PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 37 OF 2019
DATE ISSUED: 18 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.

AMENDMENT: LIMPOPO: DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT:
Kindly note that post of Admin Officer with Ref No: LDARD: 40/19 advertised in Public Service Vacancy Circular 36 dated 11 October 2019 with a closing date of 31 October 2019, the salary scale and level are amended as follows: R257 508 per annum (Level 07). We apologies for the inconvenience caused.
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CIVILIAN SECRETARIAT FOR POLICE SERVICE

The Office of the Directorate for Priority Crimes Investigation Judge (DPCI Judge) is an Institution headed by a retired Judge (S17L(1) (a) and (4) of the SAPS Act, 68 of 1995) to exercise judicial oversight over the investigations conducted by members of the DPCI Police (also known as the Hawks) in circumstances in which members of the public lay complaints that their rights have been violated; and to prevent or address any undue political, or any other nature, interference or influence with the functioning of the Hawks.

APPLICATIONS: must be mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered to 217 Pretorius, Van Eskom Arcade building 7th floor, Pretoria at the Reception.

CLOSING DATE: 01 November 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 comprehensive Curriculum Vitae, certified copies of all educational qualifications and supporting documents, such as identity documents, driver’s license, etc Persons who retired from the Public Service by taking severance packages, early retirement or for medical reasons, as well as persons with previous convictions, are excluded Faxed or e-mailed applications will not be considered 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 All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools Short-listed candidates will be subjected to a security clearance The Office of the Directorate for Priority Crimes Investigation Judge has the right not to fill the post The Posts of Director and Executive Assistant are based in Pretoria and that of Assistant Director: Investigation is based in Cape Town. NB: Please ensure that your application reaches this office before 17h00 on week days.

MANAGEMENT ECHELON

POST 37/01: DIRECTOR: OFFICE OF THE DPCI JUDGE REF NO: CSP/07/2019

SALARY: R1 057 326 per annum (All inclusive package)

CENTRE: Pretoria

REQUIREMENTS: Bachelor’s Degree or Advanced diploma in Law or Administration or equivalent qualification Five (5) years middle management/senior managerial level experience Inherent requirements: Strategy Capability and Leadership, People management empowerment, Programme and project management, Financial Management, Change management Knowledge of the relevant legislative framework including but not limited to the Constitution of RSA Act 108 of 1996, Criminal Procedure Act, No: 51 of 1977 and Section 17L of SAPS Act No:68 of 1995 as amended Knowledge and understanding of Criminal Law, Criminal Procedure and Law of Evidence. Knowledge of investigative systems and procedures, Human rights and government broad transformation objectives and initiatives. A sound knowledge of and interpretation of Constitutional Law. Computer Literacy. Problem solving skills. Verbal and written communication skills. Interpersonal skills, negotiation skills, people and diversity management skills. Strategic and analytical skills. Sound
financial management skills Report writing skills Presentation skills Research skills Project management skills. Valid driver’s license.

**DUTIES**

Ensuring alignment and integration of divisional strategic and operational plans with the MTEF. Ensure the coordination of strategic planning sessions, events and processes as aligned with the government wide budgeting and planning cycle. Manage the office budget plans. Establish and maintain appropriate systems (analytical tools, information systems, projections of cost behaviour) and policies to ensure effective and efficient management of resources. Ensure accurate forecasting, budgeting and allocation of resources within the Office of the DPCI Judge. Ensure effective management of external contractors and suppliers Act as custodian of Financial Management and Financial Risk Management within the Office. Develop and maintain monitoring and evaluation tools, standards and guidelines. Manage the investigations of complaints by investigators to ensure that investigations of cases are finalised within turnaround times. Manage the investigations of high profile cases and media related cases Give directives to investigators regarding investigations of complaints. Monitor the effective implementation of recommendation made by the Judge Drafting reports as required by Parliament and other stakeholders as well as follow up with requests Compile Reports e.g Monthly, Quarterly, Half-Yearly, Annual Reports and Management Reports. Develop systems reports to determine gaps for analysis and suggest changes as required Manage and oversee coordination of interventions for improved performance of staff members and units. Develop marketing strategy/communication plan for the office. Conduct awareness campaigns to promote the role and functions of the DPCI Judge Conduct stakeholder meetings Manage relationships with key stakeholders ensuring implementation of the prescripts, policies, and procedures. Develop and maintain coherent systems and framework for stakeholder engagement coordinate performance review sessions. Develop and maintain departmental year planner acting as information and communication channel for the office. Management of resources (human and financial).

**ENQUIRIES**

Lerato Maisela Tel No: (012) 393 1916

**OTHER POSTS**

**POST 37/02**

ASSISTANT DIRECTOR: INVESTIGATION: OFFICE OF THE DPCI
JUDGE REF NO: CSP/11/2019

**SALARY**

R470 040 per annum

**CENTRE**

Cape Town

**REQUIREMENTS**

National Diploma or Bachelor Degree in Law/Policing or equivalent qualification 3-5 years’ working experience in the management of criminal investigations Knowledge and understanding of the Criminal Law, Criminal Procedure and Law of Evidence Knowledge of the Constitution of the Republic of South Africa, good governance and Batho Pele Principles. Knowledge of the investigative system and procedures, Knowledge of Human Rights and government’s broad transformation objectives and initiatives, Performance Management and Development System in the Public Service Understanding the confidentiality of documents Knowledge of Government prescripts Public Finance Management Act Computer literacy, communication (verbal & written) skills, presentation skills, planning and organizing skills Analytical and decision making skills, problem solving skills, influential skills.

**DUTIES**

Conduct investigations into complaints from the public into serious and unlawful infringement of rights by the Directorate for Priority Crime Investigation (DPCI), also known as the Hawks Gather all relevant information pertaining to investigations. Analyse complaints and advice on complaints falling within the DPCI Judge’s mandate Interview witnesses, respondents and obtain affidavits. Collect and safeguard evidence, compile investigation reports on complaints for consideration by the
Judge. Brief the Judge on the imminent action required. Receive, classify and acknowledge receipt of complaints and also send written acknowledgement letters to complainants. Register complaints and investigations. Allocate case numbers to complaints and investigations and also attend to the classification and registration of complaints on the DPCI database. Provide support to the Judge in engagements with departmental stakeholders and role-players. Draft routine submissions/reports and make notes and/or recommendations to the Judge. Collect, analyse and collate information requested by the Judge.

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

POST 37/03: EXECUTIVE ASSISTANT REF NO: CSP/12/2019

SALARY: R376 596 per annum

CENTRE: Pretoria


ENQUIRIES: Ms NM Sefiti/Mr S Matsapola Tel No: (012) 393 4359/2500
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 these posts. Candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.

**CLOSING DATE**: 08 November 2019

**NOTE**: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. 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 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.

These are senior management posts. Candidates should therefore possess managerial skills. Candidates, who are shortlisted, could expect to undergo management competency assessments:

- Strategic capacity and leadership
- People management and empowerment
- Advanced programme and project management
- Change management
- Financial management
- Knowledge management
- Service Delivery
- Innovation
- Advanced problem solving and analysis
- Client orientation and customer focus
- Advanced communication (written and verbal)
- Advanced presentation/public speaking skills.

**MANAGEMENT ECHELON**

**POST 37/04**: CHIEF DIRECTOR: OFFICE OF THE DIRECTOR-GENERAL

**REF NO**: 27073/01

**SALARY**: R1 251 183 per annum (Level 14) (An all-inclusive remuneration package) the package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines.

**CENTRE**: Pretoria

**REQUIREMENTS**: An undergraduate or equivalent qualification (NQF Level 7) as recognised by SAQA with 5 years relevant working experience at senior management level. Technical Competencies: Understanding and interpretation of government policies, COGTA mandate/programme Government framework on public service transformation and service delivery improvement. Stakeholder relations.
DUTIES : The successful candidate will perform the following duties: Provide strategic support to the Director-General and lead all operations in the Office of the Director-General. Analyse all written communication, correspondence and documents addressed to the Director-General and prepare written critique and comment for the Director-General. Provide leadership and guidance on corporate secretariat services. Provide leadership and guidance on the development, coordination and monitoring of international relations and donors. Provide leadership and guidance on the coordination and monitoring of parliamentary cluster and cabinet network.

ENQUIRIES : Mr J Tidimane Tel No: (012) 334 0734
APPLICATIONS : Applications may be posted to URS Response Handling, P O Box 11506, Tielgerpoort, 0056; submitted electronically via email: cogta55@ursonline.co.za or via fax: 086 415 5709
FOR ATTENTION : URS Response Handling Tel No: (012) 811 1900

POST 37/05 : DIRECTOR: FINANCIAL ACCOUNTING SERVICES REF NO: 27073/02

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

CENTRE : Pretoria
REQUIREMENTS : An undergraduate qualification (NQF level 7) in Accounting/Financial Management or equivalent qualification as recognised by SAQA with 5 years relevant working experience in the Finance field at middle management level Technical competencies: Knowledge and understanding of: the Public Finance Management Act (PFMA) Treasury Regulations Generally Accepted Accounting Principles (GAAP) Generally Recognised Accounting Practices (GRAP) Modified Cash Standards of Accountings (MCS) Basic Accounting System (BAS) Personnel Salary Administration System (PERSAL) Division of Revenue Act (DORA) Preparation of financial statements General ledger reconciliation and analysis. Debtor management Salary Administration and payment Travel and subsistence administration and payment.

DUTIES : The successful candidate will perform the following duties: Manage the implementation of revenue collection and debt management system. Manage the facilitation process of financial management, administration and reporting on Donor Funds in line with Donor Agreements. Ensure the management of all accounting and bookkeeping functions (including the system control functions for BAS and PERSAL). Manage the expenditure and payments system (including all transfer payments). Manage the salary administration functions. Manage the preparation of financial accounting reports and financial statements in line with applicable prescripts. Ensure effective financial controls and monitor the implementation of financial policies and procedures.

ENQUIRIES : Ms D Burger-Snyman Tel No: (012) 336 5774
APPLICATIONS : Applications may be posted to URS Response Handling, P O Box 11506, Tielgerpoort, 0056; submitted electronically via email: cogta56@ursonline.co.za or via fax: 086 415 5709
FOR ATTENTION : URS Response Handling Tel No: (012) 811 1900.

OTHER POST

POST 37/06 : DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: 27073/03

SALARY : R733 257 per annum (An all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A three-year Bachelor’s degree in Accounting or Auditing or a three-year National diploma in Accounting or Auditing or an equivalent qualification. A minimum of 3 to 5 years’ relevant experience in the Accounting field.
Generic competencies: Planning and organising, coordination, problem solving and decision making, project management, people management and empowerment, client orientation and customer focus, team leadership, diversity management and communication (verbal and written). Technical Competencies: Knowledge and understanding of the Public Finance Management Act (PFMA) Treasury Regulations Generally Accepted Accounting Principles (GAAP) Generally Recognised Accounting Practices (GRAP) Basic Accounting System (BAS) Logistic Information System (LOGIS) Personnel Administration System (PERSAL) Division of Revenue Act (DORA) Loss control functions internal control activities. Policy development. Statistical and qualitative analysis. General ledger reconciliation and analysis. Research and/or audit report writing.

**DUTIES**: The incumbent will perform the following duties: Monitor performance of internal control activities in compliance with the relevant legislation, policies, regulation, frameworks, standards, guidelines, departmental policies and procedures. Manage the departmental responses to auditors and facilitate the development of action plans to address the audit findings and report on progress. Develop, implement and maintain a financial information retention repository and reporting system. Monitor the implementation and maintenance of the departmental loss control system.

**ENQUIRIES**: Ms D Burger-Snyman Tel No: (012) 336 5774

**APPLICATIONS**: May be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: cogta57@ursonline.co.za or via fax: 086 415 5709

**FOR ATTENTION**: URS Response Handling Tel No: (012) 811 1900
ANNEXURE C

DEPARTMENT OF DEFENCE

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

OTHER POSTS

POST 37/07 : CHIEF AUXILIARY SERVICES OFFICER (USAGE 2684) REF NO: SG 08/19/01

SALARY : R208 584 per annum (Level 06)
CENTRE : 3 Military Hospital, Tempe, Bloemfontein
REQUIREMENTS : NQF Level 4 with relevant experience Applicants with prior learning either by means of experience or alternative courses may also apply Special requirements (skills needed): Computer literate detailed knowledge of the operation/utilization of specific software packages (MS Word, MS Excell, MS Power Point and Lotus Notes) Communication (verbal & written) Good telephone etiquette must be bilingual. Supervisor experience will be an advance, must be able to work under pressure and adhere to strict time frames.

DUTIES : Manage general office administration controlling of maintenance, cleaning and functioning of living in quarters make bookings at Melita house and VIP accommodation. Handle incoming and outgoing telephone calls Assist with budgeting. Order and manage of cleaning material. Ensure that accommodation areas are clean and neat at all-time. Controlling of accommodation inventory clearing in/out of living in members. Preparation
of rooms. Receiving of guests receiving of money for bookings. Inspections of rooms must be able to work long hours.

**ENQUIRIES**
Maj H.M Breitenbach Tel No: (051) 402 2213

**APPLICATIONS**
Department of Defence, South African Military Health Service, HR Services Department, 3 Military Hospital, Private Bag X 40003, Brandhof, 9324 or maybe hand delivered to 3 Military Hospital, Furstenburg Road, Tempe, Bloemfontein.

**CLOSING DATE**
01 November 2019

**POST 37/08**
SECRETARY REF NO: MA/63/19/

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

**CENTRE**
Military Academy, Saldanha

**REQUIREMENTS**
A minimum of Grade 12 or equivalent An additional Higher Certificate in Secretarial course will be an added advantage Special requirements (skills needed): Computer literacy including MS Word, Excel and Power Point Knowledge of bookkeeping a valid driver’s license will be advantage Office Management Personal Service Office Security Strong written and verbal communication skills.

**DUTIES**
Communication Service wrt making and receiving of calls. Taking messages when necessary. Ensure the manning of the telephone on continuous basis Reception of all visitors to the Commandant of the Military Academy. Typing of all correspondence. Taking minutes or confirmatory notes, memo’s, letters and transcript thereof as needed Sending and receiving of faxes. Ensure that documents are forwarded for registration and filing and distribution Office Administration keeping and updating of the computerised diary for the Commandant. Arrange appointment for staff members and visitors to the Commandant. Handling of invitations for events for the Commandant Personal Service arrange and confirm air transport and accommodation reservations for the Commandant Arrangement of meetings between the Commandant and members outside the Unit Arrangement of tea and edibles for visitors and during meetings if necessary. Prepare of advances and completion of S&T, vehicle allowance claims Office Security: ensure all confidential documents are handled according to policy. Ensure that both the Commandant and Secretary’s office are always manned.

**APPLICATIONS**
Department of Defence, Military Academy, Frans Erasmus Drive, Saldanha, 7395.

**ENQUIRIES**
Capt R.C Selomo, Tel No: (022) 702 3023

**CLOSING DATE**
08 November 2019

**POST 37/09**
SENIOR FOOD SERVICE SUPERVISOR REF NO: SG 08/19/02 (X2 POSTS)

**SALARY**
R145 281 per annum (Level 04)

**CENTRE**
3 Military Hospital, Tempe, Bloemfontein

**REQUIREMENTS**
NQF level 2 - 4. Experience in handling of food and cleaning Managerial skills will be an advantage. Computer skills (MS Word, Excel). Must be able to obtain a confidential security clearance within a year. No criminal record.

**DUTIES**
Function as supervisor Supervise neatness and hygiene of the food preparation area Works out shift roster with shift leaders. Do leave planning with members. Complete duty sheets and PMDS’s for subordinates Assist with receiving of rations Operating kitchen appliances. Prepare meals and snacks according to ration scales and daily menu. Assist with dishing up of meals. Assist with food preparation. Control the food before leaving the kitchen for special diet and the correct amount for the patients. Must be able to work on computer. Train subordinates on appropriate cooking methods Plan for budget purposes.

**ENQUIRIES**
Maj H.M Breitenbach Tel No: (051) 4022213

**APPLICATIONS**
Department of Defence, South African Military Health Service, HR Services Department, 3 Military Hospital, Private Bag X 40003, Brandhof,
9324 or maybe hand delivered to 3 Military Hospital, Furstenburg Road, Tempe, Bloemfontein.

**CLOSING DATE** : 01 November 2019

**POST 37/10** : CLEANER REF NO: SG 08/19/03 (X11 POSTS)

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

**CENTRE** : 3 Military Hospital, Tempe, Bloemfontein

**REQUIREMENTS** : NQF Level 1 – 4 with relevant experience. Must be an RSA citizen currently staying in Bloemfontein area. Prior experience as a cleaner will be an advantage. Special requirements (skills needed): Communicate effectively. Must be physically healthy. Background on cleaning in a hospital environment will be an advantage. No criminal record will be required from applicant to work with chemicals.

**DUTIES** : To ensure a high standard of cleaning and hygiene service in and around the hospital including outside areas. Duties include dust of surfaces, polish furniture, vacuum carpets, wash windows, clean ablution facilities, polish and sweep floors, remove refuse and reporting of any defaults in the facilities. Check the general condition of cleaning machinery regularly and report where equipment is not up to standard. Cleaning of infections room after discharging of patient Cleaning of ‘she’ bins.

**ENQUIRIES** : Maj H.M Breitenbach Tel No: (051) 4022213

**APPLICATIONS** : Department of Defence, South African Military Health Service, HR Services Department, 3 Military Hospital, Private Bag X 40003, Brandhof, 9324 or maybe hand delivered to 3 Military Hospital, Furstenburg Road, Tempe, Bloemfontein.

**CLOSING DATE** : 01 November 2019
ANNEXURE D

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 : 04 November 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, e-mailed and late applications will be considered. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 36/11 : DIRECTOR: CLIMATE CHANGE MONITORING & EVALUATION MITIGATION RESPONSE ANALYSIS REF NO: CCAQ09/2019

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

CENTRE : Pretoria

REQUIREMENTS : A Bachelor’s Degree in Natural Sciences/Physical Sciences/Environmental Management or related equivalent qualification (at NQF 07). Minimum of five years’ experience at a middle/senior management level. Relevant experience in Environmental Management. Knowledge of South Africa’s greenhouse gas emission profile and GHG mitigation. Knowledge of Climate Change Mitigation issues and Climate change models. Ability to conduct research, gather and analyse information. Ability to conduct social economic analysis. Strategic Capability and Leadership; Programme and Project Management Knowledge of general government administrative procedures. Organisational, Planning, Communication (written and spoken) and diplomacy skills. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Ability to work under pressure and long hours.

DUTIES : Develop, implement, establish and continuously upgrade the system that will be used to monitor and verify national climate change mitigation responses. Review historical trends and analyse projected trends on national climate change mitigation actions and identify, describe and report any new and emerging threats and opportunities to South Africa meeting its desired mitigation outcomes. Establish, co-ordinate and maintain structures and networks to ensure robust discussions and debates by recognised experts in the field of monitoring and evaluating climate change mitigation actions. Analyse and report progress in the implementation and effects of key mitigation actions to South African and international audiences. Monitor and track resource mobilization for climate change activities.

ENQUIRIES : Mr J Witi Tel No: (012) 399 9048
POST 37/12 : ENVIRONMENTAL OFFICER CONTROL GRADE A: COMPLIANCE ENVIRONMENTAL IMPACT AND POLLUTION REF NO: LACE06/2019

SALARY : R495 219 per annum (OSD)
CENTRE : Pretoria

REQUIREMENTS : 4 year degree in environmental or natural science coupled with at least 6 years post qualification experience. Working knowledge and experience in conducting environmental audits/compliance inspections is a must. Proven report writing and excellent communications skills are a must. Knowledge of National Environmental Management Act (NEMA) and related Specific Environmental Management Acts (SEMAs). Knowledge of government standard administrative procedure and policies. Leadership, project management, computer skills, good interpersonal relationship, coordination of inspections, communication and analytical thinking. Training as an Environmental Management Inspector is an added advantage. A valid driver’s license.

DUTIES : Planning and conducting environmental inspections for prioritised activities/facilities as well as Departmental issued Environmental Authorisations. Responding to environmental complaints and NEMA section 30/30A incidents. Generating inspection and feedback reports by determining the status of compliance. Follow up on remedial actions as recommended in audit reports. Records management; and Provide support to all the Compliance and Enforcement projects.

ENQUIRIES : Mr Jafta Mofokeng Tel No: (012) 399 9436
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 & Festival streets, Hatfield, Pretoria.

FOR ATTENTION

Mr S Matshageng

CLOSING DATE

01 November 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/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 37/13

SPORT AND RECREATION COORDINATOR REF NO: 3/1/5-19/68

Directorate: Human Resource Development

SALARY

R208 584 per annum (Level 06)

CENTRE

Pretoria

REQUIREMENTS

Applicants must be in possession of an appropriate National Diploma (NQF level 6), Bachelor’s Degree (NQF level 7) in Sport Administration/Sciences or an equivalent related qualification in the field of sport and recreation Two (2) years’ experience in the field of sports programmes implementation, including the management thereof would be an added advantage. A valid driver’s license Code 08 driver’s license. The candidate should have understanding of different sport and recreational activities related areas: movement development, provide recreation leisure activities, sport and recreation marketing, provide first aid, provide advice on lifestyle nutrition and provide physical activity classes and wellness. Computer literacy, Communication skills (verbal and written), ability to work independently and within a team, ability to provide Fitness
Instructor classes and ability to work under pressure to meet deadlines. It will be an advantage for the candidate to have thorough knowledge of the South African sporting environment. The candidate must have experience in planning and project management. Skills in effective verbal and written communication. Monitor gender mainstreaming in all departmental programmes and project to ensure that women and men benefit by collecting data from various projects. Ensure implementation of calendar events campaigns and programmes initiated by National and Provincial government e.g National Women’s Month, 16 Days of Activism on No Violence against Women & Children, Big Walk etc.

**DUTIES**: Coordination of sporting codes to increase the number of participants in sports and recreational activities. Maintain a comprehensive database of all stakeholders relevant to departmental recreation activities. Development and maintenance of delivery mechanisms to increase the number of participants in sport and recreation activities. Assist with the efficient delivery of departmental recreation activities. To assist with the monitoring and evaluation of the increase in number of participants in sport and recreation activities. Monitor the number of participant’s departmental recreation activities. Report regularly on the status and progress of departmental sport recreation activities, and the number of people participating in them. Development and implementation of interventions to increase the number of participants on sport and recreation activities. Liaise with internal stakeholders in order to increase the number of participants in sport and recreation activities. Compile data from departmental programmes in line with gender mainstreaming and women empowerment. Assist with the coordination of calendar events campaign and programmes.

**ENQUIRIES**: Ms M Spaumer Tel No: (012) 473 0184

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

**POST 37/14**: FOOD SERVICE AID COORDINATOR REF NO: 3/1/5-19/67
Directorate: Security & Facilities Management

**SALARY**: R122 595 per annum (Level 03)

**CENTRE**: Pretoria

**REQUIREMENTS**: Applicants should be in possession of a minimum qualification of Grade 12. Must be able to read, write, and communicate in English. Experience in food service aid and cleaning will be an advantage. Must have good interpersonal skills and be able to work under pressure and even longer hours when required.

**DUTIES**: The successful candidate will be required to prepare boardroom for meetings. Clean kitchen utensils and dish clothes after the meetings. Collection of dirty cups and dishes in the offices and washing them. Responsible for cleaning of water bottles and filling them daily with fresh water. Safe keeping of kitchen utensils. Cleaning of microwaves, fridges, trolleys and kitchen cupboards. Relieving on other floors when required. Replace toilet papers, hand paper towels, hand soap and seat wipes in the toilets.

**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.
Central Johannesburg TVET College invites suitably qualified candidates to apply for the following permanent positions.

APPLICATIONS: All applications must be addressed to The Office of the Administrator and posted to Central Johannesburg TVET College (Central Admin Office), Private Bag 70500, Houghton, 2041 or hand delivered to 5 Ubla Avenue, off Princess of Wales Terrace, Parktown, Johannesburg.

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) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID, not older than three months must be attached. A certified copy of driver’s license, if applicable, must be attached. It is the applicant’s responsibility to have all foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and the evaluation must be attached. General Information: Short-listed candidates must be available for interviews at a date and time determine by Central Johannesburg TVET College. Successful candidates may be subjected to competency assessments and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

OTHER POSTS

POST 37/15: ASSISTANT DIRECTOR LABOUR RELATIONS

REQUIREMENTS: Relevant and recognised diploma/degree with majors in Industrial Relations/Labour Law or equivalent and at least 3 years of experience in a supervisory/junior management position within a Labour Relations portfolio within public or private entities. Sound knowledge of labour legislation and prescripts within the TVET or Public sector domain. Demonstrable experience in project management, collective bargaining and LR processes. Sound conflict-handling and communication skills. Excellent organisational and interpersonal skills. Must be computer literate (MS Word, MS Excel, MS PowerPoint and Outlook). Excellent communicator, both written and verbal. Strategic thinking and meticulous record keeping. Valid driver’s license.

DUTIES: The incumbent will investigate issues regarding misconduct, incapacity and grievances in the TVET Colleges sector. Conduct preliminary investigation to establish the need for formal disciplinary procedures. Handle all Labour Relations, internal and external Legal matters (CCMA/Bargaining Council). Provide guidance and build organisational capacity relating to labour relations policies and practices. Assist in conducting disciplinary, misconduct and grievances matters in accordance with Public Service prescripts, relevant legislation, collective agreements and departmental policy. Management of strikes. Accurately update the case management system and keep meticulous case records. Competently represent the college at the external dispute resolution forums. Compile reports as required.
ENQUIRIES: Sarah Matela or Olga Mabasa at Tel No: (011)-351 6000 or (010) 0451 061

POST 37/16: SENIOR MARKETING OFFICER REF NO: CJC/MO/19/07

SALARY: R316 791 per annum (Level 08)
CENTRE: Central Office
REQUIREMENTS: Relevant BCom degree in Marketing, IMM or National Diploma in Communication and Marketing. At least 5 years' experience in the marketing field. Excellent interpersonal, communication and presentation skills. Proven skills in use of social media and the development of website for a large organization. Self-motivated, with the ability to work under pressure Valid driver’s license. Excellent writing and communication skills. Fully computer literate, including advanced MS Word, Excel and PowerPoint. Ability to interact and liaise with a diverse range of audience.

DUTIES: Develop the marketing strategy. Acquire an excellent knowledge of the college products (programme offerings). Create and develop innovative ways to communicate the College message to existing stakeholders. Promote product awareness; customize marketing initiatives to campus offerings, and assist campuses to meet enrolment targets. Plan, manage and market events and evaluate their success Develop and implement internal marketing programmes; celebrate commemoration days and organise the college graduation. Develop and deliver marketing and communication strategies for the College. Manage the production of college marketing material (brochures, posters, flyers, etc.). Liaise with the relevant academic staff including Campus Managers. Prepare for National exhibition and Learner Recruitment visits. Coordinate the College’s exhibition both nationally and locally. Manage college advertising and promote the College at events – assist and coordinate open days Launch and manage the college newsletter.

ENQUIRIES: Sarah Matela or Olga Mabasa at Tel No: (011)-351 6000 or (010) 0451 061

POST 37/17: SENIOR ADMINISTRATION OFFICER: ASSET ADMINISTRATION REF NO: CJC/SAO/19/08

SALARY: R316 791 per annum (Level 08)
CENTRE: Central Office
REQUIREMENTS: Appropriate recognised national 3 year diploma or degree in the field of Financial Management with at least two financial majors. A minimum of 5 years’ experience in asset management. Excellent organisational skills. Meticulous Record Keeping. Good reporting and Presentation skills. Fully computer literate (Word, Excel, PowerPoint, Outlook).

DUTIES: Generate invoices correctly and accurately. Follow on outstanding payments from customers and students. Captures deposits made by students for the payment of fees on ITS accurately. Capture deposits made by bursary funders for the payment of fees on ITS accurately. Perform general administration duties. Communicate and liaise with Campuses, students and customers with regard invoices and respond timeously to queries. Provide statement of student accounts on request. Assist in providing information to timeously address queries raised by the debt collectors. Work as a team member within the department and under pressure (time limitations). Process debit and credit notes. Prepare reconciliations in relation to the debtors of the College Credit and reconcile student accounts and any other duties that may be assigned to you by your supervisor/manager.

ENQUIRIES: Sarah Matela or Olga Mabasa at Tel No: (011)-351 6000 or (010) 0451 061

POST 37/18: ADMINISTRATION OFFICER: FINANCIAL AID REF NO: CJC/AO/19/10

SALARY: R257 508 per annum (Level 07)
**CENTRE**: Central Office – Financial Aid  
**REQUIREMENTS**: Grade 12 certificate. Appropriate, recognised three year National Diploma or Degree in a finance/accounting field. Two years of experience in supervision within Student Financial Aid. Sound knowledge of the ITS system. The understanding, interpreting and correct application of financial policy and prescripts is essential. Must be a computer literate (MS Word, Excel and PowerPoint).  
**DUTIES**: Manage day to day functionality of Student Financial Aid. Liaise with students and parents. Ensure that all applications received are captured on the NSFAS System and are recorded on the control list. Liaise with Campus Coordinators to determine the allowance of students. Ensure that there is a proper record management of all claims and payment received. Liaise with Student representative on NSFAS and other bursary related matters. Manage Financial Aid Clerks. Create an awareness on compliance with policies and procedures about NSFAS and other bursaries that falls under NSFAS. Enforce Student Financial Aid policies and procedures. Ensure that all payments received are allocated to students' accounts. Monthly recons on payments received vs claims and allocation on the students' accounts. Follow up with NSFAS and other funders on outstanding payments. Provide weekly updates on NSFAS and other bursaries to the Assistant Director. Provide information to internal and external auditors when required. Provide information to funders whenever it is requested. Build and maintain a good relationship with internal and external stakeholders.  
**ENQUIRIES**: Sarah Matela or Olga Mabasa at Tel No: (011)351 6000 or (010) 0451 061

**POST 37/19**: INFORMATION TECHNOLOGY TECHNICIAN REF NO: CJC/IT/19/11 (X3 POSTS)  
**SALARY**: R257 508 per annum (Level 07)  
**CENTRE**: Central Office  
**REQUIREMENTS**: A National Senior Certificate/Grade 12/ NCV Level 4 A recognised National Diploma qualification (NQF Level 6) in Information Technology or equivalent qualification. At least three years’ work experience in the IT Field as an IT Technician. The industry recognised certifications such as MCSE/MCITP, A+, N+ Security +, ITIL will be an added advantage. Good communication, problem solving, ICT infrastructure support and Customer relationship skills. Experience in Network Administration.  
**DUTIES**: To provide Local Area Network and Desktop support services: Creating user account on desktop and laptop (mailbox and windows) Unlocking of passwords Setting up desktop, printers and data projectors Configuring mainframe applications Provide support of data migration during computer setup Provide telephonic support Troubleshooting of all issues reported Gather and analyses users’ issues in ICT and provide solutions.  
**ENQUIRIES**: Sarah Matela or Olga Mabasa at Tel No: (011)-351 6000 or (010) 0451 061

**POST 37/20**: SENIOR ADMIN CLERK: FINANCIAL ADMINISTRATION REF NO: CJC/SAC/19/12  
**SALARY**: R173 703 per annum (Level 05)  
**CENTRE**: Central Office  
**REQUIREMENTS**: Grade 12 certificate with a minimum of two (2) years of relevant experience. Three year National Diploma or Degree in a finance/accounting field is strongly recommended the understanding, interpreting and correct application of financial policy and prescripts is essential. Must be a computer literate (MS Word, Excel and PowerPoint).  
**DUTIES**: Administer NSFAS bursaries and other bursaries within Student Financial Aid. Enforce Student Financial Aid policies and procedures. Ensure
compliance of policy and guidelines on DHET, NSFAS and other bursaries within Student Financial Aid. Liaise with students and parents at all levels. Liaise with Campus Coordinators to determine the allowance of students. Liaise with Student Representatives on NSFAS and other bursaries related matters. Compile a list of all applications received. Capture NSFAS applications on NSFAS System. File all applications received. Allocate funds to students. Timeously prepare payments for Finance on every payment received from NSFAS and other donor. Reconcile all payments received from NSFAS and other donors. Liaise with internal and external stakeholders. Providing information to internal and external auditors when required. Provide weekly reports updates and reports on NSFAS and donors. Assist the Financial Aid Officer and Assistant Director with weekly reports.

ENQUIRIES : Sarah Matela or Olga Mabasa at Tel No: (011) 351 6000 or (010) 0451 061

POST 37/21 : SENIOR ADMIN CLERK: SUPPLY CHAIN ADMINISTRATION REF NO: CJC/SAC/19/13

SALARY : R173 703 per annum (Level 05)
CENTRE : Central Office
REQUIREMENTS : Grade 12 certificate with at least two (2) years of relevant work experience in SCM A Recognised National Diploma/Degree in Supply Chain Management/Purchasing Management or equivalent, with a minimum of two (2) years of relevant experience The understanding, interpreting and correct application of SCM policy and prescripts is essential Knowledge of public sector policies and practices of Customer care Ability to work under pressure and deliver to tight deadlines Must be a computer literate (MS Word, Excel and PowerPoint)

DUTIES : Facilitate bid specification and bid evaluation committee Fulfil the function of secretariat to the mentioned committees. Administer bid invitations, closing and scheduling of proposals. Facilitate briefing sessions and presentation by prospective bidders. Handle queries from prospective bidders and internal clients Publication of awards. Provide administrative support to end users and bid structures. Maintain a filing system in respect of bids and contracts maintain a contract register and bid register. Supervise staff

ENQUIRIES : Sarah Matela or Olga Mabasa at Tel No: (011)-351 6000 or (010) 0451 061

POST 37/22 : SENIOR ADMIN CLERK: HR ADMINISTRATION REF NO: CJC/SAC/19/14

SALARY : R173 703 per annum (Level 05)
CENTRE : Central Office
REQUIREMENTS : A National Senior Certificate/Grade 12/NCV Level 4 A recognised National Diploma in Human Resource Management or equivalent qualification will be an added advantage. A minimum of two years of relevant working experience in recruitment and selection, preferably in TVET, is required. Experience in the administration of leave HR Administration in areas of performance management, part-time/overtime claims and general registry HR Services PERSAL knowledge and experience is an added advantage. Good communication, organisational and interpersonal skills. Fully computer literate (MS Word, Outlook, Excel, and PowerPoint) Knowledge of relevant TVET sector prescripts related to HR Administration.

DUTIES : Administer Recruitment and Selection Processes within the HR Department, including the preparation of contracts. Administer terminations and exit of staff. Ensure validation of qualifications Assist in administering the PMDS and IQMS (performance management). Administer staff remuneration (incl part time and overtime) and benefits, address salary discrepancies and ensure that personnel files are properly
updated and secured. Coordinate and reconcile college leave. Capture relevant information on and draw reports from PERSAL.

**ENQUIRIES**

Sarah Matela or Olga Mabasa at Tel No: (011)-351 6000 or (010) 0451 061

**POST 37/23**

SENIOR ADMIN CLERK: HR REGISTRY REF NO: CJC/SAC/19/15

**SALARY**

R173 703 per annum (Level 05)

**CENTRE**

Central Office

**REQUIREMENTS**

Minimum requirement: Grade 12 certificate with two (2) years relevant experience. A three year recognised Diploma or Degree in a relevant field would be an advantage. Six years of experience in the registry field with demonstrable experience in managing manual and electronic files in a large organisation, is a strong recommendation. Good skills in Problem solving, Planning and Organising and Communication (Verbal and written). Must be a highly organised, meticulous record keeper. Computer literate (MS Word, Spread Sheet and PowerPoint). Thorough knowledge and understanding of Filing systems, archiving, mail management and the protection of information. Computerised record keeping and administration.

**DUTIES**

Render an effective filling and record management service. Open and close files according to a record classification system. Filling/storage, tracing (electronically/manual) and retrieval of documents and employee personal files. Manage the document storage in the registry in accordance with a recognised system and document management system. Operate office machines in relation to the registry functions. Manage college mail. Process documents for archiving and/or disposal. Perform HR Administration, including data capture, reporting, and electronic queries. Electronic routing of documents. Provide registry services. Attend to clients. Handle telephone and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive all mail, sort, register and despatch mail. Distribute notices on registry issues.

**ENQUIRIES**

Sarah Matela or Olga Mabasa at Tel No: (011) 351 6000 or (010) 0451 061
DEPARTMENT OF HUMAN SETTLEMENTS

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

APPLICATIONS: The Director-General, Department of Human Settlements, Private Bag X644, Pretoria, 0001 or Hand delivery: 260 Justice Mohammed Street, Ruth Mompati Building, Sunnyside, Pretoria, 0001.

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

CLOSING DATE: 01 November 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 original qualification certificates and your ID/Passport. All copies must be certified within the past 6 months. It should be noted that certified copies of certified copies will not be accepted. 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 37/24: DEPUTY DIRECTOR: ENTERPRISE ARCHITECTURE MONITORING AND CONTROL

REF NO: DOHS/46/2019

Branch: Chief Operations Officer
Chief Directorate: Enterprise Architecture
Directorate: Enterprise Architecture Monitoring and Control

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

CENTRE: Pretoria

REQUIREMENTS: The ideal candidate must have an appropriate recognized Bachelor’s degree or equivalent qualification. Certificates in Monitoring and Evaluation and Strategic Management will be an added advantage. Minimum 3 years’ experience in business control, familiarity with the Housing and Human Settlements delivery environment. Knowledge of prescripts, policies and practices in performance monitoring and evaluation, broad knowledge of Government development objectives and business processes, PFMA and relevant legislative prescripts. Valid driver’s license will be an added advantage. Skills and competencies: Good planning and organizing, Good performance monitoring, validation and evaluation, analytical, presentation, facilitation, coordination, interpersonal, research, report writing, innovative, good communication
DUTIES: The successful candidate will be responsible for: Ensuring that departmental performance reports are prepared in accordance with the relevant prescripts, Coordination and provision of technical support on timeous/accurate monitoring of the implementation of the departmental approved plans, Ensuring that departmental reports are prepared in line with the approved plans and in accordance with the framework principles, Validate and ensure alignment of Programme Managers' verification statements against programme performance reports and performance agreements Analysis and compilation of performance reports in line with legislative prescripts and timeous submission to the relevant authorities and the oversight bodies.

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

POST 37/25: ASSISTANT DIRECTOR: ENTERPRISE ARCHITECTURE MONITORING AND CONTROL REF NO: DOHS/47/2019 Branch: Chief Operations Officer
Chief Directorate: Enterprise Architecture Monitoring and Control

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

REQUIREMENTS: Applicants must be in a possession of a relevant Undergraduate qualification (NQF level 6/7) as recognized by SAQA Certificates in Monitoring and Evaluation and Strategic Management will be an added advantage. Minimum 3-5 years' experience in business control, familiarity with the Housing and Human Settlements delivery environment Knowledge of prescripts, policies and practices in performance monitoring and evaluation, broad knowledge of Government development objectives and business processes, PFMA and relevant legislative prescripts Valid driver's license will be an added advantage Skills and competencies: Good planning and organising Good performance monitoring, validation and evaluation, analytical, presentation, facilitation, coordination, interpersonal, research, report writing, innovative, good communication skills (verbal and written) Problem solving, people management and leadership skills Ability to influence and negotiate, be able to work independently, under pressure and meet deadlines Good computer literacy.

DUTIES: The successful candidate will be responsible for: Ensuring that departmental performance reports are prepared in accordance with the relevant prescripts, Coordination and provision of technical support on timeous/accurate monitoring of the implementation of the departmental approved plans, Ensuring that departmental reports are prepared in line with the approved plans and in accordance with the framework principles, Validate and ensure alignment of Programme Managers’ verification statements against programme performance reports and performance agreements Analysis and compilation of performance reports in line with legislative prescripts and timeous submission to the relevant authorities and the oversight bodies.

ENQUIRIES: Ms N Nortman Tel No: (012) 444 9115
NOTE: Female candidates and people with disabilities are encouraged to apply.
POST 37/26 : ASSISTANT DIRECTOR: HUMAN RESOURCE PROVISIONING REF NO: DOHS/48/2019
Branch: Corporate Services
Chief Directorate: Human Resource
Directorate: Human Resource Administration
Sub-directorate: Human Resource Provisioning

SALARY : R376 596 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in a possession of a relevant Undergraduate qualification (NQF level 6/7) as recognized by SAQA in the field of in Human Resources, any additional higher qualification in Human Resources will be an added advantage. Minimum of 3-5 years supervisory experience in the Human Resource Administration environment, Knowledge of legislation that are governing Human Resources in the Public Services, proven knowledge of persal system and establishment control Knowledge of Labour Relations, Job Evaluation, Performance Management, and Employee Wellness roles on a day to day operation of Human Resource Provisioning.

DUTIES : Facilitate recruitment and selection; implement conditions of service and employee benefits Authorize transactions on persal and verify payment advice Identify Human Resource risks and develop service improvement mechanisms in line with the business needs. Ensure a high level of service delivery to line functionaries Facilitate drafting, revision and implementation of procedures manuals. Update and provide Human Resource personnel management and audit information reports Compile submission in relation to Human Resource matters Facilitate implementation of PILIR policy in the department. Ensure credibility of Human Resource information and personnel records Manage performance of the subordinates in line with performance management and development system.

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

POST 37/27 : ASSISTANT DIRECTOR: POLICY REVIEW REF NO: DOHS/49/ 2019
Branch: Human Settlements Delivery Frameworks
Chief Directorate: Operational Policy Frameworks
Directorate: Policy Development and Review

SALARY : R376 596 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : The ideal candidate must have a relevant Undergraduate qualification (NQF 6/7) as recognised by SAQA, in Human and Economic Sciences or a National Diploma in Public Policy and Development studies. A minimum of 3-5 years’ experience within the policy review environment. Knowledge and understanding of housing and human settlements policies, programmes, legislation, guidelines, standards and procedures. The ability to build strong client relationships. Social and economic research skills. Good communication skills (written and verbal). Computer Literacy. Driver’s license.

DUTIES : Participate in the policy review process. Conduct research and investigations to support the policy review process. Review existing housing and human settlements policy guidelines. Write policy position papers, concept notes, minutes, reports, submissions, memorandums, etc. Draft responses to policy review questions/queries/enquiries. Coordinate and facilitate policy review processes and other related processes.

ENQUIRIES : Ms N Nortman Tel No: (012) 444 9115
NOTE : Female candidates and people with disabilities are encouraged to apply.
POST 37/28 : ASSISTANT DIRECTOR: POLICY DEVELOPMENT REF NO: DOHS/50/2019
Branch: Human Settlements Delivery Frameworks
Chief Directorate: Operational Policy Frameworks
Directorate: Policy Development and Review

Salary : R376 596 per annum (Level 09)
Centre : Pretoria

Requirements : The ideal candidate must have a relevant Undergraduate qualification (NQF 6/7) as recognised by SAQA in Human and Economic Sciences or a National Diploma in Public Policy and Development studies A minimum of 3-5 years’ experience within the policy development environment. The ability to build strong client relationships Social and economic research skills. Knowledge & Understanding of housing and human settlements policies, programmes, legislation, guidelines, standards and procedures Good communication skills (written and verbal) Computer Literacy Driver’s license.

Duties : Participate in all policy development processes. Conduct research and investigations to support the policy development process. Develop new housing and human settlements policies, guidelines and norms and standards. Write policies, policy programmes, policy position papers, minutes, reports, submissions, memorandums etc Draft responses to policy questions/queries/enquiries. Coordinate and facilitate policy development processes and other related processes.

Enquiries : Ms N Nortman Tel No: (012) 444 9115

Note : Female candidates and people with disabilities are encouraged to apply.

POST 37/29 : ASSISTANT DIRECTOR: ENTERPRISE ARCHITECTURE AND ENABLEMENT REF NO: DOHS/52/2019
Branch: Chief Operations Officer
Chief Directorate: Enterprise Architecture
Directorate: Enterprise Architecture and Enablement

Salary : R376 596 per annum (Level 09)
Centre : Pretoria

Requirements : The ideal candidate must have a relevant Undergraduate qualification (NQF 6/7) as recognised by SAQA plus 3-5 years relevant experience in the field of Strategic Management, Corporate Planning, Public Administration, Business Management and Performance Management Technical competencies: Business performance measurement and business process management Experience in developing Corporate Plans (Strategic Plan, Annual Performance Plan and Operational Plan) generating performance reports, performance monitoring and evaluation, research methodologies, policy development and analysis Skills and competencies needed: Broad knowledge of Government developmental objectives, performance measurement, problem solving and analytical skills Negotiation, presentation, facilitation, organizational, coordination and good communication skills (verbal and written) Innovative, strategic capability and interpersonal skills. Good knowledge of Microsoft Office suite. The ability to work under pressure and meeting deadlines.

Duties : The successful candidate will be responsible for amongst others, the following: facilitate and provide support in ensuring that the Departmental corporate plans are aligned to government priorities as declared in the National Government Imperatives and reflected in government wide plans including but not limited to the National Development Plan (NDP), Medium Strategic Frameworks (MTSF) and Estimated National Expenditure (ENE) Assist the Department and structures in developing measurable priorities Participate and contribute in all Departmental Planning and Reporting activities. Facilitate the review of Departmental Planning guidelines to respond to the government wide guidelines. Provide strategic guidance and technical advice in terms of Departmental Strategies, plans and policies. Provide Support in the development of Strategic Plan, Annual
Performance Plan and Operational (Business) Plans of the Department. Assess whether the Strategic Plan and Annual Performance Plan are in line with the departmental budget and governmental programme of action. Conduct benchmarking with other department to ensure that the Department plans keep abreast with the Developments in both the sector and government wide. Provide planning and performance management technical support and guidance to the Department on the utilization of the Human Settlements and government wide planning and performance Monitoring Framework. Assist in the collation and Consolidation of plans and performance information for presentation to oversight committees of parliament. Follow-up on recommendations on matters pertaining to strategic organizational planning provided by oversight such as Auditor General of South Africa (AGSA) and the Department of Planning Monitoring and Evaluation (DPME). Coordinate the process of aligning the Performance Agreement to Corporate Plans.

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

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

**POST 37/30**: SENIOR PERSONNEL OFFICER REF NO: DOHS/51/2019

Branch: Corporate Services  
Chief Directorate: Human Resource  
Directorate: Human Resource Administration  
Sub-directorate: Human Resource Provisioning

**SALARY**: R208 584 per annum (Level 06)

**CENTRE**: Pretoria

**REQUIREMENTS**: Applicants must be in possession of a Senior Certificate or equivalent qualification, and a minimum of one (1) year Human Resource experience  
A National Diploma or Degree in Human Resource Management coupled with at least two (2) years’ experience in Human Resource Administration will be an added advantage  
The successful candidate must have basic knowledge of PERSAL system, Public Service Act, Public Service Regulations understanding of Human Resources legislation frameworks and practices, ability to work under pressure, Good communication skills (written and verbal) and computer literacy are essential Knowledge of Conditions of service and benefits that is applicable in the Public Service, time management and discipline

**DUTIES**: Administer Recruitment and Selection process, appointments, Implementation of probation and change of nature of appointment. Implement conditions of services including leave administration, PILIR, long service recognition, Medical aid scheme, Injury on duty, Overtime, staff movement. Administer service terminations in accordance with GPAA laws. Implementation of performance awards and pay progression on PERSAL. Attend to human resource enquiries and guide staff members with regard to implementation of policies and procedures.

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

**NOTE**: Male candidates and people with disabilities are encouraged to apply.
INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

The Independent Police Investigative Directorate (IPID) is an equal opportunity and affirmative action employer. It is our intention to promote representatively in terms of race, gender and disability within the Department through the filling of posts.

CLOSING DATE : 01 November 2019
NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department accompanied by a fully completed and signed form Z83 and 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. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate will have to undergo security vetting. His/her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). The successful candidates will be appointed on a probation period of 12 months and will be required to sign a performance agreement. The suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the Department’s Employment Equity Plan.

OTHER POSTS

POST 37/31 : INVESTIGATOR REF NO: Q9/2019/35

SALARY : R257,508 per annum (Level 07) (The Notch will be higher than the one advertised in line with Section 23 of the IPID Act.)
CENTRE : North West (Mafikeng)
REQUIREMENTS : A Grade 12 certificate or relevant diploma/degree in Law or Policing Knowledge of Criminal Law, Criminal Procedure and Law of Evidence are essential for consideration. A valid Code 08 driver’s license and the ability to drive a motor vehicle in that class, Computer literacy, The ability to work under pressure, Competent in interviewing, report writing as well as verbal and written communication, Competent and fit to handle a firearm or willing to undergo such a test, Willingness to be on standby and perform overtime duties, Analytical thinking, problem-solving and decision making skills, Client orientation and customer focus, Results-driven.
DUTIES : Receive, register and allocate cases, Attend crime scenes and post-mortems, Collect, safeguard and process exhibits at the crime scene, Conduct interviews with suspects and witnesses and obtaining affidavits, Advise the next of kin or victims and other relevant stakeholders regarding progress of investigations, Manage stakeholders, Conduct investigations of cases of alleged criminality and misconduct against members of the police, as stipulated in Section 28 of the IPID Act, Conduct searches, seizures and collection of evidence, and etcetera, compiling investigation reports and memoranda with recommendations to SAPS and referrals to the National Prosecuting Authority (NPA) for consideration to prosecute or take appropriate disciplinary action. Draft and type investigation reports at the conclusion of each investigation, Update electronically the status of each case on the database.
ENQUIRIES : MS M Molefhe at Tel No: (018)397 2500
APPLICATIONS : Post to Independent Police Investigative Directorate, Private Bag X2017, Mahikeng 2745 or, hand deliver to No 1 Station Road Molopo Shopping Centre Mahikeng 2745.
FOR ATTENTION : Ms L Maamogwa at Tel No: (018)397 2500

POST 37/32 : DATABASE CLERK (X2 POSTS)

SALARY : R173 703 per annum (Level 05) the successful candidate will be required to sign a performance agreement.

CENTRE : Western Cape (Bellville) Ref No: Q9/2019/36
Eastern Cape (East London) Ref No: Q9/2019/37

REQUIREMENTS : A grade 12 certificate One (1) to two (2) years’ clerical/administration experience a valid driver’s license and the ability to drive will be an added advantage. Skills and Competencies: PC skills, Sound interpersonal skills, reports writing skills, Interpersonal skills, advanced typing skills, Basic numeracy skills, Basic literacy skills. Basic language skills.

DUTIES : Update case files Update case developments on the database Typing of documents, memoranda and reports, Follow up on case developments with investigators. Update registers. Record keeping/filling of documentation

ENQUIRIES : Western Cape Mr GJ Trussell Tel No: (021) 941 4800
Eastern Cape: Ms L Booi Tel No: 043 707 7200

APPLICATIONS : Post to Independent Police Investigative Directorate, Private Bag X 43, Bellville, 7535 or, hand deliver to Fintrust Building, first floor, Corner of Petrusa & Mazzur Streets, Bellville 7530.

FOR ATTENTION : Ms N Matintela Tel No: (021) 941 4800

POST 37/33 : ADMINISTRATION CLERK REF NO: Q9/2019/38

SALARY : R173 703 per annum (Level 05) the successful candidate will be required to sign a performance agreement.

CENTRE : North West (Mafikeng)

REQUIREMENTS : A grade 12 certificate. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.

DUTIES : Render general clerical support services: Record, organize, store, capture and retrieve correspondence and date (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. Provide supply chain clerical support services within the component: Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation Provide financial administration support services in the component: Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.

ENQUIRIES : MS M Molefhe at Tel No: (018)397 2500
APPLICATIONS : Post to Independent Police Investigative Directorate, Private Bag X2017, Mahikeng 2745 or, hand deliver to No 1 Station Road Molopo Shopping Centre Mahikeng 2745

FOR ATTENTION : MS L Maamogwa at Tel No: (018)397 2500
**JUDICIAL INSPECTORATE FOR CORRECTIONAL SERVICES**

The Judicial Inspectorate for Correctional Services is committed to the achievement and maintenance of diversity and equity employment.

**APPLICATIONS**

The Judicial Inspectorate for Correctional Services, Western Cape Region: Private Bag X 9177, Cape Town, 8000 Alternatively, applications may be handed in at Standard Bank Building, No 1 Thibault Square, 9th Floor, Cnr Long Street & Hans Strijdom Avenue, Cape Town, 8001.

**CLOSING DATE**

08 November 2019

**NOTE**

Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet www.gov.za/documents the completed and signed Z83 form should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification(s) and ID-document not older than 3 months Driver's license will be an added advantage. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) Applications that do not comply with the above-mentioned requirements, as well as late applications, will not be considered The Judicial Inspectorate for Correctional Services does not accept applications via fax or email Failure to submit all the requested documents will result to the application not being considered Correspondence will be limited to short-listed candidates only If you have not been contacted within six (6) weeks after the closing date of this advertisement, please accept that your application was unsuccessful Suitable candidates will be subjected to 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 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 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 Successful candidates will be appointed on a probation period of 12 months Judicial Inspectorate reserves the right not to make any appointment(s) to the advertised posts The successful candidate will be expected to sign a performance agreement The appointment will be made according to Public Service Act of 1994

**MANAGEMENT ECHELON**

**POST 37/34**

**DIRECTOR: LEGAL SERVICES**

**REF NO:** JI 179/2019

Directorate: Legal Services

**SALARY**

R1 057 326 per annum (All Inclusive package)

**CENTRE**

Pretoria

**REQUIREMENTS**

A Bachelor of Law/LLB degree or equivalent qualification (NQF 7 recognised by SAQA) and admission as Attorney or Advocate. At least 5 years’ appropriate experience at Middle Management level. An
understanding of legislation, research and development methodologies, legislation and analysis methods, as well as Government legislation. Computer literacy. Communication (written and verbal) skills. Proficiency in project management, legislation development and legislation research. Planning and organising skills. Analytical and decision-making skills. Problem-solving and negotiation skills. The ability to interpret the law. The ability to research the law. A valid driver’s license.

**DUTIES**
- Develop policies and procedures related to inspections, investigations and complaints. Facilitate, coordinate and monitor the drafting of legislation, regulation, policies, contracts, and memoranda of understanding, service level agreements and other necessary legal documents for JICS. Manage complaints and develop effective systems and frameworks for dealing with complaints. Manage mandatory reports and develop effective systems and frameworks in dealing with these. Manage and conduct inspections. Plan and independently conduct inspections with the aim of ensuring compliance with relevant standard directives and policies. Manage, coordinate and foster effective relationships with all stakeholders. Manage and utilise human resources in accordance with relevant directives and legislation. Ensure compliance with the relevant legislative prescripts. Monitor the implementation of policies and procedures. Provide advice and guidance in the area of functional responsibility. Report on strategic frameworks on legal services. Compile reports and monitor recommendations.

**ENQUIRIES**
Mr V Misser Tel No: (012) 321 0303

**NOTE**
Preference will be given to all women and people with disabilities.

**OTHER POSTS**

**POST 37/35**
**DEPUTY DIRECTOR: COMMUNICATIONS REF NO: JI 180/2019**
(12 months contract appointment)
Directorate: Support Services

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

**CENTRE**
Pretoria

**REQUIREMENTS**
Applicants must be in possession of a senior certificate, National Diploma/Degree NQF 6 as recognized by SAQA in Journalism/Marketing/Public Relations/Graphic Design or Media Studies plus at least 5 years’ experience in a communication environment. Knowledge of discourse within Criminal Justice. Knowledge of latest trends in using social media for corporate benefit Knowledge of GCIS guidelines for internal communications and website Knowledge of Electronic Communication Act, Promotion of Access to Information Act, Public Service Act, PFMA and other Financial Regulations, Government Policies and Public Service regulations Interpersonal relations People management, strategic management, diversity management and Project management skills Skilled in Problem solving and analysis Skilled in Financial management, Change management and Risk management Skilled in Online and internal communication systems Computer literacy Skilled in Corporate governance Client orientation and Stakeholder engagement skills Ability to work independently Ability to working irregular hours and meeting deadlines Able to work in a team. Valid Driver’s license.

**DUTIES**
- Render internal and external communication services for the office of the Inspecting Judge. Develop internal communications strategy and align that strategy to all regions. Provide internal communication support Assist in enhancing the corporate image of the JICS. Perform management, coordination and operational tasks to maintain and improve online, internal and social media operations and ensure that they integrate with the department’s communication strategies and plans. Manage internal communication publication. Develop an internal staff newsletter Source content and liaise with different branches for internal news. Develop a long-term news diary of events to support internal publications. Manage
departmental notice boards, internal branding and provide communication support to departmental campaigns. Develop an internal branding strategy. Conceptualise and implement internal communication campaigns. Contribute to the development of operation plans and coordinate activities to support the outcomes of the Chief Directorate’s strategic outcomes. Application of the legislative and policy guidelines.

ENQUIRIES
NOTE : Preference will be given to all women and people with disabilities.

POST 37/36 : LAW CLERK – ASSISTANT DIRECTOR REF NO: JI 181/2019
(12 months contract appointment)
Directorate: Legal Services
SALARY : R376 596 per annum (Level 09) plus 37% in lieu of benefits.
CENTRE : Pretoria
REQUIREMENTS : The Judicial Inspectorate for Correctional Services (JICS) invites applications from suitable candidates seeking appointment as a Law Clerk for 2019-2020. The Inspecting Judge of the Judicial Inspectorate for Correctional Services is assisted by a Law Clerk whose primary function is to carry out legal research. Appointments are made for the period January 2019 to December 2020. The JICS seeks to ensure that appointments generally broadly represent the South African population in terms of race, gender and background. Applicants should be in possession of an LLB degree (or an equivalent or post-graduate degree) or in the final year of study for such degree and should display an interest in subjects relating to criminal law. Academic excellence and research experience is recommended. Successful applicants will be subjected to a vetting process. Further details about the position can be obtained from the Office of the Inspecting Judge of Correctional Services. An example of written work between 6 – 12 pages in length, which demonstrates critical legal analysis and is written solely by the applicant; and letters of recommendation from two referees, together with their names and contact details (including but not limited to email addresses).

DUTIES : Research for the Inspecting Judge (IJ), Report writing, Ad hoc task allocated by the Inspecting Judge. Consolidate and analyse monthly statistical report for IJ. Preference will be given to all women and people with disabilities.

ENQUIRIES
NOTE : Preference will be given to all women and people with disabilities.

POST 37/37 : VISITORS COMMITTEE COORDINATOR –VCCO REF NO: JI 182/2019
Directorate: Central Management Region
SALARY : R257 508 per annum (Level 07)
CENTRE : Bloemfontein
REQUIREMENTS : Applicants must be in possession of a Senior Certificate/Grade 12, Degree/National Diploma in Public Administrations/Public Management, NQF 6 as recognised by SAQA. 3 year Degree/National Diploma in Office Management or Administration recognised relevant qualification on NQF 6 or equivalent qualification; a minimum of 2 years’ experience; Knowledge of the Public Finance Management Act, Public Service Act and Regulations and National Treasury Regulations; A valid driver’s license. Skills and Competencies: Computer literacy (MS Office); Sound Interpersonal relations; Communication (verbal and written) skills; Planning and organizational skills; Able to work under pressure, independently and willingness to work extra hours; Problem solving and leadership skills; Ability to pay attention to detail; Good conflict resolution skills.

DUTIES : The successful candidate will be responsible to supervise the work of ICCV, provide support to the Independent Correctional Centre Visitors (ICCVS). Attend to Visitors Committee/Stakeholders meetings. Conduct performance audits/assessments; arrange inductions/training and attend
to disciplinary matter related to ICCVs. Monitor all mandatory complaints according to policy. Capture unresolved complaints from VC meeting on the system rendering of administrative support services to the Independent Correctional Centre Visitors. Manage the relationship with stakeholders (good working relationships).

ENQUIRIES: Mr M Prusent Tel No: (051) 430 1954

POST 37/38: ADMIN CLERK: ICCV PAYMENTS REF NO: JI 183 /2019
(12 months contract appointment)
Directorate: Support Service

SALARY: R173 703 per annum (Level 05) plus 37% in lieu of benefits.
CENTRE: Cape Town
REQUIREMENTS: Applicants must be in possession of a Grade 12/Senior certificate. Computer literate (MS Word, Excel and Outlook). 1-3 years relevant financial administration experience. Ability to communicate verbally and in writing. Ability to work independently and also as part of a team. Ability to multi-task and general administration capabilities. Proficiency in English and at least one other official language. Knowledge of PERSAL system will be an added advantage.

DUTIES: The successful candidate will be responsible for assist with administration. Follow-up on outstanding ICCVs payments. Compiling of ICCVs payments. General administrative duties.

ENQUIRIES: Mr Wicomb Tel No: (012) 421 1012

POST 37/39: MESSENGER/CLEANER (X5 POSTS)
(12 months contract appointment)
Directorate Support Services

SALARY: R102 534 per annum (Level 02) plus 37% in lieu of benefits.
CENTRE: Bloemfontein Ref No: JI 184 /2019
Centurion Ref No: JI 185/2019
Cape Town Ref No: JI 186/2019
Durban Ref No: JI 187/2019
East London Ref No: JI 188/2019

REQUIREMENTS: Applicants must be in possession of a Grade 10 or ABET (NQF level1-4) relevant work experience. Ability to use machinery (vacuum, urn etc.) Ability to read and write. Communication and listening skills planning, organising and people skills.

DUTIES: The incumbent will be responsible for cleaning offices and create an orderly working environment. Cleaning GG vehicles and safekeeping of equipment ordering cleaning material. Ad-hoc tasks as delegated by the supervisor a driver’s licence will be an added advantage.

ENQUIRIES: Mrs S Suliman Tel No: (012) 421 1012

POST 37/40: INDEPENDENT CORRECTIONAL CENTRE VISITORS
(12 months contract appointment)
Directorate Regions

SALARY: R65.139 (3/8th) per annum (Level 05) inclusive of 37% in lieu of benefits.
CENTRE: Western Cape Management Region
Ladismith Ref No: JI 189 /2019
George Ref No: JI 190 /2019

REQUIREMENTS: Grade 12 and computer literacy knowledge. A recommendation of nomination by a community organization. A driver’s license will be an added advantage. Attributes: Public spirited and sound knowledge of the Batho-Pele principles. Assertiveness and ability to work under pressure in a corrections environment. Able to function independently. Passion for human rights Own transport will be an added advantage.

DUTIES: The successful candidate will be responsible to visit the correctional facility on a daily basis and engage with inmates and officials on complaints and other matters. Monitor the conditions of incarceration and
report on findings. Monitor and report on all instances of death, segregations, use of mechanical restraints and use of force in the centre. Support officials from JICS during inspections and investigations. Administrative tasks will include dealing with and capturing inmate complaints and mandatory matters and detailed report writing.

ENQUIRIES

Mrs S Wesson/Mr J Mepomie Tel No: (021) 421 1012
### ANNEXURE J

**DEPARTMENT OF JUSTICE & CONSTITUTIONAL DEVELOPMENT**

**CLOSING DATE** : 04 November 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. The foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where drivers licence is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

**ERRATUM**: Kindly note that the post of Maintenance Officers (X4 Posts), advertised in Public Service Vacancy Circular 36 dated 11 October 2019, with incorrect Centres, The Correct Centres would be as follows: Ref No: 19/108/KZN Centre: KwaDukuza will perform under Ilembe District; Ref No: 19/109/KZN Centre: Uzombo will perform under Umkhanyakude District; Ref No: 19/110/KZN: Vryheid will perform under Zululand District and Ref No: 19/111/KZN Pietermaritzburg will perform under Umgugundlovu district. We apologize for any inconvenience caused.

### OTHER POSTS

**POST 37/41** : ASSISTANT DIRECTOR: ARCHIVES SERVICES REF NO: 19/140/AIR  
**SALARY** : R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office: Pretoria

**REQUIREMENTS** : A National Diploma and/or Bachelor’s Degree in Library Science, Information Management, Archival Studies/Records Management or NQF Level 6 qualification in the related fields; 3 years’ experience in Archive or Records Management; 3 years’ experience at supervisory level; Knowledge of the National Archives and Records Services Act, Promotion of Access to Information Act (PAIA), Public Finance Management Act and Public Service Act; A valid driver’s license; Skills and Competencies: Computer literacy (Ms Office, Ms Power Point, Ms Word, Ms Excel); Communication and information management; Planning and organizing; Problem solving and decision making; Project management; Diversity management; Networking and building bonds; Managing interpersonal conflict and resolving problem; Team leadership; Willingness to travel and work extended irregular hours.

**DUTIES** : Key Performance Areas: Provide archives and records management services to both internal and external clients; Monitor compliance with the filing system of the Department; Evaluate archival files and conduct records management awareness/training; Conduct records management
inspection in the Department; Provide administration support; Provide effective people management.

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

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

**POST 37/42**

**ADMINISTRATIVE OFFICER: STRATEGIC PLANNING REF NO: 19/128/DG**

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

**CENTRE**
National Office: Pretoria

**REQUIREMENTS**
A 3 year National Diploma/Degree in Office Administration/Office Management (NQF6) or equivalent; 1 year experience in administration; Knowledge of departmental strategic goals as well as departmental prescripts; General knowledge of corporate services in Government: Skills And Competencies: Computer literacy (MS Office); Interpersonal skills; Communication (verbal and written) skills; Problem solving skills; Project Management; Attention to details and ability to work under pressure and willingness to work overtime when required.

**DUTIES**
Provide administrative support services; Facilitate the procurement of goods and services; Manage and control flow of documents; Develop and maintain storage retrieval system.

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

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

**NOTE**
People with disabilities are encouraged to apply

**POST 37/43**

**PROVISIONING ADMINISTRATION OFFICER: TRANSACTION AND NEGOTIATIONS REF NO: 19/132/CFO (X2 POSTS)**

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

**CENTRE**
National Office: Pretoria

**REQUIREMENTS**
A National Diploma in Supply Chain Management, Procurement, Logistics and /or finance – related qualification (NQF6); A minimum of 2 years relevant experience in Bids and Acquisitions Management/Supply Chain Management; Knowledge of PFMA, BAS and other applicable legislations; Knowledge of procurement policies, regulations PFMA, Treasury Regulations/DFI Skills and Competencies: Computer skills (Ms Power Point, Ms Word, Ms Excel); Interpersonal relations; Problem solving skills; Creative thinking; Customer service orientation; Communication skills; Ability to work under pressure and be self-motivated.

**DUTIES**
Key Performance Areas: Provide administrative support during bid DBEC/DBAC committees; Administer the implementation of supply chain management policy and strategy; Maintain effective systems and procedures for the procurement of goods and services for above R500K; Provide effective people management.

**ENQUIRIES**
Ms M Qhamakoane Tel No: (012) 357 8591

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

**NOTE**
People with disabilities are encouraged to apply
POST 37/44 : PROVISIONING ADMINISTRATION OFFICER/TRANSPORT OFFICER:
FLEET MANAGEMENT REF NO: 19/144/CFO

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

CENTRE : National Office: Pretoria

REQUIREMENTS : National Diploma or equivalent qualification (NQF6) in Fleet Management;
At least 2 years’ experience in Supply Chain Management;
Knowledge of transport policies, PFMA, Treasury Regulations and legislations;
Appropriate knowledge and practical experience in fleet management.
Skills and Competencies: Computer literacy (Ms Word, email and internet
skills); Communication skills (written and verbal); Ability to work under
pressure; Financial management skills; Organizational skills; Good
planning and decision making skills; Interpersonal relations and
leadership skills; Project management skills.

DUTIES : Key Performance Areas: Provide administrative support services in
relating to transport matters; Coordinate the movement of vehicles and
other transport assets; Manage records and register vehicle kilometer
usage; Provide effective people management.

ENQUIRIES : Ms N Joseph Tel No: (012) 357 – 8646

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

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

APPLICATIONS: All applications must be submitted to the relevant Recruitment Response E-mail or fax number as stated below.

CLOSING DATE: 04 November 2019

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

MANAGEMENT ECHELON

POST 37/45: DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS

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

CENTRE: DDPP: Bisho Ref No: Recruit 2019/23
DDPP: Middelburg Ref No: Recruit 2019/24
DPP: Limpopo Ref No: Recruit 2019/25
DPP: Mmabatho Ref No: Recruit 2019/26
DPP: Mpumalanga Ref No: Recruit 2019/27
DPP: Grahamstown Ref No: Recruit 2019/28

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

**DUTIES**

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

**ENQUIRIES**

DDPP: Bisho & DPP: Grahamstown Anthony Bean Tel No: (046) 602 3041
DPP: Mpmalanga & DPP: Middelburg: Mike Mabunda Tel No: (083) 390 0658
DPP: Limpopo: Thuba Thubakgale Tel No: (015) 045 0285
DPP: Mmabatho: Flora Kalakgosi Tel No: (018) 918 9040

**APPLICATIONS**

DDPP: Bhisho Recruit201923@npa.gov.za or Fax 012 843 4653
DDPP: Middelburg Recruit201924@npa.gov.za or Fax: 012 843 1557
DDPP: Limpopo Recruit201925@npa.gov.za or Fax: 012 843 1558
DPP: Mmabatho Recruit201926@npa.gov.za or Fax: 012 843 1559
DPP: Mpmalanga Recruit201927@npa.gov.za or Fax: 012 843 1560
DDPP: Grahamstown Recruit201928@npa.gov.za or Fax: 012 843 1561

**POST 37/46**

DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS
Specialised Commercial Crime Unit

**SALARY**

R 1 308 345 per annum (Level 14) (Total Cost Package)

**CENTRE**

Limpopo Ref No: Recruit 2019/37
Mpumalanga Ref No: Recruit 2019/38

**REQUIREMENTS**

A recognised four-year legal qualification. At least ten years’ post qualification experience in civil and/or criminal litigation. Admission as an Attorney and/or Advocate will be an added advantage. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. At least ten years post qualification legal experience in prosecuting criminal cases or general litigation. Proven ability and experience to interpret forensic audit reports and balance sheets. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Good interpersonal, analytical, presentation and communication skills. Computer skills. Valid driver’s license.

**DUTIES**

Manage and direct the activities of the office. Conduct prosecution of complex commercial crime cases. Advise police on the investigation of complex commercial crime cases. Conduct legal research and keep up to date with legal developments. Draft charge sheets and other court documents and represent State in all courts. Present cases in court, lead witnesses; cross examine and address the court on conviction and
sentence. Provide mentorship and guidance to lower level staff. Generally conduct Prosecution on behalf of the State.

ENQUIRIES: Kgomotso Thamage Tel No: (012) 845 6918
APPLICATIONS: Limpopo Recruit201937@npa.gov.za or Fax: 012 843 1070
Mpumalanga Recruit201938@npa.gov.za or Fax: 012 843 1086

POST 37/47: DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS
Asset Forfeiture Unit

SALARY: R 1 308 345 per annum (Level 14) (Total Cost Package)
CENTRE: Nelspruit Ref No: Recruit 2019/39
Cape Town Ref No: Recruit 2019/40
Durban Ref No: Recruit 2019/41
Port Elizabeth Ref No: Recruit 2019/42
Pretoria Ref No: Recruit 2019/43
Bloemfontein Ref No: Recruit 2019/44

REQUIREMENTS: A recognised four-year legal qualification. At least ten years’ post qualification experience in civil and/or criminal litigation. Admission as an Attorney and/or Advocate will be an added advantage. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Experience in civil litigation and such legal experience as in the opinion of the Minister render an applicant suitable for appointment as Deputy Director of Public Prosecutions. Well-developed skills in advocacy and legal drafting and good knowledge of civil and/or criminal procedure. Excellent interpersonal, analytical, presentation and communication skills with relevant experience Ability to develop systems and procedures as well as new policies. Knowledge of asset forfeiture law and strong computer skills will be an advantage. Ability to act independently. Willing to travel, able to work extended hours. Valid driver’s license.

DUTIES: Undertake Litigation and supervising litigation. Representing the State in all courts Conduct Civil litigation regarding all aspects of the freezing and forfeiture/confiscation of property/assets derived from criminal activity, drafting applications, preparing heads of argument and presenting cases in court Training and provide mentorship and guidance to staff. Assist in managing the regional office.

ENQUIRIES: Lindie Swanepoel Tel No: (012) 845 6638
APPLICATIONS: Nelspruit Recruit201939@npa.gov.za or Fax: 012 843 1087
Cape Town: Recruit201940@npa.gov.za or Fax: 012 843 1090
Durban: Recruit201941@npa.gov.za or Fax: 012 843 1093
Port Elizabeth: Recruit201942@npa.gov.za or Fax: 012 843 1095
Pretoria: Recruit201943@npa.gov.za or Fax: 012 843 1097
Bloemfontein: Recruit201944@npa.gov.za or Fax: 012 843 1099

POST 37/48: DIRECTOR: FRAUD AND CORRUPTION REF NO: RECRUIT 2019/69
Integrity Management Unit

SALARY: R 1 057 326 per annum (Level 13) (Total Cost Package)
CENTRE: Head Office: Pretoria

APPLICATIONS: Nelspruit Recruit201939@npa.gov.za or Fax: 012 843 1087
Cape Town: Recruit201940@npa.gov.za or Fax: 012 843 1090
Durban: Recruit201941@npa.gov.za or Fax: 012 843 1093
Port Elizabeth: Recruit201942@npa.gov.za or Fax: 012 843 1095
Pretoria: Recruit201943@npa.gov.za or Fax: 012 843 1097
Bloemfontein: Recruit201944@npa.gov.za or Fax: 012 843 1099

APPLICATIONS: Limpopo Recruit201937@npa.gov.za or Fax: 012 843 1070
Mpumalanga Recruit201938@npa.gov.za or Fax: 012 843 1086

REQUIREMENTS: A recognized B-degree or Advanced Diploma (NQF level 7). At least five (5) years management experience on middle or senior management level. Five (5) years practical experience in the field of integrity investigations, detection, forensics, and audit or ethics management is a requirement. Be well conversant with detection and investigation of fraud and corruption or integrity and ethics management. Must have conceptual and analytical thinking, must have good report writing skills, verbal communication skills, interpretation of policy, creative presentation skills, problem solving ability, strong analytical skills, planning and organising skills, research capability, methodology skills, time management skills, integrity and honesty. Ability to work under pressure for extended periods of time. Computer literacy in MS Word, Excel and Power Point. A valid driver’s license and willingness to travel extensively are essential. Knowledge of legislation and

**DUTIES**

Manage the internal investigations into allegations of unethical conduct, fraud and corruption within the NPA. Manage the investigation of allegations of prosecutorial misconduct. Manage and oversee programmes for detection of fraud and corruption risks in the NPA. This includes the identification and managing of fraud and corruption risks in the NPA, including but not limited to inspections and integrity profiling of employees. Manage an effective Case Management System (CMS), to conduct research on early warning systems in the NPA. Manage the conflict of interest programme including Remunerative Work outside the NPA, Financial Disclosures. Manage the NPA Fraud and Corruption Response Plan. Manage performance of staff within the Directorate: FCI & D, the budget and resources allocated to the directorate.

**ENQUIRIES**

Praveen Naidoo Tel No: (012) 845 6588

**APPLICATIONS**

Recruit201969@npa.gov.za or Fax: 012 843 1128

**POST 37/49**

DIRECTOR: MEDIA RELATIONS (NATIONAL SPOKESPERSON) REF NO: RECRUIT 2019/62

**SALARY**

R1 057 326 per annum (Level 13) (Total Cost Package)

**CENTRE**

Head Office: Pretoria

**REQUIREMENTS**

A recognized B-degree or Advanced Diploma (NQF level 7) Ten (10) years working experience in Communications/Journalism/Media or Legal. At least five (5) years management experience on middle or senior management level. Experience in the Criminal Justice will be an added advantage. General understanding of the law and the South African legal framework. General knowledge of the Public Relations discipline, principles of media liaison and relationship management as well as reputation management. Knowledge and understanding of the media environment (including social media) government communications protocols, processes and procedures. Excellent verbal and written communication skills. Writing of speeches for specific events as and when requested. Proven ability in dealing with international, national and local media Networking, analytical, public speaking skills as well as good organizational planning skills. Valid driver’s license is recommended.

**DUTIES**

Strategic Management: Provide strategic leadership and co-ordinate the media relations function in daily engagement with the international, national and local media. Actively participate in the Communication Unit’s strategic communication planning process and develop media relations strategy linked to the overall communication strategy. Media Liaison: Draft press releases, organize and facilitate media briefings, conduct interviews as delegated to communicate the NPA official position on prosecutions, relevant court work as well as NPA pronouncements at national level. Address media enquiries. Prepare relevant opinion pieces as and when required. Media monitoring and responses management. Identify media opportunities to leverage in order to enhance public education and awareness of the work and performance of the NPA. Media Policy: Monitor compliance to the media policy. Media Relationship Management: Develop a media relationship building and maintenance plan by instituting media networking sessions for NPA. Management to engage with the media on a regular basis. Implement media specific projects of strategic and tactical benefit to the NPA.

**ENQUIRIES**

Bulelwa Makeke Tel No: (012) 845 6821
APPLICATIONS: Recruit201962@npa.gov.za or Fax: 012 843 1119

POST 37/50: DIRECTOR: ADMINISTRATION

SALARY: R1 057 326 per annum (Level 13) (Total Cost Package)
CENTRE: DPP: Mpumalanga: Ref No: Recruit 2019/29
DPP: Limpopo: Ref No: Recruit 2019/30

REQUIREMENTS: A recognized B-degree or Advanced Diploma (NQF level 7). At least five (5) years management experience at Middle Management or Senior Management level. Excellent verbal and written communication skills. Computer literacy in MS Word, Excel, PowerPoint and Outlook. Knowledge and understanding of Labour Relations Act, BCEA, Public Service Act, Employment Equity Act, COIDA, PFMA and Treasury Regulations. Valid driver’s license.

DUTIES: Provide administrative leadership on the finances of the region through development of the budget for the region. Manage and monitor expenditure of the region and report thereon as periodically required. Monitor suppliers/vendors to ensure Service Level Agreement (SLA) is adhered to and the performance and compliance by suppliers/vendors. Ensure the maintenance of a sound asset management system and conduct periodic asset returns in accordance with the relevant prescripts. Ensure the maintenance of an up to date inventory register and submit periodic returns as prescribed. Facilitate and ensure the development or review of an HR plan for the region in conjunction with the National Human Resources Division. Take ownership of skills development programme by chairing the Local Training Forum and coordinating the activities thereof. Ensure the provision of an effective HR administration and management. Ensure the management and coordination of IT services and identify priority areas for resourcing with appropriate IT infrastructure to improve connectivity. Ensure effective document management services. Ensure efficient security services in the DPP office and all NPA offices in the region. Ensure overall compliance of the region with all applicable legislation. Assist the region in the development of the operational plans and monitoring and evaluation of performance thereof. Assist in managing the performance information. Assist in coordinating the development and maintenance of appropriate management information systems pertaining to Enterprise Performance Management.

ENQUIRIES: DPP: Mpumalanga Mike Mabunda Tel No: (083) 390 0658
DPP: Limpopo: Thuba Thubakgale Tel No: (015) 045 0285

APPLICATIONS: DPP: Mpumalanga: Recruit201929@npa.gov.za or Fax: 012 843 156
DPP: Limpopo: Recruit201930@npa.gov.za or Fax: 012 843 1563

OTHER POSTS

POST 37/51: SENIOR STATE ADVOCATE
Asset Forfeiture Unit

SALARY: R983 019 – R1 536 567 per annum (LP-9) (Total cost package)
CENTRE: Durban: X4; Ref No: Recruit 2019/45 (X4 Posts)
Johannesburg: Ref No: Recruit 2019/46 (X3 Posts)
Port Elizabeth: Ref No: Recruit 2019/47 (X2 Posts)
Pretoria: Ref No: Recruit 2019/48 (X2 Posts)
Polokwane: Ref No: Recruit 2019/49
Kimberley: Ref No: Recruit 2019/50
Mmabatho: Ref No: Recruit 2019/51

REQUIREMENTS: A recognised four-year legal qualification Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. At least eight years’ post qualification experience in civil and/or criminal litigation. Well-developed skills in advocacy and legal drafting. Good knowledge of civil and/or criminal procedure. Knowledge of asset forfeiture law will be an added advantage; Good interpersonal,
analytical, presentation and communication skills. The ability to act independently. Valid driver’s license recommended.

**DUTIES**

- Litigation and supervising litigation. Conduct Civil litigation regarding all aspects of the freezing and forfeiture/confiscation of property/assets derived from criminal activity, drafting applications, preparing heads of argument and presenting cases in court. Training of NPA staff in the use of asset forfeiture procedures Legal research and keeping up to date with legal developments. Assist with the general management of the unit, including developing the systems, receiving and analyzing reports and making recommendations to the unit.

**ENQUIRIES**

- Lindie Swanepoel Tel No: (021) 845 6638

**APPLICATIONS**

- Durban Recruit201945@npa.gov.za or Fax: 012 843 1101
- Johannesburg Recruit201946@npa.gov.za or Fax: 012 843 1102
- Port Elizabeth Recruit201947@npa.gov.za or Fax: 012 843 1103
- Pretoria Recruit201948@npa.gov.za or Fax: 012 843 1104
- Polokwane Recruit201949@npa.gov.za or Fax: 012 843 1105
- Kimberley Recruit201950@npa.gov.za or Fax: 012 843 1106
- Mmabatho Recruit201951@npa.gov.za or Fax: 012 843 1107

**POST 37/52**

- **REGIONAL MANAGER: SECURITY**
- Security Management Services

**SALARY**

- R869 007 per annum (Level 12) (Total Cost Package)

**CENTRE**

- Pietermaritzburg Ref No: Recruit 2019/67
- Port Elizabeth Ref No: Recruit 2019/68

**REQUIREMENTS**

- An appropriate B Degree (NQF level 7)/Three (3) year Diploma or equivalent qualification on a minimum NQF level 6 in Security Management studies, policies or equivalent qualification. A valid driver’s license. Knowledge of physical and information security, security coordination of events as well as development of security policies. Knowledge of security legislative framework as well as OHS implementation and compliance.

**DUTIES**

- Manage the security functions in the NPA regional office. Coordinate the implementation of the OHS programs in the region. Manage the allocated resources of the unit in the region. Monitor and evaluate the services of the contracted security service providers in terms of the service level agreement (SLA) for guarding and special services (VIP) Conduct preliminary investigations for security breached and report to head office Liaise regularly with the external stakeholders for security advice (i.e SAPS, SASS, SSA, COMSEC, DI and DCS) Coordinate security services for the NPA high profile cases in the region. Conduct threat assessments on threatened NPA officials and submit threat assessment reports to head office. Coordinate assessments for Threat & Risk Assessments (TRA) for the NPA buildings in the region. Provide support with regard to the implementation of NPA security policies, plans and procedures at regional level. Conduct security awareness to the NPA staff and facilitate the establishment, administration and coordination of the security committee in the region.

**ENQUIRIES**

- Lukas Pieterse Tel No: (012) 845 6867

**APPLICATIONS**

- Pietermaritzburg Recruit201967@npa.gov.za or Fax: 012 843 1125; Port Elizabeth: Recruit201968@npa.gov.za or Fax: 012 843 1127

**POST 37/53**

- **STATE ADVOCATE (ATTORNEY)**
- Asset Forfeiture Unit

**SALARY**

- R763 212 – R1 266 156 per annum (LP-7 to LP-8) (Total cost package)

**CENTRE**

- Durban Ref No: Recruit 2019/52
- Johannesburg Ref No: Recruit 2019/53
- Port Elizabeth Ref No: Recruit 2019/54
- East London Ref No: Recruit 2019/55
- Pretoria Ref No: Recruit 2019/56

42
REQUIREMENTS :
A recognised four-year legal qualification Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. At least 5 years post qualification legal experience Admission as an Attorney of the High Court of South Africa Appropriate Knowledge of or experience in the implementation of the Prevention of Organized Crime Act and in dealing with legal matters relating to Asset Forfeiture Unit is recommended. Excellent interpersonal, analytical, presentation and communication skills. Strong computer skills (Ms Word, Excel, Outlook and PowerPoint is recommended. Professionalism and able to act independently. Willingness to travel and work extended hours. Excellent communication and administrative skills are recommended, as well as literacy and numeracy skills in so far as being able to understand profit and loss calculations and basic business finance is recommended. Ability to conduct legal research is recommended. Valid driver’s license is recommended.

DUTIES :
Act as Attorney for the Asset Forfeiture Unit. Execute tasks that by law must be performed by Attorneys. Attend to diverse types of civil litigation in the High Court, Magistrate Courts as well as appeals from these courts, including appeals to the Supreme Court of Appeal Deal with constitutional issues, including litigation in the Constitutional Court Draft and/or settle all types of agreements render legal opinions, draft and move applications. Attend to queries from curators on litigation of Asset Forfeiture matters Collect all taxed bills of all costs in favour of the state.

ENQUIRIES :
Peggy Manaka Tel No: (012) 8456196

APPLICATIONS :
Durban: Recruit201952@npa.gov.za or Fax: 012 843 1108
Johannesburg: Recruit201953@npa.gov.za or Fax: 012 843 1109
Port Elizabeth: Recruit201954@npa.gov.za or Fax: 012 843 1110
East London: Recruit201955@npa.gov.za or Fax: 012 843 1111
Pretoria: Recruit201956@npa.gov.za or Fax: 012 843 1112

POST 37/54 :
STATE ADVOCATE Asset Forfeiture Unit

SALARY :
R763 212 – R1 266 156 per annum (LP-7 to LP-8) (Total Cost Package)

CENTRE :
Durban Ref No: Recruit 2019/57
Johannesburg Ref No: Recruit 2019/58 (X3 Posts)
Pretoria Ref No: Recruit 2019/59
Cape Town Ref No: Recruit 2019/60

REQUIREMENTS :
A recognised four-year legal qualification Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws At least 5 years post qualification legal experience in civil and/or criminal litigation Well-developed skills in legal research and legal drafting and advocacy Good knowledge of civil and/or criminal procedure Knowledge of asset forfeiture law will be an added advantage Good interpersonal, analytical, presentation and communication skills Valid driver’s license is recommended Strong computer skills.

DUTIES :
Civil litigation on behalf of the State regarding all aspects of freezing of property and obtaining final forfeiture/confiscation orders. Draft and present asset forfeiture applications in all courts. Liaise with prosecutors on cases with asset forfeiture potential Train prosecutors and investigators in the use of Asset Forfeiture Law. Conduct research on identified areas of the law. Draft legal opinions on aspects of asset forfeiture, civil and criminal law. Draft heads of argument and policy documents on behalf of the unit. Write articles for internal newsletter on developing areas of asset forfeiture law. Keep up to date with legal developments.

ENQUIRIES :
Peggy Manaka Tel No: (012) 845 6196

APPLICATIONS :
Durban: Recruit201957@npa.gov.za or Fax: 012 843 1113
Johannesburg: Recruit201958@npa.gov.za or Fax: 012 843 1114
Pretoria: Recruit201959@npa.gov.za or Fax: 012 843 1115
Cape Town Recruit201960@npa.gov.za or Fax: 012 843 1116
POST 37/55 : PROTECTOR REF NO: RECRUIT 2019/61
Office for Witness Protection

SALARY : R470 040 per annum (Level 10) (Excluding Benefits)
CENTRE : Kimberley
REQUIREMENTS : An appropriate B Degree (NQF level 7)/Three (3) year Diploma or equivalent qualification on a minimum NQF level 6. Minimum of three years’ relevant experience B –Tec in VIP protection or equivalent qualification Police, Military or Correctional Service training will be an added advantage. Must have completed a SWAT course (certificate must be attached). Knowledge of Witness Protection Act Competent in Firearm handling. Knowledge and experience of undercover work will be added advantage. Knowledge of the constitutional and Bill of rights, National Prevention Strategy, Victims Charter and Batho Pele. Excellent report-writing skills and ability to write high-level reports to management. Advanced computer literacy skills in MS Word, Excel and PowerPoint.

DUTIES : Operate within the covert operations designed to ensure safety of witness in the region. Remove witnesses and extended families from danger areas within one hour upon receiving notice. Complete witness profile forms and temporary protection agreement. Monitoring, court protections, visitation and consultations of witness and extended families. Management of witness in respect of accommodation, education, medical assistance and relocation. Assist in managing the protection of information in the region. Monitor and give guidance on location of safe houses and placement of witnesses.

ENQUIRIES : Chanel Immelman Tel No: (053) 802 4561
APPLICATIONS : Recruit201961@npa.gov.za or Fax: 012 843 1118
NOTE : Female candidates are encouraged to apply. Candidates will be subjected to a competency assessment which includes fire-arm handling and competency, advance driving assessment and fitness assessment.

POST 37/56 : REGIONAL COMMUNICATION OFFICER (REGIONAL SPOKESPERSON)
Administration

SALARY : R470 040 per annum (Level 10) (Excluding Benefits)
CENTRE : Eastern Cape Division (ECD) Ref No: Recruit 2019/63
Northern Cape Ref No: Recruit 2019/64
North West Ref No: Recruit 2019/65
North Gauteng Ref No: Recruit 2019/66

REQUIREMENTS : An appropriate B Degree (NQF level 7)/ Three (3) year Diploma or equivalent qualification on a minimum NQF level 6 in communications. Minimum of 3 years’ experience in communication and media liaison. Good understanding of public relations principles. Good verbal and writing skills, particularly public speaking. Project management skills. Must be able to demonstrate good understanding of branding principles, event management and organizational skills. Ability to work well under pressure. Must be prepared to travel extensively on a regular basis. Valid driver’s license is required.

DUTIES : Fulfill regional spokesperson duties for the DPP Division. Co-ordinate all communications activities and requirements for the DPP office and its clusters including media relations, event management, photography and internal communication. Provide logistical support and provide appropriate branding for regional events.

ENQUIRIES : Bulelwa Makeke Tel No: (012) 8456821
APPLICATIONS : Eastern Cape Division (ECD) Recruit201963@npa.gov.za or Fax: 012 843 1120
Northern Cape Recruit201964@npa.gov.za or Fax: 012 843 1121
North West Recruit201965@npa.gov.za or Fax: 012 843 1122
North Gauteng Recruit201966@npa.gov.za or Fax: 012 843 1123
POST 37/57

ASSISTANT DIRECTOR: LABOUR RELATIONS
Human Resources Management and Development

SALARY: R470 040 per annum (Level 10) (excluding benefits)

CENTRE: Johannesburg Ref No: Recruit 2019/70
Pretoria Ref No: Recruit 2019/71
Bloemfontein Ref No: Recruit 2019/72
Mthatha Ref No: Recruit 2019/73
Cape Town Ref No: Recruit 2019/74
Durban Ref No: Recruit 2019/274

REQUIREMENTS: An appropriate B Degree (NQF level 7) in Law LLB will be an added advantage. Minimum three years’ experience in Labour Relations. Knowledge of the employment relations legislative and regulatory framework. Experience in appearing in conciliations, mediations and arbitration proceedings. Knowledge and experience in the handling of complaints, disciplinary hearings and grievances. Dispute resolution skills. Valid driver’s license.

DUTIES: Represent the NPA in disciplinary hearings, conciliations, mediations and arbitration proceedings. Facilitate NPA representations and provide support to the counsel representing the NPA in external disputes. Facilitate the resolution of grievances and conduct necessary investigations for such resolutions. Facilitate disciplinary proceedings and conduct necessary investigations. Proactively implement mechanisms that minimize disputes and create sound employment relations. Participate in collective bargaining and facilitate the implementation of collective agreements. Prepare the necessary documents and provide opinions on the management and resolution of labour matters. Ensure compliance with grievances and disciplinary policies Research and advice the NPA on the relevant legislative framework.

ENQUIRIES: Ronnie Pather Tel No: (012) 845 6186
APPLICATIONS: Johannesburg Recruit201970@npa.gov.za or Fax: 012 843 1138
Pretoria Recruit201971@npa.gov.za or Fax: 012 843 1140
Bloemfontein Recruit201972@npa.gov.za or Fax: 012 843 1155
Mthatha Recruit201973@npa.gov.za or Fax: 012 843 1159
Cape Town Recruit201974@npa.gov.za or Fax: 012 843 1163
Durban Recruit2019274@npa.gov.za or Fax 012 843 1534

POST 37/58

DISTRICT COURT PROSECUTOR REF NO: RECRUIT 2019/31 (X3 POSTS)
National Prosecutions Service

SALARY: R301 452 - R847 047 per annum (LP-3 - LP-4) (Excluding Benefits) (Total Cost Package)

CENTRE: CPP: Nelspruit (Tonga)

REQUIREMENTS: A recognised four year legal qualification. At least two years post qualification legal experience or one year post qualification legal experience for candidates who successfully completed the NPA Aspirant Prosecutor Program Criminal court litigation experience will be an advantage a valid driver’s license will be a requirement where applicable N.B: relevant service certificates must accompany the application.

DUTIES: Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents represent the State in court.

ENQUIRIES: Gift Chiloane Tel No: (071) 026 1398
APPLICATIONS: Recruit201931@npa.gov.za or Fax: 012 843 3940

POST 37/59

DISTRICT COURT PROSECUTOR (ONE MAN STATION)
National Prosecutions Service

SALARY: R301 452 - R847 047 per annum (LP-3 - LP-4) (Excluding Benefits) (Total Cost Package)

CENTRE: CPP: Kimberley (Carnavon) Ref No: Recruit 2019/32
CPP: Pietermaritzburg (New Hanover) Ref No: Recruit 2019/33
CPP: Odi (Madikwe) Ref No: Recruit 2019/34
CPP: (Swartruggens) Ref No: Recruit 2019/35
CPP: Port Elizabeth (Port Alfred) Ref No: Recruit 2019/36

**REQUIREMENTS**: A recognised four year legal qualification. At least two years post qualification legal experience or one year post qualification legal experience for candidates who successfully completed the NPA Aspirant Prosecutor Program. Criminal court litigation experience will be an advantage. A valid driver’s license will be a requirement where applicable.

N.B: relevant service certificates must accompany the application.

**DUTIES**: Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents represent the State in court.

**ENQUIRIES**: CPP: Kimberley: Nicholas Mogongwa Tel No: (053) 807 4539
CPP: Pietermaritzburg: Thabsile Radebe Tel No: (033) 392 8753
CPP: Odi Flora Kalakgosi Tel No: (018) 381 9041
CPP: Port Elizabeth Andiswa Tengile Tel No: (012) 842 1450

**APPLICATIONS**: CPP: Kimberley (Carnavon) Recruit 201932@npa.gov.za or Fax: 012 843 3941
CPP: Pietermaritzburg (New Hanover) Recruit201933@npa.gov.za or Fax: 012 843 3942;
CPP: Odi (Madikwe) Recruit 201934@npa.gov.za or Fax: 012 843 1044;
(Swartruggens) Recruit201935@npa.gov.za or Fax: 012 843 1059
CPP: Port Elizabeth: Recruit201936@npa.gov.za or Fax: 012 843 1068
ANNEXURE L

NATIONAL SCHOOL OF GOVERNMENT (NSG)

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

APPLICATIONS: To the Director General: Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, Batho Pele House, 546 Edmund Street, Arcadia, Pretoria, 0083 E-mailed and faxed applications will not be accepted.

FOR ATTENTION: Ms Karien Beckers

CLOSING DATE: 04 November 2019

NOTE: Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form; a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); certified copies of qualifications and identity document Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. E-mailed or faxed applications will not be accepted. All shortlisted candidates for SMS posts will be subjected to (1) a technical exercise a (2) generic managerial competency assessment and (3) personnel suitability checks on criminal record, citizen verification, financial records checks, qualification verification, and applicants could be required to provide consent for access to their social media accounts Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract of five years and a performance agreement with the Minister for Public Service and Administration within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter.

MANAGEMENT ECHELON

POST 37/60: HEAD OF DEPARTMENT (PRINCIPAL): NATIONAL SCHOOL OF GOVERNMENT REF NO: NSG 09/2019

(5 Year Contract)

Re-advertisement and applicants who had previously applied are requested to re-apply.

SALARY: R1 976 533 per annum (Level 16), (An all-inclusive remuneration package) comprising basic salary (70% of package), employer's contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion. A non-pensionable allowance equal to 10% of the annual all-inclusive remuneration package is also payable.

CENTRE: Pretoria

REQUIREMENTS: Qualifications: A Senior Certificate, an undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) in Public Administration/ Education/Social Sciences or other relevant qualification as recognized by SAQA 8-10 years' experience at a senior managerial level of which at least 3 years must have been with any organ of State, as defined in the Constitution, Act 108 of 1996). Knowledge and Experience: Knowledge of the Constitution, Public Service Act, Public Administration Management Act, 2014 (PAMA) Public Finance Management Act, 1999 (PFMA) and the Municipal Systems Act. Knowledge of the National Development Plan (NDP), Experience in leading and managing an institution or a program, Experience in leading in operating a trading entity, Knowledge and experience in research and policy analysis, Extensive knowledge of the South African training and development landscape, A
proven track record in Curriculum development for Education, Training and Development programmes and knowledge of SAQA framework and processes, Knowledge of the Skills Levy, Skills Development Framework for the Public Service, Human Resource Development legislation and all Labour Related legislation (e.g., Labour Relations Act, Employment Equity), Proven track record in securing donor funding/development aid, Proven track record in monitoring, evaluation and conducting impact studies, Experience in establishing and managing complex relationships and partnerships Marketing Skills and Computer literacy

Core Competencies: Strategic capability and leadership, Programme and project management, advanced financial management skills, Change management, People Management and Empowerment.

**DUTIES**: Serve as the accounting officer of the department in line with the PFMA Public Financial Management Act which entails: ensuring that the NSG is adequately resourced, and that as a national department, operating a trading entity with a Vote and a Trade Account; the NSG adheres to the provisions of the PFMA and Treasury Regulations. Provide strategic leadership and management: which entails being responsible for the administration and management of the department, providing strategic vision and direction, leading the formulation, execution, monitoring and evaluation of the strategic and annual operational plans, Profiling and Marketing the programmes of the NSG, and creating a conducive environment to achieve higher levels of employee performance and engagement and provide strategic and administrative support to the Minister. Manage the development and delivery of quality education, training and capacity development programmes for the public service and administration: which entails leading the establishment of cutting-edge learning and development tools, quality driven curriculum and programmes that are aligned to Governments Human Resource Development (HRD) policies, strategies and frameworks, respond to the skills development needs of the Public Service and influenced by credible research, strategic diagnosis and monitoring and evaluation, mobilising and establishing partnerships with learning and development institutions and practitioners who can contribute to the development and delivery of quality education, training and development programmes. Strengthen the NSG’s governance, compliance and organizational capacity to deliver on its mandate: which entails ensuring that the NSG has the appropriate organizational structure to deliver on its plans, has the required systems to track, monitor and report on its performance to the Minister and other oversight structures and control points including the Audit and Risk Committee, Parliament, National Treasury, DPME, etc, ensuring the resolution of audit findings and attainment of clean audit outcomes, and serving on structures established by the Minister and Cabinet. Establish and maintain strategic local and international bilateral and multi-lateral partnerships aimed at capacitating the public service: which entails working collaboratively with entities within the Portfolio of the Ministry for Public Service and Administration (MPSA) and other organs of state, sourcing donor funding/development aid to support the programmes of the NSG, Contributing to the strategic and intellectual discourse on capacity building in the public service domestically and internationally.

**ENQUIRIES**: Ms Linda Dludla Tel No: (012) 336 1282
The National Treasury is an equal opportunity employer and encourages applications from women and persons living with disabilities in particular. It is intended to promote representivity through filling of these posts. Our buildings are accessible to people living with disabilities.

CLOSING DATE: 01 November 2019 at 12:00 pm
NOTE: Applications should be accompanied by a comprehensive CV, fully completed Z83 (non-negotiable) and certified copies of qualifications and ID. Please forward your application, quoting the relevant reference number and the full name of the position on the subject line of the email under each advert. Kindly note: applications that are not compliant with the above requests will not be considered (non-negotiable). The National Treasury no longer accepts hand delivered or posted applications. Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Qualifications and SA citizenship checks will be conducted on all short-listed candidates, and, where applicable, additional checks will be conducted. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not to fill the below-mentioned posts.

MANAGEMENT ECHELON

POST 37/61: ACCOUNTANT-GENERAL (DEPUTY DIRECTOR-GENERAL LEVEL)
REF NO: S091/2019
Division: Office of the Accountant-General (OAG)
Purpose: To provide strategic foresight to the Office of the Accountant General (OAG) in its mandate to promote and enforce transparency and effective management in respect of revenue, expenditure, assets and liabilities of departments, public entities, constitutional institutions and local government and to facilitate accountability and governance through creating a transparent environment in the management of revenue, expenditure, assets and liabilities in the Public Service.

SALARY: R1 521 591 - R1 714 074 per annum (All-incl.)
CENTRE: Pretoria
REQUIREMENTS: An NQF level 8 (Honours/CTA) degree, A Masters (NQF level 9) in Accounting/CA(SA) / MBA qualification will be an added advantage. A minimum of 8 -10 years’ experience at a senior managerial level in enforcement of financial management of revenue, expenditure, assets and liabilities of departments, public entities, constitutional institutions and local government, In-depth knowledge of government operations, Knowledge of the PFMA, Treasury Regulations and other applicable prescripts and frameworks, Knowledge and experience of policy development and disseminations for the improvement of service delivery in the Public Service, The ability to persuade and negotiate at all levels, Problem-solving and Innovative capability, People management and empowerment skills.

DUTIES: Enforce transparency and management of revenue, expenditure, assets and liabilities: Research best practices, develop and implement Accounting Policies, Advise and guide National and Provincial departments on accounting and reporting practices, Produce Annual Financial Statements formats in accordance with Generally Recognised Accounting Practices (GRAP), Engage different stakeholders in productive dialogues to develop creative policy options, guidance and solutions with regards to financial management, accounting and reporting and governance, Produce audited consolidated Annual Financial
Statements for national departments and state owned entities and table these at parliament in terms of the PFMA, Develop strategic insights through interaction with accounting officers, executive authorities, and oversight structures and accordingly suggest solutions to problems relating to public financial management as well as enforce legislations, Facilitate a conducive environment for the economic management of government resources: Facilitate and monitor compliance to the Public Finance Management Act (PFMA), Propose remedial actions for non-compliance in liaison with relevant authorities and where necessary suggest punitive actions, Provide guidelines and support and training to all entities on asset management, Financial Management Policy and Compliance Improvement: Develop guidelines to strengthen the monitoring and oversight responsibilities of executive authorities and relevant parliamentary structures, Monitor the improvement of financial management in national and provincial institutions, Develop an annual financial statements reporting pack for national and provincial departments, Contribute towards developing of local and international standards on accounting, auditing and risk management, Develop and implement a financial management capacity building strategy, Facilitate the academic support programme for Chartered Accountants Academy (CAA) and other accountants in government, Benchmark, Research with respect to accounting best practices and policy development: Initiate benchmarking exercises with reputable international accounting firms on best practices and methodologies, Develop a robust research platform to stay abreast of current and future practices, Integrate and align best practices benchmarked with recognised organisations pertaining to policy development in Accounting, Financial Management, Internal Audit, and Risk Management, Maintain a robust capacity building set-up to enable continuous development of processes and systems in partnership with internal and external stakeholders, IFMS: Manage the implementation of governance, standardisation and maintenance of IFMS project, Develop and implement new technologies and best practices on future systems, Manage risk management to reduce non-compliance of future systems, Initiate quality assurance and audit management in compliance with governance regulations.

ENQUIRIES: Ms Caroline Modibane Tel No: (012) 315 5092
APPLICATIONS: e-mail to Recruit.EXEC@treasury.gov.za

POST 37/62: DEPUTY DIRECTOR-GENERAL: ASSET AND LIABILITY MANAGEMENT REF NO: S092/2019
Division: Asset and Liability Management Division (ALM)
Purpose: To finance the deficit within government’s fiscus while managing the liabilities pertaining to risk and cash flow impacting the financial wellbeing of state-owned companies and other public entities

SALARY: R1 521 591 - R1 714 074 per annum (All-incl.)
CENTRE: Pretoria
REQUIREMENTS: An NQF level 8 (Honours) degree in Economics or Finance, A minimum of 8 -10 years’ experience at a senior managerial level obtained in financial policy formulation is required, Knowledge and experience of debt and risk management, public finance and corporate financial management, An in-depth knowledge of the operations of capital and money markets, The ability to persuade and negotiate at all levels, Problem-solving and Innovative capability, People management and empowerment skills.

DUTIES: Sectoral Oversight on Governance & Financial Analysis: Manage the restructuring of State assets, Develop and implement frameworks for the macro-management of SOE’s in terms of the Public Finance Management Act (PFMA), Develop and maintain a database on the financial information of public entities, Develop corporate governance principles in the broader government sector, Government’s Liabilities Management: Develop and
implement the domestic and foreign borrowing strategy of government, Manage the relationship with international credit rating agencies, Develop and implement prudent sovereign debt management policies, Ensure the orderly functioning of debt capital markets, Establish the National Government as a credible borrower in international and domestic debt capital markets, Finance government’s borrowing requirements through the issuance of RSA Retail Saving Bonds, Manage government’s existing stock of retail debt in broadening the total investor base, Risk Management Strategies: Implement a broad risk management framework on financial risks and systems for Government, Analyse strategic debt and risk management controls for their effectiveness, Implement performance strategies in the determination of measures for risks mitigation, Research and identify the financial risks Government is exposed to and quantify counter strategies, Advise on costs and risks trade-offs on differentiated debt management and strategies, Accounting and Cash Management Provision: Implement cash management policies and systems in alignment with government’s cash-flow needs, Develop and maintain a cash management framework and formulate a financial operations strategy, Co-ordinate cash management with prudent debt management, Integrate systems development to improve revenue and expenditure forecasting through an effective accounting and reporting management system, Coordinate the borrowing process of government in reducing of borrowing costs and alleviate the pressure on the fiscus, Develop strategies to maximise the returns on tax and loans, Evaluate and review business processes to stay abreast with global trends on accounting principles.

**ENQUIRIES**

Ms Caroline Modibane Tel No: (012) 315 5092

**APPLICATIONS**

e-mail to Recruit.EXEC@treasury.gov.za

**POST 37/63**

CHIEF AUDIT EXECUTIVE REF NO: S046/2019

Division: Office of the Director-General (ODG)

Purpose: To provide an in-depth assurance and design value-added and improved service delivery to National Treasury (NT), Government Technical Advisory Centre (GTAC), Accounting Standards Board (ASB), Co-operative Banks Development Agency (CBDA) and the Independent Regulatory Board of Auditors (IRBA) in the attainment of their objectives through a systematic and disciplined approach in the evaluation of risk management, controls and governance processes.

**SALARY**

R1 251 183 – R1 495 956 per annum (All-incl.)

**CENTRE**

Pretoria

**REQUIREMENTS**

An NQF level 7 degree in Auditing or Financial Management as recognised by SAQA, Certification as a Certified Internal Auditor (CIA), MBA or CA (SA) will be an added advantage, A minimum of 5 years’ experience at a senior managerial level (Director level) obtained within governance, risk, compliance or auditing environment, Knowledge and experience of the PFMA, Treasury Regulations and Public Service Regulatory Framework on Internal Auditing.

**DUTIES**

Strategic Leadership and Stakeholder Management: Development and review of the 3 Year Rolling Internal Audit Plan, Internal Audit Strategy and Annual Performance Plans, Review of the Internal Audit Charter that reflects the scope, responsibility and authority, Initiate awareness of the Internal Audit Function within the National Treasury and other stakeholders through client engagements, Provide support to strategic stakeholders in the achievement of their strategic objectives through the implementation of governance, risk management and internal controls Audit Committee and Management Reporting: Report on progress pertaining to the strategic plan on a quarterly basis to internal strategic partners and the Audit Committee, Initiate the updating of the findings register and present to the Audit Committee, Provide progress of Internal Audit functionalities and present Internal Audit reports to the Audit Committee Audit Process Risk Assessment, Audit Plan, Assurance and
Consulting Services: Oversee the completion of the regularity, IT, performance, compliance and forensic audits processes. Provide advice and guidance on all audit engagements to be conducted. Provide quality assurance on audit projects and reports prior to issuance thereof. Develop audit assessment tools and verified integrity of tools prior to the submittance to the Audit Committee Resource Management: Develop institutional think-tanks pertaining to internal audit with regard to Regularity, Performance, IT, Compliance, Quality Assurance to achieve the audit objectives. Provide inputs to the annual budget and the adjustments thereto and monitor expenditure against approved budget. Initiate the development of adequate capacity development to provide for demands posed by stakeholders Process Improvements and Research: Initiate research on the latest trends with reputable institutions to improve and refine processes in the enhancement of efficiency. Perform benchmarking exercises with local and international institutions on global trends, latest developments and emerging technologies within the internal audit environment. Develop and implement a Sustainable Audit Strategy in line with Audit Methodologies and Resource Plans to ensure continued effective and efficient Internal Audit service delivery.

ENQUIRIES : Ms Caroline Modibane Tel No: (012) 315 5092
APPLICATIONS : e-mail to Recruit.OMIN@treasury.gov.za

POST 37/64 : CHIEF DIRECTOR: COMMUNICATIONS REF NO: S093/2019
Division: Office of the Director-General (ODG)
Purpose: To provide strategic direction in the development and implementation of a comprehensive communication framework and strategy for the National Treasury.

SALARY : R1 251 183 – R1 495 956 per annum (All-incl.)
CENTRE : Pretoria
REQUIREMENTS : An NQF level 7 degree qualification in Communications/Public Relations as recognised by SAQA, A minimum of 5 years’ experience obtained at a senior managerial level (Director level) within communications/media environment, Proven knowledge and experience of policy development and events management, Knowledge of report and speech writing.

DUTIES : Communications: Develop and implement a communications framework and strategy for the National Treasury, Develop and implement a monitoring process for frequent update and review of the communication strategy, Facilitate the development and maintenance of an effective communication linkage with the relevant internal and external stakeholders, Oversee the delivery of a liaison service to identified internal and external stakeholders, Initiate the coordination and promotion of the National Treasury service offerings in cooperation with GCIS and other stakeholders, Implement a marketing, advertising and Public Relations strategy, Media Management: Provide advice on media patterns and formulate plans of action, Develop and implement a media protocol strategy, Analyse media operations and provide norms and standards pertaining to actions of engagement for the department, Initiate media workshops, conferences, briefings and events related to the Department with specific emphasis on the Budget MTBPS, IGRF and media lock-outs, Implement protocol for requests pertaining to interviews for Ministry and Director-General’s offices, Publications and Events: Initiate and plan National Treasury departmental specific events and Ministerial related events, Manage and implement an editing and information distribution practice, Knowledge and information management: Manage the knowledge and information resources for the National Treasury.

ENQUIRIES : Ms Caroline Modibane Tel No: (012) 315 5092
APPLICATIONS : e-mail to Recruit.OMIN@treasury.gov.za
OFFICE OF THE CHIEF JUSTICE

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

APPLICATIONS

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

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

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

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: 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.

Western Cape: Quoting the relevant reference number, direct your application to:
The Provincial Head, Office of the Chief Justice, Private Bag X9020, Cape Town, 8000 or hand deliver applications to the Office of the Chief Justice, Provincial Service centre, 30 Queen Victoria Street, Cape.

CLOSING DATE: 01 November 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 in your application form. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Applications received after the closing date, as well as applications received via fax or email, will not be considered or accepted.
OTHER POSTS

POST 37/65 : COURT MANAGER (X2 POSTS)

SALARY : R733 257 per annum (All-inclusive remuneration package) the successful candidate will be required to sign a performance agreement.

CENTRE : Mthatha High Court Ref No: 2019/604/OCJ
Bhisho High Court Ref No: 2019/605/OCJ

REQUIREMENTS : A three (3) year relevant qualification in management or administration; 6-8 years’ experience in supervisory or junior management, and a valid driver’s license. Technical knowledge/Competencies: Knowledge of human resources, financial, asset and supply chain management; understanding of facilities and security management; leadership capabilities. Behavioural Competencies: Effective communications skills, good interpersonal skills, problem solving skills, conflict management skills, time management and ability to work under pressure.

DUTIES : Provide strategic and operational leadership to the Division to optimally deliver on the OCJ mandate; Provide integrated human resource management and development services, Overall financial, asset and supply chain management services in the Division; Coordinate and facilitate internal audit and risk management services; Provide administrative and technical support; Monitor the overall performance of the Court and enhance judicial stakeholder relations Provide effective and efficient management of facilities and security services to the Judiciary.

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

POST 37/66 : ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: 2019/606/OCJ

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

CENTRE : Provincial Service Centre: Gauteng

REQUIREMENTS : A Grade 12 and a three-year national Diploma/B Degree in Human Resources/Business Management/Public Administration or equivalent qualification. Three (3) years working experience in Human Resources administration of which two (2) years’ experience must be at supervisory level in HR and related fields. A valid driver’s license. Knowledge and understanding of Human Resources Management processes. Must be able to understand and interpret policies. Knowledge of policies/implementation strategies. Extensive knowledge of the Persal system. Knowledge of the relevant HR management legislation directives. A valid driver’s license. Skills and Competencies: Computer literacy (Ms Office with focus on Excel). Good communication skills (written and verbal). General office and project management. Exceptional report writing. Good people management/interpersonal relations, ability to work under pressure and willingness to work extended hours when required. Attention to detail, problem solving and maintain discipline.

DUTIES : Manage and coordinate HR administration activities within the Department to contribute to the rendering of a professional Human Resources Management services which is conditions of service (leave, housing, medical aid, injury on duty, terminations, long service recognition, overtime, relocation, pension, allowances etc) HR provisioning (recruitment and selection, appointment transfers, verifications of qualification, secretariat functions at interviews, etc.) Performance Management Coordination of Labour Relations and Employee Wellness and Training Address human resource administration inquiries. Ensure the correct implementation of departmental/public services policies on matters related to human resource management and adherence to the relevant prescripts/legislation. Manage all PERSAL transactions. Prepare and consolidate reports on personnel administration issues. Inform, guide and advice relevant stakeholders on
human resource administration matters to enhance the correct implementation of personnel administration practices/policies.

ENQUIRIES : Ms T Mbalekwa Tel No: (011) 335 0404

POST 37/67 : SENIOR ADMINISTRATIVE OFFICER: RISK MANAGEMENT REF NO: 2019/609/OCJ

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

CENTRE REQUIREMENTS : National Office: Midrand

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 license 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 : Facilitate workshops on Enterprise Risk Management/Compliance Management/Business Continuity Management Assist in the secretariat functions of risk management forum and BCM forum Update risk register and compliance risk registers for all the units and Courts/Provinces Compiling reports for various risk reporting structures Conduct awareness campaigns. Manage all Administrative requirements, reporting and records management, resources and correspondences.

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

POST 37/68 : REGISTRAR: CASE FLOW MANAGEMENT (X2 POSTS)

SALARY : R257 073 – R912 504 per annum (MR3 – MR5) (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 REQUIREMENTS : Kwa-Zulu Natal Division, Pietermaritzburg Ref No: 2019/607/OCJ

Kwa-Zulu Natal Local Division, Durban Ref No: 2019/608/OCJ

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

DUTIES : Co-ordination of Case Flow Management and support to the Judiciary Attend to and execute requests from the Judiciary in connection with cases referred to case management and case management related matters Manage the capturing, tracking and monitoring of cases referred to case management to ensure compliance with the Uniform Rules of Court and Practice Directives Assist the Judge President/designated Case management Judge with the facilitation of Pre-Trial conferences (drawing of the roll, capturing outcomes, distribution of files to Judges, preparation of pre- trial notices and pre- trial certificates) Act as liaison between case management Judges and legal practitioners Maintaining of statistics on cases referred for case management/pre-trials Updating and submission of statistics on the case management tool Supervision and
management of staff in the case flow office/section Provide practical training and assistance to the Registrars’ Clerk Exercise control over the management and safekeeping of case records and the record room for the case flow office/section Deal with the files in terms of the relevant codes and Legislation.

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

POST 37/69 : STATE ACCOUNTANT REF NO: 2019/611/OCJ

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

CENTRE : Eastern Cape Provincial Service Centre

REQUIREMENTS : A three-year National Diploma/Degree in Finance/Accounting Management/or relevant equivalent NQF 6 as recognised by SAQA A minimum of three (3) years relevant experience; A valid driver’s license Skills and Competencies: Ability to work with stakeholders in a professional and empathetic manner; Good interpersonal relations; Accuracy and attention to detail; Good communication skills; Service Delivery Innovation (SDI), Problem solving and Analysis, People Management and Empowerment; Client orientation and customer focus.

DUTIES : Payments to creditors, and suppliers within the prescribe period as per Treasury Regulation Compile journals for misallocation Verification and authorizing of BAS payments Ensure audit compliance of all processed documents Capturing of original budget on BAS Request and analyse expenditure reports Identify erroneous allocations responsible for Supply chain Management

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

POST 37/70 : ADMINISTRATION CLERK REF NO: 2019/612/OCJ (X2 POSTS)

(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: Job Knowledge; Communication skills; Interpersonal relations skills; Flexibility; Teamwork; Planning and organisation; 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 : Ms L Marrie Tel No: (031) 372 3164

POST 37/71 : ADMINISTRATION CLERK: TRAINING (SAJEI) REF NO: 2019/613/OCJ

(Contract valid until 31 March 2020)

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

CENTRE : National Office: Midrand (SAJEI)

REQUIREMENTS : Grade 12. Skills and competencies: Good communication skills (verbal and written), Attention to detail, ability to work under pressure, planning and organising skills, interpersonal relations.
DUTIES: Render general clerical support services to senior management services of South African Judicial Education Institute (SAJEI); Provide supply chain clerical support services within the component; Provide financial administration support services in the component; Establish central filing system; perform any other support duty as may be required by SAJEI management. Render assistance on the event management.

ENQUIRIES: Ms Poso Mogale Tel No: (010) 493 2500


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

CENTRE: National Office: Midrand (SAJEI)

REQUIREMENTS: Grade 12. Skills and competencies: Good communication skills (verbal and written), Attention to detail, ability to work under pressure, planning and organising skills, interpersonal relations.

DUTIES: Render general clerical support services to senior management services of South African Judicial Education Institute (SAJEI) and Judicial Educators; Provide supply chain clerical support services within the component; Provide financial administration support services in the component; Track and monitor research agenda activities; Establish central filing system; Perform any other support duty as may be required by SAJEI management. Render assistance on the event management.

ENQUIRIES: Ms Poso Mogale Tel No: (010) 493 2500

POST 37/73: REGISTRAR’S CLERK: CASE FLOW MANAGEMENT (X5 POSTS)

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

CENTRE: Gauteng Local Division: Johannesburg Ref No: 2019/615/OCJ
Gauteng Division: Pretoria Ref No: 2019/616/OCJ
Free State Division: Bloemfontein Ref No: 2019/617/OCJ
Western Cape Division Ref No: 2019/618/OCJ
Eastern Cape Local Division: Port Elizabeth Ref No: 2019/619/OCJ

REQUIREMENTS: Grade 12 or equivalent qualification; Skills and Competencies: Computer literacy; excellent communication (verbal and written); Interpersonal relations; Accuracy and attention to detail.

DUTIES: Perform administrative support services in the case flow management office/section; Filing of civil processes relating to case flow management/pre-trial matters; Render counter services in the case flow office/section; Attend to telephone/electronic official enquiries/correspondence; Assist with the capturing, tracking and monitoring of cases referred to case management to ensure compliance with the Uniform Rules of Court and Practice Directives. Assist the Case Flow Registrar in supporting the Judiciary in the facilitation of Pre-Trial conferences, including attending court proceedings (drawing of the roll, capturing outcomes, distribution of files to Judges, preparation of pre-trial notices and certificates) Manual data collection, capturing, and updating case information on the case management tool Provide any administrative support as required by the Judiciary, Chief Registrar or Case Flow Registrar/supervisor in relation to case management; Assist in the filing and safekeeping of the case records and the record room for the case flow office/section.

ENQUIRIES: Gauteng: Mr V Mabetlela Tel No: (010) 494 8515/ T Mbalekwa Tel No: (011) 335 0404
Free State: Bloemfontein: Ms M Luthuli Tel No: (051) 406 8191
Western Cape: MS M Baker/Ms L Adams Tel No: (021) 469 4000
Port Elizabeth: Mr S Mponzo Tel No: (043) 726 5217
POST 37/74: TYPIST: CASE FLOW MANAGEMENT (X2 POSTS)

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

CENTRE: Gauteng Local Division: Johannesburg Ref No: 2019/620/OCJ
Gauteng Division: Pretoria Ref No: 2019/621/OCJ

REQUIREMENTS: Grade 12 or equivalent qualification with typing certificate; Minimum typing speed of 35 wpm; An appropriate word processing course successfully completed will be an added advantage. Shortlisted candidates will be subjected to and required to pass a typing test. Skills and Competencies: Computer Literacy (MS Word); Accuracy and attention to detail; Ability to work under pressure.

DUTIES: Perform administrative typing duties for the case flow office/section. Typing of letters to Attorneys, pre-trial notices, trial readiness certificates, court orders, Judicial pre-trial directions, fax and email correspondence and notices and assist the Registrar and Registrars clerks with capturing of statistics. Attend to queries and perform other administration duties as may be allocated from time to time.

ENQUIRIES: Mr V Mabetlela Tel No: (010) 494 8515/ T Mbalekwa Tel No: (011) 335 0404

POST 37/75: TYPIST REF NO: 2019/622/OCJ

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

CENTRE: Grahamstown 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; 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: Mr S Mponzo Tel No: (043) 726 5217
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 : 01 November 2019 at 16h00

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 3months) of qualifications (Matric and Tertiary Qualifications), an Identification Document and Valid driver's License where required. Should you not have heard from us within the next months, please regard your application as unsuccessful.

Applications not complying with the above will be disqualified.

Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance.

Faxed, e-mailed or late applications will not be accepted.

People with disabilities are encouraged to apply.

MANAGEMENT ECHELON

POST 37/76 : REGIONAL MANAGER (CHIEF DIRECTOR LEVEL)

SALARY : R1 251 183 per annum (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Senior Management Services)

CENTRE : Cape Town Regional Office Ref No: 2019/81A
Mthatha Regional Office Ref No: 2019/81B


DUTIES : Take responsibility for the overall management of the Regional office. Effectively manage the capital and maintenance budget to promote Black Economic Empowerment. Support development and empowerment initiatives of Government and DPW in particular. Effectively implement construction projects on behalf of client departments. Provide office accommodation to client Departments. Participate in intergovernmental forums and regularly review programmes and report on progress. Ensure financial management of the Region Develop, review and implement the
Region’s Business plan in line with the strategic plan. Ensure implementation of the departmental strategic plan in the Regional office. Manage the implementation of the Department’s operational programmes, which entail service delivery improvement, Expanded Public Works Programmes, Client/customer and stakeholder relations, property management, people management and financial management.

ENQUIRIES : Mr S Mdakane tel: (012) 406 1282
APPLICATIONS : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria.
FOR ATTENTION : Ms N.P Mudau

POST 37/77 : DIRECTOR: PRESTIGE PROPERTY MANAGEMENT REF NO: 2019/82

SALARY : R1 057 326 per annum (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Senior Management Services)

CENTRE REQUIREMENTS : Pretoria Regional Office
An undergraduate qualification (NQF level 7) in Property Management, Management Science, Legal and Built environment, Extensive experience in the property and built environment of which 5 years should be at middle management level. A driver’s licence. Knowledge: Public Finance Management Act, Property Economics, Government Budget procedures/time frames, MTEF, Construction regulations, Business, accounting and financial systems, Financial administration processes and systems, Work Control System (WCS), Basic Accounting System (BAS) Skills: Effective communication, Advanced report-writing, Computer literacy, Planning and organising, Policy analysis and development, Problem-solving, Presentation, Advanced numeracy, Budgeting. Personal Attributes: Innovative, Creative, Hardworking, Self-motivated, The ability to work under pressure, the ability to communicate at all levels, Analytical thinking, Trustworthy, Willingness to adapt work schedule in accordance with professional requirements.

DUTIES : Strategic leadership: Management of maintenance and capital work at residential and office accommodation of Members of the Executive, and other categories of people including Union Building Manage client request regarding maintenance, interior décor and other benefits as stipulated in the Ministerial Handbook Providing strategic leadership on matters related to residential and office accommodation of Members of the Executive and certain selected categories of people Facilities Management: Develop appropriate facilities management strategies for the Portfolio in conjunction with the Facilities Management branch. Ensure that proactive and reactive maintenance is done in all Prestige properties in conjunction with Facilities Management branch. Ensure effective and efficient supervision of the water and electricity usage in the Portfolio in conjunction with the Real Estate Management branch. Investigate client needs in conjunction with Real Estate Management Investment branch and provide options and solutions Register capital and maintenance projects Request for funding through PMBC and IBC and allocation of funding to projects as requested by Project Managers Issuing of Procurement Instruction to Construction and Project Management branch for execution Management of Prestige budget Events Management: Provide support in all events in respect of maintenance and other related activities as instructed by Chief Director or requested by the events management section Client Relations: Management of client requests Ensure that an acknowledgment letter is forwarded to the client informing them of the Portfolio Manager assigned to the request. Provide a report to clients on progress regarding the request, maintenance performance and projects in execution and provide time frames Interact with clients on regular basis Schedule meetings with all internal role-players, Coordinate meetings with executing units and service providers within DPW Liasie with Finance and Provisioning for issuing of orders and payments to
service providers. Liaise with ECDP for contractors on the Prestige database. Optimise Prestige helpdesk as a central point of lodging complaints. Ensure accurate updated Prestige Asset register and Spreadsheet for projects. Use appropriate procurement committees to expedite procurement of good and services. Manage, coach and monitor performance of subordinates. Arrange bilateral meetings with Prestige clients.

**ENQUIRIES**
Mr M Sazona, Tel No: (012) 406 1963/1322.

**APPLICATIONS**
The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria.

**FOR ATTENTION**
Ms N.P Mudau

**OTHER POSTS**

**POST 37/78**

**DEPUTY DIRECTOR: HUMAN CAPITAL INVESTMENT**
**REF NO:** 2019/181
(Professional Services Branch)

**SALARY**
R869 007 per annum (All-inclusive salary package) (total package to be structured in accordance with the rules of the middle management service)

**CENTRE**
Head Office (Pretoria)

**REQUIREMENTS**
A three year tertiary qualification in Public Management/Human Resources Management/Social Sciences/Education/Training and Development. Appropriate management experience in Human Resources, talent development and management. Must have experience in drafting of policies, strategies, standards and norms; and project managing of Sectoral Education Training Authority/National Skills Fund Projects/Programme Administration. Knowledge: Skills Development Act, National Skills Development Plan, National HRD Strategy of South Africa, Occupation Specific Dispensation, Built and Infrastructure Sector related legislation. Must have a valid unendorsed driver's license and be willing to travel extensively. Registration as a Skills Development Facilitator, and/or Assessor will be an added advantage. Skills: Good verbal and Written Communication skills, Organizing, Planning and Time Management Skills. Knowledge of Filing System Management and Financial Management. Policy analysis and development, Planning and organizing, People management, Project coordination, Problem Solving, Facilitation and presentation, Stakeholder and client liaison, Monitoring and Report writing. Advanced computer literacy, MS Word and Excel. Excellent interpersonal skills. Ability to work under pressure and deadline driven. Willingness to adapt work schedule in accordance with professional requirements.

**DUTIES**
Develop, review and monitor implementation of HCI or Capacity Building programme guidelines, processes, norms & standards and strategies through - Conducting research on talent acquisition programmes; Drafting, reviewing and ensuring approval of HCI or Capacity Building programme guidelines, norms & standards and strategies, Developing and implementing HCI or Capacity Building programmes support tools; Providing advice and guidance in various fora in relation to the HCI or Capacity Building programmes; Developing, implementing and maintaining related policies, procedures and guidelines. Coordinate the implementation of HCI or Capacity Building Programmes by maintaining strategic and operational agreements between Human Resources, Client Units, and Regions. Ensuring alignment of programmes to Workplace Skills Plan, Succession planning, and Human Capital needs of the Department, Coordinating stakeholder meetings, Compile monthly, quarterly and progress reports on HCI or Capacity Building programmes. Manage the Database pertaining to Human Capital Investment programmes beneficiaries. Manage and administer programmes beneficiaries contracts, Facilitate induction and Orientation of Interns,
Develop and Manage employment contracts for capacity building beneficiaries and Mentors Coordinate training and development interventions of trainees and Mentors Facilitate exits of Young Professionals and Artisans Trainees, Provide updated beneficiaries information and statistical reports to internal and external stakeholders Conduct monitoring and evaluation of all HCI or Capacity Building programmes Source and provide funding for the implementation of HCI or Capacity Building programmes; Coordinate for preparations and submission of Professional Council requirements for beneficiaries' professional registration and manage the talent pipeline through partnerships with Voluntary Associations, BEPCs, other Departments, and Higher Education Institutions

ENQUIRIES: Ms. Vangile Manzini, Tel: 0124061341
APPLICATIONS: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered at No. 256 Madiba (corner Vermuelen) & Bosman Street), Central Government Office Building, Pretoria.

FOR ATTENTION: Ms. NP Mudau

POST 37/79: EXECUTIVE OFFICER MANAGER: PROGRAMME MANAGEMENT OFFICE REF NO: 2019/182 (36 Months contract)

SALARY: R733 257 per annum (All inclusive salary package). (Total package to be structured in accordance with the rules of the Middle Management Service)

CENTRE: Head Office (Pretoria)

REQUIREMENTS: A three year tertiary qualification in any of the following fields: Social Science, Administration, Building Sciences, Financial related or related field Extensive experience on an Assistant Director level Knowledge: Wide range of office management and administrative tasks, Demonstrative computer literacy, Structure and functioning of the Department, Conflict management, Project management; Skills: Communication (written and verbal) Policy analysis and development, Planning and organizing, People management, Financial management, Project coordination, Problem Solving, Computer literacy, Facilitation and presentation, Stakeholder and client liaison, Monitoring; Excellent interpersonal skills: People orientated, Creative, Trustworthy, Assertive, Hard-working, Self-motivated, Ability to work independently, Ability to work under pressure.

DUTIES: The provision of effective and efficient Office Management –management of the work flow of the component; Co-ordinate high-level meetings in all aspects; take charge of invitations and RSVP functions etc Act as formal channel of communication between office of the DDG and other Departments and organisations; Compile briefing notes as well as other documentation to adequately prepare the DDG for such meetings; Contribute to the development and promotion of the programmes under the jurisdiction of the DDG; Undertake research and inform DDG of such outcomes in strengthening the position of the Branch within the wider context of its mandate; Represent DDG at meetings as and when required; attend certain branch meetings; liaise with relevant stakeholders regarding outstanding information and issues; co-ordinate meetings/workshops (venues, travel, catering etc); manage due dates of correspondence; prepare documentation for meetings, presentations and reports; undertake research and develop appropriate policies, strategies programmes to be used to promote the Branch Coordinate and manage projects in the office of the DDG To render effective and efficient administrative support services – Consolidate all Chief Director’s reports to produce a monthly and quarterly Branch report; Ensure efficient records management; administer office correspondence, documents and reports; co-ordinate and organise office activities; draft and type correspondence/documents; manage communication and flow of information in the office; manage the processing of S&T claims, payments and invoices relevant to
the office; Manage budget in the DDG’s office. Risk and compliance management—Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements; Report on all risk and financial indicators including e.g financial losses, overpayment, etc. according to required format; Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation; Interpret and implement all organisational circulars, policy and other communications that impact on the operation of the business unit; Management of human resources (financial, physical and human)—manament of section performance within the sub-directorate; Report on the performance of the unit against operational plan, business requirements and targets; Develop the work plan for the unit and ensure effective prioritisation and resource planning; Agree on the training and development needs of the unit; Manage the implementation of compliant performance management; Manage compliance of the unit against finance, asset management, supply chain and procurement regulations and policy requirements; Manage the financial resources of programmes and projects in charge of in accordance to the PFMA.

ENQUIRIES : Mr S Mdakane Tel No: (012) 406 1282
APPLICATIONS : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria.
FOR ATTENTION : Ms N.P Mudau
POST 37/80 : OFFICE MANAGER (OFFICE OF THE REGIONAL MANAGER) REF NO: 2019/183
SALARY : R376 596 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A three year tertiary qualification in Secretarial/Administration fields. The ideal candidate should possess the following attributes: Extensive relevant experience advanced computer literacy in MS Office packages (MS Word, MS Excel, MS Power Point) and ability to use e-mail. Interpersonal, organizing and communication skills at all levels with an ability to take initiatives. Maintain confidentiality and be able to work independently, with minimum supervision. Highly organized, hardworking, dynamic professional, self-motivated, who is capable of learning quickly. Ability to work under stressful situations. Knowledge of the following will be an added advantage: PFMA, minimum information security standards act, medium term expenditure budgeting processes, procurement processes and procedures, financial administration processes and systems.
DUTIES : Events (Diary) Management:-Co-ordinate/arrange meetings/workshops and arrange logistics Co-ordinate/arrange the Regional Manager’s itinerary, travel arrangements and accommodation Attend to external visitors (Head office/ Clients etc.) Co-ordinate/arrange catering for events/meetings/workshops Attend meetings, take minutes and prepare and distribute them appropriately Review tenders and prepare schedules for the tender committee meetings Budget/Financial Administration:- Manage the petty cash Prepare and submit relevant claims Manage/control the commitment register and budget Office Administration:-Manage correspondence to and from the office (distribution, tracking, copying and filing) Create/type documents Co-ordinate/follow up/consolidate inputs, reports, work plans, business plan from Regional Manager’s direct reports Manage telecommunications (phone, fax, e-mail, and internet) Ordering of office supplies Attend to disciplinary enquiries where designated as P/O Ensure the security profile and classification of documentation and information related to the office Authorize payments of office, invoices as delegated Office inventory control Equipment contracts (pend and follow up renewals).Reportin:-
Provide weekly and monthly reports (correspondence, pending matters, commitment register and expenditure).

ENQUIRIES : Mr NN Vilakazi Tel No: (031) 3147149
APPLICATIONS : Durban Regional Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000 Corner Dr Pixley Kasem and Samora Machel Streets Durban.
FOR ATTENTION : Mr R Joseph
POST 37/81 : CHIEF WORKS MANAGER BUILDING REF NO: 2019/184

REQUIREMENTS : A three year tertiary qualification in (T or N stream) or appropriate N3 (or equivalent qualification) and have passed an official trade test successfully, or be registered as an Engineering Technician in terms of the regulations promulgated under section 14(1) or 14(2) of the engineering profession of SA Act, 1990(Act 114 of 1990) Extensive appropriate experience in the built environment and a valid driver’s licence are required The following will serve as recommendations: Proven ability in and exposure to project management, A working knowledge of projects and services in the building environment is essential, Extensive experience in working in multidisciplinary teams, Ability to budget and work with figures(financial management), Strong verbal and written communication skills, Computer literacy (word processing and spread sheets), The successful applicant must also have a sound knowledge of the National Department of Public Works Tender procedures, Tender Documents, Tender recommendations, Targeted procurement policy and compilation of specifications, Knowledge and understanding of PFMA, National Building Regulations and Government Procurement System – Supply Chain Management

DUTIES : The successful candidate will be responsible (under the supervision of the Control Works Manager and on behalf of several client departments Write specifications and to handle inspections in the building environment Travel to sites on a regular basis will be essential to fulfil this task Compile and prepare scope of works, estimates and technical reports Verify and certify invoices from contracts Inspect all state owned buildings in the Eastern Cape for any building and safety detects, do condition surveys

ENQUIRIES : Ms L Mpukane Tel No: (047) 502 7000
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 7099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha.
FOR ATTENTION : Ms N Mzalisi
POST 37/82 : SENIOR ADMINISTRATIVE OFFICER: DEMAND MANAGEMENT REF NO: 2019/185

REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Administration or related qualification Relevant experience in Procurement/Supply Chain Management Knowledge of Supply Chain Management Framework, procurement related legislation, including the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and Preferential Procurement Policy Framework Act and Preferential Procurement Regulations, CIDB Act and CIDB Regulations Understanding of government procurement systems and processes and of the built environment and property industries Good verbal and written communication skills, the ability to manage confidential information, advanced interpersonal and diplomacy skills, problem solving skills, decision making skills and computer literacy are all advantageous Must be prepared to travel and willing to adapt to a work schedule in accordance with operational requirements.
DUTIES: Supervise, facilitate, execute, support and performance manage the following SCM functions - Demand: Conduct needs assessments by collecting and analyzing relevant data, categorizing commodities and confirming availability of funds, Coordinate and collate business/line functions’ and Regional inputs for procurement plans, Conduct a market and industry analysis, Identify/implement preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives, Overseer; coordinate and advise on the process of drafting specifications/terms of reference and special conditions of contract Acquisitions: ensure that the bid/quotation processes are compliant and fully executed within the requisite legislative and regulatory frameworks and stipulations Provide and account for SCM administrative and technical support to ALL Bid Committees, systems and related structures Ensure that procurement source documents verified, standard bidding documents are compiled, captured and authorized in accordance with departmental policies and procedures and compliant with applicable legislative requirements, SCM Performance Reporting: Consolidate monthly Head Office and Regional Offices’ inputs to produce SCM performance reports against the Annual Performance Plan, Collate data; prepare reports and presentations for management use, Monitor and report on BBBEE/Preferential Procurement spending in terms of the Department’s targets and report on a weekly/monthly basis on performance against the procurement plan Risk Management: participate, support and provide assistance in the conduct of the annual SCM Risk Assessment and development of the SCM risk universe, response plan and quarterly strategic/operational risk reports. Regularity Audit Support: Coordinate Internal and External Audit engagement processes, steer the SCM response process and provide analysis of audit queries, management responses and Audit conclusions Ensure timeous reporting to Treasury and Auditor General (AG) Perform any other assigned duties in relation to the implementation of the Supply Chain Management systems

ENQUIRIES: Ms T Stofile Tel No: (047) 502 7082
APPLICATIONS: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 7099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha.

FOR ATTENTION: Ms N Mzalisi

POST 37/83: SENIOR ADMINISTRATION OFFICER (PROPERTY PAYMENTS) REF NO: 2019/186

SALARY: R316 791 Per annum
CENTRE: Mthatha Regional Office

REQUIREMENTS: A three year tertiary qualification in Finance, Auditing with relevant qualification Appropriate experience in property payments or experience in the account payments section Basic understanding of PFMA, Treasury Regulations and property related legislations A valid driver’s licence Computer literacy The following will serve as recommendations: knowledge of BAS and PMIS, knowledge of property industry, knowledge of procurement and tender regulations Good verbal and written communication skills.

DUTIES: Timely payment of accounts received from municipalities, service providers and landlords in respect of rates, municipal services and accommodation leased by the Department Compilation and rendering of accounts to tenants and clients in respect of accommodation and services provided by the department Handling of queries from municipalities, service providers, property owners, tenants and clients Monitor and follow up on outstanding balances on relevant accounts Writing monthly reports Assist in capturing of batches and general administration of the section.

ENQUIRIES: Ms T Rubushe Tel No: (047) 502 7000
APPLICATIONS: The Regional Manager, Department of Public Works, Private Bag X 5007,PRD Building, Sutherland Street ,Mthatha.
FOR ATTENTION : Ms N Mzalisi

POST 37/84 : SENIOR ADMINISTRATIVE OFFICER: ACQUISITIONS
MANAGEMENT REF NO: 2019/187

SALARY : R316 791 per annum
CENTRE : Kimberly Regional Office
REQUIREMENTS : A three year tertiary qualification or equivalent qualifications preferably in Property, Legal, Built environment or related Appropriate experience in leasing, property administration, strong legal experience, acquisition of property rights; conveyancing and registration of rights in property Knowledge and understanding of government procurement procedures and regulations Understanding and knowledge of the PFMA and PPPFA/SCM Understanding of property market and its trends Good verbal, written interpersonal skills Computer literate Valid Driver’s license.

DUTIES : Acquisition of vacant land and or land with improvements; acquisition of other fixed property Negotiate with various property owners for acquisition of land/property and rights thereof for use by Client Departments Maintain the property Information System/Leasing database for all leased property to ensure timely rental payments Maintain the Acquisitions Database to ensure acquisition timeframes are met Prepare and compile quality reports required by Head of Section Advice Key Accounts Managers and/or clients on issues related to property acquisition Drafting of acquisition and/or lease contracts and other documents resulting from acquisition processes Liaise with Client Departments, Building owners facility maintenance managers and lease administrators to ensure client satisfaction.

ENQUIRIES : Ms Joan Van Der Merwe (Kimberly) Tel No: (053) 8385281
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley.

FOR ATTENTION : Ms D Mashapa

POST 37/85 : PERSONAL ASSISTANT: (OFFICE OF THE REGIONAL MANAGER)
REF NO: 2019/188

SALARY : R257 508 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A three year tertiary qualification in Secretarial diploma or equivalent qualification and Matriculation Knowledge and experience in secretarial management, office administration Ability to work under pressure and independently Good communication skills (written and verbal) Knowledge of MS Office packages.

DUTIES : Typing of letters, memos, minutes and general correspondence Responsible for the organization of manager’s diary Taking minutes in meetings Compilation of typing of weekly and monthly statistics Monitoring and balancing of petty cash Booking of conferences\venues, meetings, luncheons etc Ordering of stationery, letterheads and application forms Maintenance of the filing system\fax machine Organize when necessary flowers and thank you cards Booking of travel arrangements Support management at all times Must have excellent presentation skills Be stable and willing to assistant during management’s absence.

ENQUIRIES : Mr NN Vilakazi, Tel No: (031) 3147149
APPLICATIONS : Durban Regional Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000 Corner Dr Pixley Kasem and Samora Machel Streets Durban.

FOR ATTENTION : Mr R Joseph
<table>
<thead>
<tr>
<th>POST 37/86</th>
<th>ADMINISTRATIVE OFFICER: PROGRAMME MANAGEMENT OFFICE</th>
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<tbody>
<tr>
<td>REF NO:</td>
<td>2019/189</td>
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<tr>
<td>(36 Months contract)</td>
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<tr>
<td>SALARY</td>
<td>R257 508 Per annum</td>
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<tr>
<td>CENTRE</td>
<td>Head Office (Pretoria)</td>
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<tr>
<td>REQUIREMENTS</td>
<td>A three year tertiary qualification in Office Administration/Office Management and Technology/ Public Administration in clerical and office administration Knowledge of Public Finance Management Act, Wide range of office administration tasks Skills: Effective communication, Report writing, Demonstrative computer literacy, General office administrative and organisational skills Ability to work under stressful situations Ability to communicate at all levels Punctuality Ability to work independently willing to adapt work schedule in accordance with office requirements.</td>
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<tr>
<td>DUTIES</td>
<td>Provide general administrative support to the office of the DDG and Chief Directors Render administrative/office support services Effectiveness and efficiency of the administration of the office Effectiveness of transport, travel and accommodation arrangements Update the database Take minutes during meetings, workshops etc Number and quality of correspondence, documents and reports administered Effectiveness and efficiency of access to office information and documentation Effectiveness and efficiency of office communication Support the manager with the administration of the directorate’s budget.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr S Mdakane Tel No: (012) 406 1282</td>
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<tr>
<td>APPLICATIONS</td>
<td>The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria.</td>
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<td>FOR ATTENTION</td>
<td>Ms N.P Mudau</td>
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<tr>
<th>POST 37/87</th>
<th>ADMINISTRATION CLERK: PROGRAMME MANAGEMENT OFFICE</th>
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<tbody>
<tr>
<td>REF NO:</td>
<td>2019/190 (X2 POSTS)</td>
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<td>(36 Months contract)</td>
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<tr>
<td>SALARY</td>
<td>R173 703 Per annum</td>
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<tr>
<td>CENTRE</td>
<td>Head Office (Pretoria)</td>
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<td>REQUIREMENTS</td>
<td>A National Senior Certificate (Grade 12), or equivalent qualification A relevant working experience in office administration Good communication (verbal and written), interpersonal, typing, planning, organisational, problem solving and interpersonal relationship skills Time management and conflict management skills Computer Literacy (Word, Excel, PowerPoint, etc) Ability to work under pressure, meet tight deadlines and work independently and as part of the team.</td>
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<tr>
<td>DUTIES</td>
<td>Provide general administrative support to the office of the DDG and Chief Directors Render administrative/office support services Manage travel and accommodation arrangements for the DDG/Chief Directors Provide logistics/procurement support services, for the provision of goods and services Handling of petty cash, travelling and S&amp;T arrangements Interfacing with internal and external stakeholders within and outside the sector Make arrangements for meetings/Conferences/Workshops and receiving of clients Provide secretariat services during ad hoc meetings Ensure the effective flow of information and documentation to and from the office of the DDG and Chief Directors Ensure the safekeeping of all documentation, in line with relevant legislation and policies.</td>
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<td>FOR ATTENTION</td>
<td>Ms N.P Mudau</td>
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<tr>
<td>POST 37/88</td>
<td>SENIOR ADMIN CLERK: (PROVISIONING &amp; LOGISTICS) REF NO: 2019/191</td>
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<tr>
<td>SALARY</td>
<td>R173 703 per annum</td>
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<td>CENTRE</td>
<td>Mthatha Regional Office</td>
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<td>REQUIREMENTS</td>
<td>A National Senior certificate (Grade 12) with appropriate experience in Payments (An appropriate National Diploma/Degree will be an added advantage) Record keeping skills, communication skills and good interpersonal skills Knowledge of the following: PFMA, Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA)</td>
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<tr>
<td>DUTIES</td>
<td>Receive original invoices and copy of delivery note from the supplier and transit to capture on LOGIS Capture and re-authorise all payments to be made to the supplier Capture any credit notes received from suppliers on the system and authorisation of it Capture any disallowances on invoices received from suppliers on the system Capture any memo received from Treasury for backdated price increases and the pre-authorisations Forward the relevant documents to financial delegate for final authorisation of payments Ensuring that relevant approvals are obtained before any advanced payments are made to suppliers Make enquiries on invoices, credit notes, disallowances, back dated price increases and payments sent through to the financial system and re-submit transactions.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms. T Bomela Tel No: (047) 702 7046</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 7099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha.</td>
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<tr>
<td>FOR ATTENTION</td>
<td>Ms N Mzalisi</td>
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<tr>
<th>POST 37/89</th>
<th>MACHINE OPERATOR: REGISTRY REF NO: 2019/192</th>
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<tr>
<td>SALARY</td>
<td>R145 281 per annum</td>
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<tr>
<td>CENTRE</td>
<td>Mthatha Regional Office</td>
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<tr>
<td>REQUIREMENTS</td>
<td>A National Senior Certificate (Grade 12) coupled with relevant experience, Knowledge of operating machines and tools as well as Departmental procurement processes, Effective communication (verbal and written) skills, Time management, Ability to operate heavy-duty photocopy machines, A valid driver’s license will serve as an advantage.</td>
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<tr>
<td>DUTIES</td>
<td>Reproduce high-quality copies of files and correspondence, Utilise and maintain printing and copying machines, operate the binding machine and bind copies/prints as required.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms T Bomela Tel No: (047) 502 7046</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 7099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha.</td>
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DEPARTMENT OF TOURISM

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

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

CLOSING DATE: 01 November 2019 at 16:30 (E mailed, faxed and late applications will not be considered)

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

OTHER POSTS

POST 37/90: ASSISTANT DIRECTOR: INTERNAL COMMUNICATIONS REF NO: DT 22/2019)

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

CENTRE: Pretoria

REQUIREMENTS: A SAQA recognised Bachelor’s Degree or National Diploma (NQF 6) in Communication or an equivalent qualification. 3-5 years’ work experience in an internal communications environment. Ability to work long hours. Ability to travel and work outside the office. Ability to gather and analyse information. Ability to work with diverse personalities and to resolve conflict. Knowledge of Government’s Corporate Identity and Events Management. Knowledge of Government processes and relevant Legislations. Excellent interpersonal and presentation skills. Computer literacy and use of standard software packages as well as certain desktop publishing. Ability to work under pressure. Candidate must be willing to work irregular hours.

DUTIES: The successful candidate will be responsible for the coordination, generation and distribution of departmental publications and other ad-hoc projects; Coordinate, generate and edit content for publications; Implement a distribution plan; Monitor all internal communication platforms; Develop and update content for intranet; Develop content and source photographs for internal platforms; Manage usage of internal communication channels; Manage and maintain the image library for the department; Provide photographic services for the departmental events/projects; Provide inputs for project events/exhibition plans, exit reports and checklists; Draft progress reports on supported projects; Facilitate inputs in to the Chief Directorate monthly focus; Provide inputs for weekly/monthly/quarterly sub-directorate reports.

ENQUIRIES: Mr J Mokou Tel No: (012) 444 6618
NOTE: Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. They will also undergo a practical exercise on the day of the interviews.

POST 37/91: STATE ACCOUNTANT: CREDITORS, TRAVEL AND SUBSISTANCE REF NO: DT 24/2019

SALARY: R316 791 per annum (Level 08) excluding service benefits

CENTRE: Pretoria

REQUIREMENTS: An appropriate recognized Degree/National Diploma (NQF6) in Accounting, Economics or Financial Management. A minimum of 3 years work experience in the appropriate field. Exposure in the fields of creditors payments, travel and accommodation. Knowledge of Treasury Regulations, Public Financial Management Act and Finance/Financial Management Computer literacy (Excel), Numeracy, Accuracy, Planning and Organizing and Communication (written and verbal). Knowledge of BAS, LOGIS Integration and PERSAL systems.

DUTIES: Verify payments for travel and accommodation for correctness; Identify discrepancies on invoices and resolve and report them; Reconcile and review payments to supplier’s statements; Monitor and review the capturing of all travel invoices; Deal with matters relating to fruitless and wasteful expenditure; Provide consolidated and reconciled weekly and monthly reports; Provide advice and support on policies, procedures and service level agreements; Ensuring that invoices are paid within 30 days; Compile and update database on invoices exceeding 30 days; Assist with National Treasury Note 34; Supervising and training of subordinates; Capture/authorise BAS, LOGIS and PERSAL payments when required.

ENQUIRIES NOTE: Mrs A Griesel: Tel No: (012) 444-6244

POST 37/92: CLEANER REF NO: DT 23/2019 (X2 POSTS)

SALARY: R102 534 per annum (Level 02) excluding service benefits

CENTRE: Pretoria

REQUIREMENTS: An ABET level 4/ Grade 10 or Grade 12 with one-year relevant cleaning experience. Must be a team player, have ability to work independently in a team, Client orientated, must have a sense of responsibility, loyalty and ability to work under pressure.

DUTIES: The successful candidate will be responsible to clean offices, corridors, elevators and boardrooms by dusting and polishing office furniture, sweeping, scrubbing and waxing floors, vacuuming and shampooing floors, cleaning walls, glass, inside windows and doors, emptying and cleaning dirt bins, collecting and removal of waste paper, freshen the office areas; Cleaning of basins, wash utensils; clean water bottles; Refill water bottles; Refill hand wash liquid soap, replace toilet papers, handtowels and refreshers, empty and wash waste bins, sweep, scrub and wax floors, clean mirrors and wall tiles; Report broken cleaning machines and equipment, clean machines (microwaves, vacuum cleaners etc.) and equipment after use, and request cleaning material.

ENQUIRIES NOTE: Ms M Modisakeng Tel No: (012) 444 6083
ANNEXURE Q

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 01 November 2019

NOTE : Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity document. No late, faxed applications will be accepted. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantaged groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.

OTHER POSTS

POST 37/93 : CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: 011119/02
Branch: Chief Operations Office Mpumalanga
SD: Resource Protection and Waste

SALARY : R495 219 per annum (OSD salary package)
CENTRE : Bronkhorstspruit Office


DUTIES : Implement and enforce the National Water Act, 1998 (Act 36 of 1998) as well as DWA policies and Regulations. Assist in the development of policies and regulations. Facilitate and co-ordinate training and career development of staff. Supervision of Environmental Officers and other Officers at lower ranks. Assist in the regulation of water users. Co-authorisation with other organs of the state. Water quality monitoring and compilation of monitoring reports. Water use authorisation of complex activities within the catchment. Pollutant monitoring and prevention and pollution control of emergency incidents. Communication of water quality information through platforms such as catchment forums. Compilation of monthly and quarterly reports for the section. Project management and supervision of line function consultants. Promote water conservation and efficient water utilization through the authorization process.

ENQUIRIES : Mr S Macevele Tel No: (013) 932 2061
APPLICATIONS : Mpumalanga (Bronkhorstspruit): Please forward your applications quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X 11259, Mbombela 1200, or hand deliver to the Department of Water and Sanitation at the reception ground floor, Prorom.
FOR ATTENTION: Mr MJ Nzima

POST 37/94: LANGUAGE PRACTITIONER REF NO: 011119/03
Branch: Office of the Director-General

SALARY: R470 040 per annum (Level 10)
CENTRE: Pretoria Head Office
REQUIREMENTS: A relevant National Diploma or Bachelor’s Degree in Language Studies including English Three (3) to (5) five years relevant experience in editing Knowledge and experience in written communication specialising in English Knowledge of administrative and clerical procedures and systems Good verbal and written command of English and any other official language(s) Ability to quality control documents Computer literacy particularly MS Office Suite Willingness to work irregular hours when requested Good interpersonal relations, planning, organising skills and a team player Client orientation and customer focus. Good communication skill both verbal and written Accountability and ethical conduct.

DUTIES: Provide key strategic support with regard to language editing, style and formatting of submissions, letters, parliamentary responses and cabinet memorandum that are for attention of the Director – General, Deputy Minister and the Minister in accordance with the departmental manual on written communication Advise departmental officials on the correct usage of English Ensure that the department’s manual on written communication is updated as and when the information changes and communicated changes to all departmental officials Liaise with officials within the department regarding the promotion of proper usage of formats and templates by conducting workshops and presentations.

ENQUIRIES: Mr D Siganunu Tel No: (012) 336 7802
APPLICATIONS: Head Office (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION: Ms LI Mabole

POST 37/95: SCIENTIFIC TECHNICIAN GRADE A REF NO: 011119/05
Branch: Chief Operations Office: Western Cape
SD: Abstraction and Allocation/water use management

SALARY: R311 859 per annum (OSD salary package)
CENTRE: Bellville
REQUIREMENTS: A National Diploma in Natural Sciences or relevant qualification Three (3) years post qualification technical (Scientific) experience Compulsory registration with SACNASP as a Certificated Natural Scientist (proof of registration must be attached) A valid Driver’s license (certified copy must be attached) Recommendations: Programme and project management skills, Scientific methodologies, research and development Computer-aided scientific applications, knowledge of legal framework, technical report writing, professional judgment and data analysis Mentoring, creativity self-management, financial management, people management, conflict management, change management, problem solving and analytical skills Planning and organizing Customer focus and responsiveness Computer literacy Creating a high performance culture.

DUTIES: The incumbent will be responsible for Water Use Management and related duties in the Olifants-Doorn Water Management Area Develop and implement methodologies, policies, systems and procedures Perform technical scientific functions and tasks that require interpretation in the presence of an established framework Apply operational standards and consolidate methodologies, policies, systems and procedures Identify gaps and develop appropriate interventions Preparation and participation in research activities Data collection through field surveys Maintenance,
calibration and operation of scientific equipment. Provide technical support and advice. Develop working relationships with client base. Promote public awareness of scientific activities. Provide technical/scientific data, information and advice. Perform technical scientific analysis and regulatory functions. Database and data management. Analysis of technical scientific data. Apply the appropriate scientific and technical procedures/skills to generate information and knowledge. Formulate proposals and compile reports. Develop and customize operational procedures. Continuous professional development to keep up with new technologies and procedures. Conceptualize and development of scientific equipment. Research/literature studies to improve expertise. Publish and present technical reports and research findings. Liaise with relevant bodies/councils on technology-related matters. Human capital development. Mentor, train and develop candidate research technicians and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of good practice. Supervise technical support and processes. Manage the performance management and development of staff.

ENQUIRIES : Ms T Torch at Tel No: (021) 941 6236
APPLICATIONS : Western Cape: Please forward your applications quoting the relevant reference number to The Regional Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, Bellville. For attention: Ms K Melelo

NOTE : Persons with disabilities, Females, Indian Males, White Males and Coloured Males are encouraged to apply.

POST 37/96 : REGISTRY CLERK REF NO: 011119/06
Branch: Chief Operations Office
DIV: Auxiliary Services
Re-advert Applicant who have previously applied re encourage to re-apply

SALARY : R173 703 per annum (Level 05)
CENTRE : Bellville
REQUIREMENTS : A Grade 12 certificate. Knowledge and understanding of registry procedures, processes, applicable prescripts and Acts. Knowledge of file management. Basic computer literacy skills. Knowledge of filing, registered mail, priority mail and the sorting of mail. Knowledge on operating the franking machine. Problem solving, analysis, client orientation and customer focus skills. Good communication skills. Accountability and ethical conduct skills. Good interpersonal skills. A valid driver’s license will be an added advantage (certified copy must be attached).

DUTIES : Efficient running of the registry office. Open post and parcels. Accurate filing of all correspondences on a daily basis. Open and close files. Maintain a register of documents received and delivered. Receive and dispatch of courier items. Ensure that there is no backlog on documents to be filed. Ensure that there is no file that leaves registry without being recorded. Issue and collect files from officials. Replace file covers. Deal with all registry related queries on a daily basis, in accordance with Batho Pele Principles. Collect post from local post offices.

ENQUIRIES : K Petersen at Tel No: (021) 941 6015
APPLICATIONS : Western Cape: Please forward your applications quoting the relevant reference number to The Regional Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, Bellville.

FOR ATTENTION : Ms K Melelo
NOTE : Persons with disabilities, Females, African Males and Indian Males are encouraged to apply.
POST 37/97 : HOUSEHOLD AID REF NO: 011119/07
Branch: Corporate Management Division: Food Preparation

SALARY : R102 534 per annum (Level 2)
CENTRE : Roodeplaat Training Centre (RTC)
REQUIREMENTS : A Grade 8 certificate One (1) to (2) two years relevant experience Basic knowledge and experience of keeping kitchen utensils safe Basic knowledge and experience in dishing out food Basic knowledge in planning and preparing food Knowledge in quality management, inventory procedures and techniques Knowledge in storing food Understanding administrative procedures, sanitation, health and safety procedures.

DUTIES : Cleaning of houses and offices at the Roodeplaat Training Centre Provide laundry services where applicable at RTC Assist with catering clean conference rooms before and after meetings assist in the well-being of the residents Arrangement of refreshments in the morning and during the day when clients break for lunch

ENQUIRIES : Ms V Meyer, Tel No: (012) 336 7448
APPLICATIONS : Head Office (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION : Ms LI Mabole
ANNEXURE R

THE PRESIDENCY

In terms of section 76(4)(d) and 77 of the Public Finance Management Act (PFMA) read with chapter 3 of Treasury Regulations, applications are invited from the interested independent and suitably qualified person to serve on the Audit Committee for a period of three (3) years.

APPLICATIONS

The Presidency, Private Bag x1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings.

FOR ATTENTION

Ms E Erasmus

CLOSING DATE

01 November 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. Failure to submit the requested documents will result in your application not being considered. Due to the sensitive nature of information within The Presidency, the applicant must be prepared to go through the process of security clearance and background checks with the State Security Agency (SSA) prior to appointment. The appointment is subject to a positive security screening. Applications must clearly indicate the position being applied for.

OTHER POSTS

POST 37/98

AUDIT COMMITTEE MEMBER: INFORMATION COMMUNICATION TECHNOLOGY (ICT)

Directorate: Internal Audit

SALARY

Remuneration will be at a rate prescribed by the National Treasury (Treasury Regulation 20.2.2 refers), and Actual travelling expenses at the Government prescribed rate per kilometer

CENTRE

The Presidency, Union Buildings, Pretoria

REQUIREMENTS

A relevant postgraduate qualification in Information Communication Technology. Possession of a CISA qualification will be an added advantage. At least 10 years’ experience in Information Technology environment and IT Governance Exposure to the public sector in Governance of ICT policy Framework A proven record of service and membership in the following committees: Audit Committee, Risk Management Committee, IT Steering Committee and/or any Governance Board. Candidates are required to display and be committed to the following attributes: Integrity, dedication, good communication skills, inquisitiveness and independent judgment.

DUTIES

As an advisory Committee, the Audit Committee member assists The Presidency in fulfilling its oversight responsibilities with regard to financial internal controls, risk management and governance. Ensures compliance with applicable legislations. Assists the Accounting Officer in the effective execution of his/her responsibilities. Regulate and discharge responsibilities as contained in the Audit Committee Charter, outlining appropriate formal terms of reference.

ENQUIRIES

Ms Elna Erasmus Tel No: (012) 300 5364

POST 37/99

AUDIT COMMITTEE MEMBER: LEGAL

Directorate: Internal Audit

SALARY

Remuneration will be at a rate prescribed by the National Treasury (Treasury Regulation 20.2.2 refers), and Actual travelling expenses at the Government prescribed rate per kilometer

CENTRE

The Presidency, Union Buildings, Pretoria
**REQUIREMENTS**

A relevant postgraduate qualification in Law (New NQF Level 8) Possession of a LLB will be an added advantage At least 10 years’ experience in legal environment Knowledge and exposure to legislation and policies applicable to public sector A proven record of service and membership in the following committees: Audit Committee/ Risk Management Committee and/or Governance Board Candidates are required to display and be committed to the following attributes: Integrity, dedication, good communication skills, inquisitiveness and independent judgment.

**DUTIES**

As an advisory Committee, the Audit Committee member assists The Presidency in fulfilling its oversight responsibilities with regard to financial internal controls, risk management and governance Ensures compliance with applicable legislations. Assists the Accounting Officer in the effective execution of his/her responsibilities Regulate and discharge responsibilities as contained in the Audit Committee Charter, outlining appropriate formal terms of reference.

**ENQUIRIES**

Ms Elna Erasmus Tel No: (012) 300 5364

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**REQUIREMENTS**

A relevant postgraduate qualification in Accounting/Auditing/Public Finance Management/National Security/Masters in Business Administration Possession of a CA (SA), CIA and CFE qualification will be an added advantage At least 10 years’ experience in area of specialization Exposure to the public sector and familiarity with Risk Management practices, Performance Information and Management, and excellent knowledge and understanding of HR Management and Planning Knowledge and understanding of internal controls, major accounting and public sector reporting issues. Knowledge of and exposure to legislation and policies (e.g PFMA, Treasury Regulations and National Treasury practice notes) A proven record of service and membership in the following committees: Audit Committee/Risk Management Committee/Ethics Committee and/or any Governance Board Candidates are required to display and be committed to the following attributes: Integrity, dedication, good communication skills, inquisitiveness and independent judgment.

**DUTIES**

As an advisory Committee, the Audit Committee member assists The Presidency in fulfilling its oversight responsibilities with regard to financial internal controls, risk management and governance. Ensures compliance with applicable legislations. Assists the Accounting Officer in the effective execution of his/her responsibilities Regulate and discharge responsibilities as contained in the Audit Committee Charter, outlining appropriate formal terms of reference.

**ENQUIRIES**

Ms Elna Erasmus Tel No: (012) 300 5364
ANNEXURE S

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: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, 2107 or Applicants can apply online at www.gautengonline.gov.za.

CLOSING DATE: 01 November 2019

NOTE: Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed Clear indication of the post and reference number that is being applied for must be indicated on your Z.83 A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID (not older than 6 months) must be attached

General information: Short-listed candidates must be available for interviews at a date and time determine by the Gauteng Department of e-Government Successful candidates maybe be subjected to competency assessment and must obtain a positive security clearance Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful The Gauteng Department of e-Government reserves the right to fill or not fill the above-mentioned posts.

OTHER POST

POST 37/101: SENIOR COMMUNICATION OFFICER REF NO: REFS/004678
Directorate: Strategy & Media Liaison

SALARY: R316 791 per annum (plus benefits)

CENTRE: Johannesburg

REQUIREMENTS: Matric plus NQF level 6 in Communication/Journalism/Marketing/Public Relations or Creative Design with 2-3 years’ experience in Communications. Computer Literate. Project Management; Basic marketing and advertising skills good communicator; innovative thinker; attention to detail; time management.

DUTIES: To coordinate activities as directed by the Communications Manager for events, launches, promotions, and any other communication related activities. To gather intelligence within the organization to facilitate effective communication through posters and the Newsletter. Coordinate the execution of format and themes for the Internal Newsletter and other internal Communications. Compile content for the Newsletter to be edited by the editor Identify themes and content for the Newsletter. Cultivate relationships with internal clients to ensure fulfillment of their communications needs. Compile a data base of internal and external stakeholders. Maintain an image bank of key stakeholders for media and other related purposes. Manage digital content. Optimise the organisation’s digital medium as a communication tool. Meet with clients or the Communication traffic manager to determine the scope of a project. Create images that identify a product or convey a message. Develop graphics for product illustrations, logos, and websites. Select colors, images, text style, and layout. Present the design to clients. Incorporate changes recommended by the clients into the final design. Review designs for errors before printing or publishing them.

ENQUIRIES: Mr Oscar Baloyi Tel No: (011) 689 4648
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 37/102 : CLINICAL MANAGER GRADE 1
Directorate: Medical

SALARY : R1 173 900 - R1 302 849 per annum (All inclusive package)
CENTRE : South Rand Hospital
REQUIREMENTS : An appropriate qualification that allows for registration with HPCSA as an Independent Medical Practitioner. Registration with HPCSA as Medical practitioner and proof of current registration. A minimum of 6 years appropriate experience as a medical officer after registration with the HPCSA as medical practitioner. Experience at a supervisory level will be an added advantage.
DUTIES : Overall management of clinical services in the entire hospital accordance with the departmental standards, including after hours as delegated. Responsible and accountable for leading and managing the hospital clinical services. Establish systems for intradepartmental functions in keeping with hospital policies and communicate it to staff. Training and development of staff in relevant sections. Performance management and supervision. Ensure compliance with Nation Core Standards/Promulgated Norms and Standards requirements or any other regulatory and/or statutory requirement. Conduct regular clinical audits and develop, implement and monitor action plans. Develop, monitor and analyse budget and financial information and utilize all resources in an effective and efficient manner. Practice effective problem identification and resolution skills as a method of sound decision making. Must be prepared to work under pressure and after hour duties as per commuted overtime policy. Perform any other duties as delegated by the Chief Executive Officer as per need of the institution.

ENQUIRIES : Dr MN Maleka Tel No: (011) 681 2002
APPLICATIONS : Applicant must quote the relevant reference number and direct the applications to Chief Executive Officer: South Rand Hospital, 1 Friars Hill Road, Rosettenville, or posted to Private Bag X 1 Rosettenville 2130 or hand deliver at 1st Floor, Friars Hill Road

NOTE : attach Z83, recent updated curriculum vitae with three references, certified copies of all your qualifications and Identity book. Correspondence will be limited to shortlisted candidates only. Successful candidates will undergo a medical screening and will be expected to do verifications which entail reference checks, identity verification, qualifications verification and criminal records ability checks.

CLOSING DATE : 01 November 2019

POST 37/103 : MEDICAL SPECIALIST GRADE 1-3: REF NO: MSPEC/INTMED/10/19
Directorate: Internal Medicine Unit

SALARY : Grade 1: R1 106 040 per annum (all inclusive)
Grade 2: R1 264 623 per annum (all inclusive)
Grade 3: R1 467 651 per annum (all inclusive)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : MBChB. A valid registration with the HPCSA as a Medical Specialist: Internal Medicine. Candidate must have obtained a FCP (SA) or equivalent qualification with or without MMed in Internal Medicine.
DUTIES : The successful candidate will be responsible for the provision of quality and cost effective Internal Medicine clinical services at Kalafong Provincial Tertiary Hospital. Provide full time clinical services including periodic after hours (Weekday, Weekends and Public holidays) work. Manage patients...
and work in Medical outpatients on days allocated for clinical group. Manage and work in specialist clinic as allocated. Review discharge summaries of all patients discharged from clinical service group. Perform administrative tasks related to student training and related to the clinical service group. Perform administrative tasks related to patient management and address complaints that may occur within the clinical service group. Ensure that patients and doctors in clinical service group use and upload data to the electronic databases for research purposes.

The successful candidate will be responsible for training of undergraduate and post-graduate students, will be expected to develop own research interests and publish appropriately. The successful candidate will be expected to support and supervise allocated postgraduate students with research projects. Participate in the Internal Medicine academic program.

Ensure proper and accurate record keeping as legally and ethically required.

ENQUIRIES: Prof DG Van Zyl Tel No: (012) 373 1075
APPLICATIONS: must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001 Hand Delivery at Kalafong Security Gate and sign in register book Please Note: The Public Service does not charge any fees for applying for posts Should you be asked for a fee, please let the authorities know.

NOTE: The successful candidate will have to submit to a pre-employment medical examination as part of health and safety regulations. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 3 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting processes. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE: 01 November 2019

POST 37/104: MEDICAL REGISTRAR REF NO: REG/OBS &GYN/ 10/19
Directorate: Obstetrics & Gynaecology

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

CENTRE: Kalafong Provincial Tertiary Hospital

REQUIREMENTS: MBCHB qualification Registration as an Independent medical practitioner with the HPCSA Recommendations: Successful completion of the Colleges of Medicine Part 1 examination is a strong recommendation. Applicable post graduate diploma or other qualification will be an added advantage.

DUTIES: Successful candidates will be responsible for the rendering of clinical services, which includes after-hours work (weekdays and weekends). Rotation through hospitals and units associated with the University of Pretoria. Participate in departmental activities in relation to teaching and research. The candidate will have to complete a research project as required by the HPCSA for registration. The candidate will have to maintain a logbook and a portfolio of learning as required by the Colleges of Medicine of South Africa.

ENQUIRIES: Prof Snyman Tel No (012) 373 1002
APPLICATIONS: must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001 Hand Delivery at Kalafong Security Gate and sign in register book Please Note: The Public
Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

**NOTE**

Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

**CLOSING DATE**

01 November 2019

**POST 37/105**

**MEDICAL OFFICER REF NO: HRM 89/2019**

Directorate: Internal Medicine

**SALARY**

R821 205 per annum plus benefits

**CENTRE**

Steve Biko Academic Hospital

**REQUIREMENTS**

MBChB/MBBCh Registration with the HPCSA as Medical Practitioner and proof of current registration and Completion of community service training.

**DUTIES**

Attendance of relevant clinical meetings like Mortality meetings and completing of Medicaio Legal documents timely (e.g death certificates). Reduce medical litigation by exercising good clinical ethics. Implement and monitor adherence to National Core Standards (norms and standards). Participating in all activities of the discipline in relation to teaching and research. Participating in a multidisciplinary team to manage and care for patients. Ensure that administration, ICD 10 coding and record keeping is done. Supervising of undergraduate students, interns and community services doctors. To act as domain trainer for the Interns.

**ENQUIRIES**

Prof. GP Tintinger Tel No: (012) 354 2212/1211

**APPLICATIONS**

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

**NOTE**

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

**CLOSING DATE**

01 November 2019

**POST 37/106**

**MEDICAL REGISTRAR REF NO: HRM 88/2019**

Directorate: Internal Medicine

**SALARY**

R821 205 per annum plus benefits

**CENTRE**

Steve Biko Academic Hospital

**REQUIREMENTS**

MBChB/MBBCh. Registration as a Medical Practitioner with the HPCSA as Medical Practitioner and proof of current registration and completion of community service training. Short courses e.g ACLS, ATLS AND Life support strongly recommended. Primaries strong recommendation. After hour duties is a necessity.

**DUTIES**

Render clinical services and show academic progression and complete research dissertation within four year contract. Service delivery: Patient care of all in-and-outpatients in the department as per rotation. Consultations from and to all departments of SBAH on Registrar level.
Supervision of all rotating pre-graduate students, Interns and junior colleagues in clinical practice. Rotation to sub-specialties and facilities accredited by the University of Pretoria.

ENQUIRIES  :  Prof GP Tintinger Tel No: (012) 354 2212/1211
APPLICATIONS :  Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
NOTE  :  Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE  :  01 November 2019

POST 37/107  :  DEPUTY DIRECTOR: PRIMARY HEALTH CARE RE-ENGINEERING (CHWS, WBOTS AND EPWP) PROVINCIAL COORDINATOR REF NO: CODD/PHCR/10/2019
Directorate District Health Services

SALARY  :  R733 257 per annum (All -inclusive package)
CENTRE  :  Central Office
REQUIREMENTS  :  A Tertiary Qualification relevant to the Health sector A minimum of 5 years' relevant experience in the field of District Health Services, Primary Health Care or HIV AIDS STIs and TB (HAST) Knowledge of Expanded Public Works Programme (EPWP), Community Health Workers Programme (CHWP), and Ward Based Primary Health Care Outreach Teams (WBPHCOT) and Training Knowledge of the PFMA and the South African Qualification Authority (SAQA) Training Framework Project Management, research, and analytical skills. A valid driver’s license. Ability to function independently. Computer literacy and proficiency in Microsoft Office in particular Word and PowerPoint Coordination, problem solving and negotiations skills. Good written and verbal communication skills. A high level of diligence and commitment in ensuring that all duties are performed within timeframes and that outputs are of quality standard. Strong leadership and supervisory skills. Knowledge of stakeholder management. Sound knowledge of Public Service policies and guidelines including. Code of conduct Ability to work long hours and travel extensively.

DUTIES  :  Coordinate the implementation of the EPWP/CHWP and WBPHCOT in the Province. Lead the EPWP social sector, including communication with stakeholders in the social sector, and coordinate the Ward Based structures. Liaise with relevant stakeholders in the EPWP sector and WBPHCOT. Manage and Supervise the EPWP and WBPHCOT. Coordinators in the five Districts. Coordinate the EPWP Training in line with SAQA framework and develop the EPWP participant's career exit strategy. Maintain the implementation of Sound Financial Management and effective communication in the EPWP social sector. Develop the EPWP annual business plan and allocate budget according to the EPWP key priorities.

ENQUIRIES  :  Ms R van der Walt Tel No: (082) 560 7694
APPLICATIONS :  Applicants must quote the relevant reference number and direct applications to the HR Recruitment, 45 Commissioner Street, Life Centre Building, Gauteng Health Offices or posted to Private Bag X085 Marshalltown 2107.
FOR ATTENTION  :  Recruitment and Selection
NOTE  :  Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and Identity book 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 The successful candidate will be required to enter into an employment contract and sign an annual performance agreement All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Shortlisted candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities.” It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representativity will receive preference.

CLOSING DATE : 01 November 2019

POST 37/108 : DEPUTY DIRECTOR LABOUR RELATIONS REF NO: CO/DD/LR/41/2019 (X3 POSTS)
Directorate: Labour Relations Management and Development

SALARY : R733 257 per annum plus benefits

CENTRE : Central Office, Johannesburg

REQUIREMENTS : Bachelor’s Degree/National Diploma in Labour Relations Management/Human Resources Management or equivalent qualification. 3-5 years managerial experience in Labour Relations. Skills and Knowledge: Knowledge of labour relations policies, resolutions, Public Sector legislative frameworks, practices and processes, communication, innovative, and critical thinking, monitoring and analytical skills, listening skills, report writing skills, customer and stakeholder management skills, and business performance management and good leadership skills, and Valid driver’s license.

DUTIES : Facilitate monitoring and implementation of the business plans. Align individual performance to the strategic objectives of the unit. Report on the strategic frameworks/plans in the area of functional responsibility. Monitor and ensure effective and efficient co-ordination of activities. Facilitate in the development of operational standards and ensure the attainability & sustainability of the same. Compile monthly, quarterly and annual reports. Plan, organize and control activities (misconduct, grievances, training and development, disputes, collective bargaining and strike management) pertaining to the component. Manage and facilitate the provision of labour relations reports on grievances, disputes, appeals, training and misconduct cases received from institutions. Update, extract, manipulate and analyse data. Create maintain and define clients’ needs and request. Facilitate capturing of labour relations cases on PERSAL. Successful candidates may be allocated to perform specialty functions.
depending on operational labour relations requirements including facilitation of collective bargaining structures (multi-laterals and bi-laterals) and compilation and submission of related reports.

ENQUIRIES: Mr S Moteme Tel No: (082) 8203240

APPLICATIONS: Applicants must quote the relevant reference number and direct applications to the HR Recruitment, 45 Commissioner Street, Life Centre Building, Gauteng Health Offices or posted to Private Bag X085 Marshalltown 2107.

FOR ATTENTION: Recruitment and Selection

NOTE: Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and Identity book 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. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Shortlisted candidates might be subjected to undergo a competency assessment. "The Gauteng Department of Health supports the appointment of persons with disabilities" It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representativity will receive preference.

CLOSING DATE: 01 November 2019

POST 37/109: 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/recognized 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:
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 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:
People with disabilities, Coloureds, Indians and Whites are encouraged to
apply.

CLOSING DATE:
01 November 2019

POST 37/110:
OPERATIONAL MANAGER SPECIALTY (PNB3) OPERATING
THEATRE NURSING SCIENCE REF NO: REFS/HRM02/19/1 (X1 POST)
Directorate: nursing

SALARY:
R466 119 - R517 326 per annum (Plus benefits)

CENTRE:
Dr George Mukhari Academic 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 a
duration of at least 1 year accredited with SANC in the relevant specialty
(Operating theatre nursing Science). Registration with SANC as a
professional nurse. Proof of current registration as a professional Nurse.
A minimum of 9 years appropriate/recognizable experience in nursing
after registration as professional Nurse with the SANC in General Nursing.
At least (5) Five years of the period referred to above must be
appropriate/recognizable in the specific specialty after obtaining the 1 year
post basic qualification in the relevant specialty. Less one year experience
for candidates appointed from outside the public service after complying
with registration requirements.

DUTIES:
Supervise and evaluate quality of nursing care as directed by professional
scope of practice and set nursing standards within a professional/legal
framework. Implement nursing legislations and related legal and ethical
nursing practices. Compile and analyze reports to improve quality of
patient care. Ensure clinical nursing practice by the nursing team in
accordance with the scope of practice and nursing standards as
determine by the relevant health facility. Manage resource effectively and
efficiently in the unit. Demonstrate an in depth understanding of nursing
legislation and related legal ethical nursing practices and how impacts on
the service delivery. Promote quality of nursing care as directed by the
professional scope of practice and standards as determined by the
relevant health facility. Participate in training ,research and self-
development. Demonstrate a basic understanding of HR and financial
policies and practices. Must be prepared to work night shifts and relieve the supervisor when required. Ability to function as part of a team and display good professional image. Demonstrate basic computer literacy as a support tool to enhance service delivery. Demonstrate effective communication with patients, supervisor, other health professionals and subordinate, including more complex report writing when required. Display a concern for patients, promoting, advocating and facilitating proper treatment and care, ensuring that the unit adheres to the principle of Batho Pele. Work as part of the multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with person of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of subordinate to ensure proper nursing service in the unit. Able to develop contacts build and maintain a network of professional relations in order to enhance service delivery.

ENQUIRIES : Mrs P Zulu Tel No: (012) 529 3463
APPLICATIONS : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208, Block 13 HR Registry or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.
NOTE : Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s).
CLOSING DATE : 01 November 2019

POST 37/111 : OPERATIONAL MANAGER SPECIALTY (PNB3)
CHILD/PAEDS/NEONATAL NURSING SCIENCE REF NO: REFS/HRM/02/19/2 (X1 POST)
Directorate: Nursing

SALARY : R466 119 - R517 326 per annum (Plus benefits)
CENTRE : Dr George Mukhari Academic 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 a duration of at least 1 year accredited with SANC in the relevant specialty (Child/Paeds/Neonatal nursing Science). Registration with SANC as a professional nurse. Proof of current registration as a professional Nurse. A minimum of 9 years appropriate/recognizable experience in nursing after registration as professional Nurse with the SANC in General Nursing. At least (5) Five years of the period referred to above must be appropriate/recognizable in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. Less one year experience for candidates appointed from outside the public service after complying with registration requirements.

DUTIES : Supervise and evaluate quality of Nursing care as directed by professional scope of practice and set nursing standards within a professional/legal framework. Implement nursing legislations and related legal and ethical nursing practices. Compile and analyze reports to improve quality of patient care. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determine by the relevant health facility Manage resource effectively and efficiently in the unit. Demonstrate an in depth understanding of nursing legislation and related legal ethical nursing practices and how impacts on the service delivery. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Participate in training, research and self-development. Demonstrate a basic understanding of HR and financial policies and practices. Must be prepared to work night shifts and relieve the supervisor when required. Ability to function as part of a team and display good professional image. Demonstrate basic computer literacy as a support tool to enhance service delivery. Demonstrate effective
communication with patients, supervisor, other health professionals and subordinate, including more complex report writing when required. Display a concern for patients, promoting, advocating and facilitating proper treatment and care, ensuring that the unit adheres to the principle of Batho Pele. Work as part of the multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with person of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of subordinate to ensure proper nursing service in the unit. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery.

ENQUIRIES: Mrs P Zulu Tel No: (012).529 3463
APPLICATIONS: can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208, Block 13 HR Registry or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.

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

CLOSING DATE: 01 November 2019

POST 37/112: OPERATIONAL MANAGER SPECIALTY (PNB3) CRITICAL CARE NURSING SCIENCE REFS/HRM02/19/3 (X1 POST)
Directorate: Nursing

SALARY: R466 119 - R517 326 Per annum (Plus benefits)
CENTRE: Dr George Mukhari Academic 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 a duration of at least 1 year accredited with SANC in the relevant specialty (Critical Care nursing Science). Registration with SANC as a professional nurse. Proof of current registration as a professional Nurse.

DUTIES: Supervise and evaluate quality of nursing care as directed by professional scope of practice and set nursing standards within a professional/legal framework. Implement nursing legislations and related legal and ethical nursing practices. Compile and analyze reports to improve quality of patient care. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determine by the relevant health facility Manage resource effectively and efficiently in the unit. Demonstrate an in depth understanding of nursing legislation and related legal ethical nursing practices and how impacts on the service delivery. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Participate in training, research and self-development. Demonstrate a basic understanding of HR and financial policies and practices. Must be prepared to work night shifts and relieve the supervisor when required. Ability to function as part of a team and display good professional image. Demonstrate basic computer literacy as a support tool to enhance service delivery. Demonstrate effective communication with patients, supervisor, other health professionals and subordinate, including more complex report writing when required. Display a concern for patients, promoting, advocating and facilitating proper treatment and care, ensuring that the unit adheres to the principle of Batho Pele. Work as part of the multi-disciplinary team at unit level to ensure
good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with person of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of subordinate to ensure proper nursing service in the unit. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery.

ENQUIRIES: Mrs P Zulu Tel No: (012) 529 3463
APPLICATIONS: can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208, Block 13 HR Registry or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.
NOTE: Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s).

CLOSING DATE: 01 November 2019

POST 37/113: 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.

DUTIES: Develop the Operational Plan for training and development for the nursing department plan and implement in-service training programme for the hospital. Monitor compliance with the CPD Points in Nursing. Propose and operationalize the business case of CETU’s (Clinical Education and training Units). Develop Training in line with National core standards/Ideal Hospital Framework. Coordinate clinical placement of nursing students and monitor absenteeism. Liaise with the nursing colleges and universities. Compile student absenteeism reports and training statistics for the nursing department and attend stakeholder meetings. Participate in the skills development institutional research ethics and other committees in the institution. Coaching and Mentorship of nurses. Perform other extra mural duties as mutually determined by the institution.

ENQUIRIES: Mr S Nhleko Tel No: (011) 535 3006/7/8
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. 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: People with disabilities, Coloreds, Indians and Whites are encouraged to apply.
CLOSING DATE: 01 November 2019

POST 37/114: OPERATIONAL MANAGER GENERAL STREAM Gr 1 REF NO: BGH 2019/ OCT/03
Directorate: Nursing

SALARY: R444 276 per annum (plus benefits)
CENTRE: Bertha Gxowa Hospital
REQUIREMENTS: Basic qualification accredited with the SANC in terms of government notice 425 (i.e diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse. A minimum of
7 years appropriate/recognizable experience in nursing after registering as professional nurse with SANC in general nursing. Two or more years' experience in as a unit supervisor, Critical decision-making skills and exposure as a unit manager. Competencies: Leadership, Management, Coordination and communication skills and Computer Literacy Shift work mandatory.

**DUTIES**

Supervise and manage the nursing activities. Draw operational plans and general duties. Co-ordinate clinical audits in the organization. Set standards for the unit and formulate unit policies. Put measures in place to comply with quality assurance standards as well as infection control. Comply with policies to maintain budget and fraud prevention. Plan unit staffing in proportion to daily patient care and nursing activities. Cost Centre management. Formulate training programmes of the unit Leave management. Collate monthly HIS data OR Quality improvement, monthly audit in the unit. Ensure clinical updates and management. Knowledge and understanding of OHS, Labour Relation, HR, QA and Financial management

**ENQUIRIES**

Mrs. P.Z.N. Mofokeng Tel No: (011)278 7640

**APPLICATIONS**

Applications should be submitted at the Bertha Gxowa Hospital Admin Building ground floor, Germiston or posted to Private Bag X 1035. Germiston, 1400.

**NOTE**

The Department of Health is committed to the achievement and maintenance of diversity and Equity employment, especially of race, gender and disability Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, SANC and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes Successful candidates will undergo a medical screening test.

**CLOSING DATE**

01 November 2019

**POST 37/115**

OPERATIONAL MANAGER GENERAL PNA5- NIGHT DUTY REF NO: REFS/HRM02/19/4 (X1 POST)

Directorate: Nursing

**SALARY**

R444 276 per annum (Plus benefits)

**CENTRE**

Dr George Mukhari Academic Hospital

**REQUIREMENTS**

Basic R425 qualification (i.e Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with SANC as a Professional Nurse and proof of current registration. A minimum of 7 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.

**DUTIES**

Demonstrate an in-depth knowledge of Nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice at night by the nursing team in accordance with the scope of practice and nursing standards as determine by the relevant health facility. Promote quality of nursing care at night as directed by the Professional Scope of Practice and Standards as determined by the relevant Health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex writing when required. Work as part of multidisciplinary team to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service. Display a concern for patients, promotion, advocating and facilitating proper treatment and care and ensuring implementation and adherence of Batho Pele principles. Able to develop contacts, build and maintain a network of professional relations
in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery.

ENQUIRIES: Ms. P Zulu Tel No: (012) 529 3463
APPLICATIONS: can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208, Block 13 HR Registry or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.

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

CLOSING DATE: 01 November 2019

POST 37/116: ASSISTANT DIRECTOR ACQUISITION: SUPPLY CHAIN MANAGEMENT REF NO: REFS/02/19/5

Directorate: Supply Chain Management

SALARY: R376 596 per annum (All – inclusive package)

CENTRE: Dr. George Mukhari Academic Hospital

REQUIREMENTS: A recognized 3-year National Diploma in Public Management, Public Procurement, Logistic Management, Supply Chain Management and relevant with a minimum of five years’ supervisory experience at level 7 or 8 within supply Chain Management. Ability to work independently under intense pressure. Knowledge of government Supply Chain Management policies and procedures more especially those relating to Acquisition Management Sourcing of Quotations, Project Management and Presentation skills Computer Literacy in MS Office package (MS Word, MS Excel and MS Power Point). Good communication skills and interpersonal relation Health (Hospital) environment background will be an added advantage. A valid driver’s license. Competencies: The applicant must have a good communication (both verbal and written), Good numeracy skills and strong relations Ability to interact with all levels both internal (end-users) and external stakeholders must have the ability to work under pressure and creative thinker Have a procurement, good ethical conduct and analytical thinking – problem solving skills

DUTIES: Coordination of all Requisition and Quotations for goods & services Implement effective internal control systems for resources within the unit Maintain electronic/spreadsheet control register for unit Management of discipline and committed/motivated staff. Maintain confidential information of all quotation offers received. Apply the principles of (80/20) and BBBEE point systems in terms of PPFA and BBBEE respectively, in all the evaluation processes of the received offers from the responsive bidders Prepare a weekly spreadsheet presentation of all finalized (Request for Quotations) RFQ’s to the Quotation Adjudication Committee (QAC) Analyze the individual aging report of requisitions for early interventions purpose Ensure accurate filling of all finalized Request for Quotations (RFQ’s) Manage staff development and performance (PMDS) against departmental and hospital’s objectives in line with strategic, operational and turnaround plans Implement the departmental SCM strategy Develop and train staff Report writing Perform any other duties delegated by the supervisor

ENQUIRIES: Mr A.M Mathebula Tel No: (012) 529 3242
APPLICATIONS: can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208, Block 13 HR Registry or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.

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

CLOSING DATE: 01 November 2019
POST 37/117 : ASSISTANT DIRECTOR: INFORMATION MANAGEMENT

REF NO: CO/ASIM/40/2019

Directorate: Labour Relations Management and Development

SALARY : R376 596 per annum plus benefits

CENTRE : Central Office, Johannesburg

REQUIREMENTS : Grade 12 and Bachelor’s Degree/National Diploma in Labour Relations or equivalent qualification and PERSAL certificate and three (03) years relevant experience 3 to 5 years supervisory experience in Information Management, Skills and Knowledge: PERSAL, good leadership skills, Treasury Regulations, understanding of different project management principles, Relevant legislation and Public Service Regulations, Labour Relations concepts, Management information knowledge, Project Management methodologies, Business performance management, understanding of expectations of customers, Problem Solving Analytical, Decision making, communication skills and Valid driver’s license.

DUTIES : Assist in the monitoring of the implementation of the business plans Align individual performance to the strategic objectives of the unit Report on the strategic frameworks/plans in the area of functional responsibility Monitor and ensure effective and efficient co-ordination of activities Assist in the development of operational standards and ensure the attainability & sustainability of the same Compile monthly, quarterly and annual reports Plan, organize and control activities pertaining to the component. Manage and facilitate the provision of labour relations information services, database on grievances and misconduct cases received from institutions Compile data base on information from institution according to the template required by external bodies Update, extract, manipulate and analysis data Create maintain and define clients’ needs and request Assist clients to understand and interpret reports Capture grievances, misconduct and disputes cases on PERSAL ensure compliance with stakeholders e.g DPSA, PSC, Treasury etc Monitor institutions compliance regarding submission of statistics Successful candidates may be allocated to perform specialty functions depending on operational labour relations operational requirements including facilitation of collective bargaining structures (multi-laterals and bi-laterals) and secretarial services.

ENQUIRIES : Mr S Moteme Tel No: (082) 8203240

APPLICATIONS : Applicants must quote the relevant reference number and direct applications to the HR Recruitment, 45 Commissioner Street, Life Centre Building, Gauteng Health Offices or posted to Private Bag X085 Marshalltown 2107.

FOR ATTENTION : Recruitment and Selection

NOTE : Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and Identity book All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool the successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with The successful candidate
will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful.

It is our intention to promote representatively (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representatively will receive preference.

**CLOSING DATE** : 01 November 2019

**POST 37/118** : ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: COAD/LR/10/2019 (X3 POSTS)

**Directorate** : Labour Relations Management and Development

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

**CENTRE** : Central Office, Johannesburg

**REQUIREMENTS** : Grade 12 and Bachelor’s Degree/National Diploma in Labour Relations or equivalent qualification and PERSAL certificate and three (03) years relevant experience. 3 to 5 years supervisory experience in Collective Bargaining Skills and Knowledge: PERSAL, good leadership skills, Treasury Regulations, understanding of different project management principles, Relevant legislation and Public Service Regulations, Labour Relations concepts, Management information knowledge, Project Management methodologies, Business performance management, understanding of expectations of customers, Problem Solving Analytical, Decision making, communication skills and Valid driver’s license.

**DUTIES** : Assist in the monitoring of the implementation of the business plans. Align individual performance to the strategic objectives of the unit. Report on the strategic frameworks/plans in the area of functional responsibility. Monitor and ensure effective and efficient co-ordination of activities. Assist in the development of the business plan in line with the strategic objectives of the department, create, maintain and monitor the existence of sound relationships with unions and bargaining councils, manage and monitor industrial actions (strikes/lockouts, picketing and protest action), conduct training on labour relations matters, manage and co-ordinate collective bargaining processes within the department, develop, interpret and ensure correct implementation of labour relations strategies, policies, procedures, employment practices and other labour relations practices, formulate and manage the component’s budget against its strategic objectives, manage resources (physical, human and financial), conduct investigations on all alleged, misconduct, disputes, grievance and preside over disciplinary cases. Successful candidates may be allocated to perform speciality functions depending on operational labour relations operational requirements including facilitation of collective bargaining structures (multi-laterals and bi-laterals) and secretarial services.

**ENQUIRIES** : Mr S Moteme Tel No: (082) 8203240

**APPLICATIONS** : Applicants must quote the relevant reference number and direct applications to the HR Recruitment, 45 Commissioner Street, Life Centre Building, Gauteng Health Offices or posted to Private Bag X085 Marshalltown 2107.

**FOR ATTENTION** : Recruitment and Selection
Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and Identity book. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. "The Gauteng Department of Health supports the appointment of persons with disabilities". It is our intention to promote representatively (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representativity will receive preference.

**Closing Date**: 01 November 2019

**Post 37/119**: Assistant Director Vaccines Cold Chain Manager Ref No: COAD/VCCM/10/2019

**Directorate Public Health**

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

**Centre**: Central Office

**Requirements**: An appropriate degree in health-related field, must have worked in the EPI & cold chain programme for the past 5 years. Possess good understanding of the health sector at all managerial spheres. Must have a valid driver’s license, be able to work independently, have good interpersonal relations, skills and organizational coordination. Must be computer literate, must demonstrate potential to work under extreme pressure.

**Duties**: Must be able to conduct support and monitoring of vaccine availability and cold chain status. Ensure training of districts, sub-districts and health facilities on the effective vaccine management. Perform routine task related to the cold chain equipment, maintain of records and compile reports. Implement performance management and development & also provide in-service training. Apply disciplinary measure when necessary apply prescribed safety and precautionary measure. Support EPI team effort.

**Enquiries**: Mrs VE Pietersen Tel No: (079) 881 5644
APPLICATIONS: Applicants must quote the relevant reference number and direct applications to the HR Recruitment, 45 Commissioner Street, Life Centre Building, Gauteng Health Offices or posted to Private Bag X085 Marshalltown 2107.

FOR ATTENTION: Recruitment and Selection

NOTE: Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and Identity book.

NB: shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments).

The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her/his financial interests.

The successful candidate will have to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications.

Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).

Shortlisted candidates might be subjected to a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities. “It is our intention to promote representatively (race, gender and disability) in the Public Service through the filling of these posts. Candidates whose transfer/promotion/appointment will promote representatively will receive preference.

CLOSING DATE: 01 November 2019

POST 37/120: CLIENT LIASON OFFICER: CUSTOMER CARE

REFS/02/19/6

Directorate: Quality Assurance

SALARY: R257 508 per annum (All – inclusive package)

CENTRE: Dr George Mukhari Academic Hospital

REQUIREMENTS: Degree or National Diploma in Management or Administration with a minimum of 3 years’ experience in Health Institution. At least a minimum of 2 years’ experience of the above period referred to must be in Quality Assurance or Grade 12 and a 1-year qualification in management/administration course accredited with a higher Education Institution with a minimum of 5 years’ experience in Health Institution and at least 3 years of the period referred to above must be in Quality Assurance. Knowledge in Customer Care service programs. Knowledge and understanding of legislative framework applicable to practice in the Public Health Facility. Computer literacy in MS Office Package (MS Word,
MS Excel, and MS PowerPoint). Presentation skills. Competencies: The Applicant must have the ability to interact with diverse stakeholders, Health care users and Givers. Good communication skills, Report writing, Facilitation skills, Problem solving skills, Good interpersonal relations, Ability to work under pressure.

**DUTIES**
- Conduct National Core Standards self-assessment
- Facilitate the development of QIPs and implementation thereof
- Implement customer care programs
- Compile and analyze report of the programs and submit reports on due time
- Assist with the management of the patient safety incidents
- Manage Material resources appropriately
- Facilitate training of employees on quality assurance matters
- Communicate with all stakeholders (External and Internal Customers) About quality assurance matters
- Perform any other duties delegated by the supervisor.

**ENQUIRIES**
Mrs. Morupheko BS Tel No: (012) 529 3409

**APPLICATIONS**
can be delivered to: Dr George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208, Block 13 HR Registry or posted to:
Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.

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

**CLOSING DATE**
01 November 2019

**POST 37/121**
SECURITY OFFICER REF NO: JUB 12/2019
Re-Advertisement
Directorate: Health

**SALARY**
R257 508 per annum
Benefits

**CENTRE**
Jubilee District Hospital

**REQUIREMENTS**
Grade 12 (Matric) and Grade B PSIRA is a requirement
PSIRA Grade A will be an added advantage
New PSIRA Certificate (Renewable). National Diploma in Security Management will be added advantage
8 Years' experience and 3 years Security administrative duties is required
Experience in MISS and MPSS is a must
Experience in hospital environment is an added advantage
Computer literacy and certificate (word, PowerPoint, excel etc)
Knowledge of Security legislatures (trespass, PSIRA, criminal procedure act, access control act and protection of information act).
Valid driver’s License
Report writing skills and designing Security solution.

**DUTIES**
Ensure that physical security measures are functioning properly (cctv).
Reporting security breaches. Control and supervise staff, Administer basic human resource matters e.g discipline, leave etc. Conduct investigations and provide report to the unit manager
Ensure that inspection of the building, premises, and perimeter fencing is performed.
Ensure all departmental security policies and procedures are implemented. Conduct and co-ordinate monthly meeting with stuff and in-service for security personnel.
Conduct risk analysis in the hospital and report incident and irregularities.
Searching of missing patients in various locations and provision of report.
Compilation of statements and testify in court.
Assist with the management of riots and strikes.

**ENQUIRIES**
Mr TT Makhudu Tel No: (012)717 9385

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

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

**CLOSING DATE**
08 November 2019
POST 37/122 : PHARMACIST ASSISTANT POST BASIC GRADE 1 REF NO: JUB 11/2019 (X2 POSTS)
Directorate: Pharmacy

SALARY : R208 383 per annum (Plus Benefits)
CENTRE : Jubilee District Hospital
REQUIREMENTS : Post Basic Pharmacist Assistant qualification or equivalent qualification. Registration with the South African Pharmacy Council as a Pharmacist Assistant Post Basic. Proof of current annual fees relevant experience as a Pharmacist Assistant Post Basic of less than five years. Computer literacy will be an added advantage. Basic communication and interpersonal skills. Basic knowledge of pharmaceutical process, relevant legislation and policies, record keeping and drug supply management. Work effectively in a team. Problem solving skills, good communication skills, report writing skills, good interpersonal relationship.

DUTIES : The incumbent of the post will work under direct/indirect supervision of a Pharmacist. Issue Medication to patients and wards as per Prescription. Distribution of stock to patients and wards. Repacking, informing patients of the correct use of medicine. Receive, read and check prescriptions for legality, authentically and validity. Stock control which includes receiving, issuing and maintenance of stock, bulk compounding of stock in accordance with Good Manufacturing Practice and Standard Operating Procedures. Advice and support patients and other health care professionals regarding pharmaceutical issues. Networking with relevant stakeholders.

ENQUIRIES : Ms C.K Mokhele Tel No: (012) 717 9389
APPLICATIONS : Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No 92 Jubilee Road, Jubilee District Hospital
NOTE : Applications must be completed fully on a signed Z83 form. Certified copies of all required documents must be attached (Certification must not be older than 3 months). No copy of a copy.
CLOSING DATE : 08 November 2019

POST 37/123 : SECRETARY REF NO: HRM 90/2019
Directorate: Internal Medicine

SALARY : R173 703 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : The incumbent must have grade 12 and completed a diploma or degree course relevant to secretarial work. With 1 to 2 years secretarial experience. Excellent interpersonal skills and ability to manage and plan a diary. Good communication, Sound interpersonal skills and must possess good telephone etiquette. High level of accountability. Ability to work independently and work under pressure. Good typing skills (The incumbents will be subjected to a typing test) the incumbent should be creative, innovative, flexible and highly motivated. Possess sound organizational skills.

DUTIES : Provide secretarial support and general administration support to the department. Write routine notes, memos, letters and reports. Take minutes during meetings. Maintain an effective filing and document tracking system (electronic and physical). Coordinate and arrange meetings with internal and external stakeholders. General administration duties including photocopying, scanning and faxing; and perfuming any other duties delegated by the Supervisor.

ENQUIRIES : Prof. GP Tintinger Tel No: (012) 354 2212/1211
APPLICATIONS : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose...
appointment will promote representivity in terms of race, disability and gender will receive preference.

**CLOSING DATE**: 01st November 2019

**POST 37/124**: ENROLLED NURSE GRADE 1 REF NO: SDHS 2019/10/02 (X1 POST)
Directorate: Johan Heyns CHC

**SALARY**: R171 381 per annum (Plus benefits)

**CENTRE**: Sedibeng District Health Services

**REQUIREMENTS**: The candidate should have Grade 12 Certificate. Appropriate qualification that allows registration with SANC as Enrolled Nurse. Certificate of registration with the SANC as an Enrolled Nurse and proof of current registration. Good verbal and written communication skills. Ability to work in a team. Ability to work under pressure in a changing environment to relief colleagues as the need arises and work closely with other disciplines.

**DUTIES**: Development and implementation of basic patient care plans provide basic clinical nursing Care, Effective utilization of resources. Maintain of professional growth, ethical standards and development. Compliance with code of conduct. Compliance with all public service legislation and regulations Sign performance contract on annual basis.

**ENQUIRIES**: Ms I.A Mokone Tel No: (016) 950 6015

**APPLICATIONS**: Quoting the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.

**NOTE**: Applications must be submitted on form z83, obtainable from any Public Service Department The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than three (3) months old) NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83 Failure to submit all the requested documents will result in the application not being accepted The Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department Preference will be given to people with disability.

**CLOSING DATE**: 01 November 2019
the right to fill or not to fill this position(s). Note: Errors & Omissions Expected.

**OTHER POST**

<table>
<thead>
<tr>
<th>POST 37/125</th>
<th>ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT AND AUXILIARY SERVICES REF NO: SD/2019/10/01</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R257 508 per annum</td>
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<tr>
<td>CENTRE</td>
<td>Johannesburg Metro Region</td>
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<tr>
<td>DUTIES</td>
<td>Facilitating the implementation of overall leave capturing. Monitoring leave system interface, conducting leave audits, reporting and statistics complain. Receiving, registers and quality checking resignations, retirements and transfers requests coordinating the submission of Document to Head Office. Preparing request for filling of posts source documents and coordinating the submission processes to Head Office. Monitoring the development of recruitment project plans and oversees implementation. Participating in shortlisting and interview processes and providing HR support. Overseeing the implementation of the PMDS cycle compliance and issue reminders to supervisors and managers. Reporting documents submission discrepancies and requesting corrections from components within a reasonable timeframe. Coordinating and supervising the creation of Personnel Files, leave and PMDS files for all staff Supervising and monitoring the update and retrieval of HR files. Managing HR file storage access control attending to staff grievances and disciplinary matters. Managing the allocation and distribution of work to staff. Coordination of Training and Development and Bursary within the Region.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Christinah Dukwana Tel No: (011) 355-9502</td>
</tr>
</tbody>
</table>
Applications quoting the relevant reference number should be forwarded as follows: The Director: Human Resources Management and Development: Department of Arts and Culture, Private Bag X 9140, Pietermaritzburg, 3200 or 171 Boshoff Street, Pietermaritzburg, 3200.

FOR ATTENTION: Mrs NIS Mbhele

CLOSING DATE: 01 November 2019

NOTE: Applications must be submitted on the prescribed form Z83 [obtainable from any Public Service Department office], which must be originally signed and dated by the applicant and which must be accompanied by a detailed comprehensive CV and certified copies of original educational qualification certificates (not copies of certified copies), driver’s license (where it is required) and certified copy of ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. Under no circumstances will photostat copies or faxed copies of application documents be accepted. Applicants, who do not receive confirmation or feedback within two (2) months from the closing date, must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. Applicants must also quote the relevant reference number and the name of the publication in which they saw the advertisement. Applicants, who do not comply with the instructions indicated above, will be disqualified. Applications received after the closing date will be disqualified. Candidates should not send their applications through registered mail as the Department will not take the responsibility for non-collection of these applications. It is our intention to promote representivity in the Department through the filling of these posts. The candidature of applicants from designated groups, especially in respect of people with disabilities, will receive preference. It must further be noted that all recommended candidates will be subjected to suitability checks prior to being appointed. The candidate/s shortlisted for SMS position/s will be subjected to mandatory technical exercise before the interview process and thereafter, if successful, will undergo competency assessment as per DPSA directives. Please note that for SMS posts priority will be given to female candidates.

MANAGEMENT ECHelon

POST 37/126: CHIEF DIRECTOR: CORPORATE GOVERNANCE REF NO: DAC52/19

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

CENTRE: Head Office, Pietermaritzburg

REQUIREMENTS: An appropriate Degree in Public Management or equivalent qualification at NQF level 7, coupled with a minimum of eight (8) years relevant experience, five (5) of which should be at SMS level. Ability to work in a multi-disciplinary team. Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures. Ability to work independently, yet function optimally as part of a dynamic team. Good negotiation and conflict resolution skills. Analytical, research and project management skills. Excellent communication (written and verbal) skill. Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver’s license.

DUTIES: Provide strategic direction and support in the coordination and implementation of Corporate Governance Services. Provide strategic direction on the provision and management of legal administration services of the Department. Ensure the provision of an effective facilitation service and support on the development of strategic Departmental plans.
and the monitoring and evaluation for the Department’s performance
Provide strategic direction in the provision and management of security
services for the MEC and the entire Department Manage the effective and
efficient utilization resources of the Chief Directorate Supervise, develop
and manage employees ‘performance in accordance with the Employee
Performance Management and Development System (EPMDS)

ENQUIRIES
Mr NP Chonco Tel No: (033) 264 3400

OTHER POSTS

POST 37/127
DEPUTY DIRECTOR: BUDGETARY CONTROL REF NO: DAC 50/19
Re-advertised and applicants who applied previously may re-apply if they
are still interested.

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

CENTRE
Pietermaritzburg, Head Office

REQUIREMENTS
An appropriate three (3) year tertiary qualification in Financial
Management or equivalent qualification, coupled with a minimum of five
[5] years relevant experience, three (3) of which should be at a
managerial level/Assistant Director level within the finance field.
Knowledge of Public Service legislation and prescripts applicable to
government, including systems and procedures. Knowledge of PFMA,
Treasury Regulations, Supply Chain Management, Internal controls
procedures and Basic Accounting Systems (BAS). Good work ethics,
honesty, reliability and team work. Knowledge of Project management,
Research and Policy development. Good office administration, planning
and organizational skills. Financial management skills. Good
communication skills (written and verbal). Good interpersonal relation
skills Computer Literacy (MS Word, Excel, PowerPoint, etc.). Valid code
8/EB driver’s license.

DUTIES
Manage the preparation and coordination of the MTEF budget. Ensure
the compilation of management reports in terms of the PFMA and
Treasury Regulations. Provide advice and guidance on budget planning,
management and reporting to Management. Assist with the compilation
of the annual and interim financials. Monitor and analyze the
departamental budget and expenditure. Manage the provision of
budgetary information to all relevant stakeholders. Manage all resources
allocated to the unit. Supervise, develop and manage employees' performance in accordance with the Employee Performance
Management and Development System (EPMDS).

ENQUIRIES
Ms K Pillay Tel No: (033) 264 3400

POST 37/128
DEPUTY DIRECTOR: INTERNAL CONTROL AND RISK
MANAGEMENT REF NO: DAC53/19

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

CENTRE
Head Office, Pietermaritzburg

REQUIREMENTS
Appropriate three (3) year tertiary qualification in Commerce/Finance/accounting or auditing as a major or equivalent
qualification, coupled with a minimum of five (5) years relevant
experience, three (3) of which should be at a managerial/Assistant
Director level. Ability to work in a multi-disciplinary team. Good
understanding of the public service legislation and prescripts applicable
to Government, including systems and procedures. Ability to work
independently, yet function optimally as part of a dynamic team Good
negotiation and conflict resolution skills Analytical, research and project
management skills. Excellent communication (written and verbal) skill.
Computer Literacy (MS Word, Excel, PowerPoint, etc) Valid code 8/EB
driver’s license.

DUTIES
Monitor the execution of audit reviews to ensure effective systems of
internal control Monitor and implement effective risk management
practices. Monitor the implementation of audit reports from Auditor-
General, Internal Audit and ICRM Recommend and monitor the execution of forensic investigations. Management, development and supervision of staff and other resources. Supervise, develop and manage employees’ performance in accordance with the Employee Performance Management and Development System (EPMDS).

ENQUIRIES : Mr M Shozi Tel No: (033) 264 3400

POST 37/129 : DEPUTY DIRECTOR: HUMAN RESOURCES ORGANISATIONAL DEVELOPMENT AND DESIGN REF NO: DAC54/19

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

CENTRE : Head Office, Pietermaritzburg

REQUIREMENTS : An appropriate three (3) year tertiary qualification in Work Study/Production Management/Operations Management or equivalent qualification, coupled with a minimum of five (5) years relevant experience, three (3) of which should be at a managerial/Assistant Director level. Ability to work in a multi-disciplinary team. Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures. Ability to work independently, yet function optimally as part of a dynamic team. Good negotiation and conflict resolution skills. Analytical, research and project management skills. Excellent communication (written and verbal) skill. Computer Literacy (MS Word, Excel, PowerPoint, etc) Valid code 8/EB driver’s license.

DUTIES : Manage and maintain the development of functional structures and post establishment. Manage the coordination and development of job descriptions, job evaluations and ensure the maintenance of an effective database. Manage the development and maintenance of Departmental business processes. Manage the effective implementation of change management within the Department Manage the development and implementation of Organizational Design, Job Evaluation, Business Process Management and Change Management policies and procedure manuals. Manage all resources within the sub-directorate. Supervise, develop and manage employees’ performance in accordance with the Employee Performance Management and Development System (EPMDS).

ENQUIRIES : Mr JSB Jafta Tel No: (033) 341 36400

POST 37/130 : ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: DAC55/19

SALARY : R376 596 – R454 920 per annum (Level 09)

CENTRE : Head Office, Pietermaritzburg

REQUIREMENTS : An appropriate three (3) year tertiary qualification in Records Management or equivalent qualification, coupled with a minimum of three-five (3-5) years’ experience in records management environment, three (3) of which should be at a supervisory level. Knowledge of legislation related to the Department and to the post. Knowledge of project management, planning and organizational skills. Good communication (written and Verbal) skills. Good interpersonal relations skills. Critical analysis and research skills. Problem Solving, Negotiation/Consultation and Presentation skills. Report writing, Policy analysis and development skills. Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver’s license.

DUTIES : Render records management services in terms of creation, maintenance and disposal. Monitor compliance to proper records management practices in the department: Manage registry services Manage driver/messenger services. Provide advice, guidance and support to relevant stakeholders. Manage all resources within the sub-directorate. Supervise, develop and manage employees’ performance in accordance with the Employee Performance Management and Development System (EPMDS).
ENQUIRIES: Mr L Langa Tel No: (033) 341 36400

POST 37/131: ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT- DEMAND MANAGEMENT SERVICES REF NO: DAC49/19

SALARY: R376 596 – R454 920 per annum (Level 09)

CENTRE: Head Office, Pietermaritzburg

REQUIREMENTS: An appropriate three (3) year tertiary qualification in Financial Management at NQF level 7 or equivalent qualification, coupled with a minimum of three–five (3-5) years relevant experience, three (3) of which should be at a supervisory level. Knowledge of Preferential Procurement policy Framework Act (PPPFA), Basic Accounting System (BAS) Service Delivery Principles (Batho Pele), Public Finance Management Act and Treasury Regulation, Public Service Regulations, Provincial Treasury Practice Notes, Supply Chain Management, KZN Supply Chain Policy Framework, SCM practice notes and, Preferential Regulation of 2011. Good communication [written and Verbal] skills. Good interpersonal relations skills. Critical analysis, numeric and mathematical accuracy skill. Problem Solving, Negotiation/Consultation and Presentation skills. Report writing, Policy analysis and development skills. Computer Literacy (MS Word, Excel, PowerPoint, etc.). Valid code 8/EB driver’s license.

DUTIES: Coordinate (synergise), review, research, analyse and plan the procurement needs of the department. Coordinate, review, collect and collate information for the annual procurement plan. Supervise and compile tender/quotation specifications as required. Develop, implement and maintain the supplier database. Manage all the resources allocated to the Sub- directorate. Supervise, develop and manage employees’ performance in accordance with the Employee Performance Management and Development System (EPMDS).

ENQUIRIES: Mr G Ngcobo Tel No: (033) 264 3400

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 37/132: HEAD CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: GS 72/19

Component: Orthopaedics

SALARY: R1 728 807 per annum (All inclusive package), consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form annually.

CENTRE: Greys Hospital

REQUIREMENTS: FCS Ortho (SA) or MMed in Orthopaedics plus Registration with the Health Professions Council of South Africa as a Medical Specialist. Plus 3 year’s post – registration experience as a Medical Specialist certificate of service endorsed by human resources must be attached. Recommendations: Experience in tertiary-level orthopaedic trauma surgery.

DUTIES: Service Provision: Participate in outpatient assessment and treatment, ward rounds and operative treatment of orthopaedic patients and orthopaedic trauma and orthopaedic emergencies (incl. acute infections) in particular. Coordinate the provision of orthopaedic emergency and trauma services within the relevant referral area. Continuously monitor service delivery, both at Grey’s hospital and referring hospitals, and to institute quality improvement measures to correct deficiencies. Management: Assist in administrative duties related to the optimal functioning and service delivery in orthopaedics at Grey’s Hospital and the relevant referral hospitals. Engagement with relevant stakeholders.
concerning improvement of clinical service delivery in the field of orthopaedic trauma in the relevant drainage area. Development of protocols and clinical pathways for safe and efficient management of emergent and traumatic orthopaedic conditions. Ensure that data is collected and analyzed on the state of orthopaedic trauma in the relevant referral area, in order to enable policy/strategy development. Coordination, integration and implementation of orthopaedic trauma service delivery within the relevant referral area Outreach: To participate in an effective outreach programme aimed at improvement of patient access to the relevant clinical services. Teaching and Learning: Develop Teaching/learning programme relevant to District/Regional Outlying Hospitals Skills transfer programme by active participation in Outreach Programmes Research: To pursue research relevant to the pressing need of Orthopedic in District and Regional Orthopaedics.

ENQUIRIES

Applications

For Attention

Note

Dr M.E. Senoge Tel No: (033) 897 3299

Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.

Mrs M Chandulal

Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants

The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 72/19 Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged Communication will only be entered into with candidates that have been short-listed If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males are encouraged to apply.

Closing Date

Post 37/133

Salary

Centre

Requirements

MEDICAL SPECIALIST (GENERAL SURGERY) GRADE 1 REF NO: NGWE 74/2019

General Surgery

Grade 1: R1 106 040 per annum (All-inclusive salary packages)
Grade 2: R1 264 623 per annum (All-inclusive salary packages)
Grade 3: R1 467 651 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% Inhospitable Allowance plus Commuted Overtime which is determined by service delivery needs of the department.

Ngwelezana Tertiary Hospital

Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in General Surgery. Appropriate Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in General Surgery, Registration with the HPCSA as a Medical Specialist in General Surgery. A minimum of 3 years’ appropriate experience as a Medical Specialist in General Surgery after registration with the HPCSA as Medical Specialist in General Surgery, Proof of working experience endorsed by Human Resource Department. Sound knowledge of clinical concepts within the specific domain, Good verbal and written communication skills and interpersonal skills, Ability to work in a multi-disciplinary team, Teaching and supervisory skills, Awareness of cross-cultural differences, Knowledge of
DUTIES:
The Surgeon in this post will specifically have the following responsibilities: Primary responsibility: Oversight and development of the Burns unit. Co-oversight of the Trauma unit with a Trauma Surgeon. Participation in acute surgery and elective surgery as per the needs of the department. Training of undergraduate and post graduate medical students. Active participation in quality improvement programmes including clinical audits and continuous professional development activities. Provide outreach to surrounding District Hospitals which refer to Ngwelezana Hospital. Attend to administrative matters as pertains to the unit. The candidate will under the direction of the head of the Department of General Surgery interalia. Undertake regular wards rounds, maintain and develop specialist services according to clinical service demands. Attend to patients requiring surgical services. Attend to patients in Surgery outpatient clinics. Conduct specialist ward rounds. Provide after hour cover in general surgery and clinical support to junior staff. Provide advice to district/regional level hospital. Manage/supervise allocated human resources. Ensure equipment is maintained. Undertake administration of the Surgery unit and input into the unit’s administration at Ngwelezana Hospital. Undertake undergraduate and post graduate training and support relevant clinical research and clinical trials in General Surgery at Ngwelezana Hospital. Assist with the setting of protocols for management for General Surgery. Assist with the development of clinical audit programmes at Ngwelezana Hospital and in the hospitals in Region 4. Develop measure to ensure quality assurance for the General Surgery unit. Attend to meetings and workshops as directed. Comply with all legal prescript Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional ethical standards. Provide specialist care to patients requiring services within your specific domain. Provide after-hours coverage in Radiology and ensure continuous clinical support to Junior staff, Undertake training of undergraduate and post graduate medical students and also support relevant clinical research, clinical trials and CPD activities. Provide expect advice and clinical support to district/regional level hospitals referring to Ngwelezana Hospital, Provide outreach to surrounding District Hospital that refers patients to Ngwelezana.

ENQUIRIES:
Dr G Oosthuizen Tel No: (035) 901 7294

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

FOR ATTENTION:
Mr M.P Zungu

NOTE:
Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/Work Permit holders must submit a documentary proof together with their applications. This Department is 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 results in 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**: 01 November 2019 (Late applications will not be accepted)

**POST 37/134**: CHIEF EXECUTIVE OFFICER REF NO: G77/2019
Cluster: District Health Services
Job Purpose: To plan, direct, co-ordinate and manage the efficient service delivery of clinical and administrative support services. Provide strategic leadership to improve health outcomes.

**SALARY**: R869 007 per annum (Level 12) (An all Inclusive MMS Salary Package)

**CENTRE**: Mahatma Gandhi Memorial Hospital

**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) NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Competencies: Knowledge: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PMFA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership, programme and project management, financial management, change management, people management and empowerment. Progress Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

**DUTIES**: 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 mobilization, 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**: Mrs P Msimango Tel No: (031) 240 5308
APPLICATIONS: All applications should be forwarded to: The District Manager: ETekwini
District Office: KZN Department of Health, Private Bag X54318, Durban,
4000 OR Hand delivered to: Highway House 83 Jan Smuts Highway
Mayville Durban

FOR ATTENTION: Mr R Duki Tel No: (031) 240 5378

NOTE: Applications must be submitted on the prescribed Application for
Employment form (Z83) which must be originally signed and dated The
application form (Z83) must be accompanied by a detailed Curriculum
Vitae, certified copies of certificates, Identity Document and Driver’s
License (not copies of previously certified copies). The Reference Number
must be indicated in the column (Part A) provided thereof on the Z83 form
NB: Failure to comply with the above instructions will disqualify applicants
Faxed and e-mailed applications will NOT be accepted
Persons with disabilities should feel free to apply for the post The appointments are
subject to positive outcomes obtained from the State Security Agency
(SSA) to the following checks (security clearance (vetting), criminal
clearance, credit records, 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: 01 November 2019

POST 37/135: MEDICAL OFFICER GRADE 1, 2, 3 REF NO: NGWE 75/2019
Internal Medicine Unit

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% Inhospitable
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, Certificates in BLS and ACLS/PALS/APLS is recommended, 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 Examine,
investigate, diagnose and oversee the treatment of patients in the internal
medicine department. Provision of after-hours services to care for internal
medicine presenting to the institution Training and supervision of undergraduate and/or post graduate medical students. Participation in
activities within the discipline including case presentations, unit rounds
presentations, journal club and other departmental meetings. Render
applicable administration functions. Attend to meetings, workshops and
training courses as directed by the Head of Department. Perform other
duties as assigned by the supervisor Observe and comply with all
departmental policies and guidelines regulating employment relationship and clinical functioning.

**ENQUIRIES**
Dr T.C Nkonyane
Tel No: (035) 901 7316/7300

**APPLICATIONS**
Human Resource Department Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880

**FOR ATTENTION**
Mr M.P Zungu

**APPLICATIONS**
Human Resource Department Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880

**FOR ATTENTION**
Mr M.P Zungu

**NOTE**
Applicants must submit an Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form. Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non-RSA Citizen/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**
01 November 2019 (Late applications will not be accepted)

**POST 37/136**
**MEDICAL OFFICER (PAEDIATRIC) GRADE 1-3 REF NO:**
MO/PAEDS/02/2019 (X2 POSTS)
Re-Advertised

**SALARY**
Grade 1: R821 205 - R 884 670 per annum (all-inclusive package)
Grade 2: R938 964 - R 1 026 693 per annum (all-inclusive package)
Grade 3: R1 089 693 - R1 3 623 666 per annum (all-inclusive package)
All-inclusive package consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules. Other Benefits In-Hospitable Area Allowance (18% of basic salary). Commuted overtime (Conditions apply) the incumbent in the post would be required to enter into a performance contract for commuted overtime.

**CENTRE**
Prince Mshiyeni Memorial Hospital – Paediatrics

**REQUIREMENTS**
MBCHB degree or equivalent qualification plus Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Proof of current registration as a Medical Practitioner with HPCSA. Experience: Medical Officer Grade 1: No experience required. The appointment to grade 1 requires 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: 5 years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Practitioner with a 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: 10 year's registration experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 3 requires a minimum of eleven years (11) relevant experience, after registration as a Medical Practitioner with a 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. Sound clinical knowledge, competency and skills in a clinical domain. The ability to work under supervision within a large team environment. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach; guide junior staff within the department.

DUTIES:
To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted to the Department. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to Paediatrics. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits. Provide support to the Head of Department in ensuring an efficient standard of patient care and services is maintained. Community Service Doctors who are completing their service may also apply, However the Appointment of successful applicants will be subject to the provision of proof of HPCSA Registration.

ENQUIRIES:
Dr N Naidoo Tel No: (031) 907 8265

APPLICATIONS:
Applications should be posted to: The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060.

FOR ATTENTION:
Mrs TZ Makanya

NOTE:
Please note that due to financial constraints, there will be no payment of S&T Claims.

CLOSING DATE:
01 November 2019

POST 37/137:
MEDICAL OFFICER (GRADE 1, 2, 3) REF NO: GS 73/19
Component – Anaesthesia and Critical Care

SALARY:
Grade 1: R821 205 per annum (All inclusive package)
Grade 2: R938 964 per annum (All inclusive package)
Grade 3: R1 089 693 per annum (All inclusive package)

consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form. Rural Allowance is payable for periods of time working at Edendale Hospital only.

CENTRE:
Greys Hospital, Pietermaritzburg

REQUIREMENTS:
MBCHB Degree or Equivalent Qualification Plus Current Registration With The Health Professional Council Of South Africa as a Medical Practitioner. NB Those candidates who are still in their community service year may apply for the post on the understanding that appointment to the post can only be made after they have received registration from the HPCSA as a medical practitioner. NB Those candidates who hold a bursary that requires them to work outside of Pietermaritzburg must supply a letter from the Institution/District Office that holds their service obligation indicating that the bursary holder will be released to come to Pietermaritzburg for training. Bursary holders who are unable to supply this authority will not be shortlisted. Recommendation: A Diploma in Anaesthesia (DA) is required for those candidates being appointed at Grade 2 level or higher. Possession of the Fellowship of Anaesthesia Part 1 and or Part 2 examinations will be an advantage. Work experience in a major hospital and/or in a registrar program will be an advantage. ATLS, APLS, and ACLS will be an advantage. Edendale Hospital only. Incumbents will be expected to work in the Department of Anaesthesia in Pietermaritzburg for at least one year. During which time they will receive appropriate training to pass the Diploma in Anaesthesia, (if this qualification is not already held) Anaesthetic Medical Officers will also be able to apply for a three month rotation through the Intensive Care Units.
during this year. In subsequent years it is anticipated that appropriate candidates will either commence specialising in anaesthesia or proceed to work in district and other regional hospitals providing high quality Medical Officer Anaesthesia. **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 DA will be an advantage. Applicants who only complete Community Service time in August or September 2019 may apply on the understanding that they can only be appointed after receiving full registration as a Medical Practitioner with the HPCSA. **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. **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 in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. At least one year of this time must have been in a department of anaesthesia recognized for DA training by the Colleges of Medicine of SA DA is an advantage.

**DUTIES:**

Clinical responsibility including examine, investigate, diagnose and oversee treatment of patients. The incumbent will be part of the Pietermaritzburg Metropolitan Group of hospitals and will be expected to rotate through all hospitals in Pietermaritzburg. To perform appropriate preoperative examination and optimisation of patients for planned surgery. To provide safe and appropriate anaesthesia during surgery. To participate in post-operative care of patients. Anaesthetists must be prepared for early starts to the working day (07:15) and late unpredictable finishes to the normal working day. The nature of anaesthesia means that frequent weekend shifts are required inside the commuted overtime package. The incumbent will be part of the Pietermaritzburg Metropolitan Group of hospitals and will be expected to rotate through all hospitals in Pietermaritzburg. Assist with human resource development for medical staff. Conduct Orientation and Induction Programme for new Medical staff. Provide guidance and advice to junior medical staff (interns/CSOs) Assist with the development of training programmes. Participate in relevant training programmes. Maintain accurate and appropriate health records in accordance with the legal/ethical considerations and continuity of patient care. Undertake continuing medical education and professional development and study professional literature e.g. Medical journals. To identify health care needs and communicate these to seniors so that new ideas could be developed on policies/methods/techniques and procedures. To participate in audit and quality control programs to improve the standard of patient care. To participate in departmental administration by ensuring compliance with all departmental rules and regulations with regard to leave, call rosters and rotations. To participate in Outreach services in the drainage area of Edendale hospital as appropriate to their grade of qualification and experience. To maintain a logbook of clinical duties.
ENQUIRIES : Dr Z Farina Tel No: (033) 8973413
APPLICATIONS : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag X 9001, Pietermaritzburg, 3200.
FOR ATTENTION NOTE : Mrs M. Chandulal
APPLICATIONS TO BE FORWARDED TO: The Human Resources Department, Greys Hospital Private Bag X 9001, Pietermaritzburg, 3200.
FOR ATTENTION NOTE: Directions To Candidates: The following documents must be submitted:
a) Application for employment form (Z83) which is obtainable at any Government Department OR website, Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. Curriculum Vitae and certified ID copy. NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 73/19 Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed if you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males are encouraged to apply.
CLOSING DATE : 01 November 2019
POST 37/138 : MEDICAL OFFICER (GRADE 1, 2, 3) REF NO: GS 74/19
Component: Intensive Care Unit (Critical Care)
SALARY : Grade 1: R821 205 per annum (All inclusive package)
Grade 2: R938 964 per annum (All inclusive package)
Grade 3: R1 089 693 per annum (All inclusive package)
Consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department Incumbents will have to sign the commuted overtime contract form. This advertisement is intended to recruit a Medical Officer to the Intensive Care Unit of Grey’s Hospital, Pietermaritzburg.
CENTRE REQUIREMENTS : Grey's Hospital, Pietermaritzburg
MBCHB Degree or Equivalent Qualification Plus current registration with the Health Professional Council of South Africa as a Medical Practitioner. Recommendation: A Higher Qualification in a relevant clinical discipline (such as the Diploma in Anaesthesia, Diploma in Primary Emergency Care, Diploma in Internal Medicine etc.) would be an advantage.
Knowledge, Skills, Training and Competence Required: Programme planning implementation and evaluation Information management. Current Health and Public service legislation, regulations and policy Medical ethics, epidemiologist and statistics. Participation in the After Hours call system is essential, and thus completion of a Group 3 Commuted Overtime contract will be required. The incumbent is expected to work in the Intensive Care Unit of Grey’s Hospital, Pietermaritzburg. This post will see the incumbent render clinical service in the Intensive Care Unit, while receiving practical and academic training in Critical Care. The incumbent will also work for periods in Internal Medicine. These rotations through Internal Medicine could also contribute to a qualification such as the Diploma in Internal Medicine In addition, periods of rotation to other relevant disciplines within the Pietermaritzburg Metropolitan Hospital Complex may be arranged, subject to a joint agreement between the incumbent, the Head Clinical Unit of the Intensive Care Unit, and the Head Clinical Department of the relevant Clinical Discipline to which rotation is occurring. The overall skills acquired in this post would be an advantage to anyone considering specialising in Internal Medicine, Anaesthesia, Emergency Medicine or ultimately subspecialising in Critical Care.
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. 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 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. A Higher Qualification in a relevant clinical discipline (such as the Diploma in Anaesthesia, Diploma in Primary Emergency Care, Diploma in Internal Medicine etc.) would be required. 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 in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. A Higher Qualification in a relevant clinical discipline (such as the Diploma in Anaesthesia, Diploma in Primary Emergency Care, Diploma in Internal Medicine etc) would be required.

Applicants who only complete Community Service time in December 2019 may apply; on the understanding that they can only be appointed after receiving full registration as a Medical Practitioner with the HPCSA Foreign applicants who apply for this post will need to have a valid work permit endorsed for Grey’s Hospital. References from previous employers attesting to the candidate’s clinical skills, practical abilities, stress tolerance and ability to work in a team will be required.

**DUTIES**

Clinical responsibility including examine, investigate, diagnose and oversee treatment of patients. The incumbent will be part of the Pietermaritzburg Metropolitan Group of hospitals and will be expected to rotate through all hospitals in Pietermaritzburg if required. Research and Audit: The incumbent would be expected to assist where necessary with research and quality assurance initiatives. Assist with human resource development for medical staff. Conduct Orientation and Induction Programme for new and nursing Medical staff. Provide guidance and advice to junior medical staff and nursing staff. Assist with the development of training programmes. Support Continuous Professional Development by assisting with information seminars, attendance of external meeting, conferences etc. Maintain accurate and appropriate health records in accordance with the legal/ethical considerations and continuity of patient care. Undertake continuing medical education and professional development and study professional literature e.g. Medical journals. To identify health care needs and communicate these to seniors so that new ideas could be developed on policies/methods/techniques and procedures. To participate in audit and quality control programs to improve the standard of patient care. To participate in departmental administration by ensuring compliance with all departmental rules and regulations with regard to performance management, daily control measures, leave, call rosters and rotations as per relevant departmental and HR policies. To maintain a logbook of clinical duties. The incumbent’s responsibilities during periods of rotations within Critical Care would be as follows: To perform appropriate preadmission examination, triage, and optimisation of patients referred for Intensive Care Unit admission. To provide safe and appropriate medical care to critically ill patients admitted to the Intensive Care Unit. To assist in the management of critically ill patients outside of the Intensive Care Unit. To participate in the relevant training programmes of the Intensive Care Unit. The incumbent’s responsibilities during periods of rotations within the Department of Internal Medicine would be as follows: Clinical Responsibility: The incumbent will appropriately manage patients from medical sub disciplines as allocated. Sub disciplines that the incumbent would be prioritised to participate in would be Cardiology, Nephrology and Acute Medicine (which may include time in the Edendale Medicine Department). This would provide the incumbent with skills to supplement their ICU training.
Vocational interest in other medical sub disciplines could be considered in discussion with both the Head of ICU and HCD of Internal Medicine. Participation in the Department of Internal Medicine’s outreach program may be expected Academic and training: The incumbent is expected to participate in the Department of Internal Medicine’s training activities. Support the intern, undergraduate and postgraduate programs that are in place in the Department of Internal Medicine.

ENQUIRIES : Dr A Ramkillawan Tel No: (033) 897 3241/Dr C Lee Tel No: (033) 897 3289

APPLICATIONS : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.

FOR ATTENTION : Mrs. M. Chandulal

NOTE : Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website, Certified copies of highest educational qualifications and professional registration certificate-not copies of certified copies. Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 74/19 Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged Communication will only be entered into with candidates that have been short-listed If you have not heard from us two months after the closing date, please consider your application as being unsuccessful The appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males are encouraged to apply.

CLOSING DATE : 01 November 2019

POST 37/139 : ASSISTANT MANAGER NURSING (SPECIALTY): ADVANCED MIDWIFE REF NO: EMP36/2019

SALARY : Grade 1: R614 991 – R692 166 per annum. Other Benefits: 8% In-Hospital Allowance, 13th Cheque, home owners (Employee must meet prescribed requirement), medical aid (optional).

CENTRE REQUIREMENTS : Empangeni/Richards Bay

The appointment to Assistant Manager Nursing Gr1 requires Degree/Diploma qualification that allow registration to General Nursing & Midwifery, Post basic relevant nursing qualification with duration of at least 1 year (Diploma in Advanced Midwifery & Neonatal Nursing Science). Registration certificate with SANC, A minimum of 10 years appropriate/recognizable experience in the nursing after registration as a Professional Nurse with the SANC in General Nursing and Midwifery, At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic Qualification in Diploma in Advanced Midwifery & Neonatal Nursing Science, At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Proof of experience stamped and endorsed by Human Resources should be attached to the application. Knowledge, Skills, Attributes And Abilities: Knowledge of Public Service Acts, regulations and policies, Knowledge of SANC rules and regulations, Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks, Good communication, verbal, written, leadership, interpersonal, problem solving, conflict management and decision making skills. Knowledge and experience in implementation of Batho Pele Principles and Patient’s Rights Charter, Code of Conduct Team building and diversity Management skills.

DUTIES : Demonstrate effective communication with supervisors, other health professionals and support services personnel and junior colleagues, including more complex report writing when required Ability to direct a
multi-disciplinary team to ensure good nursing care Work effectively and amicable, at management level, with persons of diverse intellectual, cultural, racial or religious difference Able to manage his/her own work and of units reporting to the post, ensuring appropriate interventions to enhance nursing services Able to develop and maintain a nursing service environment that promotes the rights of patients, advocating and facilitating proper treatment and care and ensuring that the principles of Batho Pele are adhered to Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery Demonstrate the required computer literacy to adequately manage information according to the requirements of the hospital Able to plan, maintain and control the nursing services budget for the relevant area.

ENQUIRIES : Miss EPCN Mtshali Tel No: (035) 907 7005
APPLICATIONS : All applications must be forwarded to: Human Resources Offices at Queen Nandi Regional Hospital Private Bag X20005, Empangeni, 3880 Physical Address: 21 Union Street, Empangeni, 3880.
FOR ATTENTION : Deputy Director Human Resources Mr SM Ndabandaba Tel No: 035 9077011
NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. The Z83 form 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 Z83 A recent, comprehensive CV, specifying all qualifications and experience, with respective date and certified copies of qualifications and ID must be attached. General information: Short-listed candidates must available for interviews at a date and time determine by the KZN Department of Health 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 is received within 3 months after the closing date, they must consider their applications unsuccessful Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply Due to cost-cutting measures, S&T, Resettlement & relocation claims will not be processed.

CLOSING DATE : 01 November 2019
POST 37/140 : PROFESSIONAL NURSE GRADE 1/2 (SPECIALTY/NEONATAL) REF NO: PMMH/PN/NEO/01/19 (X1 POST)

SALARY : Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 696 per annum
Other Benefits: Home Owner Allowance (conditions apply) 13th Cheque (conditions apply) Medical Aid (Optional) in-hospital Area Allowance (8% of basic salary)

CENTRE : Prince Mshiyeni Memorial Hospital

REQUIREMENTS : Grade 1: minimum appointment requirements: Basic R425 qualification (i.e Diploma/Degree in Nursing) that allows registration with the ‘South African Nursing Council’ (SANC) as a Professional Nurse .A post basic qualification in either ‘Neonatal Nursing Science or Paediatric Nursing Science’, with duration of at least 1 year, accredited with Proof of current registration with the SANC (2019) Experience: A minimum of 4 years appropriate/recognizable experience in nursing after registration as a
Professional Nurse with the SANC in General Nursing. Minimum appointment and experience requirements: **Grade 2**: Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the ‘South African Nursing Council’ (SANC) as a Professional Nurse. A post basic qualification in either ‘Neonatal Nursing Science or Paediatric Nursing Science’, with duration of at least 1 year, accredited with the SANC Certificates of Registration with the SANC (General Nursing and relevant post basic qualification). Proof of current registration with the SANC (2019). Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty (i.e. Nursery) after obtaining the 1-year post-basic qualification in the relevant specialty. NB: For experience above the experience set for appointment- one notch for every completed 2 years as at 31 March of the ear preceding the date of appointment; minus 1 year for candidates appointed from outside the public service.

Knowledge, skills training and competencies required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and Advocating proper treatment and care including a willingness and awareness to respond to patient’s needs, requirements and expectations (Batho Pele) demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organize own work, time and that of support personnel to Ensure proper nursing care in the unit.

**DUTIES**: Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources Participation in training and research. Provision of support to nursing services Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost Effective, equitable and efficient. NB – Must be prepared to work shift as per allocation; includes night shift, weekends and public holidays. Further management reserves the right to allocate employees outside the appointed domain as service demands; this may occur in the instance of staff shortages experienced in any nurse component. Due to financial constraints, no subsistence & transport will be paid to candidates when attending the interviews.

**ENQUIRIES** : Ms TN Khumalo Tel No: (031) 907 8113

**APPLICATIONS** : should be posted to The Human Resource Department, PrinceMshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060

**FOR ATTENTION** : Mrs TZ Makanya

**NOTE** : NB: Please note that due to financial constraints, there will be no payment of S&T Claims.

**CLOSING DATE** : 01 November 2019

**POST 37/141** : **CLINICAL NURSE PRACTITIONER (PHC STREAM) REF NO: BALL 01/2019 (X1 POST)**
Component: Ballito Clinic

**SALARY** : Grade 1: R383 226 per annum Plus 8% rural allowance
Grade 2: R471 333 per annum Plus 8% rural allowance
Benefits: 13th Cheque, home owner’s allowance, and Medical aid optional (Employee must meet prescribed conditions)

**CENTRE** : ILembe Health District Office
REQUIREMENTS:

**Grade 1:** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate), Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus, Current registration with SANC as General Nurse with Midwifery plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). A minimum of 4 years appropriate/recognizable nursing experience as a General Nurse.

**Grade 2:** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC), Current registration with SANC as General Nurse and Midwifery, plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years must be appropriate/recognizable PHC experience after obtaining a one year basic qualification in Primary Health Care. Knowledge, skills and competencies: Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients’ Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counselling. Good listening and communication skills, Co-ordination and planning skills, Team building and supervisory skills, Good interpersonal relationship skill, Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.

NB: Proof of previous and current work experience endorsed and stamped by HR Office must be attached.

DUTIES:

Provide quality comprehensive Primary Health Care by providing promotive, preventative, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping of basic medical equipment, surgical pharmaceutical and stock. Assist in orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Supervision of patients’ reports and intervention, keeping a good valid record on all client interventions. Ensuring proper utilization of human, material and financial resources and keeping up to date records of resources. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Motivate junior staff regarding development in order to increase level of expertise and assists patients to develop a sense of self-care. Strengthen data systems and treatment outcomes by assisting and capturing on Tier.net. Assist with capturing patients on patient registration (HPRS) system. Support the realization and maintenance of Ideal Clinic Programme in the facility. Increase data management and record management.

ENQUIRIES:

Mrs. R Bhagwandin (Operational Manager; Phc Supervisor) Tel No: (032) 4373600

APPLICATIONS:

The Acting District Director, Ilembe Health District Office, Private Bag X10620, Stanger 4450

FOR ATTENTION NOTE:

Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website www.kznhealth.gov.za Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s
(not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g SHAK 01/2019. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post(s).

CLOSING DATE : 01 November 2019

POST 37/142 : CLINICAL NURSE PRACTITIONER (PHC STREAM) REF NO: KDC 03/2019 (X1 POST)
Component: KwaDukuza Clinic

SALARY
Grade 1: R383 226 per annum Plus 8% rural allowance
Grade 2: R471 333 per annum Plus 8% rural allowance
Benefits: 13th Cheque, home owner's allowance, and Medical aid optional (Employee must meet prescribed Conditions)

CENTRE
ILembe Health District Office

REQUIREMENTS
Grade1: Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate), Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; Current registration with SANC as General Nurse with Midwifery plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) A minimum of 4 years appropriate/recognizable nursing experience as a General Nurse. Grade 2: Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC),Current registration with SANC as General Nurse and Midwifery, plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC),A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years must be appropriate/recognizable PHC experience after obtaining a one year basic qualification in Primary Health Care. Knowledge, skills and competencies: Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients’ Rights Charter, Labour Relations Act, Grievance Procedures etc Leadership, organizational, decision making and problem solving, conflict handling and counselling. Good listening and communication skills, Co-ordination and planning skills, Team building and supervisory skills, Good interpersonal relationship skill, Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies NB: Proof of previous and current work experience endorsed and stamped by HR Office must be attached.

DUTIES
Provide quality comprehensive Primary Health Care by providing promotive, preventative, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping of basic medical equipment, surgical pharmaceutical and stock. Assist in orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. To provide
nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Supervision of patients’ reports and intervention, keeping a good valid record on all client interventions. Ensuring proper utilization of human, material and financial resources and keeping up to date records of resources. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Motivate junior staff regarding development in order to increase level of expertise and assists patients to develop a sense of self-care. Strengthen data systems and treatment outcomes by assisting and capturing on Tier.net. Assist with capturing patients on patient registration (HPRS) system. Support the realization and maintenance of Ideal Clinic Programme in the facility. Increase data management and record management.

ENQUIRIES : Mrs R Bhagwandin (Operational Manager; PHC Supervisor) Tel No: (032) 4373600
APPLICATIONS : The Acting District Director, ILembe Health District Office, Private Bag x10620, Stanger 4450
FOR ATTENTION : Human Resources Department
NOTE : Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae Applications must be submitted on or before the closing date The reference number must be indicated in the column provided on the form Z83 e.g SHAK 01/2019 NB: Failure to comply with the above instruction will disqualify applicants Please note that due to the number of applications anticipated, applications will not be acknowledged Correspondence will be limited to short listed candidates only If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC) The Department reserves the right not to fill the post (s) This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department Persons with disabilities should feel free to apply for the post

CLOSING DATE : 01 November 2019
POST 37/143 : CLINICAL NURSE PRACTITIONER (GROENVLEI CLINIC) REF NO: NMH/PHC/GV/2019 (X1 POST)
SALARY : Grade 1: R383 226 – R444 276 per annum Rural allowance 8%
Grade 2: R471 333 – R579 696 per annum Rural allowance 8%
CENTRE : Groenvlei Clinic
REQUIREMENTS : STD 10 or Grade 12 certificate Registration with SANC as general nurse and primary care nurse Diploma in general and midwifery plus one year post basic qualification in clinical Nursing, health assessment treatment and care PHC plus 4 years appropriate recognizable experience as General Nurse Proof of current and previous work experience endorsed and stamped by Human Resources. Grade 1: Experience: A minimum of 4 years appropriate/recognizable experience in nursing after registration
as professional nurse with SANC on general nursing. **Grade 2:** Experience: Minimum of 14 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC on general nursing of which at least 5 years must be appropriate/recognizable experience after obtaining the post basic qualification in primary health care. **Skills, Training And Competences Required:** Nursing care processes and procedures, nursing statutes and other related legal framework. Knowledge and understanding of human right charter. Batho pele principles and labour relations act. Knowledge and act. Occupational health and safety act. Interpersonal skills. Leadership communication both Zulu and English. Skills Decision making and problem solving skills.

**DUTIES**

- Ensure the provision of nursing care through adequate supervision of junior staff. Ensure the efficient and effective control of surgical sundries, pharmaceuticals, equipment, human resources, and miscellaneous stores.
- Deal with grievances, conflicts, and labour relations issues in terms of laid down policies and procedures. Provide quality comprehensive Primary health care by promoting preventative, curative, and rehabilitative services to clients in the community. Ordering and control of surgical sundries, medicine, stationary, and safe keeping of equipment. Use accurate statistics for evaluation and future planning. Facilitate implementation of legislated norms and standards and ideal clinic concept in the facility, conduct facility status determination and update ideal website to maintain status achieved. Motivate staff for skill development in order to increase level of expertise. Initiate treatment, implementation of programs and evaluation of patient’s clinical conditions, and families to develop level of self-care. Health education of clients and the public and assessing in-service training needs, planning and implementation of training programs. Promote and advocate proper treatment and care for patients including willingness to respond to patient’s needs and expectations according to Batho Pele principles. Implementation and management of priority programs like HCT, PMTCT, TB, STI’S, DIARRHOEA, IMCI and family planning.

**ENQUIRIES**

Mrs. KB Moloi Tel No: (034) 331 3011

**APPLICATIONS**

Should be delivered to: KwaZulu-Natal Department of Health, The Hospital CEO, Niemeyer Memorial Hospital, Private Bag X1004, Utrecht, 2980 Tel No: 0343313011

**FOR ATTENTION**

Mr. AN Mange

**NOTE**

Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver’s License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. Failure to comply with the above instructions will disqualify applicants. Faxued and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Note: Please note that due to financial...
constraints there will be on payment for S&T claims. Employment equity target African male.

CLOSING DATE : 04 November 2019

POST 37/144 : CLINICAL NURSE PRACTITIONER (X2 POSTS)

SALARY : Grade 1: R383 226 – R444 276 per annum
           Grade 2: R471 333 – R579 696 per annum
           Plus 8% Inhospitalizable allowance
           13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)

CENTRE : Madadeni Provincial Hospital:
           Rosary Clinic Ref No: MAD 05/2019
           Madadeni Clinic 1 Ref No: MAD 07/2019

REQUIREMENTS : Grade 1: Basic R425 Degree/Diploma in Nursing and Midwifery or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse A post basic qualification with duration of at least 1 year in Clinical assessment, treatment and care 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 Proof of current registration with SANC (2019 Receipt). Clinical Nurse (Speciality) Grade 2: Basic R425 Degree/Diploma in Nursing and Midwifery or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse A post basic qualification with a duration of at least 1 year in Clinical assessment, treatment and care A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General nursing of which 10 years must be appropriate/recognizable experience after obtaining the one (1) year post basic qualification in clinical assessment, treatment and care Certificate of Service from previous and current employer endorsed and stamped by HR must be attached. Knowledge, Skills, Training and Competencies Required: Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing principles. Good interpersonal relationship skills and good listening skills. Good communication and problem solving skills. Co-ordination and planning skills. Ability to relieve in the service areas. Team building and supervisory skills. Ability to formulate patient care related policies. Sound knowledge of the health programmes run at the PHC level. Sound knowledge of the National core Standards and data management.

DUTIES : Demonstrate effective communication with patients, supervisory and other clinicians, including report writing and statistics. Assist the unit manager/ Operational Manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multidisciplinary team to ensure good Nursing Care in the clinic Implement and advocate for preventive and promotive health initiatives for clients and the community served by the clinic. Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Supervision of patients and provision of basic patient needs e.g oxygen, nutrition, elimination, fluids and electrolyte balance, safe and the therapeutically environment in the clinic using EDL guidelines. Ensure clinical intervention to clients including administration of prescribed medication and ongoing observation of patients in the clinic Implement health programmes within the PHC package in accordance with set guidelines, monitor performance and outcomes against the set targets and act on deviations. Ensure that programme specific data collected is timeous and accurate. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of care. Refer patients promptly according to the set guidelines, protocols, policies. Ensure proper utilization and safe keeping of basic medical, surgical and pharmaceutical stock.

ENQUIRIES : Ms. Z.E Gumede Tel No: (034) 328 8137
APPLICATIONS: All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, 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 MAD 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.
- EE Target (African Male)

CLOSING DATE: 11 November 2019

POST 37/145: CLINICAL NURSE PRACTITIONER: PHC (GRADE 1, 2) REF NO: APP/11/2019 (X1 POST)

SALARY: Grade 1: R383 226 per annum
Grade 2: R471 333 per annum

Hospital Benefits: 13th cheque, 8% Rural Allowance, Medical Aid: Optional, Housing Allowance: employee must meet prescribed requirements

CENTRE: Efaye Clinic under Appelsbosch

REQUIREMENTS: Degree/Diploma in general nursing or equivalent qualification that allows for registration with the SANC as a Professional Nurse. A post basic Nursing qualification, with duration of at least 1 year, accredited with the SANC in Primary Health Care. A minimum of 4 years appropriate/recognizable nursing experience after registration as professional nurse with SANC in General Nursing. Proof of current registration with SANC (2019 receipt) Proof of current and previous work experience/certificate of service endorsed by your Human Resource Department (to be attached to application). Experience Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Grade 2: A minimum of 14 years appropriate experience and recognizable in nursing 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 in Primary Health Care after obtaining the 1 year post basic qualification in PHC. Recommendations: Valid Driver's license code B or C1, Knowledge &Skills: Leadership, organizational, decision-making and problem solving abilities within the limit of public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and cancelling skills. Demonstrate understanding of nursing legislation and related legal and ethical nursing practices. Demonstrate a basic understanding of HR and financial policies.
and practices. Good communication skills good interpersonal skills. Computer literacy.

**DUTIES**: Provision of an integrated quality and comprehensive Primary Health Care service by monitoring health, prevention of diseases, curative and rehabilitative services to the clients and community. Maintain interpointer collaboration with other government structures. Provide PICT and adherence counselling to all clients. Provide Primary prevention strategies and management of communicable and non-communicable diseases. Assist and identify training needs of the staff to increase level of expertise and assist patients and families to develop sense of self care. Provision of good quality care according to Ideal Clinic realization and maintenance (ICRM) and National Core Standards (NCS). Manage and monitor proper utilization of human, financial, physical and material resources. Ensure the availability of medication, essential equipment, supplies and proper utilization thereof. Monitor and evaluate HR performance through EPMDS for all relevant staff. Ensure Data Management is implemented and monitored. 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.

**ENQUIRIES**: Mr M Zele Tel No: (032) 294 8000 Ext: 103

**APPLICATIONS**: Should Be Forwarded To: The Chief Executive Officer, P/Bag x 215 Ozwathini, 3242

**FOR ATTENTION**: Human Resource Manager

**NOTE**: Directions To Candidates: Application for employment form (Z83) which obtainable at any Government Department OR from the website (www.kznhealth.gov.za) A detailed Curriculum Vitae (CV) and recently certified copies of all educational qualifications identity/passport documents. Equity Target: African Male

**CLOSING DATE**: 08 November 2019

**POST 37/146**: PROFESSIONAL NURSE SPECIALTY: ADVANCED MIDWIFERY REF NO: SAH 10/2019 (X1 POST)

**SALARY**: Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Other Benefits: 13th Cheque, 12% Rural Allowance, Home Owners Allowance (Employee Must Meet Prescribed Requirements), Medical Aid (Optional)

**CENTRE**: ST Andrews Hospital: Maternity Ward

**REQUIREMENTS**: Grade 1: Diploma/ Degree in General nursing and Midwifery plus 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science a minimum of 4 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. Current registration with SANC as a General Nurse and Advanced Midwifery and Neonatal Nursing Science. Grade 2: Diploma/ Degree in General Nursing and Midwifery plus 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. A minimum of 14 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. At least 10 years of the period mentioned above must be recognizable experience in the specific specialty, after obtaining the one year post basic qualification in the relevant specialty. Current registration with SANC as a General Nurse, Midwifery and Advanced Midwifery and Neonatal Nursing Science. Skills: Knowledge of nursing care and processes and procedures. Knowledge of Public service regulations, Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills. Team building and cross cultural awareness. Knowledge of SANC rules and regulations. Knowledge of Batho Pele Principles and patients’ rights charter.

**DUTIES**: Must be able to handle obstetric and emergencies and high risk conditions. To execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through
setting of standards, policies and procedures. To participate in quality improvement programmes and clinical audits. Uphold Batho Pele and patients’ rights principles. Provide a safe, therapeutic environment as laid down by the Nursing act. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and labour relations issues Manage and supervise effective utilization of all resources e.g Human, Financial, material etc Implementation and management of infection control and prevention protocols. Assist with performance reviews i.e EPMS as well as student progress reports. Maintain a plan to improve the quality of Nursing and health care in operating theatre. Formulation of theatre policies to ensure good practice ensuring the availability of the necessary basic equipment.

ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE
CLOSING DATE
POST 37/147

ENQUIRIES________________________________________________________________________________________
APPLICATIONS : Should Be Forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag X1010 Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding 4680.
FOR ATTENTION : Human Resource Manager
NOTE : People with Disabilities and African Males Are Encouraged To Apply
CLOSING DATE : 01 November 2019
POST 37/147 : ASSISTANT DIRECTOR: HRM REF NO: MOSV/AD: HRM/02/2019 (X1 POST)

Those who applied previously are also encouraged to re-apply.

SALARY : R376 596 per annum. Other benefits: Medical Aid (optional) 13th Cheque, Housing Allowance (employee must meet the prescribed requirements)
CENTRE : Mosvold District Hospital

DUTIES : Manage all human resource components i.e HR Practices, HR Plaining and Development, staff Relations and Employee Health & Wellness for the hospital in order to ensure that high quality of service is being provided. Promote sound Employer-Employee Relationship and minimize conflict within the institution. Develop and implement effective human resource strategies and policies within the guidelines set by the Provincial Department of Health Ensure proper compilation of Workplace Skills Plan. Ensure proper implementation of EPMS within the Hospital Ensure that advertising, recruitment, appointments and transfers are in accordance with the laid down policies and procedures. Advice managers on all aspects of Human Resource Management, organizational and staffing structures and reporting arrangements. Oversee and deal with misconduct, discipline and grievance procedure in the hospital in terms of Labour Relations Acts. Ensure that EAP programme is in place and attend to all staff wellness and occupational health issues of the institution. Develop Human Resource Plan and Equity Plan for the hospital and ensure that plans are put into action. Ensure the effective, efficient and economical utilization of resources allocated to the institution including the
development of staff. Provide regular inputs towards realization of ideal hospital concept and National Core Standard.

ENQUIRIES: Dr B Mung’omba Tel No: (035) 591 0122 EXT 104
APPLICATIONS: should be forwarded to: The Chief Executive Officer, Mosvold District Hospital, Private Bag X 2211, Ingwavuma 3968.

NOTE: Directions To Candidates: The following documents must be submitted: application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website - www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form. Z.83.Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. 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/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. All employees in the Public Service that are presently on the same salary level but on a notch/package above the minimum as that of the advertised post are free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. The 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 above instructions will result to your application being disqualified. The contents of this Circular Minute must be brought to the notice of all eligible employees on the establishment of all Institutions. It must be ensured that all employees who meet the requirements of the post/s are made aware of this circular minute even if they are absent from their normal places of work. Due to financial constraints S&T Claims will not be considered.

CLOSING DATE: 01 November 2019

POST 37/148: DIAGNOSTIC RADIOGRAPHER REF NO: GS 71/19 (X2 POSTS)
Component – Radiology

SALARY
Grade 1: R317 976 per annum
Grade 2: R372 810 per annum
Grade 3: R439 164 per annum
Other Benefits: 13th Cheque, Medical Aid (Optional), Home Owner Allowance, employee must meet prescribed requirements.

CENTRE: Greys Hospital, Pietermaritzburg

REQUIREMENTS: Requirements National Diploma/Degree in Diagnostic Radiography Certified copy of original registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Certified copy of current registration with HPCSA for 2019/2020 as a diagnostic radiographer (Independent Practice) Certificates of service to be attached as proof of experience. Sound knowledge of diagnostic radiography procedures and equipment including CT and PACS/RIS applications. Good communication, interpersonal relations and problem solving skills Knowledge of radiation control regulations and safety measures. Ability to perform and record quality assurance tests as stipulated by the Radiation Control Directorate. Computer Literacy. Grade 1: No experience required after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. One year experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Grade 2: Minimum of 10 years’ experience after registration with HPCSA
Provide high quality diagnostic radiographic service observing safe radiation protection standards. Participate in after hours and standby duties which include nights, weekends and Public Holidays. Provide assistance and training to junior staff and student radiographers. Promote good health practices and ensure optimal care of the patient. Perform reception and administrative duties as required. Participate in Quality Assurance and Quality Improvement programmes, In-service training, National Core Standards and Ideal Hospital Realisation Maintenance Framework. Inspect and utilize equipment professionally to ensure that it complies with safety standards and ensure health and safety rules and regulations are adhered to.

ENQUIRIES : Mrs D.Wood Tel No: (033) 897 3208
APPLICATIONS : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.
FOR ATTENTION : Mrs M Chandulal
NOTE : Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website, Certified copies of highest educational qualifications and professional registration certificate - not copies of certified copies, Curriculum Vitae and certified ID copy Nb: Failure to comply with the above instructions will disqualify applicants. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 71/19 Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged Communication will only be entered into with candidates that have been short-listed If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC) African Males Are Encouraged to apply.

CLOSING DATE : 01 November 2019

POST 37/149 : MEDICAL OFFICER (SESSIONAL) PAEDIATRICS GRADE 1 – 3 REF NO: MO/SESS/ENT 01/2019 (X1 POST)

SALARY : Grade 1: R395.00 (Hourly Rates per Session)
Grade 2: R452.00 (Hourly Rates per Session)
Grade 3: R524.00 (Hourly Rates per Session)

CENTRE : Prince Mshiyeni Memorial Hospital

REQUIREMENTS : MBCHB degree or equivalent qualification plus Certificate of registration with Health Professional Council of SA as a Medical Practitioner (HPCSA)
Proof of current (2019) registration as a Medical Practitioner with HPCSA
Experience: Medical Officer Grade 1: No experience required Medical Officer Grade 2: 5 year’s appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. Medical Officer Grade 3: 10 year’s registration experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner knowledge, skills, training and competencies Sound clinical knowledge, competency and skills in a clinical domain. Good communication, leadership, interpersonal and
supervisory skills. Ability to manage patients independently. Knowledge of current Health and Public Service Legislation, regulation and policies.

**DUTIES**: To execute prescribed duties and functions proficiently while maintaining the standard of patient care consistent with aims and objectives of the institution. Offer a comprehensive quality care service to patients. To work within the prescripts of current guidelines, protocols and policies. To perform duties in accordance with departmental allocations.

**ENQUIRIES**

**APPLICATIONS**

**FOR ATTENTION**

**NOTE**

**CLOSING DATE**

Dr M Aung Tel No: (031) 907 9317/8304

Application should be posted to: the Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag 1 07, Mobeni, 4060

MRS TZ Makanya

Please note that due to financial constraints, there will be no payment of S&T Claims.

01 November 2019
ANNEXURE U

PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF ENVIRONMENT & NATURE CONSERVATION

APPLICATIONS: The Department of Environment and Nature Conservation, Private Bag X6102, Kimberley 8301. Applications can also be hand delivered to the Receptionist at the Sasko Building, 90 Long Street Kimberley.

FOR ATTENTION: Human Resource Manager

CLOSING DATE: 01 November 2019

NOTE: It is the Department’s intention to promote equity through the filling of posts, according to the set Employment Equity targets to facilitate this process successfully, an indication of race, gender and disability status is required. Applications must be submitted on form Z83, obtainable from any Public Service department or on the internet at http://www.info.gov.za/documents/forms/employ.pdf and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) (Matric certificate must also be attached) and ID-document and Driver’s license (where applicable) Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). No faxed or emailed applications will be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to the security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on probationary period of twelve (12) months, should such a need be identified. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POST

POST 37/150: BIODIVERSITY OFFICER GRADE A REF NO: ENF 01/10/2019
Directorate: Compliance and Enforcement
Sub Directorate: Compliance Monitoring

SALARY: R272 739 per annum
CENTRE: Upington

REQUIREMENTS: A 3 year qualification in Nature Conservation, Environmental Management or equivalent qualification. Good working knowledge of the National Environmental Management Act (107 of 1998) as amended, National Biodiversity Management Act and Regulations and other relevant SEMA’s. Good report writing, organizational and administrative skills. Training and designation as an Environmental Management Inspector will be an added advantage. Computer literacy. Possession of an unendorsed driver’s license. Applicant must be willing to travel long distances and work under pressure.

DUTIES: Coordinate the undertaking of compliance monitoring activities; Plan and execute compliance monitoring inspections at authorised developments/facilities; Assist the Enforcement sub program in enforcement operations; Advocate cooperative governance in dealing with enforcement issues (SAPS, NPA, DWAF, Municipalities etc.); Provide inputs on comments on appeals/submissions received in terms of compliance notices; Conduct law enforcement operations (roadblocks, respond to tip-offs etc); Keeping of Environmental Crime Statistics and
contribute towards the compilation of relevant Provincial and National reports.

ENQUIRIES : Mr OT Gaoraelwe Tel No: (053) 807 7498
ANNEXURE V

PROVINCIAL ADMINISTRATION: NORTH WEST
PROVINCIAL TREASURY

The North West Provincial Treasury is an Equal Opportunity, Affirmative Action Employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.

APPLICATIONS : Applications should be forwarded to: The Director: Human Resource Management, North West Provincial Treasury, Private Bag X2060, Mmabatho 2735, marked for attention: JM Moheta, K Chuma, O Kgomanyane or N Marengwa, 2nd Floor, Garona Building. Applications should be submitted on time. Applications received after the closing date will not be accepted.

CLOSING DATE : 01 November 2019 at 16h00

NOTES : Applications must be submitted on a Z83 form, obtainable from any Public Service Department, and must be accompanied by a comprehensive CV (including full particulars of training, qualifications, skills, competencies and knowledge) These must be supported by certified copies of educational certificates and Identity Document Applications with foreign qualifications must submit a SAQA evaluation report on the qualification. Incomplete applications will not be considered. It will be expected of candidates to be available for interviews on the date and time and at a place as determined by the Department Appointment of successful candidates will be strictly subject to the result/outcome of Personnel Suitability Checks. Failure to comply with the above requirements will result in the disqualification of the application. Due to the huge number of applications for posts, acknowledgement of receipt of applications will not be done. The Department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only. NB: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment (in compliance with DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA competency assessment tools. Women are encouraged to apply for SMS posts.

MANAGEMENT ECHELON

POST 37/151 : DIRECTOR: MUNICIPAL FINANCE DISTRICT MANAGEMENT

Programme: Sustainable Resource Management
Chief Directorate: Municipal Finance Management
Directorate: Directorate: Molema and Mopan District Management

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

CENTRE : Mmabatho

REQUIREMENTS : As a minimum a B Degree or Advanced Diploma in Finance/Economics/Accounting/Budget/Municipal Finance Supply Chain Management, or equivalent NQF 7 qualification in related field. At least 10 years relevant experience in public sector finance of which five years should preferably be in the local government finance environment and with a minimum of five years middle management/senior management experience. A valid Code 08 driver/s license. Sound and in-depth knowledge of relevant prescripts, application of resources as well as understanding of legislative framework and variety of work ranges and procedures governing the Public service such as: The Constitution of the Republic of South Africa Act 108 of 1996, Municipal Finance Act,

**Ability to interpret and apply policies**

**Analytical and innovative thinking**


**DUTIES**

Monitor the implementation of the budgeting framework by municipalities, provide guidance on budget planning and implementation. Monitor, evaluate and report on budget implementation (eg) IYM’s. Monitor compliance with financial management and annual reporting framework. Promote the understanding and implementation of accounting standards (GRAP) by municipalities. Monitor compliance with the reporting requirements. Ensure the provision of Accounting service and support to municipalities. Develop and implement a strategy and processes to improve sound financial management and audit outcomes of municipalities. Review and report on the quality of annual financial statements. Monitor the effective and efficient compliance with financial assets and liabilities management. Promote and guide municipalities to implement effective revenue management. Enhance, monitor and enforce transparent and effective Supply Chain Management and Asset Management Co-ordinate, monitor and report on MFMA Implementation. Promote and guide municipalities to implement effective Risk Management and Internal Audit compliance. Promote and guide municipalities to improve municipal financial management systems and processes. Support institutional development and capacity building programs in conjunction with COGTA. Provide advice and guidance to municipalities in the development of financial policies.

**ENQUIRIES**

Ms L Nengovhela Tel No: (018) 388 2142

**POST 37/152**

**DIRECTOR: INTERNAL AUDIT REF NO: FINNW/14/2019**

Programme: Financial Governance

Chief Directorate: Provincial Internal Audit Services

**SALARY**

R1 057 326 – R1 245 495 per annum (Level 13) (all-inclusive salary package)

**CENTRE**

Mmabatho

**REQUIREMENTS**

As a minimum a B Degree or Advanced Diploma in Accounting/ Auditing, or equivalent NOF 7 qualification in related field. At least 10 years relevant experience of which five years should preferably be in the Public Sector Accounting/Auditing environment and with a minimum of five years middle management/senior management experience. A valid driver’s license is essential. Experience should include comprehensive planning of/for audit projects, including the audit performance information and financial statements, review of audit work papers and compilation of the relevant audit reports/report writing, staff appraisal, on the job training and submission of progress reports. In addition your CV must further clearly outline your level of experience with specific emphasis on the audit of financial statements and/or performance information and/or performance audit in provincial departments. A professional qualification (CA/CIA) or postgraduate degree will be an added advantage. Extensive knowledge IIA Standards, PFMA, Treasury Regulations and Internal Audit Methodology and knowledge of development in the Internal Audit field.

**DUTIES**

Establish strategic and operational risk based audit plans for the Cluster. Prepare and monitor cluster budgets. Oversee the management of all cluster audits and ensure that audits are completed in line with the annual
audit coverage plan and comply with quality standards. Finalize and approve audit reports communicate the results of the IA engagement to the relevant stakeholders. Establish and maintain client relationships. Assume responsibility for quality assurance of all audit work performed in the cluster. Conduct peer reviews. Coordinate the activities of the Cluster Audit Committee and perform the Secretariat function for the Cluster. Coordinate the activities of internal audit with those of other assurance providers. Conduct training to subordinates and do presentations internally and externally where needed. Execute PMDS requirements. Oversee monthly and quarterly reporting to the CAE, the Cluster Departments and the Audit Committee.

ENQUIRIES

POST 37/153 : DIRECTOR: SCM POLICIES, MONITORING AND EVALUATION AND CAPACITY BUILDING REF NO: FINNW/21/2019
Programme: Asset & Liability Management
Chief Directorate: Provincial SCM
Directorate: SCM Policies, Monitoring and Evaluation, and Capacity Building

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

CENTRE : Mmabatho

REQUIREMENTS : As a minimum a Bachelor Degree or Advanced Diploma in SCM/ Public Administration/Bachelor of Law, or equivalent NQF 7 qualification, coupled with at least 10 years relevant experience of which at least five years should preferably be in the Public Sector SCM environment and with a minimum of five years middle management/senior management experience. A valid Code 08 driver’s license. Sound and in-depth knowledge of relevant prescripts, application of resources as well as understanding of legislative framework and variety of work ranges and procedures governing the Public service such as: SA Constitution, PFMA and related regulations, PPPFA and its regulations, BBBEE and its Codes of Good Practice and Charters, National Treasury Instructions/Practice Notes/Circulars and Guidelines, CIDB Prescripts, Skills Development Act and Other SCM Related Prescripts. Working knowledge must include M’S: Excel, Word and PowerPoint. Extensive knowledge of Supply Chain Management and all its elements Self-driven and motivated. Facilitation and presentation skills. Good communication (written and verbal) skills. Good research, analytical and innovative. Good managerial/leadership skills. Prepared to work irregular hours and under pressure without supervision.

DUTIES : Manage Coordination of Provincial inputs for National Treasury SCM prescripts. Manage the Development of Provincial SCM Policies, Manage the Development of Provincial SCM Norms and Standards, Manage the Research of best practices for continuous improvement of SCM System, Provide advice, guidance and support on implementation of SCM Policy, Norms and Standards, Manage the Development of Provincial SCM Control Frameworks, Manage the Monitoring of adherence to SCM Control Frameworks, Manage the analysis and reporting on SCM Compliance Provide Technical Support, Manage Evaluation of interventions on SCM System, Manage the Establishment and overseeing of Governance Mechanisms Manage the Development and Implementation Provincial SCM Capacity; Building Strategy; Manage Coordination of SCM Professionalization in the Province; Manage Coordination of SCM Education, Training and Development; Manage the provision of In-House Training.

ENQUIRIES : Mr H Mashao Tel No: (018) 388 4225/4
## OTHER POSTS

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| SALARY       | R733 257 - R863 748 per annum (Level 11) (all-inclusive salary package) |
| CENTRE       | Mmabatho                                                             |
| REQUIREMENTS | As a minimum a National Diploma or Advance Certificate in Information Systems/Internal Audit or equivalent NOF 6 qualifications Six (6) years relevant experience in auditing of which (3) years should be in Information Systems Auditing and 3 (three) years on junior management level A relevant postgraduate qualification or a CISA/CISSP/CRISC/CIA will be an added advantage. A valid driver's license is essential. Extensive knowledge of ISACA and IIA Standards, COBIT 5, PFMA, Treasury Regulations and Internal Audit Methodology Experience in utilizing ACL to perform CAATs. |
| DUTIES       | Prepare a three year strategic plan and annual audit coverage plan for a department. Assist in the facilitation of risk assessment workshops and provide inputs for and review/update the risk assessment documents. Manage the planned audit projects and audit team and budgeted time. Compile quality and value adding reports by making appropriate recommendations. Assume responsibility for quality assurance of all audit work performed by ensuring compliance with IIA Standards. Conduct peer reviews. Be prepared to manage audits of bigger departments, manage teams, complex audits and render additional assistance to cluster Directors as needed or act in their absence. Conduct training to subordinates and do presentation internally and externally where needed Execute PMDS requirements monthly and quarterly reporting to Cluster Director and Audit Committee. |
| ENQUIRIES    | Mr R Hartopanu Tel No: (018) 388 4755 |

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</table>

| SALARY       | R733 257 - R863 748 per annum (Level 11) (all-inclusive salary package) |
| CENTRE       | Mmabatho                                                             |
| REQUIREMENTS | As a minimum a National Diploma or Advance Certificate in Accounting and Auditing or equivalent NOF 6 qualifications Six (6) years relevant experience in auditing of which (3) years should be in Internal Auditing and 3 (three) years on junior management level A professional or postgraduate degree/qualification or studies towards a CIA/CA will be an added advantage Extensive knowledge of IIA Standards, PFMA, Treasury Regulations and Internal Audit Methodology. |
| DUTIES       | Must be fully conversant with IPPF standard 1300 and be able to apply this standards during the performance of all quality assurance assignments. Prepare a two year and annual audit quality assurance and improvement coverage plan in terms of the quality assurance and improvement program. This must include: Ongoing monitoring of the performance of the internal audit activity, Periodic self-assessments or assessments by other persons within the organization with sufficient knowledge of internal audit practices, Performing a self-assessment that can be subjected to the independent external validation, Ensuring that external assessment recommendations are fully implemented within 24 months of the assessment being concluded, Performing quality assurance activities that would provide assurance to the Audit Committee that the Audit Charter is complied with. Facilitate and collect all required information from within the unit as would be required by the external auditors before the external audit commences and from thereon monitor |
and ensuring that further requests received are directed both to internal audit and the audit committee to address timely. Conduct training to subordinates and do presentation internally and externally where needed. Execute PMDS requirements. Monthly and quarterly reporting to Cluster Director and Audit Committee. Render additional assistance to Cluster Directors as needed or act in their absence.

ENQUIRIES: Mr R Hartopanu Tel No: (018) 388 4755

POST 37/156: DEPUTY DIRECTOR: DEMAND AND ACQUISITION REF NO: FINNW/17/2019
Programme: Administration
Chief Directorate: Financial Management Services
Directorate: Logistics Management
Sub-Directorate: Demand & Acquisition

SALARY: R733 257 - R863 748 per annum (Level 11) (all-inclusive salary package)

CENTRE: Mmabatho

REQUIREMENTS: As a minimum a National Diploma or Advance Certificate in Accounting/Finance/SCM or equivalent NQF 6 qualifications A B Com degree in Finance/Accounting/SCM will be an added advantage Six (6) years relevant experience in Finance/SCM of which (3) years must be on a junior management level At least three years should preferably be in public sector SCM Knowledge and experience in the application of prescripts/legislative frameworks that governs supply chain management in the Public Service environment, including but not limited to Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA), Preferential Procurement Regulations (PPR), Broad-Based Black Economic Empowerment Act (BBBEE), National Treasury Instruction Notes and Practice Notes Excellent verbal and written communication skills Problem solving, analytical skills and computer literacy Knowledge of Walker-BAS system and Central Supplier Database (CSD) system Strong planning, management and co-ordination abilities Sound interpersonal and presentation skills and a track record in the preparation, implementation and management of strategic, operational demand and acquisition plans and projects A valid driver’s license.

DUTIES: Develop, design, implement and manage demand and acquisition management processes and systems, as well as internal controls and audit trails across all levels in the department in order to ensure effective and efficient service delivery as well as compliance with policies and prescripts. Conduct market research and needs analysis. Design, review and manage the implementation of strategic sourcing techniques. Coordination, compilation, management and reporting of procurement and demand management plans. Oversee secretariat duties to Bid Specification, Bid Evaluation and Bid Adjudication committees and Management thereof. Ensure the management and maintenance of departmental contracts are in accordance with Treasury Regulation, PFMA, and Service Level Agreements Compile and analyse management reports from various strategic activities. Provide strategic support, advice and guidance to all responsibility managers to ensure compliance with Supply Chain Management prescripts and guidelines. Ensure compliance with Central Supplier Database (CSD) requirements.

ENQUIRIES: Mr V Mammen Tel No: (018) 388 4061

POST 37/157: DEPUTY DIRECTOR: PLANNING, MONITORING & EVALUATION REF NO: FINNW/18/2019
Programme: Administration
Chief Directorate: Corporate Services
Directorate: Strategic Management
Sub-Directorate: Planning, Monitoring & Evaluation

SALARY: R733 257 - R863 748 per annum (Level 11) (all-inclusive salary package)
CENTRE: Mmabatho

REQUIREMENTS: As a minimum a National Diploma or Advance Certificate in Public Administration/Public Management or equivalent NQF 6 qualifications Six (6) years relevant experience in Planning, Monitoring and Evaluation environment of which (3) years must be on a junior management level. A thorough understanding of planning, policy and administrative processes of Government Especially government planning and Monitoring and Evaluation frameworks. Sound analytical and problem solving skills Good communication and interpersonal skills. Creative and innovative. Ability to work independently and in a team. Sound Report writing and computer skill. Implement effective actions and processes to ensure that deadlines are met. Supervise, train and guide all personnel reporting to you. Ability to work under pressure. Proven leadership qualities with strong strategic and operational management thinking.

DUTIES: Co-ordinate integrated planning and reporting in the department. To ensure the development and implementation of policies in relation to strategic planning, monitoring and evaluation. Ensure the compilation of the Annual Performance Plan, Strategic Plan of the department in line with National Treasury guidelines and frameworks. Co-ordinate monitoring and evaluation in the department. Undertake regular analysis of departmental performance data and formulate recommendations to address the weaknesses. Compile departmental performance assessments reports and communicate the results of the findings to the relevant stakeholders. Ensure compliance with all public sector planning, monitoring and evaluation prescripts to ensure all audit queries and findings are adequately addressed and resolved. Supervise and assess performance of subordinates. To perform any other duties that might be expected from time to time.

ENQUIRIES: Mr G Letlhogile Tel No: (018) 388 4999

POST 37/158: DEPUTY DIRECTOR: RECORDS MANAGEMENT REF NO: FINNW/19/2019

Programme: Administration
Chief Directorate: Corporate Services
Directorate: Information Management
Sub-Directorate: Records Management

SALARY: R733 257 - R863 748 per annum (Level 11) (all-inclusive salary package)

CENTRE: Mmabatho

REQUIREMENTS: As a minimum a National Diploma or Advance Certificate in Public Management/Public Administration, Information Science, Records Management, Records and Archives Management or equivalent NQF 6 qualification Certificate in Archives and Records Management will be an added advantage Six (6) years relevant experience in a records management environment of which (3) years must be on a junior management level Public Finance Management Act (PFMA), National Archives and Records Service of South Africa Act (NARSSA), Promotion of Access to Information Act (PAIA), Promotion of Administrative Justice Act, (PAJA) Information Security Policy Electronic Communication Transaction Act Electronic Document Management System Minimum Information Security Standard (MISS), Public Service Regulations (PSR) Public Service Act (PSA) Labour Relations Act (LRA), Employment Equity Act (EEA), Basic Conditions of Employment Act (BCEA) Good skills required in terms of People Management, Records Management, Financial Management, Analytical, Problem Solving, Presentation, Planning and organizing, Communications (Verbal and Written), Computer Literacy, Report writing.

DUTIES: Manage and monitor the development and implementation of records management policies, manuals and systems. Monitor the administration of all records. Manage the provision of registry and messenger services. Manage the disposal and archiving of records. Manage the facilitation of records management workshops. Manage the provision of effective
records management systems. Ensure adherence to management of Information Security and Promotion of Access to Information Act. Manage the provision of cleaning services.

ENQUIRIES : Ms K Gill Tel No: (018) 388 3584

POST 37/159 : DEPUTY DIRECTOR: SECURITY MANAGEMENT (MISS) REF NO: FINNW/20/2019
Programme: Administration
Chief Directorate: Corporate Services
Directorate: Information Management Services

SALARY : R733 257 - R863 748 per annum (Level11) (all-inclusive salary package)
CENTRE : Mmabatho
REQUIREMENTS : As a minimum a National Diploma/Advanced Certificate in Security Management or equivalent NQF 6 qualifications. At least six (6) years in Security/Information Security of which three (3) years should be junior management experience. At least three years should preferably be in a MISS environment.

DUTIES : Manage and monitor the total security function. Draft internal security policy, based on the MISS document. Monitor the extent of adherence and compliance to the security policy and measures. Liaise with relevant stakeholders (e.g NIA and SAPS) for assistance and information with regard to security needs of investigation. Create, develop and maintain a security training capacity for the institution and conduct security training sessions of all officials. Advise management about the security implications of management decisions. Report all incidents or suspected incidents of security breaches/leakages of sensitive information, for investigation. Evaluate and improve the effectiveness of security measures or procedures and ensure compliance with security directives as issued by NIA Implement PAJA.

ENQUIRIES : Ms K Gill Tel No: (018) 388 3584
ANNEXURE W

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE

CLOSING DATE : 04 November 2019

NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application, contact the Helpline: 0861 370 202.

OTHER POSTS

POST 37/160 : DEPUTY DIRECTOR: FACILITIES ACCOMODATION, MANAGEMENT AND PLANNING REF NO: AGR 2019-42

SALARY : R733 257 per annum (Level 11) (All-inclusive salary package)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree or higher qualification with a minimum of 3 years ‘relevant management experience; A valid code B driving license. Recommendation: Project Management experience Competencies: Extensive working knowledge of the following: Project Management; Public service legislation, policies, guidelines related to this portfolio; Communication skills (written and verbal); Proven computer literacy skills in MS Office packages; Supervisory and management skills; Presentation and report writing skills; Customer/client/ liaison/networking skills; Financial Management skills; Negotiation skills.
DUTIES : Deliver an efficient housing administrative function within the department; Management of sourcing of office accommodation in the department; Enterprise Risk Management and policy development and maintenance; Manage an effective support service; Update the User Asset Management Plan; Overseer and manage the reduction in energy consumption, water use and waste; Perform managerial and administrative functions.
ENQUIRIES : Ms R Wentzel at Tel No: (021) 808 5003/ 5119
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

POST 37/161 : INFORMATION DEVELOPER: RESEARCH INFORMATION SERVICES REF NO. AGR 2019-53

SALARY : R257 508 per annum (Level 07)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 3 year post school qualification (National Diploma or higher qualification) in Communication/Media Studies/Journalism or related; A minimum of 5 years relevant experience in an agricultural or related environment; A valid code B driving license. Recommendations: Excellent writing ability, especially scientific writing; Experience in various user interfaces and electronic information dissemination; Experience in the translation of scientific written material Competencies: Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy skills in MS Office products, Internet, Intranet; Planning and organising; Ability to work independently and within a team; Ability to work under pressure and meet deadlines.
DUTIES : Scientific Information administration; Electronic information compilation; Determine and advise on different formats for distribution of information (e.g. CD, hard copy, website, articles in journals and newsletters, audio, presentations, or a combination depending on the target audience and...
their requirements.); General (e.g. Translation, Afrikaans to English and vice versa, as well as proofreading, Ad hoc functions, including gathering of information from events to publish, design of scientific posters and banners, attendance of specific information days, attendance of strategic sessions to set information standards for researchers and technicians.

ENQUIRIES
APPLICATIONS: Dr I Trautmann at Tel No: (021) 808 5012

APPLICATIONS: Only applications submitted online will be accepted to apply submit your application online only: https://westerncapegov.erecruit.co.za

POST 37/162
TRACTOR DRIVER/OPERATOR: FARM SERVICES, OUDESHOORN
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 minimum of 1-year relevant experience; A valid Code B driving license. 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: Mr S Engelbrecht at Tel No: (044) 203 9408
APPLICATIONS: To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to, Attention: Western Cape Government Jobs, Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to Attention: Western Cape Government Jobs, PO Box 60495, Table View, 7439, alternatively you may email your application to 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.

NOTE: 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. To apply, you must submit a manual application.

DEPARTMENT OF COMMUNITY SAFETY

APPLICATIONS: Only applications submitted online will be accepted to apply submit your application online only: https://westerncapegov.erecruit.co.za
CLOSING DATE: 04 November 2019
NOTE: Only applications submitted online will be accepted Shortlisted candidates will be required to submit copies of their documentation for verification purposes These candidates will be required to attend interviews on a date and time as determined by the department Please ensure that you submit your application before the closing date as no late applications will be considered Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POST

POST 37/163
ASSISTANT DIRECTOR: COMMUNITY TRAINING REF NO: CS 2019-26

SALARY: R376 596 per annum (Level 09)
CENTRE: Department of Community Safety, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/Bachelor’s Degree or higher); A minimum of 3 years relevant experience. Recommendations: Public Management Diploma; A valid driving license; Experience in the following: Community liaison; Administration; Neighborhood watch structures. Competencies: Knowledge of the following: Legislation that governs the accreditation and support of Neighborhood Watches; Government administration processes; Legislative framework that governs financial management (Public Finance Management Act); Proven computer literacy (MS Office); Project Management.

DUTIES: Manage the administration process to ensure the formal accreditation of neighborhood watches; manage effective record keeping in terms of accreditation requirements for neighborhood watches; manage the support for accredited neighborhood watches; Ensure compliance with the legislation for accredited Neighborhood Watches.

ENQUIRIES: Ms A Fortune at Tel No: (021) 483 5010

DEPARTMENT OF LOCAL GOVERNMENT

APPLICATIONS: Only applications submitted online will be accepted to apply submit your application online only: https://westerncapegov.erecruit.co.za

CLOSING DATE: 04 November 2019

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

OTHER POST

POST 37/164: ASSISTANT DIRECTOR: FIRE AND RESCUE SERVICES REF NO: LG 2019-34

SALARY: R376 596 per annum (Level 09)

CENTRE: Department of Local Government, Western Cape Government

REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Fire Fighting, Fire Technology, Disaster Management or related field; A minimum of 5 years working experience in the fire industry or related environment; A valid code B driving license. Competencies: Knowledge of the following: Fire operations, Command and Control and inspection programs; Department’s financial directives and instructions (PFMA); Procurement requirements; Human Resource Management; Budgeting procedures; Expenditure control; Relevant acts and legislation; Written and verbal communication skills; Project Management and Crisis Management skills.

DUTIES: Monitor the level of local fire brigade service preparedness; Provide technical guidance and assistance to Local Government Fire and Rescue Services to improve preparedness; Develop and maintain the Provincial Fire Preparedness plan; Provide information about fire services preparedness and services response capabilities and perform category of authorised persons; Maintain specialised work groups and assist with maintenance of fire protection associations; Develop new or proposed plans, procedures, policies and guidelines and make recommendations on the need for new or modified policies; Present training and participate in continuing educational programmes; Coordinate and monitor Local Government fire department plans, goals budgets, projects and reports.

ENQUIRIES: Mr E Du Toit at Tel No: (021) 937 6357
DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

CLOSING DATE : 04 November 2019

NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 08:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 37/165 SOCIAL WORKER: CHILD PROTECTION REF NO: DSD 2019-111

SALARY : Grade 1: R257 592 – R298 614 per annum
Grade 2: R316 794 – R363 801 per annum
Grade 3: R384 228 – R445 425 per annum
Grade 4: R472 551 – R581 178 per annum (OSD as prescribed), based on recognisable prior experience

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government

Grade 1: No experience; Grade 2: A minimum of 10 years’ appropriate experience in social work after registration as a social worker with the South African Council for social service professions; Grade 3: A minimum of 20 years’ appropriate experience in social work after registration as a social worker with the South African Council for social service professions; Grade 4: A minimum of 30 years’ appropriate experience in social work after registration as a social worker with the South African Council for social service professions competencies: knowledge of the following: supervision framework for social workers; human behaviour and social systems as well as skills to intervene at the points where people interact with their environment in order to promote social well-being; social work theory and interventions; information and knowledge management; protocol and professional ethics; social dynamics, work values and principles; developing and empowering others; good communication (verbal and written) skills in at least two of the three official languages of the western cape; proven computer literacy; skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; the ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities; the ability to mentor and coach; report writing skills; motivation skills; good planning and organising skills; presentation and facilitation skills.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes; Attend to any other matters that could result in or stem from social instability in any form; Evaluate NPO’s compliance against legislative/programme specific and generic norms and standards; Monitoring of the implementation of the service delivery improvement plan where the progress is unsatisfactory including Foster Care Management; Rapid response following complaints/enquiries about NPO’s, or a concern raised by a programme including Foster Care Management; Keep up to date with new developments in the
social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES: Dr L Corrie at Tel No: (021) 483 3519

POST 37/166: SOCIAL WORKER: DE NOVO REF NO: DSD 2019-114

SALARY: Grade 1: R257 592 – R298 614 per annum
Grade 2: R316 794 – R363 801 per annum
Grade 3: R384 228 – R445 425 per annum
Grade 4: R472 551 – R581 178 per annum (OSD as prescribed), based on recognisable prior experience

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving license. Grade 1: No experience; Grade 2: A minimum of 10 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Supervision framework for Social Workers; Human behaviour and social systems as well as skills to intervene at the points where people interact with their environment in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Good communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES: Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families, communities and organisations through the relevant programmes and attend to any other matters that could result in, or stem from, social instability in any form; Evaluate NPOs compliance against Legislative /Programme Specific and Generic Norms and Standards; Monitoring of the implementation of the Service Delivery Improvement Plan where progress is unsatisfactory (including Foster Care Management); Rapid response following complaint/enquiries about NPOs, or a concern raised by a programme (including Foster Care Management); Ensure compliance with registration requirements of NPO’s (regulatory frameworks); Continuous Professional Development; Keep up to date with new developments in the social work and social welfare fields; Perform all the administrative functions required of the job.

ENQUIRIES: Ms L Goosen Tel No: (021) 202 9251

POST 37/167: CHILD AND YOUTH CARE SUPERVISOR: (DE NOVO) REF NO: DSD 2019-112

SALARY: Grade 1: R199 188 per annum (OSD as prescribed).

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: Senior Certificate (Grade 12 or equivalent qualification) with a minimum of 10 years' appropriate experience in Child and Youth Care Work after
obtaining the required qualification; A valid Code B driving license.

**Competencies:** Knowledge of the following: Child Care Act; Relevant policies; Related Legislation, Batho Pele Principles and administrative procedures; New developments and methodologies in Child and Youth Care Work; Proven computer literacy in MS Office; Basic research and analytical skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

**DUTIES:**
- Facilitate and supervise the caring for and life space interventions of incidents; Build a positive relationship with residents; Create a caring and stimulating environment for residents; Monitor the implementation of the daily structured programmes; Form part of a multi-disciplinary team; Ensure that the recommended developmental and recreational programmes are implemented by providing continuous support, guidance and advice to subordinates; Monitor and participate in the evaluation of the recommended developmental and recreational programmes; Ensure reporting on progress with developmental and recreational programmes; Participate in the identification of incidents; Monitor the implementation of the daily structured programmes; Supervise and perform clerical/administration functions.

**ENQUIRIES:** Mr M Benting at Tel No: (021) 931 0236

**APPLICATIONS:** Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

**POST 37/168:** ADMINISTRATION CLERK: LOGISTICAL SERVICES (CAPE WINELANDS/OVERSEBGR) REF NO: DSD 2019-108

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

**CENTRE:** Department of Social Development, Western Cape Government

**REQUIREMENTS:**
- Senior Certificate (Grade 12 or equivalent qualification)
- Competencies: A good understanding of an office administration environment; Clerical skills; Communication (written and verbal) skills; Planning and organisational skills; Analytical thinking skills; Proven computer literacy (MS Office); Ability to work under pressure and meet strict deadlines.

**DUTIES:**
- Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function); Update registers and statistics; Provide Supply Chain clerical support services: Liaise with internal and external stakeholders in relation to procurement of goods and services; Obtain quotations, complete procurement forms for the purchasing of standard office items; Provide personnel administration services: Maintain a leave register for the component; Keep and maintain personnel records; Provide financial administration support services: Capture and update expenditure for the component; Check correctness of subsistence and travel claims of officials and submit to manager for approval.

**ENQUIRIES:** Mr A Mecuur at Tel No: (021) 348 5300

**POST 37/169:** SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (THEEWATERSKLOOF) REF NO: DSD 2019-109

**SALARY:** Grade 1: R148 215 – R166 830 per annum
Grade 2: R176 982 – R199 188 per annum
Grade 3: R211 323 – R265 320 per annum (OSD as prescribed)

**CENTRE:** Department of Social Development, Western Cape Government

**REQUIREMENTS:**
- Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; A valid code B driving license.
- Grade 2: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as social auxiliary worker; registration with the South African Council for social service professions as social auxiliary worker; a minimum of 10 years' appropriate experience in social auxiliary work after registration as social
Auxiliary Worker with the SACSSP; or no experience after registration as social auxiliary worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as social worker with the SACSSP; A valid code B driving license; Or Grade 3: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as social auxiliary worker; registration with the South African Council for social service professions as social auxiliary worker; a minimum of 20 years appropriate experience in social auxiliary work after registration as social auxiliary worker with the SACSSP; or a minimum of 10 years appropriate experience in social auxiliary work after registration as social auxiliary worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as social worker with the SACSSP; or no experience after registration as social auxiliary worker with the SACSSP and successful completion of the 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving license

Competencies: Knowledge of information and knowledge management; protocol and professional ethics; a basic understanding of the following: human behaviour, relationship system and social issues; South African social welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; basic knowledge of financial matters related to social auxiliary work; good communication (written and verbal); proven computer literacy; information and knowledge management (keep precise records and compile accurate reports); organising and planning skills; presentation and facilitation skills; report writing skills; problem solving and analytical skills; client orientation and customer focus skills.

DUTIES: Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Implement appropriate social auxiliary work methods and techniques to address the social needs of client systems; Use appropriate resources in service delivery to client systems; Adhere to protocol, and professional ethics; Work effectively with social workers and members of multi-sectoral teams in social service delivery.

ENQUIRIES: Ms DJ de Bruyn at Tel No: (023) 214 3000

POST 37/170: SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (HESSEQUA) REF NO: DSD 2019-110

SALARY:
- Grade 1: R148 215 – R166 830 per annum
- Grade 2: R176 982 – R199 188 per annum
- Grade 3: R211 323 – R265 320 per annum (OSD as prescribed)

CENTRE:
- Department of Social Development, Western Cape Government

REQUIREMENTS:
- Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving license Or
- Grade 2: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as social auxiliary worker; registration with the South African Council for social service professions as social auxiliary worker; a minimum of 10 years' appropriate experience in social auxiliary work after registration as social auxiliary worker with the SACSSP; or no experience after registration as social auxiliary worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as social worker with the SACSSP; A valid code B driving license
license; Or Grade 3: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as social auxiliary worker; registration with the South African Council for social service professions as social auxiliary worker; a minimum of 20 years appropriate experience in social auxiliary work after registration as social auxiliary worker with the SACSSP; or a minimum of 10 years appropriate experience in social auxiliary work after registration as social auxiliary worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; a valid code b driving license competencies a basic understanding of the following: knowledge of information and knowledge management; protocol and professional ethics; human behavior, relationship system and social issues; south African social welfare context the policy and practice of developmental social welfare services; south African judicial system and the legislation governing and impacting of social auxiliary work; basic knowledge of financial matters related to social auxiliary work; good communication (written and verbal); proven computer literacy; information and knowledge management (keep precise records and compile accurate reports); organizing and planning skills; presentation and facilitation skills; report writing skills; problem solving and analytical skills; client orientation and customer focus skills.

DUTIES: Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Implement appropriate social auxiliary work methods and techniques to address the social needs of client systems; Use appropriate resources in service delivery to client systems; Adhere to protocol, and professional ethics; Work effectively with social workers and members of multi-sectoral teams in social service delivery.

ENQUIRIES: Ms KM Jobela at Tel No: (044) 690 3943

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

CLOSING DATE: 04 November 2019

NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 37/171: ASSISTANT DIRECTOR: FINANCIAL REPORTING REF NO: TPW 2019-197

SALARY: R376 596 per annum (Level 09)

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

REQUIREMENTS: An appropriate 3-year National Diploma/B-degree in Accounting Science or related qualification; A minimum of 5 years proven experience in a financial reporting environment; A valid code B driving license. Recommendation: Experience with computer programmes in a financial environment. Competencies: Knowledge of relevant legislation in a
Financial Reporting environment; Communication (written and verbal) skills; Analytical and planning skills; Proven computer literacy; Numerical skills; Systematic approach.

**DUTIES**: Human Resource Management within the Financial Reporting division; Manage and control all aspects regarding unspent conditional grants; Manage and control all aspects regarding finance leases; Manage and control all aspects regarding operating leases (Vehicles and Other); Accounting for assets: Intangible assets, Heritage Assets; Property, Plant and Equipment, Inventory; Manage costing (EEE) and the asset planning cycle; Maintain Programmes for financial statements and in-year monitoring; Maintaining the Standard Chart of Accounts (SCOA).

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

**APPLICATIONS**: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

**POST 37/172**: REGIONAL FOREMAN, ROAD CONSTRUCTION REF NO: TPW 2019-182

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

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

**REQUIREMENTS**: Grade 12 (Senior Certificate or equivalent qualification); A minimum of 6 years’ appropriate experience in road construction or similar environment; A valid code B driving license. Recommendation: Working experience in: Building, maintenance and reparations of roads; Operating of minor construction machines; Civil construction activities Competencies: Knowledge of the following: Standards and procedures, Administrative processes, Disciplinary measures and Legislation; Ability to interpret and give instructions; Supervisory skills.

**DUTIES**: Assist in the execution of road construction/road maintenance operations; Provide training to staff in work methods; Assist in the undertaking of operational planning for the road transport network in the Winelands regional area; Ensure that materials used are correct and/or in sufficient quantities; Undertake daily and weekly inspections; Supervise the road works and enforce discipline; Handle emergency situations; Ensure that all road reserves are safe and according to standards; Handle applications regarding fences along roads; Supervision personnel; Ensure that: Deadlines are met, Safety precautions adhered to; Planning and maintenance of activities by personnel’s towards the strategic and physical protection of the proclaimed provincial road network.

**ENQUIRIES**: Mr DM Le Cordeur at Tel No: (021) 863 2020

**APPLICATIONS**: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

**POST 37/173**: ACCOUNTING CLERK: PAYMENTS REF NO: TPW 2019-175

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

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

**REQUIREMENTS**: Senior Certificate (Grade 12 or equivalent qualification) Recommendation: Relevant experience in finance or similar environment Competencies: Strong computer skills (proficiency in Word, Excel and Outlook); Communication skills (written and verbal); Ability to work under pressure and meet deadlines; Able to work independently and within a team Problem solving; Basic numeracy.

**DUTIES**: Pre- Audit payment forms for correctness; Process payment to creditors on payment system (BAS); Process official’s subsistence allowances on salary system (PERSAL); Reconciliations of creditor accounts; Compilation of journals to correct transactions; Request monthly supplier reports on departmental payment system; Provide financial support function for the section: Financial Accounting.

**ENQUIRIES**: Mr E Swartz at Tel No: (021) 483 2833

**APPLICATIONS**: Only applications submitted online will be accepted to apply submit your application online only: https://westerncapegov.erecruit.co.za
POST 37/174 : ADMINISTRATION CLERK: OFFICE SUPPORT SERVICES REF NO: TPW 2019-184

SALARY : R173 703 per annum (Level 05)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); A valid code B driving license. Recommendations: Proficiency in MS Office (Word, Excel, PowerPoint, Internet, GOFIN and ECM) Competencies: Communication (verbal and written) skills; Team building and people orientation; Solution orientated; Performance driven; Strong interpersonal relations; Organised and self-motivated; Innovative and analytical thinking; Understands and respects the individuality of others; Ability to work under pressure; Ability to work in a team and independently.
DUTIES : Procurement of assets and expenses for management support services; Act as secretariat at sections and security meetings; Update GMT Internal Directory; Control parking for GMT staff, service providers and visitors; Co-ordinate landline and cellphone accounts of staff; Training room bookings; Assist with the supervision of contract cleaning personnel; General Administration; GMT Maintenance.
ENQUIRIES : Mrs T Tennant at Tel No: (021) 467 4729
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

POST 37/175 : 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 Code EC/EC1 driving license 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 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 Attention: Western Cape Government Jobs, Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to Attention: Western Cape Government Jobs, PO Box 60495, Table View, 7439, alternatively you may email your application to 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.
NOTE : 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 To apply, you must submit a manual application.
POST 37/176: 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 carpentry in a concrete construction plant or related environment; A valid EC/EC1 drivers license with a valid PDP Recommendation; 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, Attention: Western Cape Government Jobs, Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to Attention: Western Cape Government Jobs, PO Box 60495, Table View, 7439, alternatively you may email your application to 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.
NOTE: 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. To apply, you must submit a manual application.

POST 37/177: 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: Basic literacy and numeracy 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, Attention: Western Cape Government Jobs, Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to Attention: Western Cape Government Jobs, PO Box 60495, Table View, 7439, alternatively you may email your application to 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.
NOTE: 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. To apply, you must submit a manual application.
will receive preference. The selection process will be guided by the EE targets of the employing department. To apply, you must submit a manual application.

**POST 37/178**

**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 driving 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; Ability to work under pressure and meet deadlines; Conflict and diversity management; Self-motivated; Able to work in a team and individually.

**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**

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**NOTE**

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**POST 37/179**

**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 Code EC/EC1 driving license with a valid PDP. Recommendations: 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 and individually.

**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**

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**NOTE**

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**POST 37/180**

**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 Code EC/EC1 driving license with a valid PDP Recommendations: 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 and individually.

**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**

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**POST 37/181**

**MESSENGER: OFFICE SUPPORT SERVICES REF NO: TPW 2019-186**

**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 driving 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

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