement and participation Manage and Monitor effective use and maintenance of assets and infrastructure of the facility Monitor information management and documentation.

ENQUIRIES : Mr C D Mnisi Tel No: (017) 811 1642

APPLICATIONS : The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350.

FOR ATTENTION : Mr M A Dhladhla

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<table>
<thead>
<tr>
<th>POST 36/328</th>
<th>ASSISTANT MANAGER: NURSING: QUALITY ASSURANCE (PN-7) REF NO: MPDOH/OCT/19/25</th>
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<tr>
<td>SALARY</td>
<td>R562 800 – R617 253 per annum (OSD) requirements depending on years of experience</td>
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<td>CENTRE</td>
<td>Ehlanelzeni District Office, Nelspruit</td>
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<td>REQUIREMENTS</td>
<td>Minimum of 7 - 10 years appropriate/recognizable experience in Nursing after registration as a Professional nurse with the South African Nursing Council (SANC) in general nursing Knowledge of the legislative and Policy framework as well as the current transformation strategies in the Public Sector Good communication, conflict management and interpersonal skills Current registration with the South African Nursing Council (SANC) Computer literacy will be an added advantage Submission of certified documents (Certificates &amp; ID).</td>
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<td>DUTIES</td>
<td>Delegate, Supervise and coordinate the provision of effective and efficient patient care through adequate quality nursing care Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care Develop/establish and maintain constructive working relationships with nursing and other stakeholders Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards, policies, PMDS, procedures, Contingency an Strategic Plans Monitor and ensure proper utilization of human, financial and physical resources Quality management including infection control, information management and clinical audits Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures Manage human resources Monitor and ensure proper utilization of financial and physical resources Implement all relevant prescripts Manage and monitor proper utilization of human financial and material resources Manage the budget according to PFMA.</td>
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| ENQUIRIES  | Mr I Zitha Tel No: (013) 755 5100 |
| APPLICATIONS | The District Manager; Ehlanelzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200. |
| FOR ATTENTION | Ms Innocent Mthombeni Tel No: (013) 7555 100 |

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<tr>
<th>POST 36/329</th>
<th>ASSISTANT MANAGER: NURSING MCWYH (PN-7) REF NO: MPDOH/OCT/19/26</th>
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<td>CENTRE</td>
<td>Ehlanelzeni District Office, Nelspruit</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Minimum of 7 - 10 years appropriate/recognizable experience in Nursing after registration as a Professional nurse with the South African Nursing Council (SANC) in general nursing Knowledge of the legislative and Policy framework as well as the current transformation strategies in the Public Sector Good communication, conflict management and interpersonal skills Current registration with the South African Nursing Council (SANC) Computer literacy will be an added advantage Submission of certified documents (Certificates &amp; ID).</td>
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<td>DUTIES</td>
<td>Delegate, Supervise and coordinate the provision of effective and efficient patient care through adequate quality nursing care Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care Develop/establish and maintain constructive working relationships with nursing and other stakeholders Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards, policies, PMDS, procedures, Contingency an Strategic Plans Monitor and ensure proper utilization of human, financial and physical resources Quality management including infection control, information management and clinical audits Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures Manage human resources Monitor and ensure proper utilization of financial and physical resources Implement all relevant prescripts Manage and monitor proper utilization of human financial and material resources Manage the budget according to PFMA.</td>
</tr>
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</table>

| ENQUIRIES  | Mr I Zitha Tel No: (013) 755 5100 |
| APPLICATIONS | The District Manager; Ehlanelzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200. |
| FOR ATTENTION | Ms Innocent Mthombeni Tel No: (013) 7555 100 |
POST 36/330 : OPERATIONAL MANAGER - SPECIALTY (PNB 3) - (MATERNITY UNIT)
REF NO: MPDOH/OCT/19/27

SALARY : R562 800 – R633 432 per annum (OSD) requirements depending on years of experience
CENTRE : Sabie Hospital
REQUIREMENTS : Basic qualifications accredited with the SANC in terms of Government Notice R425 (diploma/degree in Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwife A post basic qualification in Advanced Midwifery and Neonatal Nursing Science A minimum of 09 years appropriate and recognizable experience in nursing after registration as a professional nurse with the SANC At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty (Proof of service records to be attached) Annual receipt with SANC to practice for 2019 (Proof of registration to be attached) Submission of certified copies of documents (certification should not be older than 3 months) Recommendations: Ability to function independently and to prioritize work Leadership and sound interpersonal skills. Problem solving and decision making skills Good supervisory and teaching skills.

DUTIES : Co-ordination of the optimal, holistic specialized nursing care with set standards and within a professional/legal framework Manage effectively the utilization and supervision of resources Implement and co-ordinate clinical nursing and support services within the Maternity unit Co-ordination of the provision of training and research Establish and implement quality assurance within the unit Ensure effective and efficient management systems Maintain professional growth/ethical standards and self-development Develop and implement comprehensive nursing care plans for the hospital Ensure that the nursing and health care is practiced in accordance with the relevant prescripts. Participate in multidisciplinary quality teams educating and training the nursing team Gather health related data to ensure optimal future planning Manage KRA’s of subordinates Ensure adherence to the Batho Pele Principles and Patient Right Charter

ENQUIRIES : Mr. I Zitha Tel No: (013) 755 5100
APPLICATIONS : The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.
FOR ATTENTION : Ms. Innocent Mthombeni Tel No: (013) 755 5100

POST 36/331 : OPERATIONAL MANAGER (PNB3) REF NO: MPDOH/OCT/19/28

SALARY : R562 800 – R633 432 per annum (OSD) requirements (Depending on the years of experience in terms of relevant OSD) plus rural allowance.
CENTRE : Embhuleni Hospital
REQUIREMENTS : Basic R425 qualification i.e Diploma/ Degree in Nursing A Diploma in Clinical Assessment, treatment and Care or Community Health Nursing Science Registration with the South African Nursing Council Minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty Experience and knowledge of the District Health System Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery Demonstrate a basic understanding of HR and financial policies and practices Must have the following skills: Good interpersonal skills, planning and Organizational skills, good written and communication skills, Problem solving and analytical skills Computer literacy. Valid driver’s licence.

DUTIES : Manage and provide PHC facility supervisory duties in line with the PHC Supervision Guideline Ensure clinical nursing practice by the nursing team in the facility in accordance with the scope and practice and nursing standard as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standard in accordance to the PHC delivery package Ensure the implementation on National Core Norms and Standards including Six Priority Areas Advocate for patients through ensuring adherence to Batho Pele Principles Coordinate community involvement and participation Manage and Monitor effective use and

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Delegate, Supervise and coordinate the provision of effective and efficient patient care through adequate quality nursing care initiative and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards. Demonstrate a basic understanding of Human Resource and financial policies and practice. Able to manage own work time and that of junior colleagues. Participate in the analysis, formulation and Implementation of nursing guidelines, practices, standards, policies, PMDS, procedures, Contingency and Strategic Plans. Quality management including infection control, information management and clinical audits. Implement all relevant prescriptions. Manage the budget according to PFMA. Demonstrate basic computer literacy.

ENQUIRIES: Mr Zitha Tel No: (013) 755 5100
APPLICATIONS: The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.
FOR ATTENTION: Ms Innocent Mthombeni Tel No: (013)7555 100

POST 36/333: OPERATIONAL MANAGER: NURSING: PN-B3 REF NO: MPDOH/OCT/19/30

DUTIES: 
- Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care.
- Co-ordinate and monitor the implementation of nursing care plan and evaluation.
- Implement guidelines and protocols of nursing practices. Maintain constructive working relationships with nursing and other stakeholders.
- Manage and monitor proper Utilization of human, financial and physical resources. Demonstrate in depth understanding of nursing legislations and related ethical nursing practices. Submit reports and statistics Work as part of multidisciplinary team at Supervisory level. Implementation of National Core Standards.

ENQUIRIES: Mr. C D Mnis Tel No: (017) 811 1642
APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350
FOR ATTENTION: Mr M A Dhladhla

CENTRE: Singobile Clinic (Gert Sibande District)
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. Degree/diploma in Nursing Administration will be an added advantage. A minimum of nine (9) years appropriate/recongnizable experience in nursing after registration as a Professional Nurse. With the SANC in terms of Government Notice R425 to Diploma/degree in General nursing (Bridging course of four year Comprehensive course) with a minimum of 9 years’ experience in nursing after registration as a Professional nurse. A one year post basic nursing qualification in advanced midwifery with 5 years appropriate/recongnizable experience after obtaining qualification. Good supervisory and leadership skills.

ENQUIRIES: Mr M A Dhladhla
APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350
FOR ATTENTION: Mr M A Dhladhla
POST 36/334: OPERATIONAL MANAGER: NURSING: PN-B3 REF NO: MPDOH/OCT/19/31 (X3 POSTS)

SALARY: R532 491 – R599 274 per annum (OSD) requirements depending on years of experience

CENTRE: FIG-Tree Clinic; Msogwaba Clinic; Zwelisha Clinic (Ehlanzeni District)

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 Degree/diploma in Nursing Administration will be an added advantage A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing At least five (5) years of the period referred to above must be appropriate/recognizable experience in a specialty nursing after obtaining the one (1) year post-basic qualification in PHC Nursing Science Competencies: leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills Ability to take charge and make appropriate independent decisions Display empathy for patients, promoting advocacy and facilitating holistic treatment and care Knowledge of administrative policies and guidelines.

DUTIES: Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care Co-ordinate and monitor the implementation of nursing care plan and evaluation Implementation of nursing guidelines, standard Operating procedures and nursing protocols Maintain constructive working relationships with nursing and other stakeholders Manage and monitor proper Utilization of human, financial and physical resources. Demonstrate in depth understanding of nursing legislations and related ethical nursing practices Submit reports and statistics Work as part of multidisciplinary team at Supervisory level. Implementation of National Core Standards.

ENQUIRIES: Mr I Zitha Tel No: (013) 755 5100

APPLICATIONS: The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.

FOR ATTENTION: Ms Innocent Mthombeni Tel No: (013) 7555 100

POST 36/335: ASSISTANT DIRECTOR: MEDICAL ORTHOTIC & PROSTHETIC POLICY (MOP) WORKSHOP MANAGER REF NO: MPDOH/OCT/19/32

SALARY: R517 326 - R574 158 per annum (OSD) requirements depending on qualification and years of experience

CENTRE: Ehlanzeni: Rob Ferreira Hospital (Mop Workshop)

REQUIREMENTS: A Degree/Diploma in Medical Orthotic and Prosthetic, registration with HPCSA 5 years’ experience A Degree/Diploma in management will be added advantage A valid driver’s license is a requirement: (Code EB) Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies Extensive interpersonal skills, ability to negotiate with different stake holders, skills in facilitation and program management, computer literacy and report writing skills and Innovative thinking.

DUTIES: Manage, coordinate and develop of MOP services at Institutional and District level Implement the program according to the National norms and standards Monitor and evaluate service delivery and report accordingly Support outreach services to areas where there are no services. Supervise personnel and students allocated to the workshop Ensure availability of stock for the manufacture and issuing of medical orthotic and prosthetic devices. Coordinate all trainings and Continued Professional Development activities at the institution.

ENQUIRIES: Ms. Sanna Mohlakoana Tel No: (013) 766 3409

APPLICATIONS: All applications should be directed to: The Head of Department, Private Bag X 1285, Nelspruit; 1200, or Hand delivered to: Indwe Building No 3 Government Boulevard, Riverside Park Ext 2, Nelspruit 1200.

FOR ATTENTION: Mr Michael Mlangeni Tel No: (013) 766 3753 or Mr Emmanuella Makokoropo Tel No: (013) 766 3384
POST 36/336

PROFESSIONAL NURSE - SPECIALTY GRADE 2 (PNB-2) (ADVANCED MIDWIFERY) REF NO: MPDOH/OCT/19/33

SALARY: R471 333 – R579 696 per annum (OSD) requirements depending on years of experience

CENTRE: Sabie Hospital

REQUIREMENTS:
Basic qualifications accredited with the SANC in terms of Government Notice R425 (diploma/degree in Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwife. A post basic qualification in Advanced Midwifery and Neonatal Nursing Science A minimum of 14 years appropriate and recognizable experience in nursing after registration as a professional nurse with SANC (Proof of service records to be attached) Annual receipt with SANC to practice for 2019 (Proof of registration to be attached) Submission of certified copies of documents (certification should not be older than 3 months) Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills. Problem solving and decision making skills. Good supervisory and teaching skills.

DUTIES:
Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Implement and co-ordinate clinical nursing and support services within the Maternity unit. Establish and implement quality assurance within the unit. Ensure effective and efficient management systems. Develop and implement comprehensive nursing care plans for the hospital. Ensure that the nursing and health care is practiced in accordance with the relevant prescripts. Participate in multidisciplinary quality teams. Educating and training the nursing team. Gather health related data to ensure optimal future planning. Manage KRA's of subordinates. Ensure adherence to the Batho Pele Principles and Patient Right Charter.

ENQUIRIES: Mr. I Zitha Tel No: (013) 755 5100

APPLICATIONS: The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.

FOR ATTENTION: Ms Innocent Mthombeni Tel No: (013 7555 100)

POST 36/337

CHIEF MEDICAL ORTHOTIST AND PROSTHETIST GR 1 REF NO: MPDOH/OCT/19/34

SALARY: R466 119 – R517 326 per annum (OSD) requirements depending on qualification and years of experience

CENTRE: Gert Sibande District – Ermelo Hospital

REQUIREMENTS:
A B-Tech degree/ N-Dip Diploma in Medical Orthotics and Prosthetics. Current valid registration with the HPCSA as independent practitioner in Medical Orthotics and Prosthetics. 3 years' experience in the field of Medical Orthotics and Prosthetics. A valid driver's license is an inherent requirement: (code B) Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA) Public Service Act and related regulations and policies. Service delivery innovation, knowledge management, problem solving skills and analysis, good communication, client orientation and customer focus.

DUTIES:

ENQUIRIES: Mr C D Mnisi Tel No: (017) 811 1642

APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350.

FOR ATTENTION: Mr. M A Dhladhla
POST 36/338: CHIEF RADIOGRAPHER (GR 1) (REPLACEMENT) REF NO: MPDOH/OCT/19/35

SALARY: R466 119 - R517 326 per annum (OSD) requirements depending on years of experience
CENTRE: Embuleni Hospital

REQUIREMENTS:
An appropriate three year National Diploma/Degree in Diagnostic Radiography Current registration with the Health Professions Council of South Africa as a Radiographer (Independent practice) A minimum of three (3) years current and appropriate experience in Diagnostic Radiography (Independent Practice) after registration with the HPCSA as a Diagnostic Radiographer, Preferably in the radiology department of a government central level health Institution that is completely digital Three (3) years appropriate experience in Diagnostic Radiography (independent practice) after Registration with the HPCSA as a Diagnostic Radiographer, must be current and at a supervisory level within the radiology department Recommendations: Current working experience in a radiology department of a government central Level health institution that has integrated HIS, RIS & PACS system Current working experience using a biplane DSA system. Knowledge, Skills Training and Competencies Required: Working knowledge and experience of radiography Principals, systems and procedures performed within radiology Working Knowledge and experience of radiography management. Sound knowledge of Radiation safety regulations Sound knowledge of diagnostic radiography Equipment and protocols Computer literacy Working knowledge and experience Of HIS, RIS and PACS systems Working knowledge and experience of complete Digital radiology workflows Knowledge of radiographic training requirements Knowledge of relevant public service policies, acts and regulations Comprehensive knowledge of OHS Act and other relevant Health Acts Knowledge of HR related policies and procedures Working knowledge and Experience of EPMDS Knowledge of quality assurance policies Human resource Management skills Good verbal and written communication skills. Sound Interpersonal skills Good report writing skills.

DUTIES:
Supervise and assist with the radiation protection program in a completely digital radiology and central hospital environment, ensuring that safety protocols in Compliance with the Department Of Health Radiation Protection Services is adhered to. Supervise and assist with the provision of clinical radiographic Services in a completely digital Radiology and central hospital environment, by the implementation of departmental policies & procedures, performance of imaging examinations whilst adhering to radiography protocols, practices, and Techniques. Assist with the training & development program for Radiographers in completely digital radiology and central hospital environment, by the Implementation of appropriate training and development programs for Radiography and assume specific trainer roles when delegated to oversee Specific Imaging areas within Radiology Assist with cost centre and forward Stores supervision in a completely digital radiology and central hospital Environment, through ensuring efficient and effective control and use of surgical Sundries, pharmaceuticals, equipment, miscellaneous stores and the radiology Facility Ensure that all administrative functions required in the component and Subcomponents are performed to the required standard, including employee Performance, management and development systems.

ENQUIRIES: Mr. C D Mnisi Tel No: (017) 811 1642
APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350.
FOR ATTENTION: Mr. M A Dhladhla

POST 36/339: OPERATIONAL MANAGER (PN-A5 (MALE SURGICAL - GENERAL) REF NO: MPDOH/OCT/19/36

SALARY: R444 276 - R500 031 per annum (OSD) requirements depending on years of experience
CENTRE: Embuleni Hospital

REQUIREMENTS:
Basic qualification accredited with SANC in terms of Government Notice R425 Diploma/Degree in Nursing that follows registration with SANC as a Professional Nurse minimum 7 years appropriate/recognizable experience after registration as a General Nurse Current registration with SANC.

DUTIES:
To supervise and coordinate the provision of an effective and efficient patient care through adequate nursing care Manage activities of the unit according to
National and provincial guide lines Manage and monitor proper utilization of resources Participate in the development and analysis of nursing guidelines, procedures and protocols Manage work place discipline Supervise the training and development of staff.

**ENQUIRIES**: Mr C D Mnis Tel No: (017 811 1642)
**APPLICATIONS**: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350.
**FOR ATTENTION**: Mr M A Dhladhla

**POST 36/340**: CLINICAL PROGRAMME CO-ORDINATOR (QUALITY ASSURANCE) REF NO: MPDOH/OCT/19/37

**SALARY**: R444 276 – R500 031 per annum (OSD) requirements depending on years of experience

**CENTRE**: Bernice Samuel Hospital

**REQUIREMENTS**: Grade 12 or (Senior certificate) plus Diploma/Degree or equivalent qualification in nursing Minimum of 7 years appropriate & recognizable nursing experience after registration as a Professional nurse with SANC in general nursing Current registration with SANC (2018 SANC receipt) Valid driving licence Proof of computer literacy – MS Office (Word, Excel, Outlook & PowerPoint) Proof of current experience endorsed and stamped by Human Resource Knowledge, Skills, Training and Competencies Required: Strong interpersonal, communication and presentation skills Sound project management skills. Ability to make independent decisions A strong policing/auditing aptitude An understanding of the challenges facing the public health sector High levels of accuracy Proven 23 initiative, decisiveness and to acquire new knowledge swiftly Report writing skills Financial Management skills. Empathy and counselling skills and knowledge Ability to translate transformation objectives into practical plans Ability to prioritize issues and other work related matters and to comply with the time frames.

**DUTIES**: Conduct inspections to ensure that Quality Assurance plans are implemented and that practices are according to specified policy Perform training and guidance activities to instil a culture of service delivery in all service areas within the district. Monitor Quality Assurance indicators and report thereon to assist in the improvement of service delivery at all district health institutions Ensure that Quality Assurance committees are established; that these have quality improvement projects and that significant change is recognised and rewarded Identify best practice and implement these to continuously advance Quality Assurance in the District Interact with university and COHSASA role players to enhance the Quality Assurance procedures and practices Perform quality improvement audits and survey monthly and report to senior management. Identify, facilitate and co-ordinate all Quality Improvement Plans. Ensure implementation of National Core Standard and Provincial initiatives (Patients Right Charter, Batho Pele programmes etc) Ensure that all facilities conduct Patients Experience of Care and Waiting Times surveys. Ensure planning, co-ordination, implementation, monitoring and evaluation of the Quality Assurance programmes within the district Co-ordinate all aspects of National Core Standards Programme including assessments and activities to achieve National Core Standards accreditation Co-ordinate peer review assessments Visit facilities maintain reports of such visits Ensure all facilities develop Quality Improvement Plans, action plans and submit monthly quarterly and annual reports Conduct district quality assurance meetings and attend provincial quality meetings Provide training and update clinical and non-clinical staffs on quality issues Ensure clinical and nursing audits are conducted to evaluate patient care Participate in adverse events, complaints and various other related committees to improve quality Ensure all facilities conduct Patient Experience of Care and Waiting Times surveys Co-ordinate Batho Pele and good governance programmes Co-ordinate activities for service excellence Support all facilities to ensure the attainment of quality compassionate patient care.

**ENQUIRIES**: Ms S Matheba Tel No: (013) 658 1070
**APPLICATIONS**: The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.
**FOR ATTENTION**: Ms S Matheba
CLINICAL PROGRAMME CO-ORDINATOR (QUALITY ASSURANCE) REF NO: MPDOH/OCT/19/38

POST 36/341

SALARY : R444 276 – R500 031 per annum (OSD) requirements depending on years of experience
CENTRE : Tonga Hospital
REQUIREMENTS : Grade 12 or (Senior certificate) plus Diploma/Degree or equivalent qualification in nursing. Minimum of 7 years appropriate & recognizable nursing experience after registration as a Professional nurse with SANC in general nursing current registration with SANC (2018 SANC receipt) Valid driving licence Proof of computer literacy – MS Office (Word, Excel, Outlook & PowerPoint) Proof of current experience endorsed and stamped by Human Resources. Knowledge, Skills, Training and Competencies Required: Strong interpersonal, communication and presentation skills Sound project management skills Ability to make independent decisions a strong policing/auditing aptitude An understanding of the challenges facing the public health sector High levels of accuracy Proven 23 initiative, decisiveness and to acquire new knowledge swiftly Report writing skills Financial Management skills Empathy and counselling skills and knowledge Ability to translate transformation objectives into practical plans Ability to prioritize issues and other work related matters and to comply with the time frames.

DUTIES : Conduct inspections to ensure that Quality Assurance plans are implemented and that practices are according to specified policy Perform training and guidance activities to instil a culture of service delivery in all service areas within the district Monitor Quality Assurance indicators and report thereon to assist in the improvement of service delivery at all district health institutions Ensure that Quality Assurance committees are established; that these have quality improvement projects and that significant change is recognised and rewarded. Identify best practice and implement these to continuously advance Quality Assurance in the District Interact with university and COHSASA role players to enhance the Quality Assurance procedures and practices Perform quality improvement audits and survey monthly and report to senior management Identify, facilitate and co-ordinate all Quality Improvement Plans Ensure implementation of National Core Standard and Provincial initiatives (Patients Right Charter, Batho Pele programmes etc.) Ensure that all facilities conduct Patients Experience of Care and Waiting Times Surveys Ensure planning, co-ordination, implementation, monitoring and evaluation of the Quality Assurance programmes within the district. Co-ordinate all aspects of National Core Standards Programme including assessments and activities to achieve National Core Standards accreditation Co-ordinate peer review assessments. Visit facilities maintain reports of such visits Ensure all facilities develop Quality Improvement Plans, action plans and submit monthly quarterly and annual reports. Conduct district quality assurance meetings and attend provincial quality meetings Provide training and update clinical and non-clinical staffs on quality issues Ensure clinical and nursing audits are conducted to evaluate patient care Participate in adverse events, complaints and various other related committees to improve quality Ensure all facilities conduct Patient Experience of Care and Waiting Times surveys Co-ordinate Batho Pele and good governance programmes Co-ordinate activities for service excellence. Support all facilities to ensure the attainment of quality compassionate patient care.

ENQUIRIES : Mr I Zitha Tel No: (013) 755 5100
APPLICATIONS : The District Manager; Ehlanzeni District Office; Private Bag X11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.
FOR ATTENTION : Ms Innocent Mthombeni Tel No: (013) 7555 100

CLINICAL PROGRAM COORDINATOR: MATERNAL, CHILD & WOMEN'S HEALTH & INP REF NO: MPDOH/OCT/19/39

POST 36/342

SALARY : R444 276 – R500 031 per annum (OSD) requirements depending on years of experience
CENTRE : Emalahleni Sub District
REQUIREMENTS : Relevant 3 years health related diploma/degree, community or Public health as recognised by SAQA Five (5) years’ experience working as a Primary health care nurse with specific emphasis on Maternal, Women and Child health services. Registration with the Health Professional Council Knowledge of IMCI, Adolescent & Youth friendly, Management of Obstetrics emergencies, Sexual

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reproductive health (SRH). Management of integrated nutrition programme, 20 hour breastfeeding training, implement breastfeeding policy, Road to health booklets and growth monitoring, severe acute malnutrition, supplements, early child development centres Good communication (written and verbal) computer and interpersonal skills Plus a valid driver’s license.

**DUTIES**
Coordinate and manage Maternal, Child, Women, Youth & Integrated Nutrition program in the province and liaise with National Directorate, Districts and other sectors on issues related to Maternal, Child, Women, Youth & Integrated Nutrition program. Support the sun-districts with the implementation of national and provincial policies. Render technical support, advices and capacity building of personnel. Manage the rendering of Maternal, Child, Women, Youth & Integrated Nutrition program services in the sub district. Support the implementation of norms and standards for Directorate Coordinate Maternal, Child, Women, Youth & Integrated Nutrition program related issues. Monitor and evaluate the impact of the programmes under the Directorate. The successful candidate will be responsible for Emalahleni and Victor Khanye sub-district.

**ENQUIRIES**
Ms S Matheba Tel No: (013) 658 1070

**APPLICATIONS**
The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.

**FOR ATTENTION**
Ms S Matheba

**POST 36/343**
OPERATIONAL MANAGER (SURGICAL WARD) PNA5 - GENERAL REF NO: MPDOH/OCT/19/40

**SALARY**
R444 276 – R500 031 per annum (OSD) requirements depending on years of experience

**CENTRE**
Piet Retief Hospital

**REQUIREMENTS**
Registration with the SA Nursing Council as a Professional Nurse with post basic qualification Intensive Care A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.

**DUTIES**
Knowledge and understanding of nursing legislation and related legal and ethical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Effectively communicate with patients, supervisors and other clinicians, including report writing when required, display concern for patients, promoting and advocating proper care. Work as part of a multi-disciplinary team to ensure good nursing care, work cooperatively and amicable with persons of diverse intellectual, cultural, racial or religious differences. Must be able to plan and organize own work and that of support personnel to ensure proper nursing care.

**ENQUIRIES**
Mr C D Mnisi Tel No: (017) 811 1642

**APPLICATIONS**
The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350

**FOR ATTENTION**
Mr M A Dhladhla

**POST 36/344**
OPERATIONAL MANAGER - GR 1 (PNA 5) (OPD) REPLACEMENT REF NO: MPDOH/OCT/19/41

**SALARY**
R444 276 – R579 696 per annum (OSD) requirements depending on years of experience

**CENTRE**
Standerton Hospital

**REQUIREMENTS**
Basic qualification accredited with the SANC Registration in terms of Government Notice R425 (i.e Diploma/Degree in Nursing) or equivalent qualification that allows registration with SANC Current registration with SANC Thorough knowledge of HID/AIDS management National and provincial guidelines regarding HIV/AIDS conditions and other relevant framework such as nursing Act, Health Act, Patient Right Charter and Batho Pele Principle, etc minimum of 9 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse of which 3 years should have been in HIV/AIDS management. Submission of certificates of services An HIV/AIDS training course certificate will be highly recommended.

**DUTIES**
To provide effective and efficient patient care through adequate nursing care. Co-ordinate and to facilitate implementation of a nursing care plan and evaluation thereof. Provide relevant health information to HIV/AIDS patient in achieving optimal Health care. Develop and maintain working relationship with
Nursing and other stakeholders (i.e. inter-professional, inter-sectorial and multidisciplinary teamwork) Participate in the analysis, formulating and implementation of Nursing guidelines, practices, standards and procedures Manage and monitor utilisation of Human, Financial Physical resources.

ENQUIRIES : M C D Mnisi Tel No: (017) 811 1642
APPLICATIONS : The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350.
FOR ATTENTION : Mr M A Dhladhla

POST 36/345 : CLINICAL PROGRAMME CO-ORDINATOR (INFECTION CONTROL & PREVENTION) (PN-A5) GR 1 REF NO: MPDOH/OCT/19/42

SALARY : R444 276 – R579 696 per annum (OSD) requirements depending on years of experience
CENTRE REQUIREMENTS : Basic R425 qualification (i.e diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse Current proof of registration with the South African Nursing Council Minimum of 7 years appropriate/recognizable experience in Nursing after registration as Professional nurse with the SANC in general Nursing Experience in infection control and prevention Training in infection control will be an added advantage

DUTIES : Coordinate infection control and prevention programme, compile reports on compliance and non-compliance to quality standards, develop and ensure implementation of policies, norms and standards with regards to infection prevention and control, facilitate development of quality improvement plan in relation to infection control and prevention.

ENQUIRIES : Mr C D Mnisi Tel No: (017) 811 1642
APPLICATIONS : The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350
FOR ATTENTION : Mr M A Dhladhla

POST 36/346 : OPERATIONAL MANAGER (PN-A5) GR 1 (ARV CLINIC) REF NO: MPDOH/OCT/19/43

SALARY : R444 276 per annum (OSD) requirements depending on years of experience
CENTRE REQUIREMENTS : Basic R425 qualification accredited with SANC in terms of government Notice 425 (i.e diploma/degree in Nursing) or equivalent qualification that allows registration with the SANC Current registration with SANC Thorough knowledge of HIV/Aids management National and provincial guidelines regarding HIV/Aids Conditions and other relevant frameworks such as Nursing Act, Health Act, Patients' Rights Charter and Batho Pele principles, etc Minimum of 5 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse of which 3 years should have been in HIV/Aids management Submission of certified copies of certificates of service An HIV/Aids training course certificate will be highly recommended.

DUTIES : To provide effective and efficient patient care through adequate nursing care. Co-ordinate and to facilitate implementation of a nursing care plan and the evaluation thereof Provide relevant health information to HIV/Aids patients in achieving optimal health care Develop and maintain working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectorial and multidisciplinary teamwork) Participate in the analysis, formulating and implementation of nursing guidelines, practices, standards and procedures Manage and monitor utilization of human, financial and physical resources.

ENQUIRIES : Ms S Matheba Tel No: (013) 658 1070
APPLICATIONS : The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.
FOR ATTENTION : Ms S Matheba

POST 36/347 : OPERATIONAL MANAGER (FEMALE WARD) REF NO: MPDOH/OCT/19/44

SALARY : R444 276 – R500 031 per annum (OSD) requirements depending on years of experience
CENTRE: Kwamhlanga Hospital

REQUIREMENTS:
- Senior certificate (grade 12), Basic qualification accredited with the SANC Registration in terms of Government Notice R425 (i.e Diploma/Degree in Nursing) or equivalent qualification that allows registration with SANC as Professional Nurse A minimum of 9 years as a Professional Nurse Good written and verbal communication skills Sound knowledge of government policies and functional responsibilities of the Department Display good leadership qualities and inter-personal skills.

DUTIES:
- Develop and implement quality assurance programs, policies and operational plans for the unit Promote quality of nursing care as directed by the professional scope of practice and National care standards as determined by the institution Excise control over discipline, grievances and all labour relations issues Establish and maintain a constructive working relationship with nursing and other stakeholders Provide a safe therapeutic environment that allows the practice of nursing care as laid down by the nursing act and all other legal prescripts provide nursing care that leads to the improvement of service delivery by upholding Batho Pele Principles Manage use of human and material resources.

ENQUIRIES:
Ms S Matheba Tel No: (013) 658 1070

APPLICATIONS:
The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.

FOR ATTENTION:
Ms S Matheba

POST 36/348: PROFESSIONAL NURSE (PN-B1) – REPLACEMENT REF NO: MPDOH/OCT/19/45

SALARY: R383 559 – R420 318 per annum (OSD) Requirements

CENTRE: Paulina Morapeli CHC

REQUIREMENTS:
- Basic R425 qualification (Diploma/degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse plus Post-Basic qualification with the South African Nursing Council as Professional Nurse (PHC). Ability to read and write Good interpersonal relations.

DUTIES:
- Provide comprehensive health care services in the facility Ensure effective and efficient management of resources Provide quality patient care, norms and standards Participate in quality improvements programs ensure the implementation of patients’ Rights Charter and Batho Pele Principles Educate staff and patients.

ENQUIRIES:
Mr C D Mnisi Tel No: (017) 811 1642

APPLICATIONS:
The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350.

FOR ATTENTION:
Ms M A Dhladhla

POST 36/349: SENIOR ADMINISTRATIVE OFFICER: RISK & SECURITY REF NO: MPDOH/OCT/19/46

SALARY: R316 791 per annum (Level 08)

CENTRE: Tintswalo Hospital

REQUIREMENTS:
- A Grade 12 certificate or equivalent plus a Diploma or degree in security related fields such as Security Management or Security Administration At least three years related experience Computer Literacy and the NIA security course certificate will be added advantage Extensive knowledge of security policies and statutes Knowledge of investigation procedures Good report writing, interpersonal relations, problem solving and communication skills A self-starter, independent thinker and a motivated worker.

DUTIES:
- Identify and investigate all security incidences and corrupt business practices Develop institutional policies, standards and procedures based on MISS Implement the National Security policy (Minimum Information security Standard Manage security provision and guarding services. Manage Human Resources. Liaise with Provincial and National security agencies.

ENQUIRIES:
Mr. Zitha Tel No: (013) 755 5100

APPLICATIONS:
The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.

FOR ATTENTION:
Ms Innocent Mthombeni Tel No: (013 7555 100)
**POST 36/350** | SENIOR ADMINISTRATIVE OFFICER: AUXILIARY SERVICES REF NO: MPDOH/OCT/19/47  
(Re-advertisement)
---|---
**SALARY** | R316 289 per annum (Level 08) (plus benefits)
**CENTRE** | Witbank Hospital
**REQUIREMENTS** | Matric, National Diploma/Degree in Public Administration (NQF Level 7) qualification plus five to ten years’ experience Extensive experience and comprehensive knowledge of all administrative aspects Ability to interpret and implements policies Sound knowledge of the Public Service Act, Labour Relations Act, PFMA and other applicable prescripts Project management skills will be an add advantage Managerial skills, report writing skills and computer literacy.
**DUTIES** | Ensure effective and efficient management of auxiliary services. Ensure proper management of cleaning and housekeeping services Management of official accommodation Ensure proper management of food services Ensure proper management of linen and laundry services Monitor security services and liaise with the service provider as per the signed SLA with the client department Manage budget and cash flow of the section.
**ENQUIRIES** | Ms. S Matheba  
Tel No: (013) 658 1070
**APPLICATIONS** | The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035  
Hand delivered to: Piet Koonhof Building, Justice Street, Emalahleni, 1035.
**FOR ATTENTION** | Ms. S Matheba

**POST 36/351** | OCCUPATIONAL HEALTH NURSE GRADE 1 & 2 REF NO: MPDOH/OCT/19/49
---|---
**SALARY** | Grade 1: R383 226 - R444 276 per annum (OSD) requirements depending on years of experience  
Grade 2: R471 333 - R579 696 per annum (OSD) requirements
**CENTRE** | Amajuba Memorial Hospital
**REQUIREMENTS** | A minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing.  
Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC in general nursing of which 10 years must be appropriate/recognizable experience in the specialty after obtaining the one-year post basic qualification in the occupational health unit  
Other benefits: 08% in–hospitable allowance of basic salary, medical aid (optional), housing allowance (employee must meet prescribed requirements) Minimum requirements: matric/senior certificate or equivalent qualification Degree/diploma in general nursing Registration with SANC as a general nurse and specialty nurse one year post basic registration degree/diploma in occupational health nursing science experience of a minimum of 4 years appropriate recognizable experience in nursing after registration as a professional nurse with SANC in general nursing. Proof of current registration with SANC (2019) Certificate (s) of service from previous & current employers stamped by human resource Recommendation: a valid driver’s license Knowledge, skills, training, and competencies required: sound knowledge of occupational health and safety act No 85 of 1993, compensation for occupational injuries and diseases act No. 130 of 1993 and other relevant regulations Clinical and administrative knowledge on the field of occupational health nursing excellent of infection prevention and control, health care risk waste and risk management Ability to uphold high level of confidentiality Ability to independent decisions.
**DUTIES** | Demonstration of effective communication with staff, supervisors and other clinicians Display concern for staff, promoting and advocating proper treatment and care including awareness and willingness to respond to employee needs, requirements and expectations Undertake occupational disease research for purpose of investigating and preventing all types of occupational diseases Maintain accreditation standards by ensuring compliance with National norms and standards. Develop quality improvement plans, strategic plans, policies and procedures for the unit Ensure that baseline medical surveillance, periodical medical examination and exit medical examination are offered to employees Ensure that occupational health training programs are cascaded within the hospital Ensure immunization campaigns, medical surveillances are conducted regularly Maintain staff satisfaction through quality services,
innovation and professional nursing care. Maintain accurate staff records and submit regular reports on trends to the relevant stakeholders. Conduct assessment of the work environment to determine occupational risks and hazards and development strategies to mitigate these factors.

ENQUIRIES: Mr C D Mnisi Tel No: (017) 811 1642
APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350.
FOR ATTENTION: Mr M A Dhladhla

POST 36/352: PROFESSIONAL NURSE (PN-B1) – REPLACEMENT REF NO: MPDOH/OCT/19/50

SALARY: R383 559 – R420 318 per annum (OSD requirements depending on years of experience)

CENTRE: Pankop CHC

REQUIREMENTS: Basic R425 qualification (Diploma/degree in Nursing ) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse plus Post-Basic qualification with the South African Nursing Council as Professional Nurse (PHC). Ability to read and write. Good interpersonal relations.

DUTIES: Provide comprehensive health care services in the facility. Ensure effective and efficient management of resources. Provide quality patient care, norms and standards. Participate in quality improvements programs. Ensure the implementation of patients’ Rights Charter and Batho Pele Principles. Educate staff and patients.

ENQUIRIES: Ms S Matheba Tel No: (013) 658 1070
APPLICATIONS: The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035. Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.
FOR ATTENTION: Ms S Matheba

POST 36/353: PROFESSIONAL NURSE (PN-B1 – EYE CARE) REF NO: MPDOH/OCT/19/51

SALARY: R383 226 – R444 276 per annum (OSD requirements (Depending on the years of experience in terms of relevant OSD) plus rural allowance

CENTRE: Bethal Hospital

REQUIREMENTS: Post-Basic qualifications accredited with SANC in terms of Government notice R425 i.e Diploma/Degree in General nursing plus a post basic qualification in Diploma in Ophthalmological Nursing accredited with SANC in terms of Government notice R212 in Ophthalmology as specialty.

DUTIES: Knowledge and understanding of nursing legislation, legal and ethical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality patient care, norms and standards. Participate in quality improvements programs. Ensure the implementation of patients’ Rights Charter and Batho Pele Principles. Educate staff and patients.

ENQUIRIES: Mr C D Mnisi Tel No: (017) 811 1642
APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350.
FOR ATTENTION: Mr M A Dhladhla

POST 36/354: ENVIRONMENTAL HEALTH PRACTITIONER: GRADE 1 REF NO: MPDOH/OCT/19/52 (X3 POSTS)

SALARY: R300 828 per annum (OSD requirements)

CENTRE: Bushbuckridge (X2 Posts)
Nkomazi (X1 Post)

REQUIREMENT: Bachelor’s degree/Diploma in Environmental Health/Public Health or relevant Qualification at NQF level 6. Current registration with Health Professions Council of South Africa as an Independent Environmental Health Practitioner. Good knowledge of Malaria Elimination strategies. Good interpersonal Skills, written, verbal and presentation Skills. Accuracy and attention to detail. Ability to work under pressure. Ability and willingness to travel.
relationship. Leadership skill Valid code 10 (C1) drivers’ license (Please attach copy), Experience in malaria control will be an added advantage.

**DUTIES**
- Plan and manage the implementation of Indoor Residual Spraying activities
- Conduct malaria surveillance activities within malaria communities, Manage and monitor Human Resources activities within the malaria sector, Conduct training of malaria spray teams, Conduct Health Education and training within the sector’s localities and facilities, implement relevant strategies for malaria case investigations, foci investigation and clearing by implementing, vector surveillance, epidemiology surveys, breeding site identification and management.

**ENQUIRIES**
Mr I Zitha Tel No: (013) 755 5100

**APPLICATIONS**
The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.

**FOR ATTENTION**
Ms Innocent Mthombeni Tel No: (013) 7555 100

**POST 36/355**
**DIETICIAN GRADE 1 (REPLACEMENT) REF NO: MPDOH/OCT/19/53**

**SALARY**
R300 828 – R342 357 per annum (Depending on the years of experience in terms of relevant OSD).

**CENTRE**
Middelburg Hospital

**REQUIREMENTS**
- Grade 12 Certificate Relevant degree in dietician Current registration with the HPCSA as a dietician Two (2) years’ practical experience after qualification
- Valid drivers’ license
- Good written and verbal communication skills.

**DUTIES**
- Render dietitian services to inpatients, outpatients as well as outlying clinics.
- Screening of ward for patients who requires nutritional therapy.
- Assessment of the nutritional status of the patients by making use of the ABCD model (A=anthropometry=biochemical, C=clinical and D=dietary history Plan appropriate nutritional care plan for the patients according to their specific needs based on evidence based guidelines and policies.
- Evaluate the nutritional care plan by Follow patient up in the wards or arrange follow up visit for the out patients Promote and protect breast feeding Support food service unit by providing training to the food service personnel applying critical and creative thinking in working effectively within a multidisciplinary team.
- Knowledge of the national integrated nutrition program.
- Render administrative duties in the dietitian department.
- Participate in quality improvement projects.
- Communicate effectively with all stakeholders.

**ENQUIRIES**
Ms S Matheba Tel No: (013) 658 1070

**APPLICATIONS**
The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035

**FOR ATTENTION**
Ms S Matheba

**POST 36/356**
**MEDICAL ORTHOTIST AND PROSTHETIST REF NO: MPDOH/OCT/19/54**

**SALARY**
Grade 1: R317 976 per annum (OSD)

**CENTRE**
Mapulaneng Hospital Centre - Ehlanzeni District

**REQUIREMENTS**
- A B-Tech degree/N-Dip Diploma in Medical Orthotics and Prosthetics Current valid registration with the HPCSA as independent practitioner in Medical Orthotics and Prosthetics 3 years’ experience in the field of Medical Orthotics and Prosthetics will be an added advantage. A valid driver’s license is an inherent requirement: (code B) Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA). Public Service Act and related regulations and policies. Service delivery innovation, knowledge management, problem solving skills and analysis, good communication, client orientation and customer focus.

**DUTIES**
- Conduct Multi-Disciplinary – and Outreach clinics (PHC) Report on service delivery Measure, manufacture, fit and service MOP devices Assist in supervision and training of subordinates and students Assist in proper management of stores and inventory Assist in implementing guidelines, protocols, Standard Operating Procedures and policies for the MOP centre, that are in line with the National and Provincial strategies.
- Assists in promoting continuous development and training of self and personnel Promote a safe and healthy working environment through compliance with relevant legislation including Occupational Health and Safety and other relevant committees and policies in the hospital.

**ENQUIRIES**
Mr I Zitha Tel No: (013)755 5100
APPLICATIONS: The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.

FOR ATTENTION: Ms Innocent Mthombeni Tel No: (013 7555 100)

POST 36/357: SHIFT LEADER: EMS REF NO: MPDOH/OCT/19/55 (X20 POSTS)

SALARY: R265 995 – R299 658 per annum Grade 3 (OSD). Other benefits: 13th cheque, Medical aid (optional), Housing Allowance

CENTRE: Themb Ems (X4 Posts)
Witbank Ems (X4 Posts)
Middelburg Ems (X4 Posts)
Standerton Ems (X4 Posts)
Elukwatin Ems (X4 Posts)

REQUIREMENTS: Grade 12 or equivalent qualification Ambulance Emergency Assistant/Emergency Care Technician Qualification/Critical Care Assistant Certificate/National Diploma in Emergency Medical Care/Bachelor of Technology in Emergency Medical Care as per OSD requirements 3 years' experience after registration with the Health Professions Council of South Africa (HPCSA) as ANT/ECT/Paramedic/ECP Current registration with the HPCSA Must be in possession of valid code c1 driver's license with an unendorsed PDP knowledge and skills: previous supervisory experience or qualification knowledge of the area including health facilities and neighbouring EMS stations be able to work under pressure and excessive hours Basic knowledge of labour relations Computer literacy Good communication skills (verbal and written).

DUTIES: General office administration be responsible of all EMS activities on a shift Human Resource Management Analyse Patient Report Forms Rendering of patient management at an Intermediate Life Support level or above Complete trip authorities for staff Maintain checklist for vehicles and equipment.

ENQUIRIES: Mr. M Zungu Tel No: (013) 766 3353

APPLICATIONS: All applications should be directed to: The Head of Department, Private Bag X 1285, Nelspruit; 1200, or Hand delivered to: Indwe Building No 3 Government Boulevard, Rivers Park Ext 2, Nelspruit 1200.

FOR ATTENTION: Mr Michael Mlangeni (013 766 3753) or Mr Emmanuel Makokoropo (013 766 3384)

NOTE: Short listed candidates will need to undergo a competency assessment.

POST 36/358: ADMINISTRATIVE OFFICER REF NO: MPDOH/OCT/19/56

SALARY: R257 508 per annum (Level 07) (Plus benefits)

CENTRE: Rob Ferreira Hospital Medical Orthotic and Prosthetic

REQUIREMENTS: Grade 12 Certificate plus 05 years’ experience or Degree or Diploma in Public Administration with 2 years relevant experience Knowledge of PFMA and Treasury Regulations Computer literacy Good interpersonal and communication skills verbal and written Budgeting and willing to work under pressure Knowledge of Batho Pele Principles and customer care Knowledge of Departmental policies, prescripts and practices Problem solving skills, analytical thinking, maintaining discipline and conflict resolution Organizing skills.

DUTIES: Render administrative and logistic support services for the Medical Orthotic and Prosthetic Centre Ensure acquisition of goods and services as per operational plan Ensure that payments to service providers are processed on time for services rendered Assist the centre in preparing and costing of operational plans, budget projections, budget adjustments and budget pressures Approve the Directorate requisitions on LOGIS system Request BAS Reports Monitor expenditure. Consolidate reports Assist with compiling a patient data base.

ENQUIRIES: Mr I Zitha Tel No: (013) 755 5100

APPLICATIONS: The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.

FOR ATTENTION: Ms. Innocent Mthombeni Tel No: (013) 7555 100

POST 36/359: PRINCIPAL PERSONNEL OFFICER REF NO: MPDOH/OCT/19/57

SALARY: R257 508 per annum (Level 07) (Plus Benefits)
**CENTRE** : Matibidi Hospital  
**REQUIREMENTS** : Senior Certificate or equivalent qualification plus three (3) years relevant experience or Degree/Diploma in Administration or Human Resources. Experience should include working with appointments, service conditions, PMDS and crafting of submissions relating thereto exclusive knowledge and experience in PERSAL, including interpreting Pursal report, have certificate in Persal, knowledge of the procedure on incapacity leave and ill/health retirement(PILLAR)the ability to handle the task of multi-disciplinary nature, self-motivated and the ability to work under pressure Some communication and interpersonal skills, analytical skills problem solving and make decisions, computer literacy in particular MS excel and word Drivers licence will be an added advantage.  
**DUTIES** : Perform duties relating to human resource, recruitment and selection and service condition, PMDS, PILLIR, 100, pension, craft quality submissions relate to the said dories Supervise and train junior colleagues, maintain monthly HR statistics and provide inputs for relevant plans and report timeously, manage the duties efficiently and effectively, building team spirit and ethical HR practice in terms of the Public Service Act and regulations Provide support the Chief Personnel Officer and the HR Manager.  
**ENQUIRIES** : Mr I Zitha Tel No: (013) 755 5100  
**APPLICATIONS** : The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.  
**FOR ATTENTION** : Ms Innocent Mthombeni Tel No: (013 7555 100)  
**POST 36/360** : CHIEF ADMINISTRATION CLERK: PATIENT ADMINISTRATION – REF NO: MPDOH/OCT/19/58  
**SALARY** : R257 508 per annum (Level 07) (plus benefits)  
**CENTRE** : Lydenburg Hospital  
**REQUIREMENTS** : Grade 12 certificate plus 5 years’ experience in patient administration or a Diploma/Degree in Administration Extensive knowledge of out-patient administration, reception in and help desk functions Extensive knowledge of PEIS, Billing system and UPFS user guide/procedure book Knowledge of Revenue policies and understanding of sector financial administration and the provisions of PFMA Knowledge of relevant prescripts such as Government Gazette Good communication skill, report writing skills be computer literate and have ability to work under pressure. Be available to work extra hours in a 24 hour shift environment and be part of the hospitals multidisciplinary committees A valid driver licence Code B will serve as an added advantage.  
**DUTIES** : Manage patient admin in a 24 hours shift system, manage and sustain internal control for collection of revenue, process debtors account, banking of revenue collected, excising control over the maintenance and application of the filing system for medical records, facilitate proper classification and re-classification of patients, compile management, reports, manage archiving of patient records, evaluation of staff in terms of the performance management system, Prepare on/off duties for staff including ward clerk Control overtime, stand-by and Sunday/public holiday claims Control queue Marshall, porter and mortuary services Handle enquiries relating to patient admin, assist with case management and compile daily, weekly and monthly statistics and reports.  
**ENQUIRIES** : Mr I Zitha Tel No: (013) 755 5100  
**APPLICATIONS** : The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.  
**FOR ATTENTION** : Ms. Innocent Mthombeni Tel No: (013 7555 100)  
**POST 36/361** : FOOD SERVICE MANAGER (REPLACEMENT) REF NO: MPDOH/OCT/19/59  
**SALARY** : R257 508 per annum (Level 07) (plus benefits)  
**CENTRE** : Middelburg Hospital (Nkangala District)  
**REQUIREMENTS** : Relevant 3 years tertiary qualification or Grade 12 plus 7 Years relevant experience, knowledge of Food Service Management Valid driver’s license Operations and basic computer literacy will be recommended Excellent communication (written and verbal) skills Prior knowledge of stock and key control required Good interpersonal, analytical and problem solving skills Ability to work as a team and independently under pressure Have effective leadership skills.
DUTIES: Manage material resources, manage equipment's, and manage the preparation and serving of food and refreshment, manage stock, Conduct stock taking, Ensure cleanliness in the unit, Plan and coordinate venues, meetings schedules and services, Developing and implementing of policies in the section, compiling of reports and submit on monthly basis, Supervision in the section.

ENQUIRIES: Ms S Matheba Tel No: (013) 658 1070
APPLICATIONS: The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koomhof Building, Justice Street, Emalahleni, 1035.
FOR ATTENTION: Ms S Matheba

POST 36/362: CHIEF ADMIN CLERK (REPLACEMENT) REF NO: MPDOH/OCT/19/60
SALARY: R257 508 per annum (plus benefits)
CENTRE: Rob Ferreira Hospital
REQUIREMENTS: A recognised B Degree/Diploma and/or a grade 12 with relevant experience, Extensive experience and comprehensive knowledge in all aspects of administrative health management, Ability to interpret policies, Sound knowledge of PSA, Financial procurement Acts, National core standards, record keeping and other relevant prescripts.
DUTIES: Classify patients, Admit patients, Ensure the implementation on National Core Norms and Standards including Six Priority Areas, Advocate for patients through ensuring adherence to Batho Pele Principles, Open cards for outpatients, Receive money for admission, Manage information, Retrieve and replace missing files for patients, Filing of patients files, Daily capture of patients' data on PAAB, Manage help desk services.
ENQUIRIES: Mr I Zitha Tel No: (013) 755 5100
APPLICATIONS: The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 Hand delivered to: 66 Anderson Street, Mbombela, 1200.
FOR ATTENTION: Ms. Innocent Mthombeni Tel No: (013) 7555 100

POST 36/363: TRANSPORT OFFICER REF NO: MPDOH/OCT/19/61
SALARY: R257 508 per annum (Level 07) (plus benefits)
CENTRE: Shongwe Hospital
REQUIREMENTS: Senior certificate or grade 12 with at least eight years relevant experience in transport and logistics management, Computer literacy, ability to lead and work under pressure and meet deadlines and communications skills, Computer literacy and a valid driver's license.
DUTIES: The successful candidates will be responsible for proving effective and efficient transport logistic services within the hospital, Supervise daily activities of the transport department including daily allocation of vehicles of drivers for various destinations, Monthly and weekly inspection of government and subsidized vehicles, compiling of drivers duty roosters, Monthly reporting on usage of GG vehicle, monthly reporting on kilometers travelled and petrol consumption, ensure maximum utilization of government vehicles and implementation of cost control, Compile weekly report for management, government garage, human resource management and staff development; attend to all human and financial resources,
ENQUIRIES: Mr I Zitha Tel No: (013) 755 5100
APPLICATIONS: The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 Hand delivered to: 66 Anderson Street, Mbombela, 1200.
FOR ATTENTION: Ms. Innocent Mthombeni Tel No: (013) 7555 100

POST 36/364: SOCIAL WORKER GRADE 1 REF NO: MPDOH/OCT/19/62
SALARY: R257 592 - R298 614 per annum (OSD) requirements depending on years of experience and qualifications.
CENTRE: Matibidi Hospital
REQUIREMENTS: Bachelor degree in Social work, Registration with the South African Council for Social Service Profession as Social Worker, Proof of current registration with South African Council for Social Service as a Social Worker, A valid driver's license, Knowledge: Working knowledge and understanding of human behaviour and social systems, the ability and competence to develop, advocate
for, and empower individuals, families, group, organizations and communities to enhance their problem solving capabilities, the ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively, the understanding and ability to provide social services towards protecting vulnerable people, ability to compile complex reports Skills: skills to intervene at the points where people interact with their environments in order to promote social wellbeing.

DUTIES: Render a social service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through relevant programmes, support lower level employees Keep up to date Function within a multi-disciplinary team to enhance a holistic approach to patient care.

ENQUIRIES: Mr I Zitha Tel No: (013) 755 5100
APPLICATIONS: The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.
FOR ATTENTION: Ms Innocent Mthombeni Tel No: (013) 7555 100
POST 36/365: PRINCIPAL LAUNDRY MANAGER REF NO: MPDOH/OCT/19/63
SALARY: R257 508 per annum (plus benefits)
CENTRE: Bethal Hospital
REQUIREMENTS: Senior Certificate or Equivalent qualification plus 3-5 years’ experience in supervisory position Background in the Laundry service will be an added advantage Good communication and interpersonal relations.

DUTIES: Supervisor staff, monitor daily running of the laundry, monitor its budget when buying linen, protective clothing and chemicals Do monthly reports, attend meetings and do stock take as Bethal Hospital Laundry is also responsible for supplying of 7 hospitals and clinics in the Gert Sibande with clean linen Compile PMDS report for Laundry staff Ensure regular update of attendance register Monitor adherence Occupational Health and Safety in the laundry.

ENQUIRIES: Mr C D Mnisi Tel No: (017) 811 1642
APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350.
FOR ATTENTION: Mr M A Dhladhla
POST 36/366: PROFESSIONAL NURSE GRADE 1 – GENERAL NURSE REF NO: MPDOH/OCT/19/64 (X6 POSTS)
SALARY: R256 905 – R297 825 per annum (OSD)
CENTRE: Nhlazatshe 6 Clinic (X4 Posts) Vukuzakhe Clinic (X2 Posts)
REQUIREMENTS: Basic R425 or R683 qualification with midwifery (Diploma/Degree in Nursing that allows registration with South African Nursing Council as a Professional Nurse Proof of current registration with SANC.

DUTIES: Provision of high quality nursing care that is holistic and is patient centred Ensuring that nursing care provided is within the scope of practice of nurses and the legal framework Maintain a professional and ethical practice as well as 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 fulfil 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: Mr C D Mnisi Tel No: (017) 811 1642
APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350.
FOR ATTENTION: Mr M A Dhladhla
POST 36/367: PROFESSIONAL NURSE GR1 (PNA 2) REF NO: MPDOH/OCT/19/65 (X12 POSTS)
SALARY: R256 905 – R297 825 per annum (OSD) requirements (Depending on the years of experience in terms of relevant OSD) plus rural allowance.
CENTRE: Mmamethake Hospital
**REQUIREMENTS**: Basic qualification accredited by the SANC in terms of Government Notice 425 (i.e.) Diploma/Degree in Nursing or equivalent qualification that allows for registration with the SANC as a professional Nurse plus a post-basic nursing qualification with a duration of at least one (1) year, accredited with SANC in terms of Government Notice No R212 in the relevant specialty Current proof of registration with The South African Nursing Council as a Professional Nurse Nine (9) years appropriate or recognizable experience in nursing after registration as a Professional Nurse in General Nursing At least five (5) years of the period referred to above must be appropriate/recognizable experience after post-basic qualification in the relevant specialty Good leadership and management abilities.

**DUTIES**: Supervise and ensure the provision of effective and efficient patient care through adequate nursing care Co-ordinate and implementation of nursing care plan and evaluation thereof Provide relevant health information to the health care users and assist in achieving optimal health care Maintain constructive work relationships with nursing and other stakeholders (i.e inter-professional, inter-sectorial and multidisciplinary team work) Participate in the analysis and implementation of nursing guidelines, practice standards and procedures Monitor and ensure proper utilization of human, financial and physical resource Utilize information technology and other management information systems to manage information for the enhancement of service delivery.

**ENQUIRIES**: Ms S Matheba Tel No: (013) 658 1070

**APPLICATIONS**: The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.

**FOR ATTENTION**: Ms S Matheba

**POST 36/368**: PROFESSIONAL NURSE GRADE 1 – GENERAL NURSE REF NO: MPDOH/OCT/19/66 (X6 POSTS)

**SALARY**: R256 905 – R297 825 per annum (OSD requirements depending on years of experience)

**CENTRE**: Bernice Samuel Hospital

**REQUIREMENTS**: Registration with the South African Nursing Council as a General Nurse and Midwife Ability to work independently Must be able to work under pressure and manage heavy patient loads Good verbal and report skills Good interpersonal skills, commitment and dedication Ability to implement and manage changes Valid driver’s license will be a recommendation.

**DUTIES**: Provide health care services in the hospital Help with supervision and performance and evaluation of junior staff members implement appropriate measures and systems to ensure quality patient care Provide nursing care within scope of practice Ensure the implementation of Patient Rights Charter and Batho Pele principles Educate staff and patients Work closely with the community Provide comprehensive and quality nursing care according to the standards and guidelines Keep concise and legible records and ensure that nurses do likewise Manage medication Adhere to Batho Pele Principles and Patient Rights Charter.

**ENQUIRIES**: Ms S Matheba Tel No: (013) 658 1070

**APPLICATIONS**: The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.

**FOR ATTENTION**: Ms S Matheba

**POST 36/369**: PROFESSIONAL NURSE GRADE 1 – GENERAL NURSE REF NO: MPDOH/OCT/19/67 (X2 POSTS)

**SALARY**: R256 905 – R297 825 per annum (OSD)

**CENTRE**: HA Grove Hospital

**REQUIREMENTS**: Basic R425 or R683 qualification with midwifery (Diploma/Degree in nursing that allows registration with South African Nursing Council as a Professional Nurse Proof of current registration with SANC

**DUTIES**: Provision of high quality nursing care that is holistic and is patient centred Ensuring that nursing care provided is within the scope of practice of nurses and the legal framework Maintain a professional and ethical practice as well as 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 fulfil 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
Ms S Matheba Tel No: (013) 658 1070
APPLICATIONS
The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.
FOR ATTENTION
Ms. S Matheba

POST 36/370
PROFESSIONAL NURSE GRADE 1 – GENERAL NURSE REF NO: MPDOH/OCT/19/68

SALARY
R256 905 – R297 825 per annum (OSD)

CENTRE
Waterval Boven Hospital

REQUIREMENTS
Basic R425 or R683 qualification with midwifery (Diploma/Degree in Nursing) that allows registration with South African Nursing Council as a Professional Nurse. Proof of current registration with SANC.

DUTIES
Provision of high quality nursing care that is holistic and is patient-centred. Ensuring that nursing care provided is within the scope of practice of nurses and the legal framework. Maintain a professional and ethical practice as well as an enabling environment for ethical practice. Maintain a constructive working relationship with nursing and other stakeholders. 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
Ms S Matheba Tel No: (013) 658 1070
APPLICATIONS
The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.
FOR ATTENTION
Ms. S Matheba

POST 36/371
PROFESSIONAL NURSE (PNA2) REF NO: MPDOH/OCT/19/69 (X2 POSTS)

SALARY
R256 905 – R297 825 per annum (OSD) (Depending on the years of Experience in terms of relevant OSD) plus rural allowance.

CENTRE
Bethal Hospital

REQUIREMENTS
Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Must have general Nursing Midwifery Ability to work in Maternity as a Midwife. Must have experience as a Midwife.

DUTIES
Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stakeholders. Implement and supervision of Basic Nursing Care. Ensure adherence to Batho-Pele Principles and Patient Right Charter.

ENQUIRIES
Mr C D Mnisi Tel No: (017) 811 1642
APPLICATIONS
The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350.
FOR ATTENTION
Mr M A Dhladhla

POST 36/372
ADVANCED LIFE SUPPORT: EMS REF NO: MPDOH/OCT/19/70 (X10 POSTS)

SALARY
Paramedic Grade 1: R254 382 per annum
Paramedic Grade 2: R318 042 per annum
Paramedic Grade 3: R392 151 per annum
Paramedic Grade 4: R461 940 per annum
Other Benefits: 13th Cheque, Medical aid (optional), Housing Allowance

CENTRE
Various Stations in Ehlanzeni, Gert Sibande and Nkangala Districts

REQUIREMENTS
Grade 12 or equivalent qualification. Critical Care Assistant Certificate National Diploma in Emergency Medical Care/Bachelor of Technology in Emergency
Medical Care
Current registration with the Health Professions council as Paramedic/ECP
Must be in possession of valid code C1 driver’s license with an unendorsed PDP.

**DUTIES**
Provide immediate response to pre-hospital emergencies. Render assistance to BLS and ILS when requested. Participate in aero-medical services including rotor and fixed wing aircraft. Undertake inter-facility patient transfers. Liaise with hospitals regarding authorization of transfers. Oversee ordering and issuing of drugs in accordance with HPCSA protocols. Assist with Quality Assurance and Quality control. Undertake cleaning of equipment and vehicles. Oversee in-service training. Assist the College of Emergency Care with training and assessments. Provide clinical advice to management from time to time.

**ENQUIRIES**
Mr Zungu Tel No: (013) 766 3353

**APPLICATIONS**
All applications should be directed to: The Head of Department, Private Bag X 1285, Nelspruit; 1200, or Hand delivered to: Indwe Building No. 3, Government Boulevard, Riverside Park Ext 2, Nelspruit, 1200.

**FOR ATTENTION**
Mr Michael Mlangeni (013) 766 3753 or Mr Emmanuel Makokoropo (013) 766

**NOTE**
Short listed candidates will need to undergo a competency assessment.

**POST 36/373**
ORTHOPAEDIC FOOTWEAR TECHNICIAN GR2 REF NO: MPDOH/OCT/19/71

**SALARY**
R248 034 – R301 005 per annum (OSD) requirements depending on qualification and years of experience.

**CENTRE**
Ehlanzeni - Rob Ferreira Hospital

**REQUIREMENTS**
Current valid registration with HPCSA as a Footwear Technician. 3-5 years shoe making or relevant practical experience in the field of shoe making. A valid driver’s license is an inherent requirement: (code B) Service delivery innovation, problem solving and analysis, verbal, written communication, client orientation and customer focus skills. Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA). Public Service Act and related regulations and policies.

**DUTIES**
Measuring, manufacturing, fitting and servicing of Orthopaedic footwear devices, attend outreach clinics (PHC), together with Orthotists, train and supervise subordinates in footwear devices. Report on service delivery. Maintain stock and inventory for footwear. Assist in continuous development and training of self and personnel. Assist in implementing guidelines, protocols, Standard Operating Procedures and policies for the MOP centre that is in line with the National and Provincial strategies. Promote a safe and healthy working environment through compliance with relevant legislation including Occupational Health and Safety and other relevant committees and policies in the hospital.

**ENQUIRIES**
Mr I Zitha Tel No: (013) 755 5100

**APPLICATIONS**
The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.

**FOR ATTENTION**
Ms Innocent Mthombeni Tel No: (013) 755 5100

**POST 36/374**
PROFESSIONAL NURSE (PN-A2) REPLACEMENT REF NO: MPDOH/OCT/19/72

**SALARY**
R241 908 - R280 437 per annum (OSD) requirements depending on years of experience

**CENTRE**
Valschfontein Clinic

**REQUIREMENTS**
Basic Qualification SANC in terms of Government notices 425 (Diploma/degree in nursing and Midwifery) The incumbent’s Current registration with the council Knowledge and understanding of Public Services approaches, policies, and procedures. Knowledge and understanding of nursing legislation and related ethical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Effectively communicate with patients, supervisors and other clinicians. Knowledge of Batho Pele Principles, Patient’s Rights Charter and National Core Norms and Standard.

**DUTIES**
Ensure that good quality nursing care is rendered at all times according to the standards and guidelines. Screen patients, assess, diagnose and prescribe nursing care for patients. Work as part of multi-disciplinary team. Promote quality of nursing care as directed by the professional scope of practice and
standards as determined by the relevant health facility. Must be able to plan and organize property.

**ENQUIRIES**
Ms S Matheba: Tel No: (013: 658 1070

**APPLICATIONS**
The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.

**FOR ATTENTION**
Ms S Matheba

**POST 36/375**
PHARMACIST POST BASIC GRADE 1 REF NO: MPDOH/OCT/19/73 (X3 POSTS)

**SALARY**
R208 383 – R234 738 per annum (OSD) requirements

**CENTRE**
Eesteheoek Clinic, Kempville Clinic, Dirkiesdorp Clinic

**REQUIREMENTS**
Minimum educational qualification: Post-Basic Pharmacist Assistant qualification that allows registration with SAPC as a Pharmacist Assistant (Post-Basic) Registration with a professional council: Current registration with the SAPC as a Pharmacist Assistant (Post-Basic) Experience: Grade 1: Knowledge of Drug Supply Management Principles Good knowledge of storage and wholesale procedures Good numeric skills and meticulous and attention to detail Note: No payment of any kind is required when applying for this post All short-listed candidates may undergo a technical competency test.

**DUTIES**
Key result areas/outputs: Ensure accurate booking in of received pharmaceutical products Ensure effective control of pharmaceutical stock using a computer based program or a manual system of stock management Ensure accurate picking, checking and packaging of pharmaceutical products Assist with efficient and secure packaging of pharmaceutical products for delivery when required Collate statistics.

**ENQUIRIES**
Mr C D Mnisi Tel No: (017) 811 1642

**APPLICATIONS**
The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350.

**FOR ATTENTION**
Mr M A Dhladhla

**POST 36/376**
DENTAL ASSISTANT GRADE 2 REFNO: MPDOH/OCT/19/74

**SALARY**
R198 396 per annum (OSD) requirements depending on years of experience

**CENTRE**
Rob Ferreira Hospital (Replacement)

**REQUIREMENTS**
Grade 12 certificate plus current registration with HPCSA. Five (5) experience in dental services Ability to work under pressure Sound interpersonal relations appropriate verbal and written communication skills Provide pre-operative and post-operative nursing care.

**DUTIES**
Clean and sterilize preoperative and post-operative instruments and equipment Order and monitoring of class II supplies Prepare appropriate instruments and equipment according to procedures to be performed Assist during procedures Daily maintenance of autoclave, washer, hand piece unit and other mechanical equipment. Offer oral health education.

**ENQUIRIES**
Mr I Zitha Tel No: (013) 755 5100

**APPLICATIONS**
The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.

**FOR ATTENTION**
Ms Innocent Mthombeni Tel No: (013 7555 100)

**POST 36/377**
CHIEF AUXILIARY SERVICES OFFICER: GRADE 1 REF NO: MPDOH/OCT/19/79 (X2 POSTS)

**SALARY**
R196 407 per annum

**CENTRE**
Bushbuckridge, Nkomazi

**REQUIREMENTS**
Grade 12, plus relevant experience in malaria control Good interpersonal relationship, Leadership skill Valid code 10 (C1) drivers’ license + Professional Driving Permi.

**DUTIES**
A broad scope of interrelated duties that include malaria spraying, assist in training of spray operators, malaria case investigations, foci investigation and clearing by implementing relevant strategies, vector surveillance, epidemiology surveys Assist in scientific surveys, supervision of field staff, malaria health education Collection, management and reporting of malaria control field data, Health education and promotion in malaria endemic localities and facilities, Identification and treatment of breeding sites, Conduct onsite malaria testing.

**ENQUIRIES**
Mr I Zitha Tel No: (013) 755 5100
APPLICATIONS: The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.

FOR ATTENTION: Ms Innocent Mthombeni Tel No: (013) 755 5100

POST 36/378: ARTISAN (PLUMBER) GR A REF NO: MPDOH/OCT/19/75

SALARY: R179 523 - R199 242 per annum (final salary is based on proven years of post-Qualification Experience)

CENTRE REQUIREMENTS: Mapulaneng Hospital

Grade 10 certificate; Trade Test in Plumbing; one year post qualification experience and code 8 driver's license Skills: Problem solving and analysis, team work, customer focus and responsiveness; computer skills and technical report writing.

DUTIES: Maintenance work on houses and buildings, install plumbing equipment, repair or replacement of kitchen and laundry equipment, requesting and quantifying material and general administration. Manage performance of the managed.

ENQUIRIES: Mr I Zitha Tel No: (013) 755 5100

APPLICATIONS: The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.

FOR ATTENTION: Ms. Innocent Mthombeni Tel No: (013) 7555 100

POST 36/379: DENTAL ASSISTANT: GRADE 1 (REPLACEMENT) REF NO: MPDOH/OCT/19/76

SALARY: R168 429 – R192 576 per annum (OSD) requirements depending on the years of experience

CENTRE REQUIREMENTS: Matibidi Hospital

Grade 12 or equivalent qualification, Dental Assistant certificate from recognized Institutions registration with HPCSA, proof of current registration with the HPCSA, copy of an ID document A driver's license will be an added advantage.

DUTIES: The incumbent should have knowledge of dental assisting including: infection control, chair side assisting, maintaining of equipment, stock control, knowledge of materials and instruments and conducting inventory The person will work in the dental surgery in clinics, mobiles, correctional services, institutions and perform administrative duties including compiling statistics, registering patients, answering of the telephone, filing of patient cards, ordering of materials, giving appointments to patients The person will also be doing relief duties in other clinics, prisons, mobile and institutions He or she will be assisting the oral hygienist at schools as well as in the clinics The person will also be rotating within the sub-districts The person should have good communication skills, good interpersonal relations.

ENQUIRIES: Mr I Zitha Tel No: (013) 755 5100

APPLICATIONS: The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.

FOR ATTENTION: Ms. Innocent Mthombeni Tel No: (013) 7555 100

POST 36/380: DENTAL CHAIR ASSISTANT GR1 (REPLACEMENT) REF NO: MPDOH/OCT/19/77

SALARY: R168 429 per annum (OSD) requirements depending on years of experience

CENTRE REQUIREMENTS: Mapulaneng Hospital

Grade 12 Certificate plus registration with the HPCSA Have experience in dental assisting Ability to work under pressure Sound interpersonal relations appropriate verbal and written communication skills.

DUTIES: The successful candidate will assist the Dentists at the Hospital Oral Health facility and linked clinics during procedures Reception of patients Assist in organizing appointments and other administrative requirements for patients and the department Responsible to clean and sterilize pre-operative and post-operative instruments and equipment Order and monitoring of medical class II supplies Prepare appropriate instruments, materials and equipment according to procedures to be performed Assisting during procedures Daily maintenance of autoclave, washer, hand piece unit Other mechanical equipment Offer oral Health education Assist in School and other oral health care promotional programmes.

ENQUIRIES: Mr I Zitha Tel No: (013) 755 5100
APPLICATIONS: The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.

FOR ATTENTION: Ms Innocent Mthombeni Tel No: (013 7555 100)
ANNEXURE Y

PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF HEALTH

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

APPLICATIONS: Please forward all applications, clearly stating the post for which you are applying, Northern Cape Department of Health Private Bag X5049, Kimberley 8300 or 144 Du Toitspan Road Kimberley Hospital Complex, James Exum Building.

FOR ATTENTION: Ms F.P Ntsiko, Director Human Resource Management
CLOSING DATE: 25 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 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s), academic records including a Senior certificate and ID-document [Driver’s license where applicable]. The certification must be within three (3) months as at the advert closing date. Non RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representivity in line with the numerical targets as contained in our Employment Equity Plan.

OTHER POSTS

POST 36/381: CLINICAL MANAGER GRADE 1 (X2 POSTS)

SALARY: R1 173 900 per annum (all inclusive package)
CENTRE: Robert Mangaliso Sobukwe Hospital
REQUIREMENTS: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the HPCA as a Medical Practitioner. A minimum of 3 years appropriate experience as a Medical Officer after registration with the HPCA as Medical Officer.
DUTIES: Provide inpatient and outpatient care services, organize and conduct clinical services in the respective department and as a part of the cluster be involved in outreach programmes within our cluster. Provide leadership to the department, develop a quality improvement programme in line with OHSC regulation and all other applicable health legislation ensure optimal use of human and material resources according to PFMA. Monitor and evaluate staff performance according to the PMDS framework participate in all senior management meetings in the hospital, cluster and university (if jointly appointed). Organise and provide appropriate training to under and postgraduate students, organize monitor and report on research in the department perform all administrative duties of the department.
ENQUIRIES: Dr A Kantani Tel No: (053) 802 2124
POST 36/382 : MEDICAL SPECIALIST GRADE 1 -3

SALARY : Grade 1: R1 106 040 per annum (all inclusive package)
Grade 2: R1 264 623 per annum (all inclusive package)
Grade 3: R1 834 890 per annum (all inclusive package)

CENTRE : Robert Mangaliso Sobukwe Hospital

REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Specialist. Grade 1: Experience, none after registration with the HPCSA as a Medical Specialist. Grade 2: Experience, a minimum of 5 years’ experience after registration with the HPCSA as Medical Specialist. Grade 3: Experience, a minimum of 10 years’ experience after registration with the HPCSA as Medical Specialist.

DUTIES : Provide safe, ethical and high quality of care through the development of standards and risk assessments in the area of Clinical and customer care (patient perspective) in the respective specialty, develop a full package of services including complex orthopaedics cases, develop, maintain and audit the correct implementation of clinical protocols and guidelines, implement and maintain an efficient, effective and seamless service delivery process within the hospital and referring facilities, plan and provide continuous medical education to multidisciplinary team members and conduct and stimulate research, manage the performance of junior staff within the area of control, align clinical service delivery plans and priorities with hospital plans and priorities, undertake appropriate Clinical audit to monitor performance of the service, accept delegated responsibility from the Clinical head of the unit, liaison with Clinical Head regarding service delivery.

ENQUIRIES : Dr A Kantani Tel No: (053) 802 2124

POST 36/383 : MEDICAL SPECIALIST (PSYCHIATRIST) GRADE 1 -3

SALARY : Grade 1: R1 106 040 per annum (all inclusive package)
Grade 2: R1 264 623 per annum (all inclusive package)
Grade 3: R1 834 890 per annum (all inclusive package)

CENTRE : ZFM District

REQUIREMENTS : Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Specialist in a recognised sub-Specialty. Registration with the HPCSA as Medical Specialist in a recognised Sub-Specialty. Grade 1: Experience, none after registration with the HPCSA as a Medical Specialist. Grade 2: Experience, a minimum of 5 years’ experience after registration with the HPCSA as Medical Specialist. Grade 3: Experience, a minimum of 10 years’ experience after registration with the HPCSA as Medical Specialist.

DUTIES : Provide clinical leadership and promote continuous improvement in the quality and safety of mental health services. Provide clinical leadership through developing guidelines and undertaking clinical reviews, audits and investigations. Promote the rights of people receiving mental health treatment in public mental health services. Ensure the provision of compassionate, appropriate and effective for the treatment of health problems and the promotion of health. Responsible for monitoring and evaluating restrictive practices.

ENQUIRIES : Ms N Gumbo Tel No: (053) 8300 660

POST 36/384 : DEPUTY DIRECTOR LABORATORY SERVICES

SALARY : R857 559 per annum

CENTRE : Provincial Office

REQUIREMENTS : Bachelors degree/diploma in Medical Technology. Registration as a Medical Technologist with HPCSA. Experienced Medical Technologist with management experience and familiar with policy development and analysis, monitoring and evaluation of laboratory and blood services. Experience and/or qualification in management. At least 8-10 years post registration experience at middle management level. Experience must include quality assurance, monitoring and evaluation and financial management. Extensive knowledge of laboratory and blood services policies and guidelines. Extensive knowledge of the District health system, Sound knowledge of the national health Act. National Health Laboratory Services Act, Public Finance Management Act and its regulations. Public Service Act, human Tissue Act and Labour Relations
Act, Facilitation communication report writing and computer skills. Valid Driver’s license code 8 and will to travel.

**DUTIES**

Manage laboratory and blood services for the province. Ensuring standard compliance as part Of Service Level Agreement (SLA) management for appropriate utilization of laboratory to quality Standards by service providers (NHLS and SANBS). Developing systems that responsive to the Laboratory and blood services needs of the province. Develop and implement guidelines in the Use of laboratory and blood services. Promoting integration amongst internal and external Stakeholders. Advise on systems to improve efficiency and developing a monitoring and Evaluation system for laboratory and blood services. Develop reporting system to ensure that Services are used efficiently. Ensure that laboratory services remains supportive of health priority diseases, e.g TB, HIV/AIDS, etc. Managing laboratory and blood services resources. Financial to ensure effective implementation of services by managing HIV/TB Conditional Grants and Equitable Shares budgets expenditure. Analyse Monthly Summary Reports on usage of Laboratory services in order to advise and implement a system to effectively monitor payments of accounts. Ensure that laboratory services remains supportive of health priority diseases, e.g TB, HIV/AIDS, etc. Oversee the implementation of electronic Gate Keeping in the Province to ensure rational use of laboratory services and reduce expenditure. Conduct regular utilization reviews, including analysis of expenditure of laboratory and blood services. Monitor expenditure trends, service trends and tariff increases.

**ENQUIRIES**

Ms S Katz Tel No: (053) 830 628/524

**POST 36/385**

**DEPUTY MANAGER NURSING: HIV PREVENTION STRATEGIES**

**SALARY**

R843 618 per annum (all inclusive)

**CENTRE**

Provincial Office – Kimberley

**REQUIREMENTS**

Appropriate four years’ Bachelor’s Degree or National Diploma in Health Sciences or Equivalent qualification. Current registration with the South African Nursing Council (SANC) or relevant Health Professions Council of South Africa (HCPSA) or relevant Health Professions Council of South Africa (SANC). A minimum of 9 years appropriate recognizable nursing experience in nursing experience after registration with the South African Nursing Council as a General Nurse, at least 4 years of the period referred to must be appropriate/recognisable experience at management level. A minimum of 10 years working experience in the Health field especially in the HIV and AIDS, sexually transmitted Infections and Tuberculosis. Excellent knowledge of and experience in HIV and AIDS, STI’s and TB related programmes and policy work thereof. Understanding of the current issues and trends in the Health System. Good knowledge of the District Health System. Knowledge of Public Finance Management Act and related Treasury Regulations. Leadership and excellent presentation skills. Good organising and problem solving skills. Good communication skills (written and verbal). Project management skills. Basic Computer literacy. Valid driver’s license and willingness to travel extensively.

**DUTIES**

Responsible for the overall control and management of effective and efficient HIV Prevention Programmes such as HIV Testing Services, Condom, Sexually Transmitted Infections, High Transmission Areas, Medical Male Circumcision, Traditional Circumcision, Advocacy, Communication and Social Mobilization for the Northern Cape Province using Combination Prevention Strategies. Promote and ensure the successful implementation of HIV Testing Services. Ensure improved comprehensive HIV and AIDS, STI’s and TB care and referral to ensure continuity of care. Consult and liaise with all stakeholders, Government Departments, and private sectors on HIV and AIDS related issues. Ensure continuity of care through improved training of the health care workers and community service providers. Coordinate the overall HIV prevention programme monitoring and administrative management functions. Monitor and supervise the implementation of National and Provincial policies and guidelines on the HIV Prevention programme and forging partnership with all internal and external key stakeholders. Planning and management of financial resources allocated to the HIV Prevention programmes. Compile and submits all relevant reports as required by the Province.

**ENQUIRIES**

Ms S Katz Tel No: (053) 8300 628/524
POST 36/386 : **MEDICAL OFFICER GRADE 1 – 3**

**SALARY**
- Grade 1: R 821 205 per annum (all inclusive package)
- Grade 2: R938 964 per annum (all inclusive package)
- Grade 3: R1 089 693 per annum (all inclusive package)

**CENTRE**
- Dr Harry Surtie Hospital (X1 Post)
- John Taolo Gaetsewe District (X2 Posts)

**REQUIREMENTS**
- Appropriate qualification that allows registration with HPCSA as a Medical Practitioner. Current registration with HPCSA as Medical Practitioner. A valid code 08 Driver’s License. **Grade 1:** None after registration with the HPCSA as a Medical Practitioner. Foreign qualified employees: One year relevant experience after registration as Medical Practitioner with recognised foreign Health Professional Council. **Grade 2:** Experience, a minimum of 5 years’ experience after registration with the HPCSA as Medical Practitioner. Foreign qualified employees: Minimum of 6 years relevant experience after registration as Medical Practitioner with recognised foreign Health Professional Council. **Grade 3:** Experience, a minimum of 10 years’ experience after registration with the HPCSA as Medical Practitioner. Foreign qualified employees: Minimum of 11 years relevant experience after registration as Medical Practitioner with recognised foreign Health Professional Council.

**DUTIES**
- Interview, examine, investigate, diagnose and oversee the treatment of patients, including chronic medical ailments/conditions, medical, surgical, obstetrics and gynecological emergencies, HIV and TB patients, sick children, antenatal, intrapartum and postnatal patients. Trauma & Emergency Unit. Ensure comprehensive clinical record keeping. Manage Clinical services and supervise junior doctors (undergraduate’s students, interns and community service doctors). Develop systems for appropriate levels of care, referral pathways, seamless and integrated service delivery system.

**ENQUIRIES**
- Ms G Witbooi (Dr Harry Surtie Hospital) Tel No: 054 332 9051
- Ms M Kaotsane (John Taolo Gaetsewe) Tel No: 053 773 9500

POST 36/387 : **DENTIST GRADE 1 – 3**

**SALARY**
- Grade 1: R797 109 per annum (all inclusive package)
- Grade 2: R938 964 per annum (all inclusive package)
- Grade 3: R1 089 693 per annum (all inclusive package)

**CENTRE**
- ZF Mgcawu District

**REQUIREMENTS**
- Appropriate qualification that allows registration with the HPCSA as a Dentist. **Grade 1:** None after registration as Dentist with the HPCSA in respect of SA qualified employees. 1 year relevant experience after registration as Dentist with a recognised Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 7 years’ experience after registration with the HPCSA as Dentist in respect of SA qualified employees. A Minimum of 8 years relevant experience after registration as Dentist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 12 years’ experience after registration with the HPCSA as Dentist in respect of SA qualified employees. A Minimum of 13 years relevant experience after registration as Dentist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.

**DUTIES**
- To provide effective and quality primary oral health services. Management and Supervisory responsibilities, planning and improvement of oral health services, oral health education and financial responsibilities.

**ENQUIRIES**
- Mr C Seema Tel No: (054) 337 0600

POST 36/388 : **PSYCHOLOGIST GRADE 1 – 3 (X1 POST)**

**SALARY**
- Grade 1: R713 361 per annum (all inclusive package)
- Grade 2: R832 398 per annum (all inclusive package)
- Grade 3: R966 039 per annum (all inclusive package)

**CENTRE**
- Robert Mangaliso Sobukwe Hospital

**REQUIREMENTS**
- Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Psychologist in a relevant registration
category (e.g. Clinical, Counselling, Educational, Industrial, Research Psychology). Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist (Sub-specialist) in Clinical Psychologist. Registration with a professional council: Registration with the HPCSA as Medical Specialist (Sub-specialist) in Child and Adolescent Psychiatry. **Grade 1:** Experience none after registration with the Health Professional Council (HPCSA), 1 year relevant experience after registration with the Health Profession Council (HPCSA) as a Psychologist in respect of foreign qualified employees, of who, it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 8 years’ experience after registration with the Health Professional Council (HPCSA) as a Psychologist in respect of South African qualified employees who performed Community Service, as required in South Africa, 9 years relevant experience after registration with the Health Professional Council (HPCSA) as a Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 16 years’ experience after registration with the Health Professional Council (HPCSA) as a Psychologist in respect of South African qualified employees who performed Community Service, as required in South Africa, 17 years relevant experience after registration with the Health Professional Council (HPCSA) as a Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.

**DUTIES:** Psychodiagnostic and Psychotherapeutic services to in and out patients. Record keeping of information. Management reporting, Project management and risk management. Manage performance of subordinates.

**ENQUIRIES:** Dr A Kantani Tel No: (053) 802 2124

**POST 36/389:** PHARMACIST GRADE 1 - 3

**SALARY:** Grade 1: R693 372 per annum (all inclusive package) Grade 2: R751 026 per annum (all inclusive package) Grade 3: R871 590 per annum (all inclusive package)

**CENTRE:** Robert Mangaliso Sobukwe Hospital X1 post

**REQUIREMENTS:** Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with the SAPC as a Pharmacist. Grade 1: None after registration with the HPCSA as a Pharmacist with the SAPC in respect of South African qualified employees. 1 year relevant experience after registration as a Pharmacist with a recognised Foreign Health Professional Council in respect of foreign qualified employees. Grade 2: A minimum of 5 years’ experience after registration as a Pharmacist with the SAPC in respect of South African qualified employees. 6 year relevant experience after registration as a Pharmacist with a recognised Foreign Health Professional Council in respect of foreign qualified employees. Grade 3: A minimum of 13 years’ experience after registration as a Pharmacist with the SAPC in respect of South African qualified employees. 14 year relevant experience after registration as a Pharmacist with a recognised Foreign Health Professional Council in respect of foreign qualified employees.

**DUTIES:** Manage the provision of quality of the pharmaceutical services, provide professional advisory services to the hospital, clinics and other relevant stakeholders, manage financial and physical resources, manage human resources and manage risks.

**ENQUIRIES:** Dr A Kantani Tel No: (053) 802 2124

**POST 36/390:** ASSISTANT MANAGER NURSING (COMPREHENSIVE CARE, MANAGEMENT & TREATMENT)

**SALARY:** R562 800 per annum

**CENTRE:** Provincial Office - Kimberley

**REQUIREMENTS:** Basic R425 qualification (i.e. diploma/degree in nursing) or qualification, with duration of at least 1 year accredited with the SANC. Current Registration with the SANC as Professional Nurse. Understanding of nursing legislation and related legal and ethical nursing practices. Knowledge of Public Finance management Act (PFMA). Valid Driver’s License and willingness to travel extensively.
DUTIES: Implement the ART Operational Plan as per national Antiretroviral Treatment Programme Guidelines, Implement Universal Test and Treat (UTT), Differentiated Care (adherence clubs, Spaced and Fast Lane Appointments, Central Chronic medication Dispensing and Distribution). Implementation of the stakeholders to improve access and quality toward ART services in Public health facilities and within the community. Coordinate and Monitor the impact of ART interventions through Early Warning Indicator assessments (EWI). Management resources (Financial, physical and human). Effectively manage the administrative aspects including Submission of statistics, compile reports, record keeping etc. Assist in Provincial campaigns. Participate in district and provincial management meetings including performance reviews. Provide capacity building to professional health care workers (e.g. nurses, doctors) and Community health workers improve skills on ART policies / guidelines.

ENQUIRIES: Ms S Katz Tel No: (053) 830 0 628/524

POST 36/391: OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)

SALARY: R562 800 per annum

CENTRE: John Taolo Gaetsewe District (X1 Post)
            Namakwa District (X1 Post)

REQUIREMENTS: Basic R425 qualification (i.e diploma/degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration with SANC as Professional Nurse. A Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES: Provide quality advanced comprehensive community health care-advanced complex primary curative health care, provide administrative services – plan and organise clinics, complete statistics, ensure ordering and control of medication, financial planning and indirect control of expenditure, provide educational services – clinical teaching and training, personnel development, health education of patients, public and staff, assist patients and families to develop a sense of self-care, continuous self-study, professional development, ensuring awareness of new professional developments, provide clinical services – ensure evaluation and follow up of patients during clinic visits, initiate treatment, implementation of programmes and evaluations of patients clinical conditions, promoting scientific quality nursing care, continuous evaluation of nursing care and nursing services, effective crisis management in the clinic, usage of equipment and machinery – usage of basic medical equipment, safe-keeping of equipment , research responsibility – to assist in regional and departmental projects, direct and indirect involvement with medical research, involvement with matching research to the need of the community.

ENQUIRIES: Ms M Kaotsane – John Taolo Gaetsewe District Tel No: 053 773 9500
            Ms D Beukes – Namakwa District Tel No: 027 7121 601

POST 36/392: OPERATIONAL MANAGER NURSING (GENERAL NURSING) TB FOCAL PERSON

SALARY: R444 276 per annum

CENTRE: Robert Mangaliso Sobukwe Hospital (X1 Post)
          Connie Voster Hospital (Hartswater) (X1 Post)
          Kuruman Hospital (X1 Post)
          Postmasburg Hospital (X1 Post)
          Dr Van Niekerk Hospital (X1 Post)
          De Aar Hospital (X1 Post)

REQUIREMENTS: Basic R425 qualification (i.e diploma/degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration with SANC as Professional Nurse. A minimum of 7 years appropriate/recognisable nursing experience after registration as Professional Nurse with SANC in General Nursing.

DUTIES: Put systems in place for effective TB Prevention, control and management, develop operational and improvement plans, provide Technical and clinical support to all clinicians, oversee effective DRTB Decentralization services,
implement risk mitigation strategies, conduct clinical audits in wards and outpatients department, coordinate and provide training for clinicians and other healthcare providers, ensure that all patients are linked to care from hospital to Primary Health Care, quality assure data from all units in the hospital, draft reports, presentations, Standard operating procedures, terms of References, coordinate and Conduct Operational Research in the hospital, liaise with internal and external stakeholders, all other relevant clinical and managerial duties.

ENQUIRIES: Ms S. Katz Tel No: 053 8300 622/661

POST 36/393: CLINICAL PROGRAMME COORDINATOR GRADE 1 (TB)

SALARY: R444 276 per annum
CENTRE: Pixley Ka Seme District (X1 Post)
Frances Baard District (X1 Post)

REQUIREMENTS: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent Qualification that allows registration with SANC as a Professional Nurse Current Registration with SANC as Professional Nurse. A minimum of 7 year appropriate/recognisable nursing experience after registration as Professional Nurse with SANC in General Nursing. Valid Code 8 Drivers license.

DUTIES: Put systems in place for effective TB Prevention, Control and Management, develop operational and improvement plans, coordinate outreach services for TB, oversee effective DRTB Decentralization services, Implement risk mitigation strategies, provide technical support to health facility clinicians and CHW’s, conduct clinical audits at health facilities coordinate and provide training for clinicians and other healthcare providers coordinate Health Promotion, tracing, linkage to care activities with District teams, quality assure data from health facilities, draft reports, presentations, Standard operating procedures, terms of References, coordinate and conduct Operational Research in the district, liaise with internal and external stakeholders.

ENQUIRIES: Ms S. Katz Tel No: 053 8300 622/661

POST 36/394: CLINICAL PROGRAMME COORDINATOR GRADE 1 (HIV PREVENTION)

SALARY: R444 276 per annum
CENTRE: Namakwa District (X1 Post)
John Taolo Gaetsewe District (X1 Post)

REQUIREMENTS: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent Qualification that allows registration with SANC as a Professional Nurse Current Registration with SANC as Professional Nurse. A minimum of 7 year appropriate/recognisable nursing experience after registration as Professional Nurse with SANC in General Nursing. Valid Code 8 Drivers License.

DUTIES: Strengthen HIV & STI’s prevention Strategies i.e. Medical Male Circumcision (MMC), HIV Testing Services (HTS), STI Programme, Key Population Programme, 90-90-90 Strategy, etc; Develop operational and improvement plans, coordinate outreach services for prevention strategies; Implement risk mitigation strategies, provide technical support to health facility clinicians and CHW’s; Conduct Site and quality assurance visits at hospitals, institutions and facilities; Ensure adherence to standard operating procedures; Compile performance management reports, undertake and undertake performance reviews; Force partnership with key stakeholders both internal and externally toward HIV/AIDS, STI and TB programmes.

ENQUIRIES: Ms S Katz Tel No: (053) 830 0628/524

POST 36/395: CLINICAL NURSE PRACTITIONER GRADE 1 - 2 (PRIMARY HEALTH CARE) (X1 POST)

SALARY: Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
CENTRE: ZF Mgcawu District

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. Current registration with SANC as a Professional Nurse. A post basic qualification with at least a duration of one year in curative skills in Primary Health Care accredited with the South African Nursing Council. Grade 1: Minimum of 4 years’ appropriate/recognizable nursing experience
after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** Minimum of 14 years’ appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing, at least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification in the relevant specialty.

**DUTIES:** Provision of primary curative health care. Up to date knowledge of appropriate legislation, regulations and departmental policies. Clinical teaching, training and continuous evaluation of students. Effect crisis management in clinics. Initiate treatment, implementation of programmes and evaluations of patient’s clinical conditions. Usage of basic medical equipment. Continuous self-study, professional development, ensuring awareness of new professional developments.

**ENQUIRIES:** Mr C Seema Tel No: (054) 337 0600

**POST 36/396:** PROFESSIONAL NURSE (SPECIALTY NURSING) GRADE 1 – 2 (X3 POSTS)

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

**CENTRE:** Robert Mangaliso Sobukwe Hospital

**REQUIREMENTS:** Basic R425 qualification (i.e diploma/degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration with SANC as Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in one of the specialties: Child Nursing Science, Gerontological Nursing Science, Medical and Surgical Nursing Science, Advanced Midwifery and Neonatal Nursing Science, Advanced Psychiatric Nursing Science, Paediatric Nursing Science, Advanced Paediatric and Neonatal Nursing Science, Intensive Nursing Science, Oncology Nursing Science, Operating Theatre Nursing Science, Ophthalmic Nursing Science & Orthopaedic Nursing Science and/or other relevant specialty. Ability to work well within a group. Proof of current and previous work experience endorsed by HR (Certificate of Service). **Grade 1:** A minimum of 10 years’ experience appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years’ experience appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 year of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES:** Provision of optimal, holistic specialised nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Participate in training and research. Provision of Support to Nursing Services. Maintain professional growth/ethical standards and self-development. To provide a therapeutic environment for staff, patients and the public. To partake in overall specialised unit functions, i.e. team building. To assess the suitability of equipment and consumables for specialised areas.

**ENQUIRIES:** Dr A Kantani Tel No: (053) 802 2124

**POST 36/397:** PROFESSIONAL NURSE (GENERAL) GRADE 1 – 3

**SALARY:** Grade 1: R256 905 per annum  
Grade 2: R315 963 per annum  
Grade 3: R383 226 per annum

**CENTRE:** Dr Harry Surtie Hospital (X1 Post)  
Frances Baard District (X1 Post)  
John Taolo Gaetsewe District (X1 Post)  
Namakwa District (X3 Posts)  
Pixley Ka Seme District (X1 Post)  
Robert Mangaliso Sobukwe Hospital (X3 Posts)

**REQUIREMENTS:** Basic R425 qualification (i.e diploma/degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration with SANC as Professional Nurse. **Grade 1:** None. **Grade 2:** A minimum of 10 years’ experience appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. **Grade 3:** A minimum of 20 years’ experience
appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing.

**DUTIES**

Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care) – implement a comprehensive nursing care plan/program for the promotion of health, self-care treatment and rehabilitation of patients, administer treatment plan of common or minor primary health conditions presented at primary care facilities in accordance with prescribed norms and standards, guidelines and treat conditions of patients as prescribed, screen health problems and diseases in accordance with prescribed norms and standards, create and maintain a complete and accurate nursing record for individual health care users, audit clinical records, participate in health promotion and illness prevention initiatives and contribute to their evaluation. Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders.

**ENQUIRIES**

Ms G Witbooi – Dr Harry Surtie Hospital Tel No: 054 332 9051
Mr M Joka - Frances Baard District Tel No: 053 8613911
Ms M Kaotsane – John Taolo Gaetsewe District Tel No: 053 773 9500

**POST 36/398**

**STAFF NURSE GRADE 1 – 3**

**SALARY**

Grade 1: R171 381 per annum
Grade 2: R204 627 per annum
Grade 3: R297 825 per annum

**CENTRE**

Dr Harry Surtie Hospital (X1 Post)
New Mental Health Hospital (X1 Post)
Robert Mangaliso Sobukwe Hospital (X3 Posts)

**REQUIREMENTS**

Qualification that allows registration with SANC as Staff Nurse. Registration with SANC as Enrolled Nurse. Ability to work well within a group. Grade 1: None. Grade 2: A minimum of 10 years’ experience appropriate/recognisable experience in nursing after registration as a Staff Nurse. Grade 3: A minimum of 20 years’ experience appropriate/recognisable experience in nursing after registration as a Staff Nurse.

**DUTIES**

Development and implementation of basic patient care plans – ensure maintenance of patient hygiene, sustain nutrition status of patients, facilitate the mobility of patients, facilitate the elimination process. Provide basic clinical nursing care – measure, interpret and record vital signs, operate all relevant apparatus and equipment, assist professional nurse with clinical procedures, preparation of patients for diagnostic and surgical procedures, effective utilisation of resources – order stock and equipment in a cost effective manner, report loss or damage immediately, maintain professional growth/ethical standards and self-development – to maintain the code of conduct as required in the Public Service and by the professional body, seek learning opportunities.

**ENQUIRIES**

Ms D Beukes - Namakwa District Tel No: 027 712 1601
Mr A Links – New Mental Hospital Tel No: 053 8613911
Dr A Kantani (Robert Mangaliso Sobukwe Hospital) Tel No: (053) 802 2124

**POST 36/399**

**EMERGENCY CARE OFFICER GRADE 1 AND GRADE 3**

**SALARY**

Grade 1: R143 613 per annum
Grade 3: R169 176 per annum

**CENTRE**

Namakwa District (X3 Posts)
ZF Mgcawu District (X2 Posts)

**REQUIREMENTS**

Grade 10 or equivalent certificate. Code 10 driver’s license with a valid Public Drivers Permit (PDP). Successful completion of an appropriate Basic Life Support (BLS) course that allows registration with the HPCSA as Basic Ambulance Assistant (BAA). Grade 1: None after registration with the HPCSA as Basic Ambulance Assistant. Grade 3: Successful completion of an appropriate Intermediate Life Support (ILS) course that allows registration with the HPCSA as Ambulance Emergency Assistant. Registration with the HPCSA as Ambulance Emergency Assistant (AEA).

**DUTIES**

Development and implementation of basic patient care plans – ensure maintenance of patient hygiene, sustain nutrition status of patients, facilitate the mobility of patients, facilitate the elimination process. Provide basic clinical

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nursing care – measure, interpret and record vital signs, operate all relevant apparatus and equipment, assist professional nurse with clinical procedures, preparation of patients for diagnostic and surgical procedures, effective utilisation of resources – order stock and equipment in a cost effective manner, report loss or damage immediately, maintain professional growth/ethical standards and self-development – to maintain the code of conduct as required in the Public Service and by the professional body, seek learning opportunities.

ENQUIRIES : Mr DW Fortuin – Namakwa District Tel No: (027) 712 1601  
Mr L J Hayes – ZF Mgcawu District Tel No: (054) 337 0600

POST 36/400 : **NURSING ASSISTANTS GRADE 1 – 3**

**SALARY** :  
Grade 1: R132 525 per annum  
Grade 2: R156 846 per annum  
Grade 3: R230 307 per annum

**CENTRE** :  
John Taolo Gaetsewe District (X1 Post)  
Namakwa District (X1 Post)  
Robert Mangaliso Sobukwe Hospital (X1 Post)  
ZF Mgcawu District (X2 Posts)

**REQUIREMENTS** :  
Basic R425 qualification (i.e diploma/degree in nursing) or equivalent qualification that allows registration with SANC as a Nursing Assistant. Registration with SANC as a Nursing Assistant. **Grade 1**: None. **Grade 2**: A minimum of 10 years’ experience appropriate/recognisable experience in nursing after registration as a Nursing Assistant. **Grade 3**: A minimum of 20 years’ experience appropriate/recognisable experience in nursing after registration as a Nursing Assistant.

**DUTIES** : Assist patients with activities of daily living (physical care) – maintain hygiene of patient, provide nutrition, assist with mobility, provide elementary clinical nursing care – measure, interpret and record vital signs, operate all relevant apparatus and equipment, assist professional nurses with clinical procedures, preparation of patients for diagnostic and surgical procedures, maintain professional growth/ethical standards and self-development – to maintain the code of conduct as required in the Public Service and by the professional body, seek learning opportunities.

ENQUIRIES : Ms M Kaotsane – John Taolo District Tel No: 053 773 9500  
Ms D Beukes – Namakwa District Tel No: 027 712 1601  
Dr A Kantani – Robert Mangaliso Sobukwe Hospital Tel No: 053 802 2124  
Mr C Seema – ZF Mgcawu District Tel No: 054 337 0600

POST 36/401 : **PHARMACIST ASSISTANT (BASIC) GRADE 1 (X1 POST)**

**SALARY** :  
Grade 1: R123 000 per annum  
Grade 2: R166 689 per annum

**CENTRE** : Namakwa District

**REQUIREMENTS** :  
Grade 1: Senior plus Mathematics and registration with the SAPC to study towards a Basic Pharmacist Assistant qualification as required by the training facility and the SAPC. **Grade 2**: Basic Pharmacist qualification that allows registration with the SAPC as a Pharmacist Assistant (Basic) or registration with the SAPC to study towards a Post Basic Pharmacist Assistant qualification. **Grade 1**: None. **Grade 2**: None after registration with the SAPC as Pharmacist Assistant (Basic).

**DUTIES** : Compile scripts as per prescription’s requirement for the validation by the pharmacist, assist with the compounding, manipulation or preparation of a non-sterile medicine or scheduled substances according to a formula and Standard Operating Procedure, approved by the responsible Pharmacist, assist with the manufacturing of non-sterile medicine or scheduled substances according to a formula approved by the Responsible Pharmacist, the distribution and control of stock, the provision of information to individuals in order to promote health.

ENQUIRIES : Ms D Beukes Tel No: (027) 712 1601

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ANNEXURE Z

PROVINCIAL GOVERNMENT: WESTERN CAPE
DEPARTMENT OF AGRICULTURE

APPLICATIONS
To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to (1) Attention: Western Cape Government Jobs, Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to (2) Attention: Western Cape Government Jobs, PO Box 60495, Table View, 7439, alternatively you may email your application to (3) Attention: Western Cape Government Jobs, info@westerncapegov.com Applications not submitted on or before the closing date as well as faxed copies will not be considered.

CLOSING DATE
04 November 2019

NOTE
To apply, you must submit a manual application Please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement The position being applied for and the reference number must be clearly indicated on the Z83 application form Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.

OTHER POST

POST 36/402
TRACTOR DRIVER/OPERATOR: FARM SERVICES, OUDTSHOORN REF NO: AGR 2019-51

SALARY
R145 281 per annum (Level 04)

CENTRE
Department of Agriculture, Western Cape Government

REQUIREMENTS
Senior Certificate (Grade 12 or equivalent qualification); A valid Code B driving licence Competencies: Working knowledge of general farm work/activities regarding working with different ages of ostriches and research; Operate a tractor with various implements; Perform tractor maintenance and related support activities; Ability to work well within a team and individually; Communication skills.

DUTIES
Operate a tractor with various implements; Perform vehicle maintenance and administration support; Operate specialised machinery; Perform general farm activities.

ENQUIRIES
Ms Y Sihawula at Tel No: (021) 422 1677

DEPARTMENT OF HEALTH
In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

NOTE
It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department Kindly note that excess personnel will receive preference.

MANAGEMENT ECHELON

POST 36/403
CHIEF DIRECTOR: FINANCIAL MANAGEMENT
Chief Directorate: Financial Management

SALARY
R1 251 183 per annum (A portion of the package can be structured according to the individual’s personal needs).

CENTRE
Head Office, Cape Town

REQUIREMENTS
Minimum educational qualification: An appropriate undergraduate qualification (NQF level 7) as recognized by SAQA Experience: Five years’ experience at a senior managerial level Inherent requirements of the job: Willingness to travel Willingness to work after hours Valid (Code B/EB) driver’s licence Ability to function in a team Ability to give strategic vision Competencies (knowledge/skills): Knowledge and understanding of financial norms and standards, legislation, national and provincial regulations and directives Extensive knowledge of and experience in policies and processes with regard to finance, budgeting, revenue, debt management, etc, within the Provincial
Administration including the structure of the budget through grants and the equitable share Management reporting especially on the budget review, expenditure control and financial reports Technical trained and proficient in: Performance measurement, Financial accounting, Management accounting, Internal control, Internal and external audit, Information systems, Economics Systems relevant understanding of PERSAL, LOGIS, BAS Other skills required: Ability to develop, analyse, monitor and execute policies & strategy Ability to plan and execute the budget process in the Department of Health Advanced skills in databases and computer models in order to plan and manage the compilation of databases from BAS and PERSAL, and the creation of models for use by managers Knowledge of and the ability to interpret and apply financial management policies and principles Policy development, especially financial policy, budget policy and revenue policy Adaptive leadership skills.

**DUTIES**
- Strategic Capability & Leadership (including Change Management) Ensure efficient and effective budget management within the Department Ensure effective and efficient financial accounting services within the Department Ensure information management and reporting Management of the people within the Chief Directorate Effective management of financial resources.

**ENQUIRIES**
Mr SP Kaye Tel No: (021) 483-6690

**APPLICATIONS**
Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

**NOTE**
No payment of any kind is required when applying for this post.

**CLOSING DATE**
25 October 2019

**OTHER POSTS**

**POST 36/404**
**MEDICAL SPECIALIST GRADE 1 TO 3 (RADIOLOGY)**

**SALARY**
- Grade 1: R1 106 040 per annum
- Grade 2: R1 264 623 per annum
- Grade 3: R1 467 651 per annum

**CENTRE**
- Groote Schuur Hospital, Observatory

**REQUIREMENTS**
- Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Radiology Registration with a professional council; Registration with the HPCSA as a Medical Specialist in Radiology Experience:
  - Grade 1: None after registration with HPCSA as a Medical Specialist in Radiology
  - Grade 2: A minimum of 5 years’ appropriate experience after registration with the HPCSA (or recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Radiology
  - Grade 3: A minimum of 10 years’ appropriate experience after registration with the HPCSA (Or as recognised foreign Health Professional council in respect of a foreign qualified employee) as a Medical Specialist in Radiology

**DUTIES**
- Clinical Service-Provide in- and after-hours diagnostic and/or interventive radiology service Training-Conduct teaching and training in diagnostic and/or interventive radiology Administration/Administer and manage diagnostic and/or interventive radiology service Research-Conduct research in diagnostic and/or interventive radiology with publications and presentations Innovation and Outreach- Provide innovation and outreach in diagnostic and/or interventive radiology.

**ENQUIRIES**
Prof S Beningfield Tel No: (021) 404-4184

**APPLICATION**
Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)

**NOTE**
No payment of any kind is required when applying for this post.

**CLOSING DATE**
25 October 2019

**POST 36/405**
**DEPUTY MANAGER NURSING (LEVEL 1 AND 2 HOSPITALS) RURAL HEALTH SERVICES**

**SALARY**
R843 618 per annum (PN-A8)

**CENTRE**
George Regional Hospital
**APPLICATIONS**

**ENQUIRIES**

**APPLICATION**

**NOTE**

**CLOSING DATE**

**POST 36/406**

**SALARY**

**CENTRE**

**REQUIREMENTS**

**DUTIES**

**ENQUIRIES**

**APPLICATIONS**

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**PHARMACY SUPERVISOR GRADE 1**

Chief Directorate: Metro Health Services

R821 205 per annum Grade1 (A portion of the package can be structured according to the individual's personal needs).

Hanover Park Community Health Centre

Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) as a Pharmacist Registration with a professional council: Registration as a Pharmacist with the SAPC Experience: A minimum of 3 years' appropriate experience after registration as a Pharmacist with the SAPC Inherent requirements of the job: Valid driver's licence Willingness to supervise, tutor and train staff Competencies (knowledge/skills): Knowledge of National and Provincial Health Policies and Pharmaceutical Acts and Laws Ability to work accurately under pressure and maintain a high standard of professionalism Supervision, management and leadership skills Computer literacy.

Overall responsibility for pharmaceutical service delivery at Hanover Park Community Health Centre in line with statutory requirements, Western Cape Government regulations and circulars Overall responsibility for the provision of quality pharmaceutical care to patients by monitoring work procedures, ensuring compliance to provincial code list, managing clinical service delivery by the pharmacy department and providing information to prescribers and other healthcare workers at the facility Effective management of human resource functions for the pharmacy Provide strategy and support to ensure effective and efficient functioning of pharmacy services Overall responsibility for pharmaceutical supplies management at Hanover Park Community Health Centre by ensuring safe and reliable procurement, storage, control and distribution of quality pharmaceuticals Responsible for pharmaceutical expenditure which includes monitoring, evaluation and analysis of expenditure trends and implement strategies to control expenditure within financial prescripts.

Mr M Roomanay Tel No: (021) 370-5128

Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE: No payment of any kind is required when applying for this post.

CLOSING DATE: 25 October 2019

POST 36/407: MEDICAL OFFICER (X2 POSTS)
(Chief Directorate: Metro Health Services)

SALARY:
Grade 1: R821 205 per annum
Grade 2: R938 964 per annum
Grade 3: R1 089 693 per annum

CENTRE: Wesfleur Hospital

REQUIREMENTS:
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner Registration with a professional council: Registration with HPCSA medical practitioner. Experience: Grade 1: None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees One-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa Grade 2: A minimum of 5 years’ appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees A minimum of 6 years’ relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa Grade 3: A minimum of 10 years’ appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees A minimum of 11 years’ relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa Inherent requirement of the job: Participate in Commuted Overtime duties: 16 hours per week required Competencies (knowledge/skills): Ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape Good interpersonal, organisational and teamwork skills.

DUTIES:
Provide quality in- and out-patient care to patients in Wesfleur Hospital Provide an Outreach and Support service in the Wesfleur Hospital Actively participate in skills transfer training relevant to the post. Active involvement in the clinical governance, operational management and quality assurance processes of the Sub-district.

ENQUIRIES:
Dr A Ugoagwu, Tel No: (021) 571-8040

APPLICATIONS:
Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE: No payment of any kind is required when applying for this post “Candidates who are not in possession of the stipulated registration requirements, may also apply Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)”.

CLOSING DATE: 25 October 2019

POST 36/408: PHARMACIST GRADE 1 TO 3

SALARY:
Grade 1: R693 372 per annum
Grade 2: R751 026 per annum
Grade 3: R821 205 per annum
(A portion of the package can be structured according to the individual's personal needs).

CENTRE: Tygerberg Hospital, Parow Valley

REQUIREMENTS:
Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist Experience: Grade 1: None after registration as a Pharmacist with the SAPC in respect of SA qualified employees One-year relevant experience after registration as a Pharmacist with the a recognised foreign
Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa.

Grade 2: A minimum of 5 years’ relevant experience after registration as a Pharmacist with the SAPC in respect of SA qualified employees 6 years’ relevant experience after registration as a Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa

Grade 3: A minimum of 13 years’ appropriate experience after registration as a Pharmacist with the SAPC in respect of SA qualified employees 14 years’ relevant experience after registration as a Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa

Registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.

Registration with a professional council: Registration with the SAPC as a Pharmacist Competencies (knowledge/skills) Knowledge of National and Provincial Health Policies, Pharmacy Acts and Laws Knowledge in pharmacology and toxicology. Call centre experience on advising health professionals and the general public on how to deal with health related problems Ability to work under pressure Good communication and interpersonal skills Able to work independently as well as in a team Computer Literacy.

DUTIES: Giving telephonic advice on the identification and treatment of poisoning. Keeping accurate records of each case and capturing this on an electronic database Gather data on a weekly basis of patients admitted to Tygerberg Hospital due to acute poisonings Ensure that hospitals in the Western Cape have the necessary antidotes and that there is a collaboration with the Tygerberg poisons centre Manage a system of toxic vigilance that serves to identify new hazards and trends in poisoning Weekly data profiling to discover inconsistencies and other anomalies in the data of the Poisons Information Helpline of the Western Cape Reporting the Director of the Tygerberg Poison Centre, Head of Clinical Pharmacology and the WCG.

ENQUIRIES: Ms CJ Marks Tel No: (021) 938 -9334

APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”)

NOTE: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment.

CLOSING DATE: 25 October 2019

POST 36/409: MEDICAL SPECIALIST GRADE 1 TO 3 (RADIOLOGY) (5/8TH)

SALARY: Grade 1: R691 275 per annum
Grade 2: R790 389 per annum
Grade 3: R917 283 per annum

CENTRE REQUIREMENTS: Groote Schuur Hospital, Observatory

Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Radiology. Registration with a professional council; Registration with the HPCSA as a Medical Specialist in Radiology Experience: Grade 1: None after registration with HPCSA as a Medical Specialist in Radiology Grade 2: A minimum of 5 years’ appropriate experience after registration with the HPCSA (or recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Radiology Grade 3: A minimum of 10 years’ appropriate experience after registration with the HPCSA (Or as recognised foreign Health Professional council in respect of a foreign qualified employee) as a Medical Specialist in Radiology Competencies (knowledge/skills): Ability to communicate effectively in at least one of the three official languages of the Western Cape Knowledge and experience in Diagnostic Radiology Leadership, interpersonal, organisational, relevant clinical and counselling skills Ability to initiate own research projects and supervise research projects.

DUTIES: key result areas/outputs: Clinical Service-Provide in- and after-hours diagnostic and/or interventional radiology service Training-Conduct teaching and training in diagnostic and/or interventional radiology Administration/Administer and manage diagnostic and/or interventional radiology service Research-
Conduct research in diagnostic and/or interventional radiology with publications and presentations. Innovation and Outreach: Provide innovation and outreach in diagnostic and/or interventional radiology.

**ENQUIRIES:** Prof S Beningfield Tel No: (021) 404-4184

**APPLICATION:** Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)

**NOTE:** No payment of any kind is required when applying for this post

**CLOSING DATE:** 25 October 2019

**POST 36/410:** HEAD OF DEPARTMENT: NURSING COLLEGE
Western Cape College of Nursing (based at: Metro West Campus)

**SALARY:** R579 696 per annum

**CENTRE:** Directorate: Western Cape College of Nursing

**REQUIREMENTS:**
Minimum educational qualification: Basic R425 qualification (diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse Post Basic qualification in Nursing Education registered with SANC Master’s Degree in Nursing/Health studies Registration with a professional council: Registration with the SANC as Professional nurse in Nursing Education Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with SANC in General Nursing At least 5 years of the period referred to above must be appropriate/recognisable experience in Nursing Education after obtaining the 1-year post-basic qualification in Nursing Education Inherent requirement of the job: Valid (Code B/EB) driver’s licence Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.

**DUTIES:** Ensure Academic Governance to all nursing education programmes in terms of delegations, relevant acts, regulations and annual performance plan Coordinate and Facilitate Multi Campus Nursing Education and Training of students to comply with Council on Higher Education Programme Review criterion and SANC Develop policy guidelines for Nursing Education, Training and Research People Management Collaborate with internal and external stakeholders.

**ENQUIRIES:** Dr T Mabuda Tel No: (021) 684-1203

**APPLICATIONS:** Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

**NOTE:** No payment of any kind is required when applying for this post.

**CLOSING DATE:** 25 October 2019

**POST 36/411:** OPERATIONAL MANAGER NURSING (SPECIALTY: PSYCHIATRY)
Chief Directorate: Metro Health Services

**SALARY:** R562 800 per annum

**CENTRE:** Lentegeur Hospital

**REQUIREMENTS:**
Basic R425 qualification (i.e diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse A post-basic nursing qualification with duration of at least 1-year, accredited with the SANC in Advanced Psychiatric Nursing Science Registration with a professional council: Registration with the SANC as Professional Nurse Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with SANC in General Nursing At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification as mentioned above Inherent requirement of the job: Valid code (B/EB) driver’s licence Competencies (knowledge/skills): Ensure that clinical nursing practice rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards Demonstrate a good understanding of HR and financial policies and practices Word and Excel literacy, Knowledge of FBU functions and management (ability to work collaboratively within FBUs) Appropriate/recognisable experience working within the Acute Psychiatric Services.

**DUTIES:** Manage and co-ordinate the implementation of holistic, comprehensive, specialised nursing care in the Psychiatry complex, in conjunction with team members, within a professional and legal framework Ensure the maintenance of quality care standards in the Psychiatry services Manage, supervise, guide
staff and keep records and statistics as required Manage assets, consumables, and services effectively and support education, in-service training, orientation and practice development initiatives in the area Maintain professional growth and ethical standards Provide effective support to nursing services and hospital management by managing the hospital after hours, when the need arises.

ENQUIRIES : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
APPLICATIONS : No payment of any kind is required when applying for this post.
NOTE : POST 36/412 : CLINICAL PROGRAMME CO-ORDINATOR (CLINICAL NURSE TRAINING)
CENTRE : Chief Directorate: Metro Health Services
REQUIREMENTS : Klapfontein/Mitchell’s Plain Sub-structure Office
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Co-ordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC) Registration with a professional council: Registration with the SANC as a Professional Nurse Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing Inherent requirement of the job: Valid (Code B/EB) driver’s licence Willingness to work overtime if and when required Competencies (knowledge/skills): Good interpersonal relations, leadership and communication skills (verbal and written) Knowledge of Health Care 2030 and the Strategic Plan as well as have broad knowledge and exposure to Comprehensive Health Programmes Ability to analyse health systems information The following skills are required: report writing, project management, presentation as well as computer literacy skills (MS Office: word, Excel and PowerPoint).
DUTIES : Coordinate, Manage and administer the implementation and mentor clinical nurse training programmes in line with the Department of Health vision Liaise with all role players (internal and external) to ensure an integrated health service within the Sub-structure Monitor and evaluate programmes, goals and targets including the collection, collation, validation and interpretation of statistical data to assess training needs Arrange and participate in health promotion events as well as special projects and campaigns within the Sub-structure Ensure competency of staff and provide competency certificates.

ENQUIRIES : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
APPLICATIONS : No payment of any kind is required when applying for this post.
NOTE : POST 36/413 : CLINICAL PROGRAMME COORDINATOR: COMPREHENSIVE HEALTH SERVICES
CENTRE : West Coast District
REQUIREMENTS : Swartland Sub-district Office
Minimum educational qualification: Basic R425 qualification (diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the job, incumbent to maintain registration with the SANC) Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing Registration with professional council: Current registration with the SANC as a Professional Nurse Competencies (knowledge/skills): Ability to work independently and in a multi-disciplinary team Computer literacy (MS Word, Excel and PowerPoint) Good interpersonal relations, leadership and communication skills (verbal and written) in at least two of the three official languages of the Western Cape Knowledge of the Provincial HIV/AIDS/STI/TB, Chronic Diseases- and WHCH-programme and strategies.
DUTIES: Co-ordination and implementation of the sub-district HIV/AIDS/STI/TB services and establishing service linkages with integrated management of chronic conditions, 1st 1000 days’ strategy, adolescent, women’s and men’s health services. Effective implementation of appropriate projects to improve the integrated primary health care services in the sub-district. Involvement with People Development component in skills development and training to support integrated health services provision. Monitoring and evaluation of programme goals and targets including the collection, validation and interpretation of statistical data. Provide oversight, supervision and support to health facilities i.r.o. the implementation quality assurance policies, guidelines, protocols, norms and standards. To strengthen and coordinate internal and external interface management with stakeholders, incl. NPOs, to enhance implementation of the COPC principles.

ENQUIRIES: Ms H van der Westhuizen, Tel No (022) 482-2729
APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
NOTE: No payment of any kind is required when applying for this post. It will be expected of shortlisted candidates to do a practical test.
CLOSING DATE: 25 October 2019
POST 36/414: ASSISTANT DIRECTOR: INFORMATION MANAGEMENT COMPLIANCE
Cape Winelands Health District
SALARY: R444 276 per annum (PN-A5)
CENTRE: Cape Winelands District Office, Worcester
REQUIREMENTS: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC. Registration with the SANC as a Registered Professional Nurse. Experience: A minimum of 7 years appropriate/recongnisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver’s licence and willingness to travel. Competencies (Knowledge/skills): Extensive knowledge and experience in Primary Health Care and Chronic Disease Management, with experience in the field of HIV/AIDS. Computer literacy in MS Office Package. Ability to communicate in at least two of the official languages of the Western Cape and ability to function effective within a multi-disciplinary team and independently.

DUTIES: Co-ordination, facilitation and effective management (including monitoring and evaluation of programme objectives and targets) of chronic disease programme in line with the life course and COPC approach: non communicable diseases HIV/AIDS, Mental health, Eye Care Evaluate and assess the competencies and skills of health staff in the above Roll out, training and mentoring of the Practical Approach to Care Kit (PACK) and NIMART programmes within the district. Support the management of critical support functions (LAB, data, equipment, drugs) at district level.

ENQUIRIES: Ms RC Balie Tel No: (023) 348-8122
APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
NOTE: No payment of any kind is required when applying for this post
CLOSING DATE: 25 October 2019
POST 36/415: AMINISTOR: INFORMATION MANAGEMENT COMPLIANCE
Directorate: Information Management
SALARY: R376 596 per annum
CENTRE: Head Office, Cape Town
REQUIREMENTS: Minimum educational qualification: Appropriate three-year National Diploma/Degree Experience: Appropriate 3 or more years’ experience in health information management. Inherent requirement of the job: Valid driver’s licence (Code B/EB) and ability to drive a light motor vehicle on a public road. Advanced computer skills in MS Office. Willingness to travel and stay overnight. Willingness to work overtime when required. Competencies (knowledge/skills): Advanced computer literacy especially in MS Office with good numerical and
analytical skills to support the compilation, interpretation and analysis of reports
Good knowledge of monitoring and evaluation of performance, National and
Provincial Information Management policies, processes and standard
operating procedures Knowledge of the information systems utilised by the
WCG: Health e.g Sinjani, Clinicom, PHCIS, Ideal Facility, Business
Intelligence, Tier etc Excellent leadership, interpersonal and communication
(oral and written English) skills.

**DUTIES**
Develop and manage operational and project plans pertaining to internal and
external performance information audits and special projects Coordinate and
conduct support/assessment visits to provide assurance on data quality and
compliance with provincial and national policy, standard operating procedures
and tools Generate and communicate performance and progress reports for
management and stakeholders Develop, implement and monitor remedial
action plans and corrective measures after conducting assessments and root
cause analysis Develop and maintain digital tools to conduct and report on
assessments Supervise, manage, lead and develop a cohesive team/unit.

**APPLICATIONS**
Applications are submitted online via www.westerncape.gov.za/health-jobs
(click “online applications”).

**NOTE**
No payment of any kind is required when applying for this post Candidates may
have to complete a skills competency test.

**ENQUIRIES**
Ms L Shand Tel No: (021) 483-2639

**CLOSING DATE**
25 October 2019
Good communication and interpersonal skills Ability to analyse and interpret data and write reports Computer Literacy: Microsoft Office Package.

**DUTIES**

- Assist with overseeing the implementation of the Regulated Norms and Standards Regulations Applicable to Different Categories of Health Establishments
- Assist facilities and monitor progress with the Implementation of the Ideal Health Facility Realization and Maintenance Programme
- Provide technical support to all institutions, districts and head office components with regard to improving the patient experience, technical quality and quality improvement
- Analyse and interpret quality assurance data and compile reports
- Provide a support service to the Deputy Director: Quality Assurance.

**ENQUIRIES**

Ms A van den Berg Tel No: (021) 483-3115

**APPLICATIONS**

Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

**NOTE**

No payment of any kind is required when applying for this post. The selection process includes a technical competency test This post does not form part of the OSD.

**CLOSING DATE**

25 October 2019

**POST 35/418**

**STATISTICIAN (X2 POSTS)**

Directorate: Health Impact Assessment

**SALARY**

R376 596 per annum

**CENTRE**

Head Office, Norton Rose House, Cape Town

**REQUIREMENTS**

- Minimum educational qualification: Bachelor’s Degree majoring in one or more of the following: Mathematics, Statistics, Population studies or related cognate disciplines
- Experience: Appropriate working experience in data collection, analysis, evaluation and interpretations or equivalent experience gained through post-graduate studies at least to master’s level Experience with health data would be advantageous
- Inherent requirement of the job: Valid driver’s license (Code B/EB) and willingness to travel
- Competencies (knowledge/skills): Proficient in SAS, SPSS, R, Python, Stata or other statistical packages Proficiency with relational databases (e.g. MS-SQL, MySQL, Postgress, SQLite), or NoSQL database (e.g MongoDB) or high-volume data processing in statistical environments Exceptional aptitude for data processing analysis and automation Ability to conceptualise, design and operationalise efficient data-driven reports.

**DUTIES**

- Effective and efficient inspecting, cleaning, transforming and modelling of data with the goal to discover useful trends and information that will support decision making Conceptualising, defining and delivering new reports, as well as improving existing ones Assist with the development and maintenance of take-on and curation of routine health data Draw out the main messages from research and use essential supporting information to derive conclusions that will apply to the entire population Administratively support the functioning of the Provincial Health Data Centre and provide technical guidance, advice and consultation to co-workers, other government departments and internal committees & in doing so enhance interoperability.

**ENQUIRIES**

Prof A Boulle, Tel No: (021) 483-9973 or andrew.boulle@westerncape.gov.za

**APPLICATIONS**

Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

**NOTE**

No payment of any kind is required when applying for this post A competency test may form part of the selection process

The Provincial Department of Health in the Western Cape has established the Provincial Health Data Centre for the consolidation of all person-level health data in support of patient care and health system operations The Department seeks to appoint suitably qualified and motivated statisticians or analysts to further develop and maintain this key facility The core focus will be to translate data into actionable intelligence by applying data processing and analytic methods to analyse, interpret, summarize and unlock value in large datasets allowing the Department to continuously monitor and improve on the impact of health interventions.

**CLOSING DATE**

25 October 2019

**POST 36/419**

**ARTISAN FOREMAN (ELECTRICAL)**

Chief Directorate: Rural Health Services

**SALARY**

R304 263 per annum

**CENTRE**

Worcester Regional Hospital
REQUIREMENTS: Minimum educational qualification: Appropriate Trade Certificate in Electrical Artisanship Experience: 5 years’ appropriate post-qualification experience in the relevant field of electrical Inherent requirements of the job: Must have a valid wireman’s licence Ability to do standby duties and work overtime and attend to unplanned callouts and emergency maintenance Ability and willingness to be available for emergencies/mass incidents Valid (Code B/EB) driver’s licence Competencies (knowledge/skills): Proficiency in at least two of the three official languages of the Western Cape Conversant with the requirements of the Machinery and Occupational Health and Safety Act Computer literacy in Microsoft Excel, Word and Power Point Ability to work under pressure and independently with good report-writing skills, conflict management and interpersonal skills, as well as excellent verbal and written communication skills.

DUTIES: Implement the operational planning of the electrical component, including preventative maintenance, repairs and report-writing Manage and expenditure Management of risks accordance to the OHSA Act Management of Human Resources.

ENQUIRIES: Mr C van der Westhuizen, Tel No: (023) 348-1100
APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
NOTE: No payment of any kind is required when applying for this post. Shortlisting candidates may be subjected to a practical and/or competency test as part of the interview process.
CLOSING DATE: 25 October 2019

POST 36/420: ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (WAREHOUSE)

SALARY: R257 508 per annum
CENTRE: Metro TB Hospital Complex (Brooklyn Chest Hospital)
REQUIREMENTS: Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA’s) of the post Experience: Appropriate experience in the Supply Chain Management environment Inherent requirement of the job: Valid (Code B/EB) driver’s licence Competencies (knowledge/skills): Knowledge & Experience in Compliance & Risk Management which includes having knowledge of the Public Finance Management Act (PFMA), National, Provincial Treasury Regulations and the Accounting Officer’s System of the Department of Health Knowledge of the Demand and Acquisition Management Process Knowledge of Inventory and Warehouse Management Managerial and Supervision Skills to ensure effective People Management in the Component.

DUTIES: Provide support in terms of Supply Chain Management to the MTBH, Sub-Structure Office and Primary Healthcare Facilities in the Western Sub-district Effective and efficient control over Inventory by applying sound Warehouse Management principles Effective and efficient Internal Control which includes Reporting and Compliance Management Effective Maintenance of the Logis System Effective and efficient human resource management.

ENQUIRIES: Mr R Cajada Tel No: (021) 508-7451
APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
NOTE: No payment of any kind is required when applying for this post. 
CLOSING DATE: 25 October 2019

POST 36/421: ADMINISTRATIVE OFFICER: SUPPORT (QUALITY ASSURANCE - PATIENT LIASON)

SALARY: R257 508 per annum
CENTRE: Groote Schuur Hospital, Observatory
REQUIREMENTS: Minimum educational qualification: Senior Certificate (or equivalent) plus competencies Experience: Appropriate experience in frontline healthcare environment Inherent requirement of the job: A valid (Code B/EB) driver’s licence Competencies (knowledge/skills): Fluent (Verbal and written) in at least two of the three official languages of the Western Cape Good interpersonal, communication, problem-solving and project management skills Computer literacy (MS Word, PowerPoint, Outlook and Excel) Knowledge of Health IT.
Syntems Clinicom and Ideal Clinic. Ability to function independently as part of team and under pressure. Excellent report writing and presentation skills. Knowledge of health system: National Core Standards, Client Satisfaction Survey, improve patient experience, Complaints and Compliments policy and systems.

**DUTIES**


**ENQUIRIES**

Ms M Govender Tel No: (021) 404-3174

**APPLICATIONS**

Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

**CLOSING DATE**

25 October 2019

**POST 36/422**

**ARTISAN PRODUCTION GRADE A TO C (MEDICAL GAS)**

Belville Mobile Workshop

**SALARY**

Grade A: R190 653 per annum
Grade B: R224 574 per annum
Grade C: R262 176 per annum

**CENTRE**

Directorate: Engineering and Technical Support Services

**REQUIREMENTS**

Minimum educational qualification: Appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid driver's licence (Code B/EB) and willing to travel throughout the Western Cape. Proven certification with the South African Qualification and Certification Committee (SAQCC Gas) in terms of the installation of medical gas equipment. Specifically concerning the Pressure Equipment Regulations (PER). The successful candidate will be required to obtain certification with the South African Qualification and Certification Committee (SAQCC Gas) in terms of the installation of medical gas equipment within his or her first twelve months of employment in the position. Registration is compulsory in terms of the OHS Act specifically concerning the Pressure Equipment Regulation (PER) Competencies (knowledge/skills): Be conversant with the requirements of the General machinery regulations and the Occupational Health and Safety Act Ability to do welding work.

**DUTIES**


**ENQUIRIES**

Mr S Reichert Tel No: (021) 830-3768

**APPLICATIONS**

Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

**NOTE**

No payment of any kind is required when applying for this post.

**CLOSING DATE**

25 October 2019

**POST 36/423**

**ARTISAN PRODUCTION GRADE A TO C (MILLWRIGHT OR ELECTRICAL)**

Garden Route District

**SALARY**

Grade A: R190 653 per annum
Grade B: R224 574 per annum
Grade C: R262 176 per annum

**CENTRE**

Garden Route District Office, George

**REQUIREMENTS**

Minimum educational qualification: Appropriate Trade Test Certificate as Millwright or Electrician. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code E/EB)
driver's licence Willingness to travel long distances in the Western Cape Willingness to work irregular hours (i.e day, night, overtime, after hours, standby duties and weekends) and attend to emergencies when required Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape Conversant with the requirements of the Machinery and Occupational Health and Safety Act (Act 85) Ability to conduct fault-finding electrical and mechanical and do repairs down to component level Computer literacy in Ms Word and Excel, Email and internet use.

**DUTIES**

Electrical and Mechanical Repairs, Maintenance and Fault finding of plant equipment, Laundry machinery, Autoclaves, Standby Generators and other Hospital equipment Inspect equipment and installations Assist Artisan Foreman and Chief Artisan with administration, planning and schedules Planning, compile specifications and managing of Projects Assist with procurement of spares and Control over tools and materials It would be required of the officer to learn and comply with in-house systems and procedures.

**ENQUIRIES**

Mr HA Rossouw Tel No: (044) 802-4489 or 083 654 3703

**APPLICATIONS**

Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

**NOTE**

No payment of any kind is required when applying for this post.

**CLOSING DATE**

25 October 2019

**POST 35/424**

**ADMINISTRATION CLERK: SUPPORT**

Garden Route District

**SALARY**

R173 703 per annum

**CENTRE**

Mossel Bay Hospital

**REQUIREMENTS**

Minimum educational qualification: Senior Certificate (or equivalent)

Experience: Appropriate experience in a health environment and working with clients Competencies (knowledge/skills): Good communication skills (both verbal and written) in two of the three official languages of the Western Cape Computer literacy (MS Word, Excel),Knowledge or experience of the LOGIS and Clinicom (Hospital Information) systems Ability to maintain confidentiality.

**DUTIES**

Deliver an effective administrative support service to members of the health team Perform administrative duties, e.g record-keeping of all nursing personnel activities, faxing and photocopying Answer telephone and arrange appointments Perform relief duties as requested in the Nursing Department in the hospital Complete daily, weekly and monthly statistics, report, data capturing and file documents according to the filing system of the department Order ward stock on LOGIS and assist with asset control Relief duties of other clerks as required.

**ENQUIRIES**

Ms JA Mahlangu Tel No: (044) 604-6100

**APPLICATIONS**

Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

**NOTE**

No payment of any kind is required when applying for this post.

**CLOSING DATE**

25 October 2019

**POST 36/425**

**ADMINISTRATION CLERK: SUPPORT (PHC)**

West Coast District

**SALARY**

R173 703 per annum

**CENTRE**

Veldrif Clinic

**REQUIREMENTS**

Minimum educational qualification: Grade 12/Senior Certificate Experience: Appropriate administrative experience Inherent requirement of the job: Valid (Code B/EB) driver's licence Competencies (knowledge/skills): Knowledge of working on PHCIS, Sinjani and Tier.net Computer literacy (MS Word, Excel, and PowerPoint) and Presentation skills Good written and communication skills in at least two of the three official languages of the Western Cape Appropriate knowledge of Health Information Management processes.

**DUTIES**

Provide a reception service; diary management, answer telephones, arrange appointments, handle enquiries and complaints from clients and where necessary refer to the Operational Manager and arrange referral of clients Receive and refer visitors to the correct office/staff member Provide office administration; retrieval, tracking and filing of patients records, provision of effective record keeping, binding and laminating of documents, coordination of training and liaison with service providers, prepare agendas, record minutes of
meetings, typing and compiling reports. Render administrative support service to the Operational Manager (order, control and distribution of stock and complete the ordering forms and trip authorities for GG vehicles, complete maintenance requisitions). Health Information management and record management, efficient managing, collecting and capturing of electronic data.

**ENQUIRIES**
Ms ME Ramokgadi Tel No: (022) 913-3062

**APPLICATIONS**
Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

**NOTE**
No payment of any kind is required when applying for this post it will be expected of shortlisted candidates to do a practical test.

**CLOSING DATE**
25 October 2019

**POST 36/426**
ADMINISTRATION CLERK: FINANCE/ADMIN
West Coast District

**SALARY**
R173 703 per annum

**CENTRE**
Vredenburg Hospital

**REQUIREMENTS**
Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate practical experience in BAS, LOGIS & CLINICOM Competencies (knowledge/skills): Knowledge of BAS/LOGIS/CLINICOM systems Good communication and interpersonal skills and ability to work under pressure Ability to communicate in at least two of the three official languages of the Western Cape Computer literacy (MS Word, Excel, Outlook (e-mail)).

**DUTIES**
key result areas/outputs: Capturing of receipts on BAS Deposit of state monies/Banking of state monies Compiling and capturing of journals and clearing of Inter and Medscheme accounts Issuing and reconciliation of Petty Cash monthly Filing, general administrative duties and relieving of finance clerk Handling of face value forms.

**ENQUIRIES**
Ms JE Basison Tel No: (022) 709-7276

**APPLICATIONS**
Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

**NOTE**
No payment of any kind is required when applying for this post

**CLOSING DATE**
25 October 2019

**POST 36/427**
PERSONNEL OFFICER (TRANSVERSAL EMPLOYMENT PRACTICES) (X2 POSTS)
Directorate: People Practices and Administration

**SALARY**
R173 703 per annum

**CENTRE**
Head Office, Cape Town

**REQUIREMENTS**
Minimum educational qualification: Senior Certificate (or equivalent) Experience: Appropriate experience Competencies (knowledge/skills): Computer literacy (PERSAL, MS Word, Excel) Good interpersonal and communication skills.

**DUTIES**
key result areas/outputs: Administer compensation for Occupational Injuries and Diseases claims and liaise with all the relevant stake holders (Compensation Commissioner, private doctors and hospitals, etc) Maintain COIDA database Processing of COID claims on the Department of Labour’s online system Process various allowances and deductions on PERSAL including standby, acting, fuel, normal overtime and commuted overtime, subsidised vehicles, relocation costs, parking and travel concessions Deal with telephonic and written enquiries Process applications for foreign travel and sabbatical leave.

**ENQUIRIES**
Mr D Kannemeyer Tel No: (021) 483-3174

**APPLICATIONS**
Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

**NOTE**
No payment of any kind is required when applying for this post

**CLOSING DATE**
25 October 2019

**POST 36/428**
ADMINISTRATION CLERK: SUPPORT
Central Karoo District

**SALARY**
R173 703 per annum

**CENTRE**
Beaufort-West PHC (Stationed at Beaufort West Hospital)

DUTIES: Provide administrative support to Managers. Assist with maintenance and control of stock and equipment. Assist Managers with completion of monthly and quarterly statistics. Arrange and coordinate meetings as well as taking of minutes. Coordinate and capture of waste management data for clinics and hospital on IPWIS. Making of telephone calls and convey messages on behalf of Managers.

ENQUIRIES: Mr TW Ntombana Tel No: (023) 414-8200

APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)

NOTE: No payment of any kind is required when applying for this post. All candidates will be subjected to a computer literacy test.

CLOSING DATE: 25 October 2019

POST 36/429: ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSET MANAGEMENT)
West Coast District

SALARY: R173 703 per annum

CENTRE: Vredenburg Hospital

REQUIREMENTS: Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA’s) of the post. Experience: Appropriate Asset Management experience. Inherent requirements of the job: Valid (Code B/EB) driver’s licence and willingness to travel. Physically able to lift/move heavy objects and supplies. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Sound theoretical and practical knowledge of policies regarding Financial and Supply Chain Management. Knowledge of Asset Management (LOGIS functions or Modules in LOGIS). Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES: Maintain and update asset register. Procure assets and services on IPS and adjudicated. Ensure all transactions comply with the legislative requirements. Manage asset movement, inventory update, bar-coding and maintenance of equipment. Undertake Interim and Annual Financial Stock takes, reporting of losses, theft, shortages and surpluses as well as monthly reporting. Ensure disposals of assets pertaining to SCM policies and procedures.

ENQUIRIES: Ms JE Basson, Tel No: (022) 709-7276

APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)

NOTE: No payment of any kind is required when applying for this post.

CLOSING DATE: 25 October 2019

POST 36/430: HANDYMAN

SALARY: R145 281 per annum

CENTRE: Breedevalley PHC

REQUIREMENTS: Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience and knowledge of maintenance and repairs of mechanical and minor electrical equipment. Servicing and repairs on all types of wheelchairs and buggies. Inherent requirements of the job: Must be prepared to work overtime as requested. Valid (code B/EB) drivers licence. Willingness to travel distances. Willingness to perform standby duties. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of and apply the requirements of the Machinery and Occupational Health and Safety Act, as well as read, write and follow written instructions including manuals and written procedures. Ability to optimally utilise allocated resources such as tools and materials and be skilled in the usage of a variety of tools. Ability to work independently and as part of a team.
DUTIES: Effective and efficient assistance with maintenance and repairs of all types of wheelchairs, including projects, installations and alterations, as well as other areas when needed. Efficiently and effectively stock control. Efficiently and effectively controlled equipment, tools and working area. An effectively supported HR function.

ENQUIRIES: Mr. GFW Scanlen, Tel No: (023) 348-1347/1320
APPLICATIONS: The Manager: Medical Services, Brewelskloof Hospital, Private Bag X3044, Worcester, 6849.
FOR ATTENTION: Mr. EW Booyse
NOTE: No payment of any kind is required when applying for this post. Short-listed candidates may be subjected to a practical test as part of the interview process.
CLOSING DATE: 25 October 2019

POST 36/431: HANDYMAN (ELECTRICAL)

SALARY: R145 281 per annum
CENTRE: Groote Schuur Hospital, Observatory

DUTIES: Electrical repairs and general maintenance of plant, equipment and buildings of the hospital. Maintain plant-rooms, plant, equipment and work area in a clean and safe condition. Assist Artisans with maintenance, repairs and installation projects. Complete and return repair requisitions and further keep record of all repairs. Assist in ordering and controlling the workshop, materials and tools. Train and develop staff.

ENQUIRIES: Mr. A.K Mgcodo/Mr C Wakefield, Tel No: (021) 404-6314/6210
APPLICATIONS: The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
FOR ATTENTION: Ms N Mbilini
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 01 November 2019

POST 36/432: STERILISATION OPERATOR PRODUCTION (CSSD)

SALARY: R122 595 per annum
CENTRE: New Somerset Hospital
REQUIREMENTS: Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in the CSSD environment. Inherent requirements of the job: Willingness to work shifts, weekends, public holidays and night duty and be rotated. Willingness to be trained and upskilled, and to attend training courses as designated by the hospital. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Ability to work in a co-operative way within a team context with good interpersonal skills. Basic understanding of disinfection, decontamination and sterilisation. Basic knowledge of theatre instruments and linen.

DUTIES: Collect and deliver soiled and clean linen and packs to and from theatre and wards. Effective application of sterilisation processes and techniques, incl decontamination, packing and sterlisation of instruments, linen and supplies. Promote/adhere to infection control as well as health and safety regulations. Assist with cleaning and testing of sterilisation equipment, washing machines and autoclaves. Cost effective utilisation of resources and maintain equipment in optimum working condition. Monitor, control and maintain adequate stock levels. Assist and report with investigation of lost instruments/equipment.

ENQUIRIES: Ms S Basardien Tel No: (021) 402-6430
APPLICATIONS: The Chief Executive Officer: New Somerset Hospital, Private Bag, Green Point, 8005.
FOR ATTENTION: Mr Z Sonkwala
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 01 November 2019
POST 36/433 : STUDENT CLINICAL TECHNOLOGIST (PULMONOLOGY)  
(2 Year Contract)  
SALARY : R122 595 per annum plus 37% in lieu of service benefits  
CENTRE : Tygerberg Hospital, Parow Valley  
REQUIREMENTS : Minimum educational qualifications: Successful completion of second year towards the National Diploma- Clinical Technology Current registration with a Tertiary institution for ND: Clinical Technology Registration with a professional council: Registration as Student Clinical Technologist with the Health Professions Council of South Africa (HPCSA) Full academic transcript must be submitted together with proof of registration with HPCSA Inherent requirement of the job: These tasks will involve work outside normal working hours when necessary Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape.  
DUTIES : Acquire and develop the theoretical knowledge, clinical skills and technical skills required to register as a Clinical Technologist in Pulmonology Training in this post involves practical training during routine patient care Perform clinical service in pulmonology by providing technologist support under supervision to all components of the pulmonology service including: All work in the Pulmonology laboratory, Respiratory ICU and Bronchoscopy Theatre Spirometry Plethysmography/Lung Volumes Bloodgas Analysis Diffusion Capacity Broncho Provocation Exercise Studies for VO2Max Equipment maintenance Participate in research projects.  
ENQUIRIES : Mr F Swart Tel No: (021) 938-5789  
APPLICATIONS : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.  
NOTE : No payment of any kind is required when applying for this post.  
CLOSING DATE : 25 October 2019  
POST 36/434 : DRIVER (LIGHT DUTY VEHICLE)  
Garden Route District  
SALARY : R102 534 per annum  
CENTRE : Knysna/Bitou Sub-district (Stationed at Knysna Hospital)  
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in the functioning of a state hospital. Inherent requirements of the job: Valid code (B/EB) driver’s licence. Valid Public Driving Permit (PDP) Willingness to work overtime Willingness to perform standby duties Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Ability to accept accountability, responsibility to work independently and good interpersonal skills. Knowledge of Transport Regulations and Circular no 4 of 2000 Knowledge of routine, maintenance, Inspections for defects on vehicles and safe driving skills.  
DUTIES : Transport goods, services, clients and personnel from one point to another Ensure accurate and detailed completion of logbooks Conduct routine maintenance, inspecting on vehicles and timely reporting of defects Adhere to Departmental codes and procedures Ensure that all vehicles are kept clean and tidy Perform administrative and relieve duties when required or necessary.  
ENQUIRIES : Mr JF Bouw Tel No: (044) 302-8400  
APPLICATIONS : The District Manager Garden Route District Office, Private Bag X6592, George, 6530.  
NOTE : No payment of any kind is required when applying for this post.  
CLOSING DATE : 25 October 2019  
POST 36/435 : PORTER (X3 POSTS)  
(Chief Directorate: Metro Health Services)  
SALARY : R102 534 per annum  
CENTRE : Khayelitsha District Hospital  
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills Experience: Appropriate experience in a health related environment Inherent requirements of the job: Willingness to work shifts, weekends and public holidays Ability to perform tasks such as lifting patient’s from/onto beds, trolleys and wheelchairs Must be of sober habits Competencies (knowledge/skills): Ability to speak in at least two of the three official languages of the Western Cape Good interpersonal and communication skills Willingness to work in a team.
DUTIES: key result areas/outputs: Safely transport patients on trolleys and wheelchairs within various areas in the hospital. Assist with shifting of medical equipment. Ensure cleaning of wheelchairs and trolleys. Assist with the removal of bodies from wards and perform relevant duties. Assist with ambulatory patients as well as greeting and directing patients to various areas in the hospital. Collect NHLS samples and bloods for cross match samples from the wards. Render supportive service to supervisor.

ENQUIRIES: Ms V Mashalaba Tel No: (021) 360-4533/4209
APPLICANTS: The Chief Executive Officer: Khayelitsha District Hospital, Private Bag X6, Khayelitsha, 7783.
FOR ATTENTION: Mr C Louw
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 25 October 2019

POST 36/436: CLEANER (X2 POSTS)
Chief Directorate: Cape Winelands District

SALARY: R102 534 per annum
CENTRE: TC Newman CDC and Klein Drakenstein Clinic
REQUIREMENTS: Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape.
DUTIES: Provide a clean environment to prevent the spread of infection. Provide clean, safe and hygienic environment in terms of standards and procedures to prevent injuries and the spread of infection which includes: sweeping, scrubbing, mopping of floors, dusting, polishing of floors and furniture, emptying bins daily, cleaning of windows, light shades, walls and all toilets, sluices and drains. Ensure that cleaning equipment, e.g polishing and scrubbing machines, mops, brooms and buckets are clean after use and securely stored. Effectively use cleaning agents and stock as well as elementary stock control. Ensure cost effective management of cleaning supplies. Attend in-service training appropriate to service delivery and optimal support to supervisor and colleagues. Effective support to supervisor.
ENQUIRIES: Ms J Bosch, Tel No: (021) 862-4520
APPLICATIONS: The Primary Health Care Manager: Drakenstein Sub-district, Private Bag X3043, Paarl, 7646.
FOR ATTENTION: Mr R Williams
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 25 October 2019

POST 36/437: LINEN STORE ASSISTANT
West Coast District

SALARY: R102 534 per annum
CENTRE: Swartland Hospital, Malmesbury
REQUIREMENTS: Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience. Inherent requirements of the job: Willingness to relieve in other departments. Valid (Code B/EB) driver’s licence. Ability to do physical hard work and stand for long hours. Competencies (knowledge/skills): Good interpersonal relations with supervisor, colleagues and the public. Ability to function in a group. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Ability to sort and count linen. Knowledge of using washing machines/tumble dryers.
DUTIES: key result areas/outputs: Collect/deliver either soiled/clean linen with a trolley from and towards Empty linen bags, sorting, counting and cleaning of area. Load/ off load linen bags on and off truck. Pack shelves in linen bank and packing of linen for despatching. Render a support service to supervisor and act as relief driver for Linen Bank. Wash, dry and iron small quantities of linen, clothing and other textiles.
ENQUIRIES: Mr L Kortje, Tel No: (022) 487-9206
APPLICATION: The Director: West Coast District, Private Bag X15, Malmesbury, 7299.
FOR ATTENTION: Mr E Sass
CLOSING DATE: 01 November 2019
POST 36/438: CLEANER (X2 POSTS)
West Coast District

SALARY: R102 534 per annum
CENTRE:
- Post A: Louwville Community Centre
- Post B: Diazville CDC

REQUIREMENTS:
Minimum requirement: Basic numeracy and literacy Experience: Appropriate Cleaning experience Inherent requirements of the job: Physically able to lift/move heavy objects and supplier. Ability to operate machinery and equipment Competencies (knowledge/skills): Good interpersonal skills Knowledge of the correct methods of handling and disposal of refuse, waste products and adherence to policy and cleaning practices Excellent communication skills (verbal and written) in at least two of the three official languages in the Western Cape.

DUTIES:
General cleaning and maintenance (sweep, scrub, refuse removal, dust, mop, polish, clean clinic grounds, clean windows and walls) Effective and efficient utilisation and storage of cleaning material and equipment Adhering to safety precautions and ensure adherence to occupational health and safety policies Support Waste management Maintain a high standard of neatness and hygiene in the facility Optimal support to Operational manager and colleagues.

ENQUIRIES:
- Post A: Ms P Petersen Tel No: (022) 814-0012
- Post B: Ms GS Van Dyk Tel. No: (022) 814-0020

APPLICATION:
The Manager: Medical Services, Vredenburg Hospital, Private Bag X3, Vredenburg, 7380.

FOR ATTENTION: Mr MZ Emandien
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 01 November 2019

POST 36/439: PORTER
Cape Winelands Health District

SALARY: R102 534 per annum
CENTRE: Robertson Hospital, Langeberg Sub District

REQUIREMENTS:
Minimum requirement: Basic numeracy and literacy Experience: Porter duty experience in a public health facility. Inherent requirements of the job: Willingness to work shifts, overtime and ability to report for duty at 6:45 (weekends included) Willingness to handle bodies (corpses) Ability to handle heavy objects Competencies (knowledge/skills) Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES:
Accompany walking patients and transport sitting/non-walking patients per trolley or wheelchair between wards and treatment areas Assist with loading of patients in/out of ambulances/vehicles Assist with the transfer of patients to beds/trolleys and vice versa and responsible for cleaning of mortuary Responsible for the transportation of corpses from wards to the mortuary and entering details in the mortuary register Direct or accompany visitors to various destinations and reply to requests from wards/clinics. Carry medical and other documentation (patient files, reports, etc.) to wards/treatment and other admin areas.

ENQUIRIES: Mr P Kleintjies, Tel No: (023) 626-8551
APPLICATION: The Manager: Medical Services, Robertson Hospital, Langeberg Sub District Office, Private Bag X617, Robertson, 6705.

FOR ATTENTION: Ms T Padiachy
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 01 November 2019

POST 36/440: PORTER
Chief Directorate: Metro Health District

SALARY: R102 534 per annum
CENTRE: Hanover Park Community Health Centre

REQUIREMENTS:
Minimum requirement: Basic numeracy and literacy Experience: Porter duty experience in a public health facility Inherent requirements of the job: Willingness to work shifts including nightshifts Must be prepared to handle bodies (corpses) Valid (code B/EB) driver’s licence Competencies (knowledge/skills): Good interpersonal skills Ability to work under pressure and to communicate in at least two of the three official languages of the Western Cape.
**DUTIES**: Accompany walking patients and transport sitting/non-walking patients to various departments/sections within the Facility. Render assistance to nursing staff with the transfer of patients to beds/trolleys and vice versa. Management and maintenance of Oxygen cylinders within the Facility. Responsible for the cleanliness, reporting defects of trolleys and wheelchairs including the replacement of trolley linen when necessary and assist with shifting of medical equipment to and from rooms. Assist with the transportation of corpses in trauma unit to designated area. Assist with driving duties when required including assistance with stock. Assist with maintenance of grounds when required.

**ENQUIRIES**: Ms M James Tel No: (021) 692-4972

**APPLICATIONS**: The Facility Manager: Hanover Park Community Health Centre, C/O Hanlyn and Hanover Park Avenue, Hanover Park, 7764.

**FOR ATTENTION**: Ms M James

**NOTE**: No payment of any kind is required when applying for this post.

**CLOSING DATE**: 01 November 2019

**POST 36/441**: TRADESMAN AID
Overberg District

**SALARY**: R102 534 per annum

**CENTRE**: Hermanus Hospital

**REQUIREMENTS**: Minimum requirements: Basic numeracy and literacy skills. Experience: Appropriate experience in a maintenance environment. Inherent requirements of the job: Must be prepared to work overtime as requested. Must be physically able to perform the duties required. Competencies (knowledge/skills): Knowledge of and apply the requirements of the Machinery and Occupational Health and Safety Act. Knowledge of performing or undertaking a variety of general maintenance tasks and appropriate planning skills. Ability to optimally utilise allocated resources such as tools and materials and be skilled in the usage of a variety of tools. Ability to communicate in at least two of the three official languages of the Western Cape. Ability to work independently and as part of a team. Ability to read and write and follow written instructions, as well as manuals and written procedures.

**DUTIES**: The complete and efficient execution of instructions which include amongst others general maintenance. Assist with engineering projects, maintenance and repairs, installations and alterations and the planning thereof. Strict adherence to the Occupational Health and Safety Act. Assist artisans in the performance of their duties. Exercise control over tools, equipment and materials.

**ENQUIRIES**: Mr NK Adams Tel No: (028) 313-5204

**APPLICATIONS**: The Overberg District: Private Bag X07, Caledon, 7230.

**FOR ATTENTION**: Ms A Brits

**NOTE**: No payment of any kind is required when applying for this post.

**CLOSING DATE**: 01 November 2019

**POST 36/442**: GENERAL WORKER STORES
Garden Route District

**SALARY**: R102 534 per annum

**CENTRE**: Riversdale Hospital

**REQUIREMENTS**: Minimum requirements: Basic numeracy and literacy. Experience: Appropriate experience in a store’s environment. Inherent requirements of the job: Valid (Code B/EB) drivers’ licence. Competencies (knowledge/skills): Ability to lift/move heavy equipment and supplies. Good interpersonal skills. Ability to read, speak and write in at least two of the official languages of the Western Cape. Ability to effectively multi-task, function independently and under pressure.

**DUTIES**: Deliver stock to wards, departments, theatres, clinics and administration building. Ensure issue vouchers are returned to relevant clerk to capture and file. Assist with receiving, packing, unpacking, uploading, offloading, storage and issuing of stock according to standards and assist with stock take and general duties. Assist clerk to capture receipts and issues on the LOGIS system and when needed. Safe keeping of equipment and stock (consumables and inventory) in the stores and to keep the store neat, tidy and clean in order to comply with safety regulations and infection control policy. Assist to ensure effective Stock Control procedures are maintained, enforced and adhere to.

**ENQUIRIES**: Mr H Crous Tel No: (028) 713-8642
APPLICATIONS : The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 01 November 2019

POST 36/443 : CLEANER
Garden Route District

SALARY : R102 534 per annum
CENTRE : Riversdale Hospital
REQUIREMENTS : Minimum requirements: Basic numeracy and literacy Experience: Appropriate experience in cleaning in an Administration Office environment Inherent requirement of the job: Ability to lift/move heavy equipment and supplies Competencies (knowledge/skills): Good interpersonal skills Ability to read, speak and write in at least two of the official languages of the Western Cape Ability to effectively multi-task, function independently and under pressure and to operate office cleaning machinery and equipment.

DUTIES : Rendering an effective, efficient and safe hygiene and domestic service of work areas within the Administration Component Handling of waste Render support to Support Services Manager Contribute to effective management of domestic responsibilities Effective utilisation and functioning of apparatus and equipment.

APPLICATIONS : The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 01 November 2019

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

OTHER POSTS

POST 36/444 : CONTRACT MANAGER: PUBLIC PRIVATE PARTNERSHIP REF NO: TPW 2019-206

SALARY : R869 007 per annum (Level 12) (All-inclusive salary package)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 4-year qualification (including B-Tech); A minimum of 3 years related junior or middle management experience; Administrative, technical and contract management support experience; A valid driver’s licence Recommendations: An appropriate LLB, B.Bus.Sc, B.Sc (Property Studies) or Quantity Surveying Qualification; Contract management experience in property or infrastructure or Experience in managing projects in the built environment Competencies: Working knowledge of the following: Contract and Negotiations Management; Applicable legislation and regulatory requirements, policies and procedures; Infrastructure and property procurement legislation and regulations; Stakeholder Management; Relationship Management; Monitoring and evaluation methods, tools and techniques; Strategic planning; Human Resource Management; Verbal and written communication skills; Proven computer literacy; Project Management skills; Good interpersonal relations; Problem analysis; Excellent planning and organising skills.

DUTIES : Ensure compliance of the implementation of property development contracts in accordance with the provisions of the service level agreements; Implement measures to monitor service delivery; Facilitate disputes that may arise; Identify, monitor and manage risk to minimise and mitigate project risks; Information Management, apply relevant tools and technology; Produce reports; Collaboration across government spheres within different departments; Human Resource Management; Plan the budget and manage income and expenditure.

APPLICATIONS : Only applications submitted online will be accepted to apply submit your application online only: https://westerncapegov.erecruit.co.za
ENQUIRIES : Adv G Kode at Tel No: (021) 483 2593
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.

CLOSING DATE : 28 October 2019

POST 36/445 : OPERATOR: GRADER (PAARL) REF NO: TPW 2019-176

SALARY : R145 281 per annum (Level 04)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 10 (Junior certificate or equivalent qualification); A minimum of 3 years working experience in doing grading; a valid ec/ ec1 drivers licence with a valid PDP recommendations: experience in operation of construction machinery; working experience in operating heavy machinery, grader competencies: a good understanding of the following: heavy machinery; general road maintenance, tools; tar and gravel road surfaces; ability to work under pressurised circumstances and meet deadlines; ability to deal with diversity; self-motivated; able to work in a team.
DUTIES : Filling of gravel shoulders; with gravel to cut open and compacting; deforest road reserve where necessary; clean cutting of side drains; scrap open road surface; gravel patchwork of road section as indicated by inspections; wetting and opened with gravel with water truck; cut open gravel heaps.
ENQUIRIES : Mr SH Jacobs at (021) 863 2020
APPLICATIONS : To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to: Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to: PO Box 60495, Table View, 7439, alternatively you may email your application to: info@westerncapegov.com. Applications not submitted on or before the closing date as well as faxed copies will not be considered.

FOR ATTENTION : Western Cape Government Jobs
NOTE : To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.

CLOSING DATE : 04 November 2019

POST 36/446 : OPERATOR: CARPENTRY REF NO: TPW 2019-177 (X2 POSTS IN PAARL)

SALARY : R145 281 per annum (Level 04)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 10 (Junior certificate or equivalent qualification); A minimum of 3 years working experience in doing grading; A valid EC/ EC1 drivers licence with a valid PDP Recommendations: experience in operation of concrete construction plants Competencies: A good understanding of the following: Concrete construction works; General road maintenance, tools, material and acquisition; Tar and gravel road surfaces; Ability to work under pressurised circumstances and meet deadlines; Ability to deal with diversity; Self-motivated; Able to work in a team.
DUTIES : routine maintenance work on concrete structure; requisition of materials; maintenance of buildings on satellite camp sites; operation and maintenance of the plant; administrative duties; construction of new concrete structures with the ability to read drawings and bend schedules.
ENQUIRIES : Mr SH Jacobs at Tel No: (021) 863 2020
APPLICATIONS : To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to: Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to: PO Box 60495, Table View, 7439, alternatively you may email your application to: info@westerncapegov.com Applications not submitted on or before the closing date as well as faxed copies will not be considered.

FOR ATTENTION : Western Cape Government Jobs
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as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.

CLOSING DATE: 04 November 2019

POST 36/447: ROAD MARKER: ROAD CONSTRUCTION REF NO: TPW 2019-178 (X4 POSTS IN PAARL)

SALARY: R102 534 per annum (Level 02)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: Grade 10 (or equivalent qualification); Competencies: A good understanding of the following: Road works on line marking, handling of minor construction machines and equipment; Communication skills.
DUTIES: assist with line-markings, paint line on the road; assist with loading and/or off-loading of stock; provide assistance with placement of temporary warning signs; loading and/or off-loading of drums from truck; filling and re-filling of line marking machine; placement of cones on the road.
ENQUIRIES: Mr SH Jacobs at Tel No: (021) 863 2020
APPLICATIONS: To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to: Unit F6 Bayside Office, 43 Erica Road, Table View, 7439, alternatively you may email your application to: info@westerncapegov.com. Applications not submitted on or before the closing date as well as faxed copies will not be considered.

FOR ATTENTION NOTE: To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.

CLOSING DATE: 04 November 2019

POST 36/448: ROAD WORKER SUPERVISOR: ROAD MAINTENANCE REF NO: TPW 2019-179

SALARY: R145 281 per annum (Level 04)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: Grade 10 (or equivalent qualification); a minimum of 3 years’ relevant experience; A valid EC1/EC driver’s license with a professional driver permit (PDP) is required; recommendations: experience in operating and maintaining plant equipment; dealing with emergency situations pertaining to road related maintenance tasks; competencies: a good understanding of the following: building, maintenance and reparation of roads; communication skills in at least two of the three official languages of the western cape; ability to work under pressure and meet deadlines; conflict and diversity management; self-motivated; able to work in a team.
DUTIES: Supervise train and inspect work of a team of road workers; carry out routine road maintenance on permanently surfaced proclaimed roads and road reserves; repair of the bitumen road surface; repair/erection of road signs; perform general duties to support road specialists with respect to maintenance, reparation and building, and cleaning of roads as well as related activities; erect road closure and signage according to SARTSM.
ENQUIRIES: Mr A Moerat at Tel No: (021) 863 2020
APPLICATIONS: To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to: Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to: PO Box 60495, Table View, 7439, alternatively you may email your application to: info@westerncapegov.com. Applications not submitted on or before the closing date as well as faxed copies will not be considered.

FOR ATTENTION NOTE: To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.
number must be clearly indicated on the Z83 application form. Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department. NB: Candidates will be required to complete a practical exercise as part of the interview process as well as a medical fitness test as prescribed by the Construction Regulations as contained in the OHS Act 85/1993.

**CLOSING DATE**: 04 November 2019

**POST 36/449**: OPERATOR: LINE MARKING AND SPECIAL LINE MARKING REF NO: TPW 2019-180 (X2 POSTS IN PAARL)

**SALARY**: R145 281 per annum (Level 04)

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

**REQUIREMENTS**: Grade 10 (Junior certificate or equivalent qualification); A minimum of 3 years working experience in doing line markings or special line markings in a concrete construction plant; A valid EC/EC1 drivers licence with a valid PDP

Recommendation: Experience in operation of self-propelled line marking machine and handheld special marker machine. Competencies: A good understanding of the following: Operation of construction plant; Building, maintenance and repair of roads; Communication skills; Ability to work under pressurised circumstances and meet deadlines; Ability to deal with diversity; Self-motivated; Able to work in a team.

**DUTIES**: Repainting of road marking; Painting of new road markings; Pre-marking of lines; Operation and maintenance of plant (road marking machine, flat truck and bakkie); Maintenance and reparations of roads; Traffic accommodation according to SARTSM; Administrative duties inclusive of completion of logs and toolbox talks.

**ENQUIRIES**: Mr SH Jacobs at Tel No: (021) 863 2020

**APPLICATIONS**: To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to: Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to: PO Box 60495, Table View, 7439, alternatively you may email your application to: info@westerncapegov.com. Applications not submitted on or before the closing date as well as faxed copies will not be considered.

**FOR ATTENTION**: Western Cape Government Jobs

**NOTE**: To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.

**CLOSING DATE**: 04 November 2019

**POST 36/450**: OPERATOR: ROAD CONSTRUCTION REF NO: TPW 2019-181 (X4 POSTS IN PAARL)

**SALARY**: R145 281 per annum (Level 04)

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

**REQUIREMENTS**: Grade 10 (Junior certificate or equivalent qualification); A minimum of 3 years working experience in doing line markings or special line markings in a concrete construction plant; A valid EC/EC1 drivers licence with a valid PDP

Recommendation: Experience in operation in construction plant

Competencies: A good understanding of the following: Operation of construction plants; General road maintenance; Communication skills; Ability to work under pressurised circumstances and meet deadlines; Ability to deal with diversity; Self-motivated; Able to work in a team.

**DUTIES**: Asset management clerical support; demand and acquisition Clerical support; logistical support services; other administrative duties; Ensure safety of road users; Ensure speed signs are correctly placed; Evaluate road and surrounding areas to determine tasks to be performed; Physical inspection of roads; Preparation of road surfaces; Determine quantity material needed and unloading thereof per determined distances; Repair and maintain roads; gravel shoulders and waterways; operating of various types of construction plant; supervision of labourers to ensure effective management and utilisation of labourers.

**ENQUIRIES**: Mr SH Jacobs at Tel No: (021) 863 2020
APPLICATIONS: To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to, (1) Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to: PO Box 60495, Table View, 7439, alternatively you may email your application to: info@westerncapegov.com Applications not submitted on or before the closing date as well as faxed copies will not be considered.

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CLOSING DATE: 04 November 2019


SALARY: R102 534 per annum (Level 02)

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

REQUIREMENTS: ABET level 2; A valid code B driver’s licence. Competencies: Communication skills; Ability to work in a team; Good interpersonal skills; Planning and Organisation skills; Ability to perform routine tasks.

DUTIES: Perform messenger functions which entail: Sort and arrange correspondences in the registry; Collect, distribute and circulate correspondences; Record and control correspondence register; Keeping of registers.

ENQUIRIES: Ms T Tenant at Tel No: (021) 467 4751

APPLICATIONS: To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to, (1) Attention: Western Cape Government Jobs, Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to (2) PO Box 60495, Table View, 7439, alternatively you may email your application to, (3) Attention: Western Cape Government Jobs, info@westerncapegov.com Applications not submitted on or before the closing date as well as faxed copies will not be considered.

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CLOSING DATE: 04 November 2019