PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 39 OF 2019
DATE ISSUED: 01 NOVEMBER 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

KWAZULU-NATAL: DEPARTMENT OF TRANSPORT: Kindly note that the post of Deputy Director: Administrative Support Services (Public & Freight Transport) with Ref. No: P 14(2019) advertised in Public Service Vacancy Circular 36 of 2019 dated 11 October 2019, the Requirements have been amended as follows: An appropriate recognized Bachelor's Degree/National Diploma in Public Management (NQF level 6); plus A minimum of 3 years’ junior management experience in Public Transport; plus Possession of a valid driver’s license (minimum Code B). The closing date has been extended to: 15 November 2019.
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DEPARTMENT OF ARTS AND CULTURE

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

APPLICATIONS

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

CLOSING DATE

15 November 2019 at 16:00

NOTE

Applications are hereby invited from suitably and qualified person to apply for the following post(s). Applications must be submitted on Form Z83, obtainable from any Government department or online at www.gov.za. All sections of the Z83 must be completed and signed and the application form should be accompanied by a comprehensive CV (including two recent and contactable referees) and Original Certified Copies of the applicant’s ID and educational qualifications. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) prior to the selection process. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Failure to submit the required documentation will automatically disqualify applications. No faxes or e-mails will be accepted. The Department reserves the right not to fill the above-mentioned post(s). 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 memberships of boards and directorships that they may be associated with. The successful candidate will be required to disclose his/her financial interests annually. Identified candidate(s) for SMS positions will be subjected to a Government specific competency assessment as well as a technical practical exercise as part of the selection process.

MANAGEMENT ECHELON

POST 39/01

DEPUTY DIRECTOR-GENERAL: ARTS, CULTURE PROMOTION AND DEVELOPMENT REF NO: 26/DAC/2019

Branch: Arts, Culture Promotion and Development

SALARY

R1 521 591 per annum, (An all-inclusive remuneration package) consisting of a basic salary (70% of the total remuneration package), State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines

CENTRE

 Pretoria

REQUIREMENTS

The applicants must be in possession of a post graduate qualification (NQF8) as recognized by SAQA. Qualifications in the field of arts, culture and heritage, would be an added advantage 8 -10 years’ proven experience in a senior managerial level preferably in Government or at a Parastatal. Proven experience in initiatives/programs advocating for the development and promotion of arts, culture and languages. Strong belief and commitment to good governance, development and excellence in arts and culture sector. Strategic capability that will drive transformation in the arts, culture and heritage sector. In-depth experience, knowledge and interpretation of government’s regulatory framework pertaining to an administration of a government department. Proven capabilities in general core competencies for SMS in the Public Service including Strategic and leadership abilities, Programme and Project Management, Change Management, Financial
Management, People Management and Empowerment. Excellent written and verbal communication skills, as well as broad understanding of policies in the national and international context.

**DUTIES**

The successful incumbent will be responsible for executing the following: Lead programs that contributes to the growth and enhancement of competitiveness of the creative industries. Align and cohesively articulate the strategy that promotes the stimulation of market access and increase market demand and supply capacity with specific emphasis on Books and Publishing, Performing, Visual and Design Arts. Oversee the overall management and implementation of grant processes, including Mzansi Golden Economy (MGE). Oversee and ensure that policies, systems and processes are in place for the development, promotion and protection of official languages in South Africa in line with the regulatory framework and government priorities including enhancement of the linguistic diversity of the country, rendering of translation and editing services, development of multilingual terminologies to support communication in official languages and development of human language technologies that promote the usage of and access to official languages. Ensure the establishment and maintenance of effective internal controls and continuous monitoring to promote good governance in the operations of the Branch. Ensure that audit findings are timeously addressed. Create an environment where employees consistently push for improved performance and productively. Sets budget guidelines for the Branch based on the strategic direction and objectives.

**ENQUIRIES**

Ms NP Maloka Tel No: (012) 441 3730

**NOTE**

Preference will be given to African, Coloured, Indian, White females and Persons with Disabilities.

**POST 39/02**

**CHIEF DIRECTOR: EXECUTIVE AND STRATEGIC SUPPORT REF NO: 27/DAC/2019**

(1 Year Contract)

Office of Director-General

**SALARY**

R1 251 183 per annum, (An all-inclusive remuneration package) consisting of a basic salary (70% of the total remuneration package) and a flexible portion that may be structured in terms of applicable rules and guidelines

**CENTRE**

Pretoria

**REQUIREMENTS**

An appropriate recognised Bachelor’s Degree (NQF level 7), a post graduate qualification will be an added advantage, a minimum of 5 years’ experience in the senior managerial level, preferably in government, proven experience and knowledge of technical, human and conceptual skills, knowledge of Public Service Policies and the Regulatory Framework. Advanced project management skills. Proven experience in strategic and leadership capabilities, financial management, change management, project and program management and people management and empowerment.

**DUTIES**

The incumbent of the position will be expected to execute the following: Conduct Policy and Legislative Review that is relevant to the Arts, Culture heritage sector. Co-ordinate the Parliamentary and Cabinet Work such as Cabinet Memo’s. Document Quality Assurance. Project Implementation oversight. Oversight on newly established Call Centre and Batho Pele Institutionalization. Research interface with SACO. Liaise with internal stakeholders to ensure coordination, implementation and follow-through of high-level decisions within the Department. Oversee and facilitate the Department’s engagements with external stakeholders which includes CEO’s forums, TIC, Members of Executive Committees, Portfolio and Select Committees and also the Cluster meetings that are chaired by the DG and to follow-through on decisions taken in such engagements. Manage the relationships between the Director-General’s Office, the Ministry as well as the Portfolio Committee and Members of Parliament.

**ENQUIRIES**

Ms NP Maloka Tel No: (012) 441 3730
The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan. The Department reserves the right to withdraw posts, if by doing so, the interests of the Department will be best served.

APPLICATIONS: Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education’s website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za

FOR ATTENTION: Ms J Masipa/Ms N Monyela

CLOSING DATE: 22 November 2019

NOTE: Applications must be submitted on Form Z83 obtainable from any Public Service; Department and must be accompanied by a comprehensive CV and certified copies of ID and qualifications (Certified copies must not be older than 3 months). NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with shortlisted applicants. Applications received after the closing date, e-mailed or faxed applications will not be considered. (Drivers’ License and registration certificate must be attached if required).

MANAGEMENT ECHELON

POST 39/03: DIRECTOR: LABOUR RELATIONS REF NO: DBE/DLD/02
Branch: Finance and Administration
Chief Directorate: HR Management and Development, Labour Relations and IT Services
Directorate: Labour Relations

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

CENTRE: Pretoria

REQUIREMENTS: An appropriate recognised Bachelor’s degree or undergraduate qualification (NQF level 7) as recognised by SAQA. A degree in Labour Relations will be an added advantage. Extensive working experience in Labour Relations related fields environment coupled with five (5) years at middle/senior managerial experience. Knowledge: In-depth knowledge of Labour Relations, HRM, Public Service Legislations, Collective Agreements and PSCBC Resolutions. Skills: Conflict resolution, problem solving, facilitation skills, interpersonal relations, verbal and written communication, computer literacy presentation skills. Core Competencies: Strategic capacity and leadership, People Management and Empowerment, Financial Management, Change management.

DUTIES: The successful candidate will manage the collective bargaining process; Manage relationships with recognised trade unions ensuring cordial and constructive interaction and acting as management representative in cases where disputes arise; Advise management on labour relations developments particularly where policy and procedural changes may be required; Manage and facilitate the resolution of grievances and disputes; Participate in conciliation, mediation and arbitration procedures; Ensure line managers are effectively trained in handling labour relations matters; Develop and maintain labour relations service level agreements with internal and external stakeholders and represent department in all Labour Relations Forums.

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

NOTE: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as
annually disclose his/her financial interests and be subjected to a security clearance.
DEPARTMENT OF COOPERATIVE GOVERNANCE

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

APPLICATIONS: May be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: cogta58@ursonline.co.za or via fax: 086 415 5709.

FOR ATTENTION: URS Response Handling, Tel. No: (012) 811 1900

CLOSING DATE: 22 November 2019

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

OTHER POST

POST 39/04: DEPUTY DIRECTOR: SECURITY AND OHS SERVICES REF NO: 27136/01

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

CENTRE: Pretoria


DUTIES: The successful candidate will perform the following duties: Manage and implement physical security procedures and standards. Manage and implement Occupational Health and Safety policy operations. Manage and monitor security contracts within the Department. Manage in-house security personnel.

ENQUIRIES: Ms Mmamashita Moela Tel No: (012) 395 4707
ANNEXURE D

DEPARTMENT OF DEFENCE

APPLICATIONS: Department of Defence, South African Military Health Service, 1 Military Hospital, Private Bag X1026, Thaba Tshwane, 0143 or maybe hand delivered to 1 Military Hospital, 1026 Voortrekker Street, Thaba Tshwane, Pretoria.

CLOSING DATE: 22 November 2019

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

OTHER POST

POST 39/05: SENIOR AUXILIARY SERVICES OFFICER (USAGE 7059) REF NO: SG 09/19/01

SALARY: R145 281 per annum (Level 04)

CENTRE: 1 Military Hospital, Thaba Tshwane, Pretoria

REQUIREMENTS: Grade 12. Experience in handling patient samples will be an advantage. Must be computer literate and have knowledge of the operational and utilisation of the specific computer software and database packages (Microsoft Word, Excel, and PowerPoint).


ENQUIRIES: Lieutenant Colonel M.M. Maboya Tel No: (012) 314 0161
It is the Department's intention to promote equity (race, gender and disability) through the filling of this post with a candidate whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

CLOSING DATE : 18 November 2019
NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 (Section A and B compulsory) should be accompanied by a recently updated, comprehensive CV as well as recently certified copies (Not older than 3 months after publication of the advert) of all qualification(s) including a Senior Certificate and ID-document (Driver’s license where applicable). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents and failure to follow application instructions will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. Successful candidates will be expected to sign a performance agreement.

MANAGEMENT ECHELON

POST 39/06 : DIRECTOR: PLANNING, MONITORING AND EVALUATION REF NO: HR4/19/11/01HQ

SALARY : R1 057 326 per annum (all inclusive)
CENTRE : Head Office

DUTIES : Develop, manage and input on the strategic, operational planning framework and strategic intent of DEL. Develop, implement and maintain the monitoring and evaluation framework for the programmes/provinces of DEL and its entities. Monitor organization performance against set plans and targets and manage compilation of performance information reports. Provide committee services to DEL top management meetings. Manage the overall resources of the Directorate.

ENQUIRIES : COO Ms Bronkhorst Tel No: (012) 309 4969
**APPLICATIONS**: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

**FOR ATTENTION**: Sub-directorate: Human Resources Operations, Head Office

### OTHER POSTS

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<td><strong>SALARY</strong></td>
<td>R733 257 per annum (all inclusive)</td>
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<td><strong>CENTRE</strong></td>
<td>Head Office</td>
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<td><strong>DUTIES</strong></td>
<td>Manage the implementation of accidents and losses processes in line with relevant prescripts. Ensure effective and efficient utilization of the Departmental Fleet. Manage administration of subsidized vehicles to ensure compliance with Subsidised Motor Transport Scheme policies and directives. Manage the Department’s travel services and account in line with the signed SLA and directives. Manage the procurement of vehicles and Fleet and Travel Management Contracts. Manage the resource of the sub – directorate and reporting.</td>
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<td><strong>ENQUIRIES</strong></td>
<td>Ms T Malindzisa Tel No: (012) 309 4246</td>
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<td><strong>APPLICATIONS</strong></td>
<td>Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.</td>
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<td>Sub-directorate: Human Resources Operations, Head Office</td>
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<td><strong>SALARY</strong></td>
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<td><strong>CENTRE</strong></td>
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<td><strong>DUTIES</strong></td>
<td>Facilitate the payment of Compensation Fund benefits in relation to accounts receivable and payable functions. Coordinate and monitor the financial activities relating to procurement of goods and services including reconciliation of accounts where Compensation Fund Operations are concerned. Manage movable and immovable assets of the fund in line with relevant prescripts. Manage intergraded budget planning and expenditure relating to Compensation Fund Operations. Provide technical support to Processing Offices and report on all Compensation Fund Financial matters including financial systems. Management of resources.</td>
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<td><strong>ENQUIRIES</strong></td>
<td>Mr WC Mafu Tel No: (043) 702 7500</td>
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<td><strong>APPLICATION</strong></td>
<td>Chief Director: Provincial Operations: Private Bag X 9005, East London, 5200 or hand deliver at 3 Hill Street, East London 5200</td>
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<td><strong>FOR ATTENTION</strong></td>
<td>Sub-directorate: Human Resources Management Provincial Office East London.</td>
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<td><strong>SALARY</strong></td>
<td>R316 791 per annum</td>
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CENTRE: Head Office

REQUIREMENTS:

DUTIES:

ENQUIRIES:
Mr G Mosima Tel No: (012) 309 4522

APPLICATIONS:
Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

FOR ATTENTION:
Sub-directorate: Human Resources Operations, Head Office
### OTHER POSTS

**POST 39/10**  
**ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION**  
**REF NO: PS01/2019**  
(Persal appointment)

**SALARY**  
R376 596 – R443 601 per annum (Level 09)

**CENTRE**  
Central Office - George

**REQUIREMENTS**  
Matric plus a minimum 3-year accredited National Diploma/Degree majoring in Human Resource Management/Public Administration/Public Management/Labour Law or relevant equivalent qualification. Proven experience of at least 3-5 years supervisory experience in Human Resource Management environment. Computer Literacy (MS Office). A valid code 08 driver’s license. Recommendations: Knowledge and understanding of the Public Service Act, Public Service Regulations Labour Relations Act, Basic Conditions of Employment Act, Skills Development Act, PSCBC and ELRC Resolutions, Continuous Education and Training Act No 16 of 2006, Employment of Educators Act. Knowledge of relevant HR Prescripts. Good interpersonal relations, customer relations, supervisory skills and computer literacy. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

**DUTIES**  
Implement the HR Plan. Facilitate Labour Relations Function. Develop policies, guidelines and standard operating procedures. Ensure that HR Policies/Collective agreements are implemented. Provide advice and guidance to relevant stakeholders. Supervise the staff within the Departments and resolve conflict. Ensure that the College’s Staff Establishment is maintained and updated. Provision of reports and statistics including information management. Manage implementation and monitoring of service benefits such as allowances, pensions, resettlement and medical assistance. Manage leave and the service termination process. Manage staff payroll for VIP and PERSAL paid staff. Maintain workflow and assign work to staff. Oversee the Human resources development, employment equity, staff performance management, and employee assistance and wellness functions. Personal attributes: Good communicator. Results-driven. Analytical. Loyal. Client orientated. NB: An academic record must be attached with your application for this position

**ENQUIRIES**  
Mr. ME Gcuwa Tel No: (044) 884 0359

**APPLICATIONS**  
Applications must be forwarded: The Deputy Principal: Corporate Services, South Cape TVET College, Private Bag X10400 or be hand delivered at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.

**FOR ATTENTION**  
Mr. M.E Gcuwa

**NOTE**  
A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. Please Note: No late applications will be considered. No emailed/faxed applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that...
your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following permanent posts: Support Positions

**CLOSING DATE**: 15 November 2019 at 16:00

**POST 39/11**: INFORMATION TECHNOLOGY TECHNICIAN CENTRAL OFFICE REF NO: CO 01/10/2019 (X2 POSTS)

Permanent

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

**CENTRE**: Thekwini TVET College (Central Office)

**REQUIREMENTS**:

- Matric certificate or equivalent. Recognised and relevant tertiary qualification (REQV13) in Information Technology (IT)/Computer Science or equivalent coupled with CompTIA A+ and Network+. ITIL v3 Foundation, MCSA or MCSE and CCNA will be an added advantage. One to two years’ functional work experience within the IT environment in software and hardware support (windows Microsoft). Knowledge in IT hardware and software, understanding. Understanding of desktop, networking and voice communication infrastructure. Knowledge of program installations. Understanding of IT Help Desk operation. Full comprehension of IT first and second line of IT support. Effective customer relation. BAS (Desktop). Persal (Desktop). Coltech (Desktop). Vulindlela. MIS Systems and any related Systems (Desktop). Ability to interpret ICT challenges to the user’s. Ability to interact with the service providers. Good computer skills (including Excel, Word, PowerPoint and Outlook). Good interpersonal skills and communication skills (verbal and written). Time management skills. Client service orientated. Ability to maintain a high level of confidentiality at all times. Valid and unendorsed Code EB Drivers’ Licence.

**DUTIES**:

- Assist in management of service desk and desktop support function. Setup user account on desktop and laptop (mailbox and windows). Unlocking of passwords using admin pack. Setting up desktop, printers and data projects. Assist in maintaining a service catalogue and standard operating procedures. Implementation of IT services desk policies. Perform backup’s information and anti-virus support and offsite storage. Perform trouble shooting and diagnosis. Support the availability of services, internet services, application services on workstation and availability of connection to transversal mainframe system. Install, maintain, support telephone system and network. Perform installation, configuration, testing and upgrade tasks that may require some research and analysis. Provide telephonic support. Provide network cabling. Perform PC installation and software installations. Provide technical support for the configuration, installation, repair and replacement of computers, printers and telephones. Configuring mainframe applications (BAS, LOGIS and Persal). Trouble shooting all issues reported. Provide support of data migration during computer setup. Rendering of IT information management services: plan develop and improve computer based information systems. Maintain information management systems such as database to ensure integrity and security of data. Gather analyse users issues in ICT and provide solutions. Provide assistance on ICT related project activities.

**ENQUIRIES**:

Mr Enock Mahlasela Tel No: (031) 250 8232

**APPLICATIONS**:

Deliver or post to Thekwini TVET College, Human Resources Management & Development Department, Central Office, 262 D’Aintree Avenue, Asherville or P/Bag X06, Dormerton, Durban.

**NOTE**:

Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at (www.gov.za/document), which must be completed in full, originally signed and dated by the applicant. NB: All parts of the Z83 form must be filled in full, including sections where the form states that “please ignore if you have attached a CV with these details”. Applications must be accompanied by a covering letter clearly indicating experience in the post applying for, a comprehensive Curriculum Vitae and Certified Copies of Qualifications and Academic Record indicating subject/s relevant to the post applying for, Identity Document, and Drivers Licence (where applicable). NB: All document certification dates must be within three months of the application date. A certified copy of the SAQA certificate of verification of qualifications must be attached for all foreign qualifications. For foreign applications, certified copies of the Work Permit and Passport must be included. The specific reference number of the post applied for must be quoted. A separate application must be submitted for each post applying for. NB: All
applications to include all required documentation as listed above. Incomplete applications will not be considered. The employment decision shall be informed by the Employment Equity Plan of the College. The College reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. All successful candidates will be subjected to qualifications verification before appointment. Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.

CLOSING DATE: 15 November 2019 at 13h30

POST 39/12: RECESSIONIST (X3 POSTS)
(Contract – 12 Months)

SALARY: R173 703 per annum (Level 05)
CENTRE: Thekwini TVET College
            Central Office Ref No: REC 01/10/2019
            Cato Manor Ref No: REC 02/10/2019
            Asherville Ref No: REC 03/10/2019

REQUIREMENTS:
Matric certificate or equivalent. Recognised tertiary qualification in Public Relations/ Public Administration/Office Administration (REQV 13). Basic computer skills, specifically MS Word and MS Excel. Telephone etiquette. Excellent communication skills (written & verbal) and ability to communicate at all levels in the organization. Ability to build positive relationships with high level of interpersonal skills. Excellent talent to interact with people in a positive and courteous manner. Multi-tasking capability without compromising on quality. Dependable and punctual. Three (3) years’ front office experience is recommended. Ability to communicate in English and isiZulu is recommended.

DUTIES:
Answer incoming telephone calls, determine the purpose of callers, and forward calls to appropriate personnel and departments. Greet visitors/guests (internal & external) professionally, and determine their nature and purpose of visit. Direct visitors/guests (internal & external) to appropriate destination. Monitor visitors’ access. Collect, sort, distribute correspondence, messages and courier deliveries. Schedule appointments, maintaining and updating calendars. Create memos, reports and other documents as and when requested. Take and resolve complaints from clients. Handling enquiries, dissemination of College information to callers and visitors.

ENQUIRIES: Mr Enock Mahlasela, Tel No: (031) 250 8232
APPLICATIONS: Deliver or post to Thekwini TVET College, Human Resources Management & Development Department, Central Office, 262 D’Aintree Avenue, Asherville or P/Bag X06, Dormerton, Durban.

NOTE: Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at www.gov.za/document), which must be completed in full, originally signed and dated by the applicant. NB: All parts of the Z83 form must be filled in full, including sections where the form states that “please ignore if you have attached a CV with these details”. Applications must be accompanied by a covering letter clearly indicating experience in the post applying for, a comprehensive Curriculum Vitae and Certified Copies of Qualifications and Academic Record indicating subject/s relevant to the post applying for, Identity Document, and Drivers Licence (where applicable). NB: All document certification dates must be within three months of the application date. A certified copy of the SAQA certificate of verification of qualifications must be attached for all foreign qualifications. For foreign applications, certified copies of the Work Permit and Passport must be included. The specific reference number of the post applied for must be quoted. A separate application must be submitted for each post applying for. NB: All applications to include all required documentation as listed above. Incomplete applications will not be considered. The employment decision shall be informed by the Employment Equity Plan of the College. The College reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. All successful candidates will be subjected to qualifications verification before appointment. Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.

CLOSING DATE: 15 November 2019 at 13h30
DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

CLOSING DATE : 18 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. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. Reasonable accommodation shall be applied for People with Disabilities including where driver’s license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POSTS

POST 39/13 : ASSISTANT DIRECTOR: COURT OPERATIONS REF NO: 19/85/FS

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

CENTRES : Magistrate’s Offices, Bethlehem

REQUIREMENTS : A 3 year qualification in Administration and/or a National Diploma in Services Management (NQF level 5) plus the module in Case Flow Management or equivalent qualification; 3 year’s Managerial or Supervisory experience; A valid driver’s licence. Knowledge of and experience in office and district administration; Knowledge of financial management and the PFMA; Skills and Competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication (written and verbal); Computer Literacy.

DUTIES : Key Performance Areas: Manage the strategic and business planning processes Implement the departmental policies at the courts; Co-ordinate and manage the financial and supply chain management (including service level agreements) and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the facility, physical resources, information and communication related to courts; Manage the communication and relations with the internal and external stake holders; Compile and analyze court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement strategies; Lead and manage the transformation of the office.

ENQUIRIES : Ms M Dywili Tel No: (051) 407 1800.
APPLICATIONS : Please direct your application to: The Regional Head, Private Bag X20578, Bloemfontein, 9300.OR Physical Address: 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9300.

POST 39/14 : ASSISTANT DIRECTOR: FACILITIES MANAGEMENT REF NO: 43/19/LMP

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

CENTRE : Regional Office, Limpopo

REQUIREMENTS : An appropriate three year National Diploma/degree or equivalent qualification (Building, Electrical and Civil Engineering or related field; Three years facilities and Auxiliary services experience; A valid driver’s license. Skills and Competencies: Supervisory and Management experience; Project Management; Good Financial Management skills; Strong communications
skills with the ability to motivate and direct people; Strategic and conceptual orientation; Team oriented and results driven; Interpersonal relations and customer orientation; Creative and analytical; Problem solving and conflict management; Continual learning and information search; Accuracy and attention to detail; People Management skills.

**DUTIES**: Key Performance Areas: Assist with the management and co-ordinate planning for Capital Works and Maintenance for infrastructure; Liaise with the Department of Public Works (DPW) on Capital Works and upgrading of infrastructure; Liaise with Area/Court Managers and Facilities Co-ordinators on additional infrastructure requirements and maintenance requirements; Assist with the implementation of OHS Act as well as physical security upgrade; Assist with development of asset management strategy and compilation of plans; Assist with the development of maintenance strategy and compilation of reports; Assist with development and management of the implementation of norms and standards; Compilation of budget and reports; Responsible for provision and management of leased accommodation; Co-ordinate and process applications for day-to-day maintenance.

**ENQUIRIES**: Ms. Mongalo MP. Tel No: (015) 287 2037 Ms. Phalane MR. Tel No: (015) 287 2036

**APPLICATIONS**: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.

**POST 39/15**: LEGAL ADMINISTRATION OFFICER (MR1-MR4) REF NO: 2019/103/GP

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

**CENTRE**: Regional Office Gauteng

**REQUIREMENTS**: LLB degree or 4 year recognized legal qualification; At least 5 years' post graduate legal experience; A sound knowledge of the South African Legal system; An understanding of the principles of Batho Pele, Victim’s Charter and Restorative Justice; A valid driver’s license and the willingness to travel; Knowledge on the implementation of legislation affecting vulnerable groups; Proficiency in isiZulu will be an added advantage. Skills and Competencies: Computer literacy, including the ability to prepare Power-point presentations and use Excel; Excellent communication skills (both verbal and written); Public education, awareness and training; Good inter-personal and inter-cultural relations and ability to liaise with senior officials; Problem solving skills; Ability to analyze statistics; Report writing skills; Minutes taking skills; Time management skills; Accuracy and attention to detail.

**DUTIES**: Key Performance Areas: Conduct outreach events on various pieces of legislation; Ensure that the strategic responsibilities in respect of Small Claims Courts, Equality Courts, Regional Civil Courts and Restorative Justice are met; Ensure the implementation of Victim’s Charter in the Province; Respond to petitions, representations and complaints from civil society and other Government Departments; Deal with the disposal, recovery and mitigation of losses; Deal with statutory appointments e.g. commissioners of oaths.

**ENQUIRIES**: Ms RR Moabelo Tel No: (011) 332 9000

**APPLICATIONS**: Quoting the relevant reference number, direct your application to: The Regional Office Gauteng; Private Bag X6, Johannesburg, 2000 Or Physical Address: Regional Office Gauteng – Department of Justice and Constitutional Development 7th Floor Schreiner Chambers, Corner Pritchard and Kruis Street, Johannesburg.

**POST 39/16**: MAINTENANCE OFFICERS (MR-1 – MR-3) (X3 POSTS)

**SALARY**: R198 411 – R332 823 per annum (Salary will be determined in accordance with the experience as outlined in terms of the Occupational Specific Dispensation for legally qualified personnel) The successful candidate will be required to sign a performance agreement.

**CENTRE**: Pixley Ka Seme District: Douglas Magistrates Court Ref No: 46/19/NC Namakwa District Springbok Magistrates Court Ref No: 47/19/NC Namakwa District Calvinia Magistrates Court Ref No: 48/19/NC

**REQUIREMENTS**: LLB or an appropriate four year recognized legal qualification; Extensive knowledge of the maintenance system; Proficiency in at least two official
languages; Knowledge of all services and procedures in the area of maintenance and other areas of family law: A valid driver's license, and willing to travel extensively within the province and beyond. Skills and Competencies: Computer literacy (MS Office); Excellent Communication skills (written and verbal); Numeric skills; Communications skills; Facilitation and mediation skills; Supervisory skills; Litigation skills.

**DUTIES**

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

**ENQUIRIES**

Ms M Phiri Tel No: (053) 802 13000

**APPLICATIONS**

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

APPLICATIONS: Using Email To: Recruit.PF@treasury.gov.za
CLOSING DATE: 15 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 fill the below-mentioned posts.

MANAGEMENT ECHELON

POST 39/17: DIRECTOR: PUBLIC FINANCE REF NO: S096/2019
Division: Public Finance (PF)

Purpose: To co-ordinate and strategically monitor the health sector in the development of financial planning and budgeting, financial management, expenditure and support of service delivery initiatives for policy development and implementation, impacting both the national and provincial government sphere.

SALARY: R1 057 326 per annum (All-incl.)
CENTRE: Pretoria

REQUIREMENTS:
A degree in Health Economics, Public Health or other relevant fields (NQF Level 7) as recognised by SAQA, A postgraduate degree is an added advantage, At least 5 years’ middle management experience in strategic management, including management of policy processes and project management, In-depth knowledge of Health policy development and implementation, Experience in health economics and financing, public health, health sector management, Strong quantitative analytic skills, including spreadsheets and databases, Detailed knowledge of the South African public finance terrain, especially intergovernmental fiscal relations, government policy processes, budget processes and financial management, public health, health economics and management.

DUTIES:
Monitoring and implementation of Financial Planning and Budgeting: Monitor financial management and budgeting impact on departmental and provincial treasury level and implement relevant policy initiatives, Review the annual budget process, sectoral expenditure review processes and intergovernmental technical committees, Maintain sound relationships with stakeholders in the sectors and pursue a process of modernisation and reform, Communicate latest trends and processes for implementation in annual budget process and escalate to stakeholders Budget analysis and financial planning: Provide strategic direction in government sectoral financing, financing mechanisms and levels of funding, Co-ordinate the analysis of budget submissions and budgetary contributions to budget documentation (Medium-Term Budget Policy Statement, Budget Review, Estimates of National Expenditure and Intergovernmental Fiscal Review), Plan and provide inputs in fiscal and budget processes at national and provincial level, prioritise budget co-ordination, overall fiscal framework, division of revenue, and national and provincial main and adjustment estimates, Create a platform for budget reform and the development of three-year budgets (MTEF) cycle, service delivery indicators and the integration of strategic planning Financial management, expenditure
and service delivery: Develop reporting systems and databases, Oversee the implementation of the Public Management Act, Advise and monitor the implementation and interpretation of the Treasury Regulations Policy analysis and implementation: Analysis of policies and advice to the Ministry of Finance, National Treasury and other stakeholders, Process/ Design for participation in sectoral policy processes, institutional reform & implementation, support for strengthening coherence of policy processes, policy analysis and costing.

ENQUIRIES
Ms Caroline Modibane Tel No: (012) 315 5092
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, 168, 14th Road, Noordwyk, Midrand, 1685.

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

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.

Polokwane: Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700 or hand deliver to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699.

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 Kris Street, Johannesburg. Enquiries: Ms T Mbalekwa Tel No: (011) 335-0404

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.

CLOSING DATE

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

OTHER POSTS

POST 39/18 : LAW RESEARCHER REF NO: 2019/625/OCJ

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

CENTRE : National Office: Midrand (SAJEI)
REQUIREMENTS: An LLB degree or a four year recognised legal qualification, four to five (4-5) years’ experience working as a researcher in training environment. A valid driver’s licence. Skills and Competencies: Research and analytical skills, report writing and editing skills, communication skills, accuracy and paying attention to detail, computer literacy, planning and organising, excellent interpersonal skills.

DUTIES: Provide empirical research support to SAJEI, gather and analyse research relevant to training conducted by SAJEI, Develop and maintain research database that will contribute to the overall objectives of SAJEI, Conduct research on allocated research projects on the annual research agenda, Track the developments in jurisprudence that have a direct bearing on judicial education and training, Provide research support to judicial educators on aspects of judicial education curriculum and provide support to the editorial committees for the SAJEI journal and newsletter.

ENQUIRIES: Ms P Mogale Tel No: (010) 493 2621

POST 39/19: CONTRACT IT CO-ORDINATOR REF NO: 2019/626/OCJ
(Contract Valid Until 31 March 2020)

SALARY: R376 596 per annum plus 37% in lieu of benefits the successful candidate will be required to sign a performance agreement

CENTRE: Provincial Service Centre: East London

REQUIREMENTS: A three (3) year National Diploma/Degree in Information Technology, Three (3) years relevant experience of which 2 years must be at supervisory level. One year end user training. A valid driver’s license. An advanced certificate in ITIL will be an added advantage. Technical knowledge and Competencies: Project and Systems Management, Network administrator, Help Desk first line support, Knowledge of Government prescripts, regulations and laws, Knowledge of Development of users training manuals, guidelines and procedures and drafting a budget, Knowledge/experience in evaluation on End-User Training, Knowledge of Public Sector IT environment, LAN, Project and Change Management, Experience in (IT and general) Asset Management. Behavioural Competencies: Project and system management, Communication skills. Good interpersonal relations skills. Training and presentation skills. Problem solving and analytical skills. Planning and Organising and Customer service orientation.

DUTIES: Conduct functional training on Business Systems Applications, Provide IT first line support and liaison with the End-Users and LAN support, Liaise with Contracted Service Providers at Provincial level, Conduct infrastructural assessment (Application support) and coordinate all the IT related activities in the regions. Manage projects for Roll-out of Business systems and training, Compile regional report on the IT system usage and all the IT business systems undertaken.

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


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

CENTRE: Provincial Service Centre: Gauteng

REQUIREMENTS: A three-year National Diploma/ Bachelor’s Degree in Security Management or Risk Management plus a minimum of three years’ experience in the security environment; PSIRA Grade B Certificate; Sound knowledge of PAIA, MISS, OSHA, Protection of Information Act, Access to Public Premises and Vehicles; Computer Literacy; A valid driver’s licence. Skills and Competencies: Excellent communication skills (written and verbal); Computer Literacy (MS Office); Good interpersonal relations; Ability to work under pressure and solve problems; Accuracy and attention to detail; Confidentiality, Analytical thinking, listening skills, Time management and ability to work under pressure.

DUTIES: Coordinate and guide provision of security operations; Monitor the coordination of safety and security during key events and support Courts on high profile cases; Monitor the implementation of security and risk management plan; Monitor provision of support services on Court facilities and building infrastructure; Provide security advisory services to management and maintain security value adding consultancy; Ensure implementation of the OCJ Security Policy; Development of security procedural guidelines; Monitor matters related
to integrity management and investigate security breaches; Ensure that physical security measures are in place by providing physical security infrastructure and key controls; Monitor and coordinate contracted security service providers and ensure compliance with the service level agreement; Evaluation and optimization of the implementation of appropriate security measures and procedures; The development and implementation of training and awareness programmes; Ensure compliance with Occupational Health and Safety Act; Monitor the implementation of Occupational Health and Safety within the Courts and the Service Centre interaction with security-related and relevant authorities.

ENQUIRIES: Ms T Mbalekwa Tel No: (011) 355 0404

POST 39/21: JUDGES’ SECRETARY REF NO: 2019/627/OCJ (X2 POSTS)

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

CENTRE: Gauteng Local Division: Johannesburg

REQUIREMENTS: Grade twelve (12), one (1) to three (3) years’ Secretarial experience or as an Office Assistant and a valid driving license. An LLB Degree or a minimum of 20 modules completed towards an LLB, BA or BCom Law Degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English; good communication skills (verbal and written); Administration and organizational skills; Exceptional interpersonal skills; Ability to meet strict deadlines and to work under pressure and attention to detail; Customer care service skills and excellent typing skills; Confidentiality and time management; Computer literacy (MS Word) and research capabilities.

DUTIES: Typing (or format) of draft memorandum decision, opinions or judgement entries written by assigned by Judge; Provide general secretarial/administrative duties to the Judge; Manage and type correspondence, judgements and orders for the Judge (including dicta, phone typing): Arrange and diarize appointments, meetings for official visits and make travel and accommodation arrangements; Safeguarding of all case files and the endorsement of case files with an order made by Judge; Update files, documents and provide copies of documents to the Registrar; Perform digital recording of court proceedings on urgent court cases after hours and ensure integrity of such recordings; Store, keep and file court records safely; Accompany the Judge to the Courts; Management of Judge’s vehicle, logbook and driving thereof; Compile data and prepare reports and documents for assigned Judges as necessary, including expense reports, continuing legal hours, financial disclosure statements and case management; Arrange receptions for the Judge and his or her visitors and attend to their needs; Management of Judge’s library and updating of documentation; Execute legal research as directed by the Judge; and comply with Prescripts, Departmental policies, Procedures and Guidelines.

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


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

CENTRE: Provincial Service Centre: Gauteng

REQUIREMENTS: A three (3) year National Diploma/Degree in Financial management/Accounting, Commerce, Cost and management Accounting, Public management or Business Administration, three years relevant experience in Financial environment with specific focus in salaries, payroll(Persal, payment on vote account and budget), A valid driver’s licence, Knowledge of Financial Management and Accounting, Knowledge of Public Finance Management Act(PFMA), National Treasury Regulations, Knowledge of financial and operational prescripts that governs the Department and public sector, Knowledge of transversal systems used in the Department e.g BAS, PERSAL, knowledge of budgeting of vote account. Skills and Competencies: Computer literacy, excellent communication skills (verbal and written), problem solving skills, ability to work under pressure, individually and within a team, sound organising and planning skills, customer orientation and leadership abilities.
**DUTIES**

Supervise the salaries and pay roll section, Supervise the vote accounts, payments and budget section, maintain and keep salary returns, process salary deductions, control budget in accordance with monthly Budget Reports, ensure payments within 30 days, Control all financial Registers within payroll and vote account. Promote training to subordinates within the section, advise on capturing of budget/shifting on BAS and JYP, ensure correct project on the Budget, detect and deal with incorrect SCOA classifications, reconciliations and clearance of suspense/Control Accounts. Handle irregular expenditure, ensure reconciliation of PAYE, control over face value documents, control over expenditure on petty cash accounts, ensure complaints at all superior courts, Authorization of transactions on Persal and Bas ensure all processed documents are audit compliant, request and analyse expenditure reports, request and analyse expenditure reports, monthly checking of petty cash, implementation of Persal and assist in budget formulation, monitoring and reporting.

**ENQUIRIES**

Ms T Mbalekwa Tel No: (011) 335 0404

**POST 39/23**

STATE ACCOUNTANT: SUPPLY CHAIN MANAGEMENT REF NO: 2019/630/OCJ

(Contract valid until 31 March 2020)

**SALARY**

R257 508 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

**CENTRE**

Gauteng Provincial Centre

**REQUIREMENTS**

A three (3) year National Diploma/Degree in Supply Chain Management or relevant equivalent qualification, At least (3) years relevant experience in Supply chain management and assets management, A valid Driver’s licence. Skills and Competencies: Computer literacy, excellent communication skills (verbal and written), understanding of PFMA, PPPFA, B_BEEE Act, DFI, GRAP standards, SCM and Asset Management Framework and preferential procurement Regulations, problem solving skills, ability to work under pressure an ability to work individually and within a Team, sound organising and planning skills, customer orientation and leadership abilities.

**DUTIES**

Keep and update all records on assets register, Barcode all newly acquired assets, conduct quarterly assets verifications and ensure that assets condition in the register matches the condition of its existence, identify assets for disposal and facilitate the transfer thereof, assists with reconciliation of the JYP assets register, maintain and update contract/lease register, monitor expiring contracts and advise, capture and update contract register, lease compliance certificates and keep addendums, facilitate and convene service provider meetings, facilitate and initiate stocktaking, ensure the release of purchase orders immediately to avoid late payments within 30 days, provisioning administration and supply chain management.

**ENQUIRIES**

Ms T Mbalekwa Tel No: (011) 335 0404

**POST 39/24**

CHIEF ACCOUNTING CLERK REF NO: 2019/631/OCJ

(Contract Valid Until 31 March 2020)

**SALARY**

R257 508 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

**CENTRE**

Gauteng Provincial Centre

**REQUIREMENTS**

A three (3) year National Diploma/Degree in Public Administration, /Management, Finance management, Logistics management, procurement or any supply chain Management related qualification, at least three years’ relevant experience in Supply chain management and Assets management, A valid driver’s licence. Skills and Competencies: Computer literacy, excellent communication skills (verbal and written), understanding of PFMA, PPPFA, B_BEEE Act, DFI, GRAP standards, SCM and Asset Management Framework and preferential procurement Regulations, problem solving skills, ability to work under pressure an ability to work individually and within a team, sound organising and planning skills, customer orientation and leadership abilities.

**DUTIES**

Receive request for quotations from different components, overseeing the process of sourcing quotes, maintain supplier database in compliance with supply chain management policies, provide administrative support to provincial control committees, ensure that the procurement of goods and services are within respective delegation of authority, verify allocations, items and amounts of the requisition before processing, approve manual requisitions for LP
services within respective delegation of authority, verify allocations, items and amounts of the requisitions before processing. Ensure all open orders and requisition for the province are cleared on monthly basis. Ensure that invoices are paid within 30 days as prescribed, monitor that stores items are issued to end users, updating replenishment and stock takes are conducted. Coordinate and monitor the administration of contracts, coordinates and ensure the monitoring of commitments, coordinate the provision of logistics services and store management services, ensure the maintenance of the departmental owned and leased asset registers for all Superior Courts in the province, coordinate the verification of assets across all superior courts in the province, Assist with the resolution of audit queries from internal and external audits on assets and supply chain management.

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

POST 39/25: LEGAL ADMINISTRATIVE OFFICER REF NO: 2019/628/OCJ
(Contract Valid Until 31 March 2020)

SALARY: R257 073 per annum (MR-3) plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement

CENTRE: Labour and Labour Appeal Court: Johannesburg

REQUIREMENTS: An LLB degree or a four-year legal qualification. The following will serve as an added advantage: A minimum of five years’ post qualification legal experience and experience in the field of Constitutional law and human rights. The following will add as recommendation: Knowledge of legislation administered by the Department. The Public Service Act and Regulations, Public Finance Management Act, and Regulations, Diversity management as well as transformation equity within the public service, proven ability to execute high level description and provide feedback, knowledge of communication systems. Skills and Competencies: Knowledge of promotion of Access to information Act, 2000(Act No.2 of 2000) and its application, Effective communication and presentation skills, leadership skills, teambuilding skills, interpersonal relations, conflict and knowledge management skills, analytical thinking skills, technical judgement, project management skills, research skills, managerial skills.

DUTIES: Effectively and efficiently correspondence with public private body and various other stakeholders, Research and retrieve material for library accessible to the court physically and electronically, proofreading and side checking of all draft judgements, draft legal documents and give legal advice to the Region regarding the interpretation and execution of powers and legal matters, Respond to petitions, representations and complaints from civil society and other Government Departments, Liaise with other departments, prosecutors, judiciary and communities oath the programmes around crime prevention. Prepare memorandum for appointment of commissioner of oath, appraisers and justice of peace, Recover the smooth functioning of specialised courts and municipal court in the Province i.e Sexual offences, family, equity community court awareness campaign on legislation administered by the Department. Support the courts regarding quasi-judicial functions.

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

POST 39/26: ACCOUNTING CLERK, REF NO: 2019/632/OCJ
(Contract Valid until 31 March 2020)

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

CENTRE: Gauteng Provincial Centre

REQUIREMENTS: Grade 12 certificate with accounting as subject. Skills and Competencies: Good communication skills planning and organising skills Attention to detail to deal and work within deadlines Proven Computer literacy, including MS Word & MS Excel.

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

ENQUIRIES: Ms T Mbalekwa Tel No: (011) 335 0404
<table>
<thead>
<tr>
<th>POST 39/27</th>
<th>ADMINISTRATION CLERK: HELP DESK REF NO: 2019/633/OCJ</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R173 703 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Thohoyandou High Court</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Grade 12 or equivalent qualification. Skills and Competencies: Good communication, interpersonal and listening skills; Telephone etiquette; Computer literacy (MS Windows and MS Office) Ability to work under pressure and to solve problems; Accuracy and attention to detail.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Maintain high levels of professionalism and maintain a helpful attitude; Responsible for Manning the IT helpdesk and accurately log all service desk tickets accurately in the service desk software application; Unlock accounts and Resets Passwords; Answer IT helpdesk telephone calls and emails and correctly/accurately allocate to the correct IT technician/team for resolution; Monitor logged service requests with specific reference to high priority calls; Become familiar with helpdesk policies and service level agreements; Assist in follow up of calls that are out of SLA.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr T Masemola/Ms N Phadziri Tel No: (015) 230 4051 /4008</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POST 39/28</th>
<th>SUPPLY CHAIN CLERK: ACQUISITION, LOGISTICS REF NO: 2019/634/OCJ</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R173 703 per annum. The successful candidate will be required to sign a performance agreement</td>
</tr>
<tr>
<td>CENTRE</td>
<td>National Office: Midrand</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Grade 12 or equivalent qualification Skills and Competencies: Ability to operate office equipment, ability to work independently and meet deadlines, ability to work under pressure, work in a team and prepared to work overtime when required, Excellent analytical, planning, organizational skills; Good interpersonal relations, Effective communication skills (written and verbal); Computer literacy; Job Knowledge; Communication skills; Flexibility; Accuracy; Aptitude of figures; Basic numeracy skills; Ability to perform routine tasks.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Capturing and processing of invoices, supplier payments as well expediting of Government orders, Provide administrative procurement support to all stakeholder, Receive and assess quotations, Assist end users with the compilation of compliant specifications, Capture requisitions on the Supply Chain System, Ensure that all relevant forms are attached, capturing of awarded contracts on National Treasury contracts registration application (CRA), Ensure procedures comply with SCM policies, Ensure proper filing and safe keeping of documents, ensure timeous processing of payments to suppliers, Receiving and issuing of stock items and Perform other duties as delegated by the supervisor.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms L Mothemane/ Ms S Tshidino Tel No: (010) 493 2500/2535/2533</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POST 39/29</th>
<th>ADMINISTRATION CLERK REF NO: 2019/635/OCJ</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R173 703 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Pietermaritzburg High Court</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Grade 12 or equivalent qualification. Skills and competencies: Job Knowledge; Communication skills; Interpersonal relations skills; Flexibility; Teamwork; Planning and organisation; Language; Good verbal and written communication</td>
</tr>
<tr>
<td>DUTIES</td>
<td>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.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms L Marrie Tel No: (031) 372 3164</td>
</tr>
</tbody>
</table>
POST 39/30 : TYPIST REF NO: 2019/636/OCJ
(Contract valid until 31 March 2020)

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

CENTRE : Gauteng Division Pretoria

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

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

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

POST 39/31 : TYPIST REF NO: 2019/637/OCJ (X2 POSTS)

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

CENTRE : Gauteng Division Pretoria

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

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

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

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.

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. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful.

ERRATUM: Kindly note that the post of Assistant Director: PMTE Demand Management with Ref No: 2019/176 with the closing date 25 October 2019 advertised in Public Service Vacancy Circular 36 dated 11 October 2019 has been withdrawn.

OTHER POSTS

POST 39/32 : SENIOR LEGAL ADMINISTRATION OFFICER: LEGAL AND CONTRACTS ADMINISTRATION (MR 6) REF NO: 193

SALARY : R473 820 - R1 140 828 per annum (All-inclusive OSD salary package).

CENTRE : Pretoria Regional Office

REQUIREMENTS : A four year degree (LLB) with at least 8 years’ appropriate post-qualification experience or 8 years’ experience as an in-house legal advisor or legal/contract administrator. Prepared to travel on an ad hoc basis, willing to adapt work schedule in accordance with professional requirements. A valid driver’s licence. Knowledge: Specialised knowledge of law of contracts and general administration of contracts within an organisational context, Legal research and professional legal assistance, In-depth knowledge of the Framework for Supply Chain Management (Regulations in terms of the Public Finance Management Act), Code of Conduct for Supply Chain Management Practitioners, Public Finance Management Act, Treasury Regulations, Preferential Procurement Policy Framework Act, State Information Technology Act, Public Service Act, Public Service Regulations and other relevant legislation. Skills: Thorough and proven legal drafting, communication and presentation, Sound analytical and problem identification and solving, Language proficiency, Maintenance of confidentiality of information, Computer literacy, Relationship management, Decision-making skills, Interpersonal and diplomacy, Motivational, Negotiation.

DUTIES : Manage departmental contracts and related legal matters (issue letters of acceptance to contractors; verify the correctness of contract documentation, as legally-binding documents on respective parties; manage and safeguard guarantees; manage and implement court orders as instructed; ensure the safe-keeping of legal records and documents (contracts, guarantees, etc); engage with Legal Services and Contract Administration, Head Office, as and when required). Ensure the extent and effectiveness of managed contracts and related legal matters. Ensure the extent and effectiveness of managed contracts and related legal matters. Ensure the extent and effectiveness of managed contracts and related legal matters. Ensure the extent and effectiveness of managed contracts and related legal matters. Provide advice, guidance and opinions regarding the interpretation and implementation of contracts and related legal matters, Implement and monitor delegated powers as required by National Treasury and the PFMA, Conduct research and provide professional legal assistance,
advice and support, Draft and verify legal documents, Render assistance to
and liaise with the Office of the State Attorney, in conjunction with Head Office
Legal Services, regarding litigation and arbitration in which the Department is
involved, Provide an advisory and supportive role to Project Managers and the
Regional Office, Ensure the extent and effectiveness of advice, guidance, and
opinions provided, Ensure the extent of compliance with related standards,
Ensure the extent and effectiveness of legal assistance provided.

ENQUIRIES : Mr GZ Nonyane Tel No: (012) 310 5004
APPLICATIONS : Pretoria Regional Office. The Regional Manager Department of Public Works,
Private bag X 229 Pretoria, 0001 or Hand deliver at 251 Nana Sita Street,
Corner Nana Sita and Thabo Sehume Street, Pretoria.
FOR ATTENTION : Ms MJ Masubelele
CLOSING DATE : 15 November 2019 at 16h00

POST 39/33 : ASSISTANT DIRECTOR: SECURITY SERVICES REF NO: 2019/195

SALARY : R470 040 per annum
CENTRE : Johannesburg Regional Office
REQUIREMENTS : A three year tertiary qualification in Security Management/Public
Management/Policing and relevant working experience in security
management or related field. Knowledge: Prestige and National Key Points
environment will be an added advantage, Familiarity with the Minimum
Information Security Standards, OHSA, Protection of Information Act, Access
to Public Premises and Vehicles Act, Promotion of Access to Information Act,
National Archives Act, IT, National Vetting Policies, Familiarity with, but ideally
formal training, in the practice and principles on the execution of general
security and security project management. Recommendations: Ability to work
independently, analyse problem areas and initiate corrective measures,
Experience in policy Development, Good communication skills at all levels,
Good writing and analytical skills regarding submissions and briefing
notes,
DUTIES : Assist in the management of the total security function of the region (personnel,
document, communication, physical, computer security, and contingency
planning and security awareness), Implement the departmental security policy
and the development of procedural guidelines in the Region, Evaluate and
optimise the implementation of appropriate security measures and procedures
with the assistance of Head Office, Develop and implement training and
awareness programmes with the assistance of Head Office, Interact with
security related and relevant authorities, ie State Security Agency and South
African Police Services, Manage the capacity of Security Management with the
assistance of Head Office, SAPS and SSA Provincial Offices, Manage
contracted private security service providers, Coordinate security logistics and
plans during prestige events, Coordinate security screening of service
providers and vetting of NDPW employees.

ENQUIRIES : Mr M.P Ramaru Tel No: (011) 713 6115
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag x3
Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte,
FOR ATTENTION : Mr M Mudau
CLOSING DATE : 15 November 2019 at 16h00

POST 39/34 : ASSISTANT DIRECTOR: UTILIZATION AND CONTRACT
ADMINISTRATIONREF NO: 2019/196

SALARY : R470 040 per annum
CENTRE : Johannesburg Regional Office
REQUIREMENTS : A three year tertiary qualification in Real Estate, Property Development and
Management, Property Law, Build environment qualification and Town
Planning. Appropriate experience in property management and /or information
systems or fixed asset management environment; A valid driver’s licence.
Computer literacy, good communication and interpersonal skills. Good written,
analytic and financial skills.
DUTIES : Conduct physical verification to ensure that state owned properties are utilized
efficiently and optimally. Ensure that Property Management Information System is able to reflect all relevant property related information. Keep track of
developments with regard to property management trends. Liaise with all
relevant stake holders and units to ensure that property information is captured
correctly and in good time. Assist in the preparation of reports to top management and all relevant stakeholders. Liaise with client departments to ensure optimal utilization of state owned properties. Supervision of staff

**ENQUIRIES**

Mr F Khoza Tel No: (011) 713 6079

**APPLICATIONS**

The Regional Manager, Department of Public Works, Private Bag x3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017.

**FOR ATTENTION**

Mr M Mudau

**CLOSING DATE**

15 November 2019 at 16h00

**POST 39/35**

**ASSISTANT DIRECTOR: MOVABLE ASSET MANAGEMENT REF NO: 2019/197**

**SALARY**

R376 596 per annum

**CENTRE**

Pretoria Regional Office

**REQUIREMENTS**


**DUTIES**

Manage safekeeping of movable assets and inventory register. Bar-code new assets and update on Archibus. Track movements of movable assets on Archibus. Take stock of existing assets. Maintain the movable assets register on Archibus. File the supporting documents of assets moved. Keep records of redundant, unserviceable and broken assets. Manage the repair process of movable assets. Maintain the maintenance schedule or movable assets. Register maintenance information on Archibus. Engage with suppliers. Interact with chief users with regard to asset repairs. Manage the repair processes. Administer financial reporting processes on movable assets. Obtain relevant report from Archibus and SAGE. Reconcile information on SAGE and Archibus. Identify problem areas and submit journals to rectify. Compile reconciled reports for the finance department. Compile annual balance sheet of movable assets.

**ENQUIRIES**

Ms. E Matinyane, Tel No: (012) 492 3041

**APPLICATIONS**

The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Streets Pretoria

**FOR ATTENTION**

Ms MC Lekganyane/Ms K Tlhapane

**CLOSING DATE**

15 November 2019 at 16h00

**POST 39/36**

**ASSISTANT DIRECTOR: BUDGETS REF NO: 2019/198**

**SALARY**

R376 596 per annum

**CENTRE**

Johannesburg Regional Office

**REQUIREMENTS**

A Three year tertiary qualification in finance/Accounting and relevant experience on supervisory level. Knowledge: Public finance management act; Financial management and administration; Treasury regulations; State budgetary systems; Procurement directives and procedures; Financial systems. Skills: Computer utilisation, Financial administration, Change/diversity management, Analytical thinking, Problem solving skills, Motivational skills, Influencing skills, Presentation skills, Communication and report writing abilities.

**DUTIES**

The effective monitoring, evaluation and reporting on the budget; ensure cash flow management of the regional office for monthly reporting; attend to internal and external queries including audit queries; report on revenue collected. The effective management of staff and resources allocated to the section; Provide hands-on training to staff within Budgets and/or Accounts Payable, Accounts Receivable and Salary Administration; ensure that delegated duties are attended to by relevant staff members; ensure good management of resources allocated to the section, manage Regional Office budget effectively, efficiently and economically. The effective management of budget and expenditure, Attend to and investigate each transaction on the BAS/SAGE or any applicable
financial reports to obtain supporting documents and provide support within the budget sections; Manually authorise journals to correct cost centres and ensure that all necessary supporting documents are verifiable and authentic; Approve journals on BAS for the clearing of transactions to correct cost centres misallocations; Ensure that all misallocation of expenditure are attended to on daily basis. The compilation of financial statements or financial reports and compliance to financial prescripts, PFMA, Financial policies, Accounting Standards such as GRAP, GAAP, etc.; Draw financial reports from BAS/SAGE or any other financial system/ reporting system; Obtain all necessary information from Line Functions for the compilation and verification of information before submitting to the Auditors and Head Office; Compile progress reports and submit to management for Financial reporting; Provide financial support to management and assist with the implementation of the strategic objectives of the Department and leadership as outlined in the strategic plan of the department; Ensure that all financial records are in compliance with financial policies, regulations, manuals, directives, Acts, etc. and Accounting Standards before any transaction can be effected either manually or on the system; Implement internal control measures and conduct risk assessments. Ensure the effective and efficient processing of the Budget; Coordinate initial and revised budget inputs from line managers and allocate per objective; Manage budget by providing the Early-Warning reports, Coordinate the shifting of funds; Ensure that budget planning is within the statutory requirements.

ENQUIRIES: Mr M Mudau Tel No: (011) 713 6024
APPLICATIONS: The Regional Manager, Department of Public Works, Private Bag x3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017.
FOR ATTENTION: Mr M Mudau
CLOSING DATE: 15 November 2019 at 16h00
POST 39/37: ASSISTANT DIRECTOR: PMTE DEMAND MANAGEMENT REF NO: 2019/199
Re-Advertisement: Those who applied previously are encouraged to re-apply
SALARY: R376 596 per annum
CENTRE: Port Elizabeth Regional Office
REQUIREMENTS: A three year tertiary qualification in Purchasing, Provisioning & Logistics/Finance/Assets Management/Property Management. Extensive relevant experience in purchasing management. Knowledge of Public Finance Management Act, Office administration, Procurement and provisioning policies and procedures, Financial administration processes and LOGIS systems, contractual policies and procedures. Management skills, analytical thinking, language proficiency, report writing skills, numeracy, research skills, computer literacy, advanced interpersonal and diplomacy skills, decision making and project management skills. Ability to work effectively and efficiently under sustained pressure. Ability to meet tight deadlines. Ability to communicate at all levels. Trustworthy and assertive. Supervision of staff. Must have a valid driver's license.
ENQUIRIES
APPLICATIONS
FOR ATTENTION
CLOSING DATE
POST 39/38
SALARY
CENTRE
REQUIREMENTS
DUTIES

: Mr. S Mkutukana Tel No: (041) 408 2040
: The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056.
: Ms F. Clark
: 15 November 2019 at 16h00
: LEGAL ADMIN OFFICER: LEGAL AND CONTRACTS ADMINISTRATION (GR 5) REF NO: 194
: R373 389 - R912 504 per annum (All-inclusive OSD salary package)
: Johannesburg Regional Office
: A four year Degree (LLB) degree with at least 8 years postgraduate legal experience. Knowledge of and experience in drafting of contracts and other legal instruments. Knowledge and understanding of government supply chain management. PFMA. Treasury Regulations. PPPFA.CIDB Act and Regulations PAJA Act. Works Control System (WCS).Prescripts of the GCC 2004(Engineering and Construction works) JBCC (Principal Building Agreement) and GCC Mandate and functions of the Department, system and operations of South Africa Courts of law. Interpretation of legislation, Magistrate Court Act and Rules as well as the Supreme Court Act and rules. Drafting and interpreting skills, communication and interpersonal Skills, maintenance of confidentiality of information. Language proficiency. Computer literacy (MS Office).
: Assist in administering Departmental contracts. Assist in the acceptance of bids and enter into contracts on behalf of the department. Assist in safe keeping of guarantees and contractual documents. Ensure completeness of contract documents for safekeeping. Provide information and access to document to documentation to auditors and project managers. Assist Regional Offices and Head in registering financial details of contractors. Facilitate the release of guarantees upon completion of construction projects. Extract information from the works control system (WCS) and interact/liaise with officials from other Department and member of the public. Prepare techno-legal opinion and peruse and comment on a variety legal documents to ensure that they are legally complaint. Obtain responses and/or clarifications from line functionaries on queries and questions raised by the State Attorney’s Office. Ensure the effective administration of legal matters of the Department. Draft contracts and forward them for signature. Receive and peruse correspondence from various Offices of the State Attorney’s to ensure that they are in accordance with the instructions of the Department. Receive and Peruse summonses served on the Department, consider the claims and instruct the Office of the State Attorney with clear mandate on whether to settle or defend the claims. Assist in labour relations issues by presiding over misconduct hearings and /or initiate on behalf of the Department and appear on behalf of the Department before the relevant bargaining council. Assist supervisor in the training and management of staff.

ENQUIRIES
APPLICATIONS
FOR ATTENTION
CLOSING DATE
POST 39/39
SALARY
CENTRE
REQUIREMENTS
DUTIES

: Adv R Mogatle Tel No: (012) 406 2109
: The Regional Manager, Department of Public Works, Private Bag x3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017.
: Mr M Mudau
: 15 November 2019 at 16h00
: SENIOR STATE ACCOUNTANT: SALARIES ADMIN AND REVENUE REF NO: 2019/201
: R316 791 per annum
: Johannesburg Regional Office
: A three year tertiary qualification in Finance/Accounting and extensive relevant work experience. The following will serve as recommendation. Knowledge of PFMA and treasury regulations, Knowledge of LOGIS and BAS/SAGE and be computer literate. Be able and prepared to work under pressure. Be a team player. Be creative and be able to pay attention to details. A driver licence will be added advantage.
: Attend to salaries, cashier and debtors’ day to day operations (authorising payments and or journals on BAS/SAGE, Persal and updating PMIS); Ensure the reconciliation and clearing of suspense accounts including payroll and debtors accounts; Ensure the consolidation and submission of interim/annual
Financial statements inputs to Head Office. Ensure the attendance of queries, including audit queries. Train and supervise subordinates under his/her supervision. Attend to other related duties as delegated by management.

**ENQUIRIES**: Mr MJ Marakalala Tel No: (011) 0713 6139
**APPLICATIONS**: The Regional Manager, Department of Public Works, Private Bag x3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017.

**FOR ATTENTION**: Mr M Mudau
**CLOSING DATE**: 15 November 2019 at 16h00

**POST 39/40**

**SENIOR ADMINISTRATIVE OFFICER: UDM DEFENCE AND OTHERS**

**REF NO**: 2019/202

**SALARY**: R316 791 per annum
**CENTRE**: Pretoria Regional Office
**REQUIREMENTS**: A three year tertiary qualification in Financial Administration/Public Administration/Marketing, Real Estate Management or Built environment. Relevant work experience. Knowledge of Works Control System (WCS) WORX 4U and ARCHIBUS Systems, Public Finance Management Act (PFMA); Treasury Regulations; financial management and administration; State budgetary systems; business-, accounting- and financial systems. Willing to adapt work schedule in accordance with office requirements. Committed to designated tasks.

**DUTIES**: Verify accommodation particulars to determine correctness. Apply space norms and cost limits to register and program the service. Assist with the issuing of pre-designed information requests (PDIR) to Professional Services. Assess and analyse accommodation requirements. Compile and issue procurement instructions to executing units at Head Office and regional level. Liaise with clients regarding leasing issues. Facilities management and maintenance. Relations. Conduct Information Sessions, Workshops and Training on Labour related matters. Investigate allegations of misconduct and report to the Head of Labour Relations Unit. Preside over and represent the department in Disciplinary hearings. ensure that collective funds are deposited in the client department’s suspense account; ensure that deposited funds are accounted for and allocated to the correct services; assist with the monthly reconciliation of the suspense account and report to the client departments; prepare cost analyses for leased accommodation; obtain cash flows, project plans and quality reports per services on a monthly basis; compile client specific reports of expenditure and distribute reports to client departments.

**ENQUIRIES**: Ms E. van Deventer Tel No: (012) 310 5010
**APPLICATIONS**: The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Streets Pretoria.

**FOR ATTENTION**: Ms MC Lekganyane/Ms K Tlhapane
**CLOSING DATE**: 15 November 2019 at 16h00

**POST 39/41**

**SENIOR ADMINISTRATIVE OFFICER: PROPERTY PAYMENTS**

**REF NO**: 2019/203

**SALARY**: R316 791 per annum
**CENTRE**: Pretoria Regional Office
**REQUIREMENTS**: A three year tertiary qualification in Finance, Auditing or 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 license. 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**: Timeous 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 M. Vuso Tel No: (012) 310 5111
APPLICATIONS: The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Streets Pretoria.

FOR ATTENTION: Ms MC Lekganyane/Ms K Tlhapane

CLOSING DATE: 15 November 2019 at 16h00


SALARY: R316 791 per annum

CENTRE: Bloemfontein Regional Office

REQUIREMENTS: A Three year tertiary qualification or equivalent qualification and relevant experience in the Logistical and Transport environment. Sound knowledge of Transport and Administrative delegations and prescripts. Knowledge of MS Word and Excel is vital. Good verbal and written communication skills. Good supervision skills. Be able to work under pressure. Knowledge of Registry and telecommunication units is essential. The candidate must be in possession of a valid driver’s license.


ENQUIRIES: Mr. D Van Niekerk Tel No: (051) 4087 437

APPLICATIONS: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300.

FOR ATTENTION: Mr D Manus

CLOSING DATE: 15 November 2019 at 16h00


Re-Advertisement: Those who applied previously are encouraged to re-apply

SALARY: R316 791 per annum

CENTRE: Bloemfontein Regional Office


DUTIES: Compile reports, conduct internal procurement research and provide advisory support to Project Managers, Works Managers and Project Leaders on procurement processes on Built Environment (Capital & Maintenance), Asset Management (Leasing, Acquisitions and Disposal), Ensure adherence to prescripts in all submissions to Supply Chain Management Committees. Supervise Supply Chain Management processes (Advertising, Database Administration), Supervise and Manage staff work performance. Custodian for all records of awards approved by Supply Chain Management Committees. Perform any other assigned duties in relation to the implementation of the supply chain management.

ENQUIRIES: Mr. D Van Niekerk Tel No: (051) 4087 437

APPLICATIONS: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300.

FOR ATTENTION: Mr D Manus

CLOSING DATE: 15 November 2019 at 16h00
POST 39/44  SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE ADMINISTRATION: HUMAN RESOURCE MANAGEMENT REF NO: 2019/206

SALARY: R316 791 per annum
CENTRE: Pretoria Regional Office
REQUIREMENTS: A three year tertiary qualification/ (NQF 6) related qualification in Human Resource Management/Behavioural Sciences, Management Sciences or equivalent qualification. Relevant experience in Human Resource environment. Knowledge of HR related standards, practices, processes and procedures, Structure and functioning of the Department, Business functions and processes of the Department Change Management. Public Service Act and Regulations, Employment Equity Act, Basic Conditions of Employment Act, Skills Development Act, collective agreements, Codes of Remuneration and the Public Finance Management Act. Condition of service regulations and procedures. The following skills will be an added advantage: Basic numeracy interpersonal and diplomacy skills, communication and report abilities. The candidate should be innovative and creative. Ability to work in stressful situations. People oriented, trustworthy, assertive, hard-working, self-motivated and ability to work in a team.

DUTIES: Provide support to the management of service benefits. Assist in the research processes on best practices of service benefits; analyse research findings and make recommendations. Assist in sourcing information on matters related to service benefits. Assist in the maintenance of policies. Assist in the policy reviews related to condition of services; assist in the maintenance of conditions of services. Maintenance of database and management of reports on conditions of service-in the management of the registry section; administrate the process of conditions of service in the unit.

ENQUIRIES: Ms M. Masubelele Tel No: (012) 492 3187
APPLICATIONS: The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Streets Pretoria.
FOR ATTENTION: Ms M. Masubelele
CLOSING DATE: 15 November 2019 at 16h00

POST 39/45  SENIOR PERSONNEL PRACTITIONER: LABOUR RELATIONS REF NO: 2019/207

SALARY: R316 791 per annum
CENTRE: Durban Regional Office
REQUIREMENTS: A three year tertiary qualification in Human Resources Management/Labour law/Labour relations; relevant experience in Human Resources. Knowledge: Knowledge of standards, practices, processes and procedures related to labour relations; collective bargaining structures and processes; structure and functioning of the Department; Constitution of the RSA, Public Service Act and Regulations, Employment Equity Act, Basic Conditions of Employment Act, Labour Relations Act, Collective Agreements, Codes of Remuneration and the Public Finance Management Act. Skills: Basic numeracy; interpersonal and diplomacy skills; general administration and organisational skills; interpretation of policies; ability to undertake basic research/gather information; computer literacy; financial administration; change/diversity management; objectivity; analytical thinking; problem solving skills; motivational skills; influencing skills; conflict management; presentation skills; negotiation skills; communication and report writing abilities. Personal Attributes: Innovative; creative; resourceful; ability to work under stressful situations; ability to communicate at all levels; people orientated; trustworthy; assertive; hard-working; self-motivated; ability to work independently; a Valid Drivers' license; must be prepared to travel; willing to adapt work schedule in accordance with office requirements.

DUTIES: Implement and maintain policies, procedures related to labour relations; provide advice regarding labour issues in the workplace; support formal processes with organised labour; assess and make recommendations regarding the effectiveness and status of operational labour relations. Administer and support disciplinary matters; assess and recommend whether conduct warrants formal investigations. Receive complaints and liaise with relevant stakeholders; act as designated officer to resolve grievances; act as departmental representative in conciliations, mediations and arbitrations.
Advise and assist management and staff on dispute resolution procedures and multi-lateral forums; liaise with organised labour on matters of mutual interest; represent the Department in various bargaining structures as appointment by the Regional Manager. Advise management and staff on issues related to labour relations; liaise and interact with related internal and external stakeholders; ensure compliance of HR policies and practices with labour law and collective agreements; conduct training and awareness on employee/labour relations; promote sound labour relations, equity and diversity.

ENQUIRIES: Ms NS Nxumalo, Tel No: (031) 3147023
APPLICATIONS: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000.
FOR ATTENTION: Mr R Joseph
CLOSING DATE: 15 November 2019 at 16h00


SALARY: R257 508 per annum
CENTRE: Head Office (Pretoria)
REQUIREMENTS: A Senior certificate/Grade 12 or equivalent qualification plus LOGIS knowledge. Appropriate work experience in office administration. A diploma qualification will be advantageous. Strong verbal and written communication skills. Self-driven, independent individual with decision making and problem solving skills. Good knowledge of Microsoft Suite with emphasis on Excel and Ms Word. Willingness to work irregular hours.

DUTIES: Administration of procurement processes, Receive and verify ICT procurement requests, Registration and maintenance of suppliers on ITP System and ensure that relevant departmental Documents are completed, Provide feedback to users and various Regional officials on ICT Procurement requests status of and related enquiries; Check correctness of ITP request, record and forward them to the investigation officer, Refer ITP requests to supervisor for approval on LOGIS system and follow-up with Provisioning, Perform administrative functions related to receiving and despatching of ICT goods and services, Ensure that all ICT Procurement documents are properly filed, Liaise with various units regarding received and dispatched ICT goods and services, Track the status of ICT Procurement request with various units and suppliers, Receive and process invoices and ensure alignment to orders.

ENQUIRES: Ms. L Skhosana Tel No: (012) 406 1286/1395
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
CLOSING DATE: 15 November 2019 at 16h00

POST 39/47: STATE ACCOUNTANT REF NO: 2019/209

SALARY: R257 508 per annum
CENTRE: Bloemfontein Regional Office
REQUIREMENTS: A Three year tertiary qualification in Finance/Supply Chain Management. Relevant working experience in Financial Management, Accounting or Supply Chain experience. Knowledge of Finance prescripts (GAAP and GRAP standards) and international standards. Working Knowledge of Government Financial systems (BAS, PERSAL, PMIS). Knowledge and understanding of the PFMA Treasury Regulations and Supply Chain Management Framework. Good communication skills both written and verbal. Ability to work under pressure and meet deadlines. Willingness to work irregular hours.

DUTIES: The effective implementation of internal compliance impacting on Finance and Supply Chain Management performance. Monitor whether finance and supply chain objectives are consistent with Government’s broader policy. Ensure that the Departmental SCM processes are aligned with those standards that support international best practice. Implement SCM practice notes, policies and inform about new prescripts from National Treasury. Identify non-compliance issues by doing the pre- audit and post audit. Compile report on Non-compliance for coordination for purposes of Financial Statements. Renew and updating SCM Standard operating Procedure manual. Delegations
document and Policy for the Department. Update the risk register in SCM Reporting on regular basis to Senior Management and National Treasury on the performance of SCM. The effective administrative support on contract management. Manage acceptance of tenders by verifying completeness and correctness of documentation to ensure legally binding documents on respective parties. Ensuring the administration of the signing of contracts and agreements. Verify by scrutinizing the contract documents for compliance. Handle contract related enquiries. Audit coordination between AGSA and the Department.

ENQUIRIES : Ms. B Phahlane Tel No: (051) 408 7588
APPLICATIONS : The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300.
FOR ATTENTION : Mr D Manus
CLOSING DATE : 15 November 2019 at 16h00


SALARY : R257 508 per annum
CENTRE : Pretoria Regional Office

DUTIES : The effective implementation of internal compliance impacting on Finance and Supply Chain Management performance. Monitor whether finance and supply chain objectives are consistent with Government’s broader policy. Ensure that the Departmental SCM processes are aligned with those standards that support international best practice. Implement SCM practice notes, policies and inform about new prescripts from National Treasury. Identify non-compliance by doing pre audit and post audit. Compile report on Non-compliance for coordination purposes of Financial statements. Review and updating SCM standard operating Procedure manual, Delegations document and Policy for the Department. Update the risk register in SCM. The effective administrative support on contract management. Manage acceptance of tenders by verifying completeness and correctness of documentation to ensure legally binding documents on respective parties. Ensuring the administration of the signing of contracts and agreements. Verify by scrutinizing the contract documents for compliance. Handle contract related enquiries.

ENQUIRIES : Mr S. Sekgale Tel No: (012) 492 3047
APPLICATIONS : The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Streets Pretoria.
FOR ATTENTION : Ms MC Lekganyane / Ms K Tlhapane
CLOSING DATE : 15 November 2019 at 16h00

POST 39/49 : ADMINISTRATIVE OFFICER (PROPERTY ACQUISITIONS) REF NO: 2019/211 (X3 POSTS)
Re-Advertisement: Those who applied previously are encouraged to re-apply

SALARY : R257 508 per annum
CENTRE : Mmabatho Regional Office

DUTIES : Procure leased fixed properties or rights in fixed properties to be utilised by client departments, Keep track of the property market and its trends. Negotiate
property purchases. View tendered or identified properties. Negotiate lease
terms with Landlords and manage signing of lease agreements. Do site
inspections to ensure optimal utilisation of leased buildings. Manage lease
renewals to ensure that leases are renewed in time. Attend to both clients and
landlords complaints in leased buildings. Perform general administrative duties
within the office.

ENQUIRIES : Ms J Sethoque Tel No: (018) 386 5223
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X120,
Mmabatho 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets,
Unit 3, Mmabatho, 2735.
FOR ATTENTION : Mr T. Oagile
CLOSING DATE : 15 November 2019 at 16h00
POST 39/50 : ADMINISTRATIVE CLERK: SCM REF NO: 2019/212
SALARY : R173 703 per annum
CENTRE : Mthatha Regional Office
REQUIREMENTS : A Senior certificate/Grade 12 with relevant experience in Supply Chain
Management/ Procurement/ Finance /database administration, Knowledge and
understanding of procurement-related legislation, Knowledge and
understanding of Government procurement systems and processes,
Knowledge of public Service act and Public Service regulations, Knowledge of
the Code of Conduct for supply chain management practitioners. SKILLS:
Good communication (verbal and written) skills, Computer literacy and
numeracy. Personal Attributes: Analytical thinking, High ethical standards,
Ability to conduct business with integrity and in a fair and reasonable manner,
Ability to work under pressure, People orientated, resourceful.
DUTIES : Request quotations from relevant suppliers as per SCM prescripts and CIDB
practice notes, Ensuring goods and services are procured in line with the
procurement and adhere to SCM policies and procedures, Prepare and drafts
advert to be placed on the Government Tender Bulletin and relevant mediums,
Advertise and assist in closing the bids, Provide Secretarial support to the Bid
Committees and prepare and compile bid committee minutes, Prepare
recommendation submission for quotations to Regional Bid Adjudication
Committee; Provide admin support, Liaise and interact regarding procurement-
related processes, Bid Committee and bidding processes.
ENQUIRIES : Mr. 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.
FOR ATTENTION : Ms N Mzalisi
CLOSING DATE : 15 November 2019 at 16h00
POST 39/51 : ADMIN CLERK: WORKSHOPS REF NO: 2019/213
SALARY : R173 703 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : Applicant must have grade 12 equivalent with relevant experience in
administration of job cards. knowledge of Public Finance Management Act,
Treasury Regulations, Public Service Act ,Public Service Regulations and
General Office Administration. Have effective verbal and written
communication skills. Computer literacy in MS Office. Willing to adapt work
schedule in accordance with office requirements.
DUTIES : Register and file new job cards; make follow up on outstanding job cards;
monitor the updating of information on job cards; circulation of information on
job cards, settling of queries and problems on job cards; update and provide
relevant information on job cards to clients and stakeholders; maintain
statistical information; support effective and efficient administration of
workshops; ensure continuous adherence to OHSA policies
ENQUIRIES : Mr J. de Wit Tel No: (012) 889 0283
APPLICATIONS : The Regional Manager, Department of Public Works Private Bag X229,
Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana
Sita Streets Pretoria.
FOR ATTENTION : Ms MC Lekganyane/Ms K Tlhapane
CLOSING DATE : 15 November 2019 at 16h00
POST 39/52  :  REGISTRY CLERK: REGISTRY REF NO: 2019/214

SALARY  :  R173 073 per annum
CENTRE  :  Pretoria Regional Office

DUTIES  :  Receive mail from Post Office and internal clients. Open, stamp, sort mail and record in the register. Receive parcels delivered by hand and record in the mail register. File and retrieve files on-site and off-site storage. Control movement of files and access to files. Index, scanning, faxing. Photocopying. Reload franking machine, register priority mail, receive and date stamp invoices and forward to finance. Register supply of files to officials and maintain register of files opened and make follow up if the file is not returned back to Registry after the due date. Issue reference no according to the approved file plan. Attend to clients enquiries; assist in the absence of the supervisor. Perform any other administrative tasks as requested by the supervisor.

ENQUIRIES  :  Ms S. Maruma Tel No: (012) 310 5166
APPLICATIONS  :  The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sila Streets Pretoria.
FOR ATTENTION  :  Ms MC Lekganyane/Ms K Thapane
CLOSING DATE  :  15 November 2019 at 16h00


SALARY  :  R173 703 per annum
CENTRE  :  Bloemfontein Regional Office
REQUIREMENTS  :  Senior Certificate/Grade 12 with appropriate experience within finances and payments. Knowledge and experience in the property industry as well as a valid driver’s license will be an added advantage. Basic understanding of the PFMA of 1999 and other property related legislation. Financial reconciliation and numerical skills. Good verbal and communication skills. Good interpersonal relations. Computer literate.

DUTIES  :  Payment and managing of accounts received from municipalities, service providers and landlords, in respect of, municipal services, rates & taxes and accommodation leased by the Department. Compilation and rendering of accounts to tenants and clients, in respect of monitoring of accommodation and services provided by the Department, handling of enquiries from municipalities, service providers, property owners, tenants and clients. Monitoring and follow up balances on relevant accounts.

ENQUIRIES  :  Mr. G Van Niekerk Tel No: (051) 408 7546
APPLICATIONS  :  The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300.
FOR ATTENTION  :  Mr D Manus
CLOSING DATE  :  15 November 2019 at 16h00

POST 39/54  :  MESSENGER DRIVER: PROVISIONING AND LOGISTICS MANAGEMENT REF NO: 2019/216

SALARY  :  R145 281 per annum
CENTRE  :  Pretoria Regional Office
communication (verbal and written). Willing to adapt work schedule in accordance with office requirements. A Valid driver's license.

**DUTIES**
Collect post, parcels and documentation and deliver to specified persons/destinations. Ensure proper control over the movement of documents and face value documents, copies of documents, fax documents, and collect office consumables. Drive departmental officials, clients and visitors as may be requested. Transport mail and documents for distribution. Complete transport schedule regarding trips travelled.

**ENQUIRIES**
Mr H. Stroebel Tel No: (012) 310 5158

**APPLICATIONS**
The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Streets Pretoria.

**FOR ATTENTION**
Ms MC Lekganyane/Ms K Tlhapane

**CLOSING DATE**
15 November 2019 at 16h00

**POST 39/55**
**SENIOR FOREMAN: CLEANING SERVICES REF NO: 2019/217 (X2 POSTS)**

**SALARY**
R145 281 per annum

**CENTRE**
Johannesburg Regional Office

**REQUIREMENTS**
A Senior Certificate/ Grade 12 with relevant experience, Drivers' license; must be prepared to travel, willing to adapt work schedule in accordance with office requirements; exposure to hazardous working conditions. Knowledge of types and purposes of cleaning materials, cleaning procedures. Operating cleaning equipment, occupational health and safety, Labour Relations Act. Skills: Effective communication skills, numeracy, computer literacy, observation abilities; Ability to work with consultants, professionals and staff at various levels, organisation and planning, relationship management; project management; interpersonal and diplomacy skills; analytical thinking; problem solving skills, decision making skills, negotiation, conflict resolution, motivational skills, Innovative, creative, resourceful, energetic, solution orientated – ability to design ideas without direction; ability to communicate at all levels; people orientated, hard-working, trustworthy, highly motivated, ability to work independently.

**DUTIES**
Supervise cleaning services rendered-co-ordinate cleaning services; ensure the inspection of logistics and physical environments to ensure hygiene and cleanliness, supervise cleaning staff; compile cleaning reports. Effectively manage and control equipment and materials-identify resource requirements and special operational needs; monitor the condition and availability of cleaning equipment, ensure the maintenance/servicing of equipment, ensure the replenishment and distribution of cleaning equipment and materials, maintain the material register. Support the administration of the Section-identify staff requirements; support the administration of human resources, assess the performance of supervisors and cleaners; receive and submit leave of supervisors and cleaners.

**ENQUIRIES**
Mr KC Muthivheli (Jhb) Tel No: (011) 713 6097

**APPLICATIONS**
The Regional Manager, Department of Public Works, Private Bag x3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017.

**FOR ATTENTION**
Mr M Mudau

**CLOSING DATE**
15 November 2019 at 16h00

**POST 39/56**
**SECURITY OFFICER: SECURITY MANAGEMENT REF NO: 2019/218**

**SALARY**
R122 595 per annum

**CENTRE**
Pretoria Regional Office

**REQUIREMENTS**
Grade 10 or PSIRA Grade D or proven extensive working experience. Familiarity with security legislations will be an added advantage. Basic communication; client liaison; basic security training, Utilisation of firefighting equipment, evacuation processes. Knowledge: Control of Access to Public Premises and Vehicles Act 53 of 1985; OHSA & First Aid; Basic literacy, basic communication. Knowledge of personnel movement within the work premises. SKILLS: Being able to receive people and refer them as required, Basic Computer skills, Basic report writing skills; client orientation; Problem solving. Personal Attributes: Polite and friendly; Being able to present the image of the Department, High tactful and diplomatic, Creativity; Being able to work in a team; Being able to work under pressure, Hardworking; high standard of
integrity, excellent interpersonal skills. Must be prepared to work abnormal working hours/shifts.

**DUTIES**

Execute access an egress control of staff, visitors and assets-perform general reception duties; assist services of security contractor, verify the validity of access cards, identify and control unusual behaviour of employees and general public at the main entrance; handing over shift reports; issue visitors cards, verify, accept or refer documents and deliveries, secure departmental keys, verify asset removals. Verify accessories, damages on GG and lease cars. Control and manage parking; provision of security awareness by informing staff and public about rules, regulation and laws governing work place. Execute surveillance duties-perform patrol duties, identify suspicious activities, search & identify explosive and hazardous substances; report physical risks, loopholes and incidents on the O.B; monitor CC TV in security control room; verify functionality of alarms system; verify functionality of evacuation emergency and exits; respond to alarms system.

**ENQUIRIES**

Ms M. Shingange Tel No: (012) 492 3137

**APPLICATIONS**

The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Streets Pretoria

**FOR ATTENTION**

Ms MC Lekganyane / Ms K Tlhapane

**CLOSING DATE**

15 November 2019 at 16h00

**POST 39/57**

GROUNDSMAN REF NO: 2019/219 (X3 POSTS)

**SALARY**

R122 595 per annum

**CENTRE**

Durban Regional Office

**REQUIREMENTS**

A junior certificate or abet level 4 certificate plus appropriate experience of horticultural practices and clerical services. Good communication, leadership and organizational skills. Code eight driver’s license will be an advantage.

**DUTIES**

The incumbent will be responsible for maintenance of flowerbeds and planting of annuals and perennials, removing weeds in hard surfaces, sweeping hard surfaces, maintaining law edges, integrating and fertilizing lawns, reporting faults and fertilizing lawns, collecting and of garden refuse on to Trucks and bakkies, collecting and loading of household refuse on to trucks and bakkies and cleaning of equipment.

**ENQUIRIES**

Mr S Ngcobo, Tel No: (031) 3147176

**APPLICATIONS**

The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000.

**FOR ATTENTION**

Mr R Joseph

**CLOSING DATE**

15 November 2019 at 16h00

**POST 39/58**

TRADESMAN AID II: WORKSHOP REF NO: 2019/220 (X3 POSTS)

**SALARY**

R122 595 per annum

**CENTRE**

Bloemfontein Regional Office

**REQUIREMENTS**

Grade 10 with technical environment working experience and be able to read and write. (Grade 12 and Technical Qualifications will be added advantage). Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on building materials and equipment’s will be an added advantage.

**DUTIES**

Assist Artisans with all day to day maintenance related activities. Must be willing to work overtime when a need arise (i.e. after hours and during the weekends). Manage equipment, tools and machinery generally used on site. Must periodically ensure a good housekeeping at the workshop and on site. Ensure all work is carried out in a safe manner according to the OHS ACT.

**ENQUIRIES**

Mr M Mashinini Tel No: (051) 408 7350

**APPLICATIONS**

The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300.

**FOR ATTENTION**

Mr D Manus

**CLOSING DATE**

15 November 2019 at 16h00

**POST 39/59**

CLEANER: FACILITIES MANAGEMENT REF NO: 2019/221

**SALARY**

R122 595 per annum

**CENTRE**

Mthatha Regional Office
**REQUIREMENTS** : Grade 10 (Std 8) or ABET level 3 qualification. Relevant cleaning experience. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on usage of cleaning materials and equipment will be an added advantage.

**DUTIES** : Cleaning court offices and cells. Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, offices and pavements. Scrubbing, mopping and polishing floors. Dust and polish furniture. Cleaning windows, doors and walls, vacuuming offices.

**ENQUIRIES** : Ms N Nakumba Tel No: (012) 492 3173

**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

**CLOSING DATE** : 15 November 2019 at 16h00
**ANNEXURE K**

**DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM**

*DRDLR is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DRDLR through the filling of posts. We reserve the right not to fill a position.*

**CLOSING DATE**: 15 November 2019 at 16:00

**NOTE**: DRDLR requests applicants to apply manually by submitting applications on form Z83 obtainable from any Public Service department that should be accompanied by comprehensive CVs (previous experience must be expansively detailed) and certified (certification must not be older than 12 months) copies of qualifications, service certificates (in case of an OSD post), identification document and permanent residency/work permit. Reasonable accommodation shall apply for People with Disabilities (including where a driver’s licence is a requirement in a non-Occupational Specific Dispensation (OSD) post). Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can only attach course certificates applicable to the post requirements. Failure to submit the requested documents may result in your application not being considered. If you apply for more than one post, submit separate applications for each post that you apply for. Correspondents will be entered into with short-listed candidates within three months after the closing date of the post. If by then you have not been contacted for an interview you were not successful in your application. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and/or competency assessments at a time, date and place as determined by DRDLR. The Department reserves the right to conduct pre-employment security screening and the appointment is subject to a positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during/after the interview took place, note that the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated.

**MANAGEMENT ECHELON**

**POST 39/60**: DIRECTOR: PLANNING POLICY AND STANDARDS DEVELOPMENT

Re-advertisement, applicants who applied previously must re-apply.

**SALARY**: R1 057 326 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)

**CENTRE**: Pretoria


**DUTIES**: Develop National Planning and Land Use Management Policies, guidelines, norms and standards. Identify and finalise the development of norms and standards in line with Section 8 of the Spatial Planning and Land Use Management (SPLUM) Act. Develop Policies and guidelines to facilitate the effective implementation of the SPLUM. Develop, manage and maintain the Policy and standards component of the National Spatial Development Framework. Integrate and manage parallel systems of Sectoral Policy and instruments for SPLUM. Develop tools to facilitate the alignment of authorisations. Monitor and evaluate relevant aspects of SPLUM implementation, including overall responsibility for maintenance of legislation. Develop tools and systems to monitor the implementation of the SPLUM Act. Develop tools and systems to ensure compliance to the SPLUM Act. Develop tools and systems to provide for the enforcement of the SPLUM Act. Identify areas for legislation intervention. Develop legislation for the implementation of SPLUM. Identify areas for amendments where necessary. Monitor and
evaluate Provincial and Municipal Planning Policy. Develop tools to support the development of Provincial and Municipal Planning Policy. Develop tools and systems to monitor the development and implementation of Provincial and Municipal Policy on SPLUM.

ENQUIRIES : Mr R Saila Tel No: (012) 312 9602
APPLICATIONS : Applications can be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.

NOTE : Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

OTHER POST

POST 39/61 : CONTROL SURVEY TECHNICIAN REF NO: 3/2/1/2019/266
Office of the Surveyor General

SALARY : R446 202 per annum (Salary in accordance with the OSD for Engineers)
CENTRE : Mpumalanga (Nelspruit)

DUTIES : Survey design and analysis effectiveness. Perform final review and approvals or audits on new survey applications according to set standards and design principles or theory. Co-ordinate design efforts and integration across discipline to ensure seamless integration with current technology. Maintain survey operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures systems and resources. Set survey maintenance standards, specifications and service levels according to organisational objectives. Monitor maintenance efficiencies according to organisational goals to direct or redirect surveys services. Render effective and efficient financial management. To ensure the availability and management of funds to meet the Medium Term Expenditure Framework (MTEF) objectives within the survey environment/services. Manage the operational survey project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial added value of discipline related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Render effective and efficient governance. Allocate, monitor and control resources. Compile risk logs (database) and manage significant risk according to sound risk management practice and organisational requirement. Provide technical consulting services for the operation of survey related matters to minimise possible survey risks. Manage and implement knowledge sharing initiatives e.g. short term assignments and secondments within and across operations, in support of Individual Development Plans, operational requirements within and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management.
according to Departmental objectives. Render effective and efficient people management. Direct the development motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of survey services according to organisational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

**ENQUIRIES** : Ms B Mathulwe Tel No: (083) 282 2306

**APPLICATIONS** : Applications can be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.

**NOTE** : African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
APPLICATIONS: Applications can be submitted by post to: The Registry Office, Department Small Business Development, Private Bag X672, Pretoria 0001 or hand delivered at Block G, the dti Campus, 77 Meintjies Street, Sunnyside, Pretoria.

CLOSING DATE: 15 November 2019 at 16h00. Applications received after the closing date will not be considered.

NOTE: The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on a signed Z83 form, (unsigned Z83 forms will disqualify an application) which can be obtained from any Government institution, and must be accompanied by a comprehensive CV with certified copies of qualifications (certified in the past 3 months) and ID document. Proof of citizenship if not RSA citizen, indicating three contactable reference persons with the following information: name and contact numbers, an indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Note: Failure to submit these copies will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Applicants must note that further checks will be conducted once they are recommended candidates and that their appointment is subject to positive outcomes on these checks, which include security clearance, financial, security vetting, qualification verification and criminal records. Department of Small Business Development 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 (as per EE Plan). It is the applicants’ responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the rights not to fill or withdraw any advertised post.

MANAGEMENT ECHELON

POST 39/62: DIRECTOR: STRATEGIC PLANNING, MONITORING AND REPORTING

REF NO: ODG/20/19

(12 Month Contract)

SALARY: R1 057 326 per annum

CENTRE: Pretoria

REQUIREMENTS: An undergraduate qualification (NQF level 7) in Public Administration/Political Science/Public Management as recognised by SAQA. 5 years’ experience at a middle managerial level. Computer Literacy and Drivers Licence.

DUTIES: Manage the provision of strategic planning and management services. Manage the provision of institutional performance assessment reporting and programme evaluation services. Manage the provision of change management services. Manage the facilitation of implementation of service delivery improvement mechanism. Communicates with internal and external stakeholders and lead technical discussions without compromising the integrity of the Department. Facilitate the development and implementation of norms and standards; identify weaknesses and gaps in service delivery and implement innovative opportunities to improve service delivery for the Directorate. Manage the financial, human and physical resources of the Directorate.

ENQUIRIES: Enquiries for all advertised posts should be directed the recruitment office, Tel No: (012) 394-41440/45286/43097.
ANNEXURE M

DEPARTMENT OF TRADE AND INDUSTRY

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

CLOSING DATE : 15 November 2019

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

OTHER POST

POST 39/63 : SENIOR STATE ACCOUNTANT REF NO: ODG/CFO 005
Overview: To compile the financial statements, analyse and verify inputs received from various stakeholders.

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

CENTRE : Pretoria


DUTIES : Financial Reporting: Analyse trial balance and customise according to template requirements. Prepare reconciliation on receivables and payables. Populate trial balance information on the Financial Statements template. Ensure that all exceptions on the excel template are cleared. Update disclosure notes and annexures. Ensure that the monthly Financial Statements are submitted timeously for review. Administration: Development project plant for monthly, quarterly and annual Financial Statements (AFS). Circulate preparation guides and templates for the Financial Statements to all the role players. Arrange monthly meetings on Financial Statements with all the role players. Perform quality control on all correspondence and documentation. Review of general ledger accounts: Perform weekly review of capital expenditure on BAS against actual invoices and LOGIS. Perform weekly review of payments on BAS to ensure compliance to the SCM regulations (Irregular expenditure).

ENQUIRIES : Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on 012 394 1809/1835 /3259.

NOTE : In terms of the dti's EE requirements, preference will be given to male candidates as well as people with disabilities.
ANNEXURE N

DEPARTMENT OF TRADITIONAL AFFAIRS

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

FOR ATTENTION: Ms L Motlhala

CLOSING DATE: 22 November 2019

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

MANAGEMENT ECHELON

POST 39/64: DIRECTOR: POLICY REF NO: 2019/06

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

CENTRE: Pretoria

REQUIREMENTS: An appropriate Bachelor of Law (LLB) degree or equivalent qualification (NQF level 7) plus 5-10 years’ experience at middle management or senior management level in policy implementation. Extensive knowledge of the Traditional Leadership sector. A valid driver’s licence. Extensive travelling. Core competencies: Strategic capacity and leadership, people management and empowerment, programme and project management, change management and Financial Management. Technical competencies: Policy formulation. Legislation and policy framework applicable to Traditional Leadership. Monitoring and Evaluation techniques. Process competencies: Knowledge management. Service delivery innovation, Problem solving and analysis, Client orientation, customer focus and communication.

DUTIES: The successful candidate will perform the following duties: Oversee the development of Traditional Affairs Regulatory frameworks. Oversee the implementation of Traditional Affairs Regulatory frameworks (policies, legislation and regulations. Monitor compliance with Traditional Affairs Regulatory frameworks. Provide interpretation of Traditional Affairs legislation and manage legislation implementation information.

ENQUIRIES: Ms RS Mogaladi Tel No: (012) 395 4972

POST 39/65: DIRECTOR: OFFICE SUPPORT SERVICES REF NO: 2019/07

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

CENTRE: Pretoria

REQUIREMENTS: A 3-year degree on National Diploma in Public Administration or equivalent at NQF level 7 plus 5-10 years’ experience at middle management or senior management level in the relevant field. Extensive knowledge of the Traditional Leadership sector. A valid driver’s licence. Extensive travelling Core competencies: Strategic capacity and leadership, people management and empowerment, programme and project management, change management and Financial Management. Technical competencies: Discussion documents,

**DUTIES**

The successful candidate will perform the following duties: Oversee the coordination and engagement between the Chairpersonship, National Departments, International organisations and stakeholders. Oversee the provision of customary protocol to the Chairpersonship and the House. Oversee the facilitation of inputs to policies and bills from the relevant structures. Ensure the preparations for the meetings/sittings of the National House of Traditional Leaders on a regular basis.

**ENQUIRIES**

Mr A Sithole Tel No: (012) 336 5853
Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets at these specific levels in terms of the Department’s Employment Equity Plan.

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

**CLOSING DATE**
15 November 2019

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

**OTHER POST**

<table>
<thead>
<tr>
<th>POST 39/66</th>
<th>LEGAL ADMINISTRATION OFFICER: LEGISLATION: GR1 - 5 REF NO: DOT(HRM/2019/70)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R198 411 - R373 389 per annum</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Pretoria</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>A recognised NQF Level 7 degree in law with relevant/appropriate 3 years postgraduate experience. Note: The following will serve as strong recommendations: Application of the Law to the facts; Legislation drafting skills and convention; Knowledge of the Constitution; Knowledge of Administrative Acts; Knowledge of General Public Service Prescripts; Presentation skills; Communication Skills; Project Management and Problem solving skills.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>The incumbent will be responsible to: Ensure proper formulation of the problem statement; Formulate an opinion; draw a consultation and make specific recommendation; Provide Legal Advisory Services; Provide comments on Legal documents; policies; Bills and proposals to amend legislation; Draft documents for the State Law Advisers to provide formal legal advice; Manage the process for scrapping identified Acts; Manage the legislative process for promulgation of Acts through Parliament.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr Sello Mokubyane Tel No: (012) 309 3540</td>
</tr>
</tbody>
</table>
DEPARTMENT OF WATER AND SANITATION

MANAGEMENT ECHELON

POST 39/67 :

CHIEF DIRECTOR: FINANCIAL ACCOUNTING REF NO: 151119/01
Branch Finance: WTE
Re-advertisement and applicants who have previously applied are encouraged to re-apply

SALARY :

R1 251 183 per annum (Level 14) (all inclusive salary package)

CENTRE :

Pretoria Head Office

REQUIREMENTS :

A Bachelor’s Degree (NQF Level 7) or equivalent in Financial environment Six (6) to ten (10) years’ experience in Financial Management. Five (5) years’ experience should be at senior managerial level. Knowledge and experience in business management principles. Knowledge and experience in strategic planning, resource allocation and human resources. Understanding of the value chain and its impact on demand management. Knowledge and understanding of Public Service Act and Regulations, Treasury Regulations, PFMA and applicable auditing standards. Sound knowledge of risk management, corporate governance and internal controls. Knowledge and understanding of Promotion of Access to information Act. Knowledge of policy and strategy development. Must have strategic capabilities and leadership skills. Knowledge in programme, project management, financial management, change management and knowledge management. Service delivery innovation (SDI), problem solving, analysis, people diversity management, client orientation and customer focus skills. Good communication skills (verbal and written), accountability and ethical conduct.

DUTIES :


ENQUIRIES :

Mr. Frans Moatshe Tel No: (012) 336 7646

APPLICATIONS :

Pretoria Head Office: 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

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 disadvantage groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). “All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools” People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.

CLOSING DATE :

15 November 2019
POST 39/68  :  CHIEF DIRECTOR: REVENUE MANAGEMENT  REF NO: 151119/02
Branch: Finance Main and WTE Accounts
Re-advertisement and applicants who have previously applied are encouraged to re-apply

SALARY  :  R1 251 183 per annum (Level 14) (all-inclusive salary package)
CENTRE  :  Pretoria Head Office
REQUIREMENTS  :  A Bachelor’s Degree (NQF Level 7) qualification in financial environment. Six (6) to ten (10) years relevant financial experience. Experience in revenue management. Five (5) years’ experience should be at a senior managerial level. Knowledge and experience in business management principles. Knowledge and experience in strategic planning, resource allocation and human resources. Understanding of the value chain and its impact on demand management. Knowledge and understanding of Public Service Act and Regulations, Treasury Regulations, PFMA and applicable auditing standards. Sound knowledge of risk management, corporate governance and internal controls. Knowledge and understanding of Promotion of Access to Information Act. Knowledge of policy and strategy development. Must have strategic capabilities and leadership skills. Knowledge in programme, project management, financial management, change management and knowledge management. Service delivery innovation (SDI), problem solving, analysis, people diversity management, client orientation and customer focus skills. Good communication skills (verbal and written), accountability and ethical conduct.

DUTIES  :  Provide strategic guidance in the management of departmental revenue. Develop revenue management strategy, policies, processes and procedures. Ensure that all registered water users are billed regularly and receive invoice/statements. Oversee the compliance to revenue management policies. Oversee the billing for all revenue generating units, e.g. construction, and house rentals. Determine revenue estimates/targets in line with tariff determination process. Increase efficiencies by identifying users and schemes not registered in liaison with other units. Regular follow up on non-paying customers. Ensure customer relations. Reconciliate and maintain debtor's accounts. Provides input towards preparation of annual financial statements. Hand over defaulters into the legal process. Write off irrecoverable debts in accordance with PFMA and treasury regulations. Develop a customer relations strategy. The management of departmental debts. Communication with customers through telephone, personal visits and by letters. Receive and respond to customer queries within turnaround time. Management of human resource and financial management. Develop staff needs analysis internally and regional.

ENQUIRIES  :  Mr. Frans Moatshe Tel No: (012) 336 7646
APPLICATIONS  :  Pretoria Head Office: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION  :  Ms. L. Mabole
NOTE  :  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 disadvantage groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). "All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools" People with disabilities are encouraged to apply for the posts. People who are not employed by the
Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.

**CLOSING DATE**: 15 November 2019

**POST 39/69**: DIRECTOR INFORMATION TECHNOLOGY APPLICATIONS AND BUSINESS SOLUTIONS REF NO: 151119/03

Branch: Corporate Services
CD: Information Services
Dir: ICT Application & Business Solutions

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

**CENTRE**: Pretoria Head Office

**REQUIREMENTS**: A Bachelor’s Degree in Information Technology (NQF 7). Five (5)-(8) eight years’ experience in business analysis/system development of which five years should be at a middle / senior managerial level. Demonstrated experience in the development of IT plans, policies, standards, and procedures. Demonstrated knowledge of IT solution design, development and implementation, Web based applications, user requirement management, system analysis and design, database design or data modeling techniques and system development life cycle. Understanding of programming languages and agile development methodologies. Experience with applications and database support and maintenance. Strong dedication to customer service. A valid driver’s license (Attach certified copy).

**DUTIES**: Delivery and management of ICT applications and business solutions. Conduct feasibility study for potential ICT applications, business solutions and business requirement management. Develop business cases for new solutions, ongoing consultations with business to ensure alignment of strategic initiatives. Design and develop cost effective and secured solution components in line enterprise architecture (EA) and standards. Perform quality assurance and solution testing. Applications and business solution support and maintenance. Develop, monitor and evaluate SLA’s to ensure desired performance outcomes. Rationalize and modernize the application portfolio. Design, develop and manage secured data, databases, data warehouse, business analytics and reporting solutions. Ensure solution configuration and patch management. Perform applications and solution enhancements and customization. Perform appropriate end user support and training. Regular monitoring and reporting of IT applications management activities. Ensure IT applications development and management is in compliance with ICT standards, policies and procedures. Any other duties as assigned.

**ENQUIRIES**: Mr. A Kekana Tel No: (012) 336 8701

**APPLICATIONS**: Pretoria Head Office: 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

**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 disadvantage groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). “All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools” People with disabilities are encouraged to apply for the posts. People who are not employed by the
Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.

CLOSING DATE : 15 November 2019

POST 39/70 : DIRECTOR: INFORMATION SYSTEMS OPERATIONS REF NO: 151119/04
Branch: Corporate Services
CD: Information Services
Dir: Information Systems Operations

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

CENTRE : Pretoria Head Office

REQUIREMENTS : A Bachelors Degree in Information Technology (NQF 7). Five (5) years IT Operations Management experience at a middle/senior managerial level. Information Technology Infrastructure Library (ITIL) certification will be an added advantage. Demonstrated experience in the development of IT Operational plans, policies; standards, and procedures. Demonstrated experience in IT service management, service level agreements and IT contract management with the ability to produce reports. Experience with support and troubleshooting of personal computers, servers and network devices. Strong dedication to customer service. A valid driver's license (Attach certified copy).

DUTIES : Manage and oversee the ICT service desk as a single point of contact for ICT services. Manage Service Level Agreements of the department. Manage the IT service management process. Responsible for the IT Assess life cycle management. Perform appropriate end user support including transversal systems to head office and regional offices for the Department of Water and Sanitation’s standard hardware, software and voice/data network solutions as appropriate in accordance with standards, policies and procedures. Administer and maintain information technology systems (Data Centre Servers, LAN and WAN equipment). Responsible for installation, and life-cycle maintenance of PCs, servers and LAN network connectivity equipment. Development and alignment of IT operational plans in collaboration with the Chief Information Officer (CIO). Regular monitoring and reporting of IT operational activities. Ensure IT operation’s compliance in accordance with ICT standards, policies and procedures. Any other duties as assigned.

ENQUIRIES : Mr A Kekana Tel No: (012) 336 8701

APPLICATIONS : Pretoria Head Office: 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

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 disadvantage groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). “All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools” People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.

CLOSING DATE : 15 November 2019
POST 39/71 : DIRECTOR: WATER REGULATION AND USE REF NO: 151119/05
Branch: Chief Operations Office
CD: Provincial Operations: Free State

SALARY : R1 057 326 per annum (Level 13) (all-inclusive package)
CENTRE : Free State
REQUIREMENTS : A Bachelors Degree in Science or equivalent qualification (NQF 7). Five (5) to ten (10) years’ experience in water and/or environmental sector of which five (5) years should be at middle / senior managerial level. Knowledge and understanding of programme and project management. Knowledge and experience in monitoring water quality and quantity. Knowledge and experience in business and management principles. Knowledge and experience in strategic planning, resource allocation and human resources. Knowledge of Public Service Act and Regulations. Knowledge of financial management and PFMA. Strategic capability and leadership. Change management. Service Delivery Innovation (SDI). Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills, accountability and ethical conduct.

DUTIES : Provide strategic leadership in the Directorate: Water Sector Regulation and Use (including improved human resource management and financial management in the Directorate). Ensure universal access to safe and affordable water services by regulating all water users. Ensuring sustainable and equitable water resource management (Improved water resource quality management including promotion of intergovernmental relations and stakeholder participation). Ensure effective implementation of policies and strategies for the section functions. Ensure compliance and enforcement. Ensure promotion of inter-governmental relations. Regulate water management institutions.

ENQUIRIES : Dr T Ntili Tel No: (051) 4059179
APPLICATIONS : Free State: For purposes of response handling, please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.
FOR ATTENTION : Ms. Li Mabole
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 disadvantage groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). "All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools" People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.

CLOSING DATE : 15 November 2019

OTHER POSTS

POST 39/72 : ENGINEER PRODUCTION GRADE A REF NO: 151119/06
Branch: IBOM Southern Operations

SALARY : R718 059 per annum (All inclusive OSD salary package)
CENTRE : Port Elizabeth
REQUIREMENTS: Engineering Degree (B Eng/BSC (Eng) or relevant qualification. Three (3) years post qualification Engineering experience required. A valid driver's license (Attach certified copy). Compulsory registration with ECSA as a Professional Engineer. Knowledge and experience in Water Resources Infrastructure Operations, Hydrology and Supply Chain Management. Understanding of contractual and legal requirements and business planning.


ENQUIRIES: Mr. P Barry Tel No: (041) 508 9705

APPLICATIONS: Port Elizabeth: Please forward your applications to the Department of Water and Sanitation, P.O Box 5501, Walmer, Port Elizabeth, 6065 or Hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer.

FOR ATTENTION: Ms EN Ngele

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 disadvantage groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). “All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools” People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.

CLOSING DATE: 15 November 2019

POST 39/73: ASSISTANT DIRECTOR: COMMUNICATION REF NO: 151119/08 Branch: Chief Operations Office: Western Cape Div: Communication

SALARY: R470 040 per annum (Level 10)

CENTRE: Bellville


DUTIES: Implement communication plans developed in support of programmes of the department. Analyse departmental strategic objectives for the development of news. Recommend media policy amendments. Engage stakeholders in order to ensure media activities. Develop action plans for media coverage. Develop content that will profile the work of government. Plan and execute social media activities to profile the work of the department. Do research in aid of content.
development. Development and implementation of media plans for different programmes of the department. Ensure written communication materials are timeous and accurate. Ensure stakeholder relations are established and maintained. Ensure dissemination of information to managers on activities of the directorate. Compile reports as and when required by the Directorate. Ensure publicity projects and events meet the objective and expectations. Liaison with stakeholders for successful media briefings. Provide inputs and implement internal communication activities. Stakeholder relations established with different news platforms liaise with media stakeholders.

ENQUIRIES
Mr. M Rayi Tel No: (021) 941 6110

APPLICATIONS
Bellville: 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
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 or e-mailed applications will be accepted. Note: 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 a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). People with disabilities are encouraged to apply for the posts. The Department reserves the right not to make an appointment. The successful candidate will be appointed on Standard Contract in terms of section 76 of the National Water Act, Act 36 of 1998. Persons with disabilities, Females, White Males, Coloured Males and Indian Males are encouraged to apply.

CLOSING DATE
15 November 2019

POST 39/74
CHIEF ARTISAN GRADE A (MECHANICAL) REF NO: 151119/10
Branch: IBOM Central Operations
Div: Operations and Maintenance Jagersrust

SALARY
R386 487 per annum (OSD)

CENTRE
Tugela Vaal

REQUIREMENTS

DUTIES
Manage mechanical services and support in conjunction with Technicians/Artisans and associates in the field, workshop and technical office activities. Ensure that all machinery is maintained in accordance with the manufacturers specifications i.e. pumps, valves, compressors, hydraulic systems, pipelines, generators, sluices, auxiliary drives, cranes, water vessels, etc. Ensure that planned maintenance schedules are utilized by the mechanical team. Accept appointment as GMR 2(7) for mechanical equipment. Ensure and promote the Occupational Health and Safety Act and ensure its regulations are complied with. Provide inputs into existing technical problems, manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update databases. Manage assets, artisans and related personnel. Control and monitor expenditure according to the budget to ensure efficient cash flow management. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical
services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Continuous individual and team development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters. Perform any other related duties.

ENQUIRIES : Mr. P Motepe Tel No: (036) 438 8301/8312
APPLICATIONS : Tugela Vaal (O&M Jagersrust) Please forward your applications quoting relevant reference number to the Department of Water & Sanitation, The Area Manager, Private Bag 1652, Bergville, 3350, or Hand deliver to Tugela Vaal, 1 Kiepersol Avenue, Jagersrust, 3354.

FOR ATTENTION : Mr. FT Botha
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 or e-mailed applications will be accepted. Note: If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantage groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). People with disabilities are encouraged to apply for the posts. The Department reserves the right not to make an appointment. The successful candidate will be appointed on Standard Contract in terms of section 76 of the National Water Act, Act 36 of 1998. Be prepared to travel to remote areas and work overnight away from home on regular basis. Standby and occasional overtime work, including weekends and public holidays. Candidates may be subjected to skills and Knowledge test.

CLOSING DATE : 15 November 2019
POST 39/75 : ASSISTANT DIRECTOR: COMPLIANCE AUDITS REF NO: 151119/09
Chief Directorate: Internal Audit
SD: Compliance Audit
Re-advertisement, applicants who have previously applied must re-apply)

SALARY : R376 596 per annum (Level 09)
CENTRE : Pretoria Head Office
REQUIREMENTS : A relevant tertiary qualification in Internal Auditing at NQF level 7. Five (5) years Internal Audit Experience. Completion of the IAT and/or CIA certification will be an added advantage. Experience within the Water Sector Industry and/or Local Government will also be an added Advantage. A valid driver’s License (Must attached certified copy) Knowledge and understanding on Human Resource Management legislation, policies practices and procedures. Knowledge in Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Understanding of Public Service Anti-corruption strategy, anti-corruption and fraud prevention measures. Knowledge of equal opportunities, affirmative action guidelines and laws. Knowledge of public finance management in administration and clerical procedures and systems. Knowledge of governmental financial systems. Knowledge and understanding of principles and practices of financial accounting.

DUTIES : Participate and provide inputs in the development of the strategic and operational internal audit plans. Supervise compliance audit projects from planning to the reporting phase as per the approved operational plan, at head office, operational clusters, construction sites and the 9 provincial offices. Take part in the preliminary and closing meetings. Review audit working papers and audit files in accordance with the Internal Audit Methodology. Perform ad hoc assignments as and when required by management. Manage project time and provide ongoing coaching and support to team members. Maintain and promote good working relationship with clients. Report progress on audit assignments to management.

ENQUIRIES : Mr. MJ Legodi Tel No: (012) 336 8802
APPLICATIONS : Pretoria Head Office: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag
FOR ATTENTION: Ms. Li Mabole

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 disadvantage groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSCA SMS competency assessment tools. People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.

CLOSING DATE: 15 November 2019

POST 39/76: ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 151119/11
Branch: Corporate Services

SALARY: R376 595 per annum (Level 09)

CENTRE: Pretoria Head Office

REQUIREMENTS: A National Diploma or Degree in Public Administration or relevant qualification. Three (3) to five (5) years’ experience in Administration. Knowledge and experience in administrative and clerical procedures and systems. Commitment to high level quality control. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge and understanding of Government Financial systems. Knowledge of PMDS. Problem solving and analytical skills. Report writing and computer skills. Good interpersonal skills. Strong communication skills, both verbal and written integrity and organizational skills.

DUTIES: Render support pertaining to logistical arrangements in the component. Prepare for management meetings. Coordinate and serve as secretariat at management meetings. Develop and manage a tracking system. Scrutinize all external correspondence and coordinate responses with the relevant components. Monitor expenditure in the branch. Manage incoming and outgoing correspondence i.e. maintain document flow. Manage workflow within the unit. Establish and maintain a records management system. Monitor the budget in the unit. Compile reports, presentations and other related documents.

ENQUIRIES: Ms. N Sodladla Tel No: (012) 336 8186

APPLICATIONS: Pretoria Head Office: 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

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

CLOSING DATE : 15 November 2019

POST 39/77 : PRINCIPAL SAFETY COORDINATOR (X2 POSTS)
Chief directorate: construction management

SALARY : R316 791 per annum
CENTRE : Construction South: Clanwilliam Dam project
REQUIREMENTS : Must be in possession of a relevant Degree/National Diploma Safety Management. Must be in possession of a SAMTRAC Certificate; must be registered with the SACPCMP as a Health and Safety Officer (CHSO) as in terms of OHS Act (85/1993) Construction Regulations: Construction Regulation 8(5). Must have 6 years appropriate experience of being involved in Construction work; must also have the following certificates: Incident Investigation & Risk Assessments; Auditing, OHSAS18001, ISO14001 & ISO9001. Knowledge of and experience in MS Word, Excel, PowerPoint, Outlook and Internet coupled with sound typing skills. Organisational and communication skills. Ability to work independently and as part of a team. Good interpersonal relations and must be willing to work after hours when required.

DUTIES : Manage, maintain and improve Clanwilliam Dam’s Health & Safety Management System in line with audited standards. Performing corrective action investigations, determining root causes and defining corrective/preventive action measures. Manage and handle NCR’s (Non Conformance Reports) and CAR’s (Corrective Action Reports). Keep abreast with regulatory and industry standards. Conducting internal OH&S committee meetings. Train new and current employees on basic safety on site and at the office. Initiating and coordinating training plan; Facilitates all forms of risk assessment; Implements and conducts health and safety inspections and audits program including the completion of documentation of compliance and corrective actions. Monitors implementation and enforcement of H&S requirements. Prepares monthly, quarterly, and annual reports. Maintain proper documentation to conform to record-keeping requirements of OH&S.

ENQUIRIES : Mr NJ Meyer Tel No: (021) 872 0591
APPLICATIONS : Please forward your application quoting the relevant reference number to Centre: Clanwilliam Dam (Construction South) please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 3042, PAARL, 7620 or hand-deliver to: The Department of Water and Sanitation, 4-6 Alkmaar Street, Daljosaphat, Paarl.

FOR ATTENTION : Mr NJ Meyer
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 or e-mailed applications will be accepted. Note: If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantage groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). People with disabilities are encouraged to apply for the posts. The Department reserves the right not to make an appointment. The successful candidate will be appointed on Standard Contract in terms of section 76 of the National Water Act, Act 36 of 1998.

CLOSING DATE : 15 November 2019
**POST 39/78**: ARTISAN FOREMAN (GRADE A) CIVIL REF NO: 151119/12  
**Branch**: IBOM Southern Operations  
**SALARY**: R304 263 per annum (OSD)  
**CENTRE**: Mthatha (Kei/Mzimvubu)  
**REQUIREMENTS**: An Appropriate Trade Test Certificate. Five (5) years post qualification experience as an Artisan. A valid driver’s license (Attach certified copy). Team leadership skills. Experience and knowledge of technical analysis, computer-aided applications, legal compliance, technical report writing and production. Problem solving and analysis, decision making, team work and analytical skills. Creativity, self-management, customer focus and responsiveness. Good communication and computer skills. Planning and organizing skills. Conflict management. Ability to work independently and under pressure. Knowledge of Occupational Health and Safety Act, PMDS and PFMA. Drawing skills and ability to read drawings.  
**DUTIES**: Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Inspect equipment and facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and facilities against specifications. Service equipment and facilities according to schedule. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Continuous individual development to keep up with new technologies and procedures.  
**ENQUIRIES**: Mr. JM Viljoen Tel No: 041 508 9703  
**APPLICATIONS**: Mthatha (Kei/Mzimvubu): Please forward your applications to the Department of Water and Sanitation, P.O Box 5501, Walmer, Port Elizabeth, 6065 or Hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer.  
**FOR ATTENTION**: Ms EN Ngele  
**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 disadvantage groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). "All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools" People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.  
**CLOSING DATE**: 15 November 2019

**POST 39/79**: ARTISAN FOREMAN (MECHANICAL) REF NO: 151119/13  
**Branch**: IBOM Central Operation  
**SALARY**: R304 263 per annum (OSD)  
**CENTRE**: Gariep Dam  
**DUTIES**: Implement planned maintenance projects, perform preventative maintenance tasks and update maintenance logbooks. Determine fault findings and trouble...

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CLOSING DATE
POST 39/80
SALARY
CENTRE
REQUIREMENTS
DUTIES
ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE

15 November 2019
ADMINISTRATION CLERK (SUPERVISOR) REF NO: 151119/15
Branch: IBOM Central Operation
R257 508 per annum (Level 07)
Gariep Dam
A Senior Certificate/Grade 12 certificate. Three (3) to (5) five years relevant administrative experience. A valid driver’s licence (attach certified copy). Computer literacy skills. Knowledge and understanding of human resources prescripts. Knowledge of financial operating systems (PERSAL, BAS, LOGIS etc). Knowledge and understanding of the legislative framework governing the public service. Interpersonal relations, flexibility and team work. Basic knowledge of problem solving and analysis. People diversity management. Client orientation and customer focus. Good communication skill both verbal and written. Accountability and ethical conduct. Willingness to travel.

Supervise and provide personnel administration support services in the component. Responsible to manage corporate services at Gariep scheme which will include transport management, human resource management and office support services. All policies in terms of the above-mentioned services must be implemented and consistently applied. Supervise personnel and conduct performance evaluations. Ensure that all reports are submitted within the financial year closure. Coordinate training of all sections at Gariep.

Mr. SM Segalo Tel No: (051) 754 0001
IBOM Central Operation (Gariep Dam) please forward your applications quoting the relevant reference number to the Scheme Manager, Department of Water and Sanitation, Private Bag X09, Gariep Dam 9922.
Ms S Behr
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 disadvantage groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.

CLOSING DATE
POST 39/80
SALARY
CENTRE
REQUIREMENTS
DUTIES
ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE

15 November 2019
ADMINISTRATION CLERK (SUPERVISOR) REF NO: 151119/15
Branch: IBOM Central Operation
R257 508 per annum (Level 07)
Gariep Dam
A Senior Certificate/Grade 12 certificate. Three (3) to (5) five years relevant administrative experience. A valid driver’s licence (attach certified copy). Computer literacy skills. Knowledge and understanding of human resources prescripts. Knowledge of financial operating systems (PERSAL, BAS, LOGIS etc). Knowledge and understanding of the legislative framework governing the public service. Interpersonal relations, flexibility and team work. Basic knowledge of problem solving and analysis. People diversity management. Client orientation and customer focus. Good communication skill both verbal and written. Accountability and ethical conduct. Willingness to travel.

Supervise and provide personnel administration support services in the component. Responsible to manage corporate services at Gariep scheme which will include transport management, human resource management and office support services. All policies in terms of the above-mentioned services must be implemented and consistently applied. Supervise personnel and conduct performance evaluations. Ensure that all reports are submitted within the financial year closure. Coordinate training of all sections at Gariep.

Mr. SM Segalo Tel No: (051) 754 0001
IBOM Central Operation (Gariep Dam) please forward your applications quoting the relevant reference number to the Scheme Manager, Department of Water and Sanitation, Private Bag X09, Gariep Dam 9922.
Ms S Behr
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 disadvantage groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.
be limited to shortlisted candidates only. If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantage groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). “All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools” People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.

CLOSING DATE : 15 November 2019
POST 39/81 : ARTISAN PRODUCTION (MECHANICAL) REF NO: 151119/16
Branch: IBOM Central Operation
SALARY : R190 653 per annum (OSD)
CENTRE : Gariep Dam
ENQUIRIES : Mr. SM Segalo Tel No: (051) 754 0001
APPLICATIONS : IBOM Central Operation (Gariep Dam): Please forward your applications quoting the relevant reference number to the Scheme Manager, Department of Water and Sanitation, Private Bag X09, Gariep Dam 9922.
FOR ATTENTION : Ms S Behr
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 disadvantage groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). “All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools” People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.

CLOSING DATE : 15 November 2019
POST 39/82 : SUPPLY CHAIN CLERK REF NO: 151119/17
Branch: chief operations officer northern cape
DIV: SCM (Main Account)
Re-advertisements, applicants who have previously applied must re-apply

SALARY : R173 703 per annum, (Level 05)
CENTRE : Upington
REQUIREMENTS : A Senior certificate/Grade 12. Must be computer literate and have sound knowledge of Microsoft Office. Basic knowledge of Supply Chain duties, procedures and practices. The ability to capture data, operate computer and collecting statistics. Working knowledge and understanding of the legislative governing in Public Service. Knowledge of working procurement procedures in terms of the working environment. Interpersonal relations, flexibility and team work skills. Basic knowledge of problem solving and analysis. Client orientation and customer focus skills. Good verbal and written communication skills.

DUTIES : Assist with the compilation and maintenance of records according to Supply Chain Management (SCM) prescripts, e.g. procurement batches, goods received, asset verification, and bar – cording of assets, courier services etc. Compile and maintain records e.g. asset records/database. Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Capture specification on the electronic purchasing system. Request and receive quotations. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion processes. Compile draft documents as required. Receive requests for goods and services from end users. Place orders for goods and services. Receive and verify goods from suppliers. Capture goods and services receipt vouchers. Issue goods to end users.

ENQUIRIES : Mr. S J Malan Tel No: (053) 830 8800
APPLICATIONS : Upington: Please forward your application, quoting the post reference number, to: The Provincial Head, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8801 or hand-deliver to 28 Central Road, Beaconsfield, Kimberley, 8301.
FOR ATTENTION : Ms C Du Plessis
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 disadvantage groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). “All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools” People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.

CLOSING DATE : 15 November 2019

POST 39/83 : ADMINISTRATION CLERK REF NO: 151119/18 (X2 POSTS)
Branch: IBOM Central Operation

SALARY : R173 703 per annum (Level 05)
CENTRE : Gariep Dam
REQUIREMENTS : A Senior Certificate / Grade 12. One (1) to (2) two years working experience in administration will serve as an added advantage. Computer literacy. A driver’s licence will serve as an added advantage. Basic knowledge and insight of human resources prescripts. Knowledge of basic financial operating systems
(PERSAL, BAS, LOGIS etc). Knowledge and understanding of the legislative framework governing the public service. Understanding of working procedures in terms of the working environment. Interpersonal relations, flexibility and team work. Basic knowledge of problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skill both verbal and written. Accountability and ethical conduct.

**DUTIES**

Register invoices and submit to finance. Provide personnel administration and clerical support services within the component. Consolidate weekly itinerary for approval of the component. Assist with the compilation of demand plan and commodity analysis to ensure that required resources fulfil identified needs. Type letters and / or other correspondences when required. Keep and maintain incoming and outgoing document register of the component. Maintain a leave register. Arrange travelling and accommodation requests. Provide financial administration support services. Check correctness of subsistence and travel claims of officials and submit to the manager for approval. Manage telephone accounts and petty cash. Relieve the switchboard operator when required. Update contact list when need arises. Report faulty telephones. Assist with conducting building inspections and report faults identified. Assist with general transport administration.

**ENQUIRIES**

Mr. SM Segalo Tel No: (051) 754 0001

**APPLICATIONS**

IBOM Central Operation (Gariep Dam) Please forward your applications quoting the relevant reference number to the Scheme Manager, Department of Water and Sanitation, Private Bag X09, Gariep Dam 9922.

**FOR ATTENTION**

Ms S Behr

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

**CLOSING DATE**

15 November 2019

**POST 39/84**

**DRIVER MESSENGER REF NO: 151119/19**
Branch: IBOM Central Operation

**SALARY**

R145 281 per annum (Level 04)

**CENTRE**

Gariep Dam

**REQUIREMENTS**

DUTIES: Retrieve and deliver files to designated office/s. Verify deliveries items, messages, mail, documents for corrections, tracking, searching and placement of correspondence in files to various locations. Check and record outgoing files. Place correspondence on files. Verify motor vehicles log books. Take vehicles for repairs/services. Ability to manage transport queries in the absence of the transport officer. Assist with general transport administration when not driving.

ENQUIRIES: Mr. SM Segalo Tel No: (051) 754 0001

APPLICATIONS: IBOM Central Operation (Gariep Dam) Please forward your applications quoting the relevant reference number to the Scheme Manager, Department of Water and Sanitation, Private Bag X09, Gariep Dam 9922.

FOR ATTENTION: Ms S Behr

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 disadvantage groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). “All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools” People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.

CLOSING DATE: 15 November 2019

POST 39/85: DRIVER OPERATOR REF NO: 151119/20
Branch: IBOM Central Operation

SALARY: R145 281 per annum (Level 04)

CENTRE: Gariep Dam


DUTIES: Transporting employees to different destinations during working hours. Collecting goods from various vendors/service providers. Ensure that vehicles are maintained and serviced regularly. Able to operate TLB, Tractor, JCB machine and Cranes. Assist with loading and offloading of goods. Collect and deliver post and parcels on a daily basis. Assist with operation and maintenance work. Routine maintenance of equipment. Routine inspection of visible defects around the exterior of the equipment and vehicles. Promote Health and Safety on an ongoing basis and perform other relevant duties.

ENQUIRIES: Mr. SM Segalo Tel No: (051) 754 0001

APPLICATIONS: IBOM Central Operation (Gariep Dam) Please forward your applications quoting the relevant reference number to the Scheme Manager, Department of Water and Sanitation, Private Bag X09, Gariep Dam 9922.

FOR ATTENTION: Ms S Behr

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 disadvantage groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). “All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools” People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.

CLOSING DATE : 15 November 2019

POST 39/86 : GENERAL FOREMAN (CIVIL) REF NO: 151119/21 (X2 POSTS)
Branch: IBOM Central Operation

SALARY : R145 281 per annum (Level 04)
CENTRE : Gariep Dam (X1 Post)
Orange Fish Tunnel: Teebus (X1 Post)

REQUIREMENTS : A Grade 8 certificate. One (1) to (2) two years’ experience in Civil maintenance. A driver’s license (attach certified copy). Knowledge and experience in plumbing, bricklaying, carpentry and construction. Basic knowledge in controlling and managing bulk water supply maintenance on equipment. Basic knowledge in policy implementation. Basic knowledge in routine inspection of equipment. Basic disciplinary knowledge in occupational health and safety. Basic disciplinary knowledge in public administration. Basic understanding of government legislation. Ability to work extended hours when required.

DUTIES : Implement planned maintenance projects and perform preventative maintenance tasks. Supervision of civil maintenance team. Perform routine work relating to the maintenance of the structures and construction work. Conduct general routine inspections according to set standards. Perform routine maintenance tasks for bulk water supply. Ensure that official houses, office buildings, dam wall areas and workshops are maintained. Ensure general maintenance to plants, structures, tunnels and pipe lines. Conduct concrete work, plastering, tiling, painting, plumbing, cleaning, roof structures, gutters and down pipes. Keep and maintain job records / register. Comply with the Occupational Health Safety Act.

ENQUIRIES : Mr. SM Segalo Tel No: (051) 754 0001
APPLICATIONS : IBOM Central Operation (Gariep Dam) Please forward your applications quoting the relevant reference number to the Scheme Manager, Department of Water and Sanitation, Private Bag X09, Gariep Dam 9922.
FOR ATTENTION : Ms S Behr
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 disadvantage groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). “All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools” People with disabilities
are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.

CLOSING DATE : 15 November 2019

POST 39/87 : GENERAL FOREMAN (MECHANICAL) REF NO: 151119/22
Branch: IBOM Central Operation

SALARY : R145 281 per annum (Level 04)
CENTRE : Gariep Dam
REQUIREMENTS : A Grade 8 certificate. One (1) to (2) two years’ experience in Mechanical maintenance. A valid driver’s license (Attach certified copy). Knowledge of occupational health and safety act and government legislation. Basic knowledge in controlling and managing bulk water supply maintenance on equipment. Basic knowledge in policy implementation. Basic knowledge in routine inspection of equipment. Disciplinary knowledge in occupational health and safety. Understanding of public administration. Knowledge in supporting water utilisation and water resource strategy. Ability to work extended hours when required.

DUTIES : Assist Artisan Foreman in mechanical workshop. Supervise maintenance team. Maintenance of mechanical bulk water infrastructure and construction equipment. Conduct general routine inspections according to set standards. Perform routine maintenance tasks for bulk water supply. Corrosion protection of Dam Wall components such as valves, pipelines, service gates, hand rails, etc. Assist in updating the mechanical logbook.

ENQUIRIES : Mr. S.M Segalo Tel No: (051) 754 0001
APPLICATIONS : IBOM Central Operation (Gariep Dam) Please forward your applications quoting the relevant reference number to the Scheme Manager, Department of Water and Sanitation, Private Bag X09, Gariep Dam 9922.

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

CLOSING DATE : 15 November 2019

POST 39/88 : TRADESMAN AID (MECHANICAL) REF NO: 151119/23 (X2 POSTS)
Branch: IBOM Central Operation

SALARY : R122 595 per annum
CENTRE : Gariep Dam
REQUIREMENTS : An ABET certificate and the ability to read and write. One (1) to (2) two years’ experience using mechanical tools. A valid driver’s license (attach certified copy). Basic knowledge in maintenance of structures and managing the water distribution for all government waterworks within the area office’s jurisdiction. Basic knowledge in policy implementation. Basic knowledge in monitoring and evaluation principles and occupational health and safety. Disciplinary knowledge of public administration. Understanding of flood control measures.
Basic understanding of government legislation. Ability to work extended hours when required.

**DUTIES**
Assist the mechanical Artisan in execution of maintenance, repairs and services of the machinery and mechanical installations. Carry tools and equipment and keep them in a good condition. Willingness to perform other related duties. Loading and off-loading. Adhere to Occupational Health and Safety Act.

**ENQUIRIES**
Mr. SM Segalo Tel No: (051) 754 0001

**APPLICATIONS**
IBOM Central Operation (Gariep Dam) Please forward your applications quoting the relevant reference number to the Scheme Manager, Department of Water and Sanitation, Private Bag X09, Gariep Dam 9922.

**FOR ATTENTION**
Ms S Behr

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

**CLOSING DATE**
15 November 2019

**POST 39/89**
GENERAL WORKER STORES ASSISTANT REF NO: 151119/24
Branch: IBOM Central Operation

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

**CENTRE**
Gariep Dam

**REQUIREMENTS**

**DUTIES**
Ensure that stock and material are received and issued in the stores. Receive and distribute non stores goods to correct components or officials. Ensure that stock control and economic levels are maintained. Arrange logistics of materials to sites which are purchased by various components. Ensure that all stores are always clean.

**ENQUIRIES**
Mr. SM Segalo Tel No: (051) 754 0001

**APPLICATIONS**
IBOM Central Operation (Gariep Dam) Please forward your applications quoting the relevant reference number to the Scheme Manager, Department of Water and Sanitation, Private Bag X09, Gariep Dam 9922.

**FOR ATTENTION**
Ms S Behr

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

CLOSING DATE : 15 November 2019
POST 39/90 : GENERAL WORKER (MECHANICAL) REF NO: 151119/25
Branch: IBOM Central Operation
SALARY : R102 534 per annum (Level 02)
CENTRE : Gariep Dam
REQUIREMENTS : An ABET certificate and the ability to read and write. One (1) to (2) two years relevant working experience in mechanical maintenance will serve as an added advantage. Knowledge and experience in handling equipment and appliances. Basic knowledge of health and safety procedures. Basic understanding of government legislation.
DUTIES : Perform routine maintenance to structures and construction work. Ability to load heavy equipment on government water scheme. Conduct maintenance in garden and other structures e.g. dam wall, grass cutting trimming of trees, fencing, cleaning, painting, spraying with round-up (chemical) and maintenance on the side of the road. Perform regular inspections on tools and report defaults. Willingness to perform other related duties. Adhere to Occupational Health and Safety Act.
ENQUIRIES : Mr. SM Segalo, Tel No: (051) 754 0001
APPLICATIONS : IBOM Central Operation (Gariep Dam) Please forward your applications quoting the relevant reference number to the Scheme Manager, Department of Water and Sanitation, Private Bag X09, Gariep Dam 9922.
FOR ATTENTION : Ms S Behr
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 disadvantage groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). "All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools" People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.

CLOSING DATE : 15 November 2019
POST 39/91 : GENERAL WORKER (CIVIL) REF NO: 151119/26 (X3 POSTS)
Branch: IBOM Central Operation
SALARY : R102 534 per annum (Level 02)
CENTRE : Gariep Dam
REQUIREMENTS: An ABET certificate and the ability to read and write. One (1) to (2) years relevant working experience in the relevant field will serve as an added advantage. Basic knowledge of health and safety procedures. Basic understanding of government legislation.

DUTIES: Perform routine maintenance to structures and construction work. Load heavy equipment on government water scheme. Conduct maintenance in the garden and other structures e.g. Dam wall, cutting grass, trimming of trees, fencing, cleaning, painting, spraying with round-up (chemical) and maintenance on the side of the road. Perform regular inspections on tools and report defaults. Perform other related duties. Adhere to Occupational Health and Safety Act.

ENQUIRIES: Mr. SM Segalo Tel No: (051) 754 0001

APPLICATIONS: IBOM Central Operation (Gariep Dam) Please forward your applications quoting the relevant reference number to the Scheme Manager, Department of Water and Sanitation, Private Bag X09, Gariep Dam 9922.

FOR ATTENTION: Ms S Behr

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 disadvantage groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). “All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools” People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.

CLOSING DATE: 15 November 2019

POST 39/92: GENERAL WORKER REF NO: 151119/27 (X3 POSTS)
Branch: IBOM Southern Operations

SALARY: R102 534 per annum (Level 02)

CENTRE: Mthatha:
Kei/Mzimvubu (X1 Post)
Operations Kei (X2 Posts)

REQUIREMENTS: An ABET certificate and the ability to read and write. One (1) to two (2) years’ experience in performing manual work will serve as an added advantage. Knowledge of general work in handling equipment and appliances. Knowledge of working on lawn care process. Knowledge of pruning, trimming process and techniques. Basic knowledge of chemical use (dilution/mix) chemical product knowledge. Basic knowledge of daily maintenance procedures for efficient machine/equipment performance. Knowledge of health and safety procedures. Basic understanding of Government legislation. Good communication skills and the ability to work in a team. Must be punctual, productive and loyal. Must be able to work away from the office for long periods and stay at camp sites near place of work. Must be able to work in or near rivers and dams.

DUTIES: Clean and maintain grounds and repair tools and structures such as building, fences and benches using hand and power tools. Mix spray or spread fertilizers using hand, automatic sprayers and spreaders. Provide proper upkeep of sidewalks, driveways, parking lots, fountains, planters and other ground features. Maintain existing grounds/gardens by caring for sod, plants and trees. Rake and mulch leaves. Irrigate plants and lawns. Sweep parking lots, walkways. Clean buildings by sweeping, washing floors and cleaning windows.

ENQUIRIES: Mr. ML Boyce, Tel No: (082) 609 5905

APPLICATIONS: Mthatha (Kei/Mzimvubu): Please forward your applications to the Department of Water and Sanitation, P.O Box 5501, Walmer, Port Elizabeth, 6065 or Hand...
deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer.

FOR ATTENTION : Ms EN Ngele
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 disadvantage groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in possession of foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). “All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.” People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.

CLOSING DATE : 15 November 2019
CLOSING DATE : 18 November 2019
NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s), academic records including a Senior certificate and ID-document [Driver’s license where applicable]. The certification must be within three (3) months as at the advert closing date. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department’s intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan.

OTHER POSTS

POST 39/93 : OPERATIONAL MANAGER: SPECIALTY PNB-3 (THEATRE) REF NO: H/O/34
SALARY : R562 800 per annum (OSD)
CENTRE : Pelonomi Tertiary Hospital, Bloemfontein
REQUIREMENTS : Diploma/Degree in nursing or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post- basic nursing qualification with duration of at least one year, accredited with the SANC in Theatre Nursing Science. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic qualification. Proof of service record. Knowledge and Skills: A post basic qualification in Health Care Management will be an added advantage At least 3 years’ experience at management level will serve as an added advantage. Ability to function as an effective member of the nursing team. Ability to communicate effectively with all stakeholders. Ability to implement and manage change. Competencies/knowledge/skills/leadership/theatre management/theatre administration/planning/organizing/coordination and communication skills. Ability to take charge and make appropriate independent decisions.
DUTIES : Supervise and ensure the provision of an effective and efficient peri-operative patient care through adequate nursing care and risk management. Coordinate and monitor the implementation of Nursing Care Plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Management of patient information systems, e.g. DHMIS. Maintain constructive working relationship with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary team work). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures.
Manage and monitor proper utilization of human, financial and physical resources. Detailed key performance areas can be obtained from the contact person.

**ENQUIRIES**
Me M.C Molefe Tel No: (051) 405 1940

**APPLICATIONS**
To be send to: The Chief Executive Officer, Pelonomi Tertiary Hospital, Private Bag X20581, Bloemfontein, 9300.

**FOR ATTENTION**
Me F.M Lethoo

**POST 39/94**
ASSISTANT DIRECTOR: STRATEGIC PLANNING REF NO: H/A/39

Directorate: Planning & Performance Oversight

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

**CENTRE**
Corporate Office (Bloemfontein)

**REQUIREMENTS**
An appropriate Diploma/Bachelor’s Degree in Health Sciences or Management Science Social Sciences. 3-5 Years’ experience in the field of Planning, M&E, Health Informatics and Health Sector. 2 Years must be on supervisory level. Knowledge And Skills: Post-graduate qualification in Public Health, Health Management, Social Sciences and or Monitoring and Evaluation. Proven working knowledge on area of planning. Advanced computer skills (MS Programmes). Leadership skills, report writing skills, analytical skills, problem solving skills, strategic planning skills, training and facilitation skills.

**DUTIES**
Assist with the development, maintenance and successful implementation of the Department’s strategic planning policy and/or implementation strategy (in line with national and/or provincial frameworks). Facilitate strategic planning workshops in the Department towards the development and/or review of the department’s 5-year Strategic Plan, 3-year Annual Performance Plan and Annual Operational Plans in line with the provisions of national and or provincial frameworks. Assist in improving the capacity of the Department on matters related to strategic and operational planning. Facilitate the implementation of the Departmental Strategic Plan and Annual Performance Plan. Represent the Department in National and or provincial meetings on matters related to strategic-and operational planning.

**ENQUIRIES**
Mr B.J Oliphant Tel No: (051) 408 1445

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

**FOR ATTENTION**
Me P Mpu

**POST 39/95**
DIETICIAN: GRADE 1 REF NO: H/D/21

**SALARY**
R317 976 per annum (OSD)

**CENTRE**
Senorita Ntlabathi Hospital, Ladybrand

**REQUIREMENTS**
Baccalaureus Degree in dietetics or related field. Registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). Experience: None after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge And Skills: Analytical skills, problem solving skills, planning and organizing skills and computer literacy.

**DUTIES**
Render preventative Nutrition Services (including growth monitoring, education, etc) in the hospital and surrounding clinics. Diet prescriptions for patients. Help with food management of the hospital. Participate in quality Improvement Programmes. Rendering of nutritional counselling services. Prescription and authorization of special diet products. Implementation of guidelines for the maintenance of healthy nutritional practices. Compilation and implementation of information pamphlets on nutrition. Plan and implement a suitable programme for an individual or group.

**ENQUIRIES**
Me P R Phuroe, Tel No: (051) 923 2014

**APPLICATIONS**
To be send to: The Chief Executive Officer, Senorita Ntlabathi Hospital Private Bag X9, Ladybrand, 9745.

**FOR ATTENTION**
Me P R Phuroe

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ANNEXURE R

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF EDUCATION

APPLICATIONS: Head Office (HO) Physical Address: 26th Loveday Street, Kuyasa House, Johannesburg, Postal address: P.O. Box 7710, Johannesburg 2001.

CLOSING DATE: 15 November 2019

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

MANAGEMENT ECHELON

(5 Years Fixed Term Contract Performance Based)
Chief Directorate: District Operations Management (Johannesburg Region)

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

CENTRE : Johannesburg West District

REQUIREMENTS : An appropriate NQF level 7 qualification, with at least a minimum of 5 years middle/senior management experience. Proven management skills in education management or equivalent. Knowledge of advance analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and strategies. Competencies: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer Focus Communication, Computer literate. Valid South African driver’s license is essential.

DUTIES : Manage the provision of support to institutions: Ensure proper coordination for all support and activities to and with institutions. Manage the support provided to circuit teams e.g. educations support, learning implementation. Facilitate the HR and Corporate support to district office and circuit teams. Ensure the maintenance of teaching and learning activities in schools within the district. Manage the strategic support direction and planning in the districts: Formulate strategies for efficient support to circuits and institutions. Develop strategies to cultivate greater feedback with internal and external stakeholders for the enhancement of service delivery. Ensure the implementation, monitoring and evaluation of departmental policies and strategies. Implement corrective intervention plans for districts to ensure effective learning take place in institutions. Manage all resources of the District Office: Supervise and manage subordinates and other participants in the Branch activities. Responsible for the financial management of the component’s activities. Plan, organise and control activities pertaining to functions of the Districts. Adhere to and promote statutory prescripts and the Code of Conduct for the Public Service. Ensure compliance with National policy frameworks and standards. Report to and participate in all appropriate provincial, departmental and other structures and processes. Compile and take full responsibility for regular reports forwarded to the Department.

ENQUIRIES : Ms. Winny Radzilani Tel No: (011) 843 6540
POST 39/97 : DIRECTOR: MAINTENANCE REF NO: HO2019/10/152
(5 Years Fixed Term Contract Performance Based)
Chief Directorate: Physical Resources Planning and Property Management

SALARY : R1 057 326 per annum (an all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : An appropriate NQF level 7 (Degree in the Built Environment) qualifications, with at least a minimum of 5 years middle/senior management experience. Proven management skills in infrastructure management environment especially in terms of maintenance. Competencies: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer Focus Communication, Computer literate. Valid South African driver’s license is essential. Ability to work under pressure.

DUTIES : Manage the design and implementation of technical condition assessments for all Education Facilities and Offices. Manage the implementation of the maintenance strategy, system and policy of the Department for all Education Facilities and Offices. Direct and control the implementation of facilities management at all Education Facilities. Manage procurement and contracts for maintenance works. Plan and manage job creation on maintenance projects. Manage the development and updating of standard operating procedures for maintenance. Manage inspections to validate that all maintenance work has been completed timeously, within budget and meeting quality assurance standards. Provide technical advice with prioritisation of maintenance projects. Undertake site visits and prepare progress reports for infrastructure projects. Develop strategies to cultivate greater feedback with internal and external stakeholders for the enhancement of service delivery.

ENQUIRIES : Ms. Winny Radzilani Tel No: (011) 843 6540

OTHER POST

POST 39/98 : CHIEF MECHANICAL ENGINEER GRADE A REF NO: HO2019/10/154
Directorate: Infrastructure Delivery Management

SALARY : R1 042 827 – R1 192 365 per annum (All-inclusive package). The department will award a higher salary depending on the expertise of the applicant.
CENTRE : Head Office
REQUIREMENTS : Degree in Engineering. Six years’ experience post qualification. Computer literate. Registered as a Professional Engineer with ECSA. Valid Drivers’ Licence.

DUTIES : Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile mechanical briefing documentation and specifications. Provide mechanical engineering guidance and inputs to all Infrastructure Delivery Management System deliverables and reports. Investigate mechanical engineering installations and oversee commissioning of mechanical engineering installations. Develop strategies to cultivate greater feedback with internal and external stakeholders for the enhancement of service delivery. Manage subordinates. Undertake research.

ENQUIRIES : Ms. Winny Radzilani Tel No: (011) 843 6540

DEPARTMENT OF HEALTH

ERRATUM: Kindly note that the posts of Operational Managers: Specialty with Ref No: Refs/HRM02/19/1, Refs/HRM02/19/2 and: Refs/HRM02/19/3 (For Dr George Mukhari Academic Hospital) advertised in Public Service Vacancy Circular 37 dated 18 October 2019, were advertised with an incorrect salary notch of R466 119 - R517 326. The correct notch is R562 800 – R633 423. Candidates who previous applied, do not need to re-apply. The closing date has been extended to 08 November 2019.
OTHER POSTS

POST 39/99 : CLINICAL MANAGER GRADE 1 REF NO: 3/3/1/146
Sub Directorate: Medical

SALARY : R1 173 900 – R1 302 849 per annum
CENTER : Dr Yusuf Dadoo Hospital
REQUIREMENTS : MBCHB or equivalent, PLUS current registration certificate with HPCSA as a Medical Practitioner. A minimum of 4 years appropriate experience as a medical officer after registration with HPCSA as a medical practitioner. Supervisory experience within a medical domain will be an added advantage. Computer literate, valid driver’s license (Code B/EB) and be willing to work under pressure and stressful situations. Competencies/knowledge: Knowledge of ethical medical practice, good communication, leadership, interpersonal and supervisory skills. Competency and skill in clinical domain. Sound planning, negotiating and decision-making skills. Ability to analyse information and solve problems. Proficient in MS package (Word, excel, outlook, power point).

DUTIES : Manage and supervise all clinical and allied health domains. Ensure the provision of safe, ethical and high-quality patient care and treatment in the hospital. Ensure effective management, implementation and adherence to clinical governance. Conduct patient redress and compile reports for medico-legal cases. Ensure the development and implementation of quality assurance programs in line with the Provincial and National Standards. Assist with the implementation of Ideal Hospital Realisation and Maintenance Framework in the hospital. Develop, implement, and monitor quality improvement plans (QIP). Perform clinical audits and provide support to other departments/disciplines to ensure effective and comprehensive clinical services respect to patient care and treatment. Lead and drive CPD and M&M Programmes. Implement cost containment measures, analyse budget and ensure effective and efficient use of resources. Monitor commuted overtime and ensure adherence to RWOPS policy. Maintain discipline and deal with grievances and labour relations issues in terms of the laid down policies and procedures.

ENQUIRIES : P.M Sofoholo (CEO) Tel No: (011) 951 6161
APPLICATIONS : Applications must be delivered to Dr Yusuf Dado Hospital road, Krugersdorp or posted to Private bag X2006, Krugersdorp, 1740. Please attach to your application Z83, CV, Certified copies of ID and qualifications. Failure to do so will lead to disqualification of your application.
CLOSING DATE : 15 November 2019

POST 39/100 : MEDICAL SPECIALIST: ANAESTHESIA REF: LRT/MSA/0012 (X1 POST)
Directorate: Medical
Re-Advertisement

SALARY : Grade 1: R1 106 040 – R1 173 900 per annum (All-inclusive packages)
Grade 2: R1 264 623 – R1 342 230 per annum (All-inclusive packages)
Grade 3: R1 467 651 – R1 834 890 per annum (All-inclusive packages)
CENTRE : Leratong Hospital
REQUIREMENTS : Appropriate qualification that allows registration with HPCSA as a Specialist in Anaesthesia (MMED FCS.SA). Current registration with HPCSA as Specialist Anaesthesia. Appropriate knowledge and experience as an Anaesthesia. The following will be an added advantage: current certificate in advance Cardiac Life Support (ACLS), Anaesthesia advanced Life support (PALS), advanced trauma Life support (ATLS), ECG, BLS, Surgical skills and Neonatal resuscitation course. Good verbal and written communication skills. Ability to work under pressure in a changing environment. To relief colleagues as the need arises and work closely with other disciplines. Must have at least code 08 driver’s license and be computer literate.

DUTIES : Provision of 24-hour Anaesthesia Service. Manage critically ill patients in Neonatal ICU. Participate in commuted overtime. Supervision and training of Medical Officers, Community Services Medical Officers and Medical Interns. Ensure proper and accurate record keeping as legally and ethically required. Ensure effective outreach to District Hospital in the West Rand. Assist the Clinical Head with administrative responsibilities. Provision of Quality, cost effective service in keeping with Batho Pele Principles. Assist the HOD and ensure that the Department is compliant to National Core Standards and LEAN
Management principles. Perform Clinical Audits. Participate in conducting Morbidity and Mortality meetings (M&M)

ENQUIRIES: Dr. RM Phanzu Tel No: (011) 411 3818/Dr. W Mokae Tel No: (011) 411 3679
APPLICATIONS: Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.

NOTE: The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified copy drivers licence, certified HPCSA registration certificate and proof of current registration with HPCSA. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

CLOSING DATE: 15 November 2019 (at 12h00 pm)
POST 39/101: MEDICAL OFFICER REF NO: LRT MED 02
SALARY: Grade 1: R821 205 – R884 670 per annum (All –inclusive package)
Grade 2: R938 964 – R1 026 693 per annum (All –inclusive package)
Grade 3: R1 089 693 – R1 326 366 per annum (All –inclusive package)
CENTRE: Leratong Hospital:
Directorate: Obstetrics & Gynecology (X1 Post)
Directorate: Ophthalmology (X1 Post)
Directorate: Internal Medicine (X2 Posts)
Directorate: Surgery (X2 Posts)
Directorate: Casualty (X1 Post)
Directorate: Anesthesia (X2 Posts)
REQUIREMENTS: Appropriate qualification that allows registration with HPCSA as a Medical Practitioner. Current registration with HPCSA as Medical Practitioner. The following will be an added advantage: current certificate in Advanced life support (ACLS), Obstetric advanced Life support (PALS), advanced trauma Life support (ATLS), ECG, BLS, Surgical skills and Neonatal resuscitation course. Good verbal and written communication skills. Ability to work in a team. Ability to work under pressure in a changing environment. To relief colleagues as the need arises and work closely with other disciplines. Must have at least code 08 driver’s license and be computer literate.
DUTIES: Full participation in all activities as required for the post, including patient ward care, outpatient clinics, after hours duties as per roster as well as academic discussions and research. Participate in commuted overtime. Daily student tutorials. Referrals, bookings and performance of all procedures for correct indications. To ensure maintenance of records for audit purposes. Assist in HR management and 102 developments of maintenance in productivity standards and participation in NCS and LEAN management
ENQUIRIES: Dr. RM Phanzu Tel No: (011) 411 3818/Dr. W Mokae Tel No: (011) 411 3679
APPLICATIONS: Applicants Should Clearly Indicate The Discipline That They Are Applying For. Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.
NOTE: The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from
any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified copy drivers licence, certified HPCSA registration certificate and proof of current registration with HPCSA. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered.

If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

CLOSING DATE: 15 November 2019 (at 12h00 pm)

POST 39/102: MEDICAL REGISTRAR REF NO: REG/INTMED/10/19
Directorate: Internal Medicine

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

CENTRE: Kalafong Provincial Tertiary Hospital

REQUIREMENTS: MBChB degree Registered as an Independent Medical Practitioner with HPCSA. Applicants must have an interest in Internal Medicine. The post is a combined training position between Kalafong Provincial tertiary Hospital and the University of Pretoria. The successful candidate will be expected to work in Internal Medicine for four (4) years and will have to perform after hour calls. Preference will be given to South African citizens and candidates who already completed part one (1) of the FCP examination.

DUTIES: It will be expected of the successful candidate to do clinical work, seeing patients allocated to daily and keeping proper clinical records. After hours calls is part of the post and it will be expected of the candidate to clerk patients seen during intake. The successful candidate will be required to supervise interns and students allocated to the service unit working in. It will be expected of the successful candidate to communicate effectively with his seniors and with doctors from other disciplines, nurses and other staff of the health care team.

Preference will be given to South African citizens and candidates who already completed part one (1) of the FCP examination.

ENQUIRIES: Prof DG Van Zyl Tel No: (012) 373 1075

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

NOTE: 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: 15 November 2019

POST 39/103: MEDICAL REGISTRAR REF NO: REG/RAD/10/19
Directorate: Radiology

SALARY: Grade 1: R821 205 – R858 711 per annum (all inclusive)
CENTRE: Kalafong Provincial Tertiary Hospital

REQUIREMENTS: MBChB qualification. Registered as an Independent Medical Officer with Health Professional Council of South Africa (HPCSA), must have completed Community Service and Primary Examination. Radiology experience will be given preferences.

DUTIES: The successful candidate will be rotating in different disciplines of Radiology and will be responsible for reporting on all imaging modalities during the day and after hours in the allocated to Kalafong Provincial Tertiary, Steve Biko Academic and 1 Military Hospitals. The successful candidate will be responsible for related administrative responsibilities, undergraduate teaching and postgraduate research, i.e. complete one (1) dissertation before the end of five (5) years.

ENQUIRIES: Prof N Khan Tel No: (012) 318 6556/6617

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

NOTE: 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: 15 November 2019

POST 39/104: MEDICAL OFFICER
Directorate: Clinical Service

SALARY: Grade 1: R821 205 – R938 964 per annum (inclusive package) no commuted overtime
Grade 3: R938 964 – R1 026 693 per annum (inclusive package) excluding commuted overtime.

CENTRE: ODI District Hospital:
Grade 1: Ref No: ODI/21/10/2019/01 (X4 Posts) (Hast)
Grade 3: Ref No: ODI/21/10/2019/02 (X1 Post)

REQUIREMENTS: Basic medical degree (MBCHB) or equivalent and currently registered with the Health Professional Council of South Africa (HPCSA) as a medical practitioner. 

Grade 1: Less than 5 years appropriate experience as a Medical Officer.

Grade 3: A minimum of 10 years appropriate experience as a Medical Officer after registration with HPCSA. Recommendations: Experience working in District health services including clinics. Experience working in general medical practice, Mental health, obstetrics, HAST, and emergency Unit and use of current national clinical protocols. Required clinical skills includes: Consultation, history taking, examination, clinical assessment, management procedures and ensuring continuity of patient care. Good professional attitude/ conduct, good communication skills, good professional ethics, team work and good medical record keeping.

DUTIES: Grade 1 (HAST): Implementation of policies and protocols in treating HIV/AIDS patients plus TB. Attendance of relevant meetings. Implement and monitor adherence to National Core Standards. Continuing medical education. (For Grade 3): Supervision of junior doctors (undergraduate students, community service doctors). Attendance of relevant administrative meetings like mortality and mobility meetings and completion of MEDICO legal documents timeously (e.g. Death certificate, mental health forms, J88 forms and medical reports when requested by financial institutions. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards. Willing to do commuted overtime duties rendered after hours
(night, weekend and public holiday) to provide continuous uninterrupted care of patients.

ENQUIRIES:
Dr. RT Motsepe Clinical Manager Tel No: (012) 7252436/Cell No: (078) 4602745

APPLICATIONS:
Applications to be sent to Odi District Hospital. Hand post and other means of posting delivery to Odi District Hospital, Klipgat road, Mabopane, CEO's office or posted to: Odi District Hospital, Private Bag X509, Mabopane, 0190.

FOR ATTENTION:
HRM

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

CLOSING DATE:
15 November 2019

POST 39/105:
DEPUTY DIRECTOR (ADMIN & LOGISTICS) REF NO: TDHS/A/2019/39
Directorate: Corporate Services

SALARY:
R733 257 – R863 748 per annum

CENTRE:
Tshwane District Health Services

REQUIREMENTS:
10 years’ experience in the relevant field of which 5 years at management level, Supply Chain Environment. Other Skills/Requirements: Admin and Logistics, leadership skills, ability to interpret and implement policy directives and guidelines of the Gauteng Department of Health. Excellent verbal and written communication skills with good interpersonal skills, negotiation, team building, conflict and problem solving skills. Knowledge and understanding of the PFMA 1999; legislative framework, HR Policies and other relevant statutory prescripts. Prepared to work under pressure and stressful situations. Must have at least code 08 driver’s license. Computer skills (Power point, Excel, Word, Access) and report writing skills.

DUTIES:
Co-ordination of Admin& logistics which entails record management, transport management, photo copying services, cleaning services for all facilities in the District, Security management, Audit & Risk. Monitoring of implementation of District Health Plan. Maintain sound financial and budgetary process. Develop a demand plan for the unit. Ensure that there is proper record keeping in all facilities. Staff Management and PMDS implementation.

ENQUIRIES:
Mrs. L Moru Tel No: (012) 451 9210

APPLICATIONS:
Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

NOTE:
Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.

CLOSING DATE:
15 November 2019

POST 39/106:
DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: TDHS/A/2019/40
Directorate: Corporate Services

SALARY:
R733 257 – R863 748 per annum

CENTRE:
Tshwane District Health Services

REQUIREMENTS:
A recognized 3 years Bachelor's degree or National Diploma in Public Management/Supply Chain Management or equivalent qualification; with at least 10 years’ experience in the relevant field of which 5 years at management level, Supply Chain Environment. Other skills/requirements: A valid Driver’s License knowledge: of all Acts governing your work area: Supply Chain Management practice note, Public note, Public Service Act, 1994, Preferential procurement Policy Framework Act, Public Finance Management Act,1999, Broad Based Black Economic Empowerment Act, Public Finance Management Act, Treasury Regulations, Supply Chain Management Framework, preferential Procurement policy Framework Procurement directives and procedures, Government Budget procedures, knowledge Of SAP & SRM system and all policy and regulation prescripts. Skills Policy development and...
management, Communication (verbal and written) Presentation, and report/submission writing skills. Human Resource Management, Conflict resolution, Coaching and Mentoring, Negotiation skills, Computer Literacy Facilitation skills, Warehouse and Asset Management. Personal Attributes: Trustworthy, Dependable, innovative, ability to work under pressure, Self-motivated and Creative.

**DUTIES**

- Manage the provisioning of effective and efficient demand, supply and contracts management services in the District. Coordinate and consolidate SCM demand plan, monitor the use of Centralized Supplier Database. Facilitate the establishment of BID Committees. Asset management, development and monitor District register. Facilitate monthly reconciliation and reporting and develop a credible Loss Control Register. Provide effective and efficient logistics services. Manage District Warehouses. Provide effective and efficient records management and registry Services in the unit. Ensure that the team/section produces excellent work in terms of quality/quantity and timeliness. Ensure timeously development of job description and implementation of Work Plans. Manage daily employee performance. Ensure timely ensure performance assessment of all subordinates. Ensure Management, and safekeeping of assets.

**ENQUIRIES**

Mrs. L Moru Tel No: (012) 451 9210

**APPLICATIONS**

Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

**NOTE**

Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.

**CLOSING DATE**

15 November 2019

**POST 39/107**

ASSISTANT DIRECTOR DISTRICT HEALTH SERVICES (AREA MANAGER) REF NO: AD/DHS/10 (X1 POST)

Directorate: Johannesburg Health District

**SALARY**

R614 991 per annum (Plus Benefits)

**CENTRE**

ABCEF Sub-District

**REQUIREMENTS**

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

**DUTIES**

To coordinate and supervise the Primary Health Care Sub district services, facilitate district development, supervise and monitor quality health information, monitor adherence to Provincial policies and National guidelines, assist HR to plan the staff establishment of clinics ad CHCs, assist finance to plan budget for the clinics and community health centres under his/her guidance, monitor and control the budget allocated in the clinics and CHCs under his/her leadership, conduct performance evaluation for all facility managers and any staff members that is directly linked to his/her office and coordinate their skills development. Plan and monitor comprehensive and quality Primary services in Sub-district ABCEF according to Annual Performance Plan and District Health Plan. Plan and Supervise the budget that is allocate to the Clinics and CHCs. To develop health services in the sub districts to improve access to PHC services. To coordinate appropriate employment of staff according to the approved organogram. Facilitate the skills development of all employees in the Sub district. Coordinate and supervise the implementation of WBOTS. Cooperate with partners and stakeholders in implementation and advancement of health in the Sub district. Produce standard weekly and monthly reports and
any other report that is required from his/her area of supervision. Develop effective communication channels directly and indirectly, internally and externally with stakeholders. Supervise and monitor data collation, compilation, validation and submission. Supervise and monitor adherence to Department policies, protocols and guidelines. Supervise and monitor adherence to safety standards for patients, staff and the public.

ENQUIRIES: Ms. L Matlala Tel No: (082) 307 0267
APPLICATIONS: to be left in the box provided at Hillbrow CHC Admin block.
NOTE: Applications on Z83 together with certified copies of qualifications and ID not older than six months. CVs, ID and qualifications People with disability are encouraged to apply
CLOSING DATE: 15 November 2019

POST 39/108: ASSISTANT MANAGER NURSING (SPECIALTY) REF NO: EBP/10/2019 (X1 POST)
Directorate: Johannesburg Health District

SALARY: R614 991 (plus benefits)
CENTRE: Ebony Park Chc Kaalfontein
REQUIREMENTS:
A basic R425 qualification i.e. diploma/degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse and proof of current registration. A post basic nursing qualification with duration of at least one year accredited with SANC in one of the specialties referred to in the glossary of terms. A minimum of ten (10) years appropriate/recognizable experience in Nursing after registration as professional nurse with SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/recognizable experience after obtaining 1 year post basic qualification in relevant specialty. At least three (3) years of the period referred to above must be appropriate/recognizable experience at management/supervisory level. (Less one year experience from candidates appointed from outside the public service after complying with registration requirements). Financial management and human resource management, leadership, organisational, decision making and problem solving skills; sound knowledge of public service policies, Code of Conduct, team building and policy formulation. Computer literacy.

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

ENQUIRIES: Ms. L Matlala Tel No: (082) 307 0267
APPLICATIONS: CVs, ID and qualifications to be left in the box provided at Hillbrow CHC Admin block and also Cnr. Mud hopper & Pilchards Road Kaalfontein Ext 8 Ebony Park CHC.
NOTE: Applications on Z83 together with certified copies of qualifications and ID not older than six months. People with disability are encouraged to apply
CLOSING DATE: 15 November 2019
POST 39/109: PNA7-ASSISTANT MANAGER NURSING (AREA): NIGHT SUPER REF NO: REFS/004705
Directorate: Nursing

SALARY: R562 800 - R633 432 (plus benefits)
CENTRE: Tembisa Provincial Tertiary Hospital
REQUIREMENTS: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife and proof of current registration with SANC. A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate recognisable experience at management level. Recommendation: Strong leadership skills, good communication skills, report writing and records keeping skills, good interpersonal relationship, good supervisory skills and ability to work under pressure.

DUTIES: Be in charge of the hospital during night duty expected to rotate on night and day when required. An in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practices and how this impacts with the scope or practice and nursing standards as determined by health facility. Promote quality patient nursing care. Communicate effectively with patients, supervisors and other clinicians. Work effectively and amicably at a supervisory level with person of diverse intellectual, cultural, racial or religious difference. Must be able to plan and organize own work as well as those of the nursing to ensure proper nursing care. Must be able to solve all problems related to night supers.

ENQUIRIES: Mr. W.N Mothwane Tel No: (011) 923 2053
APPLICATIONS: To be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private bag X07, Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J. Namane, Olifantsfontein 1665.

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

CLOSING DATE: 15 November 2019

POST 39/110: OPERATIONAL MANAGER NURSING: (SPECIALTY UNIT) LABOUR WARD ADMISSION (PN – B3) REF NO: REFS/004703
Directorate Nursing

SALARY: R562 800 - R633 432 (plus benefits)
CENTRE: Tembisa Provincial Tertiary Hospital
REQUIREMENTS: Basic R 425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse. A minimum of 9 years. Appropriate/recognisable experience in nursing after the registration as a Professional nurse with SANC in general nursing with at least 5 years of the period. Referred to above must be appropriate/recognisable experience in the specific Speciality after obtaining the 1-year post basic qualification in relevant specialty in advanced midwifery. A post basic nursing qualification, with a duration of At least, 1 year accredited with SANC in Advanced midwifery. Financial management Skills, human resource management skills, leadership and organizational skills, decision making, problem solving skills and sound knowledge of public service policies and code of conduct. Computer literacy and drivers licence will be added as an advantage. Recognisable experience after obtaining the 1-year post- basic qualification in the relevant speciality, appropriate/recognisable experience at management level.

DUTIES: Demonstrate effective communication with patients, supervisors and other health. Professionals and junior colleagues, including more complex report writing when required. Work as part of a multidisciplinary team unit level 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 in the unit. Display a concern for patients, promoting, advocating and facilitating. Proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contracts, build and maintain a network of professional. Relations in order to enhance service delivery and demonstrative basic computer Literacy as a support tool to enhance service delivery. Be informed with labour act Practises – manage and monitor proper utilization of human financial and physical resources. Provision of effective support to nursing.

ENQUIRIES
APPLICATIONS
NOTE
CLOSING DATE
POST 39/111
SALARY
CENTRE
REQUIREMENTS
DUTIES
ENQUIRIES
APPLICATIONS
NOTE
CLOSING DATE
POST 39/112
SALARY
CENTRE

**REQUIREMENTS**

- A Basic R425 Qualification (I.E. Diploma/ Degree In Nursing) Or Equivalent Qualification That Allows Registration With The SANC As Professional Nurse. Registration with SANC as professional nurse and proof of current registration.
- A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 10 years; appropriate/recognizable experience in nursing after registration as professional nurse with SANC in general nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. At least 2 years of the period referred to above must be appropriate/recognizable experience at management/ supervisory level. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).
- Financial management and human resource management; leadership, organizational, decision making and problem solving skills; sound knowledge of public service policies, Code Of Conduct, Team Building And Policy Formulation. Computer Literacy.

**DUTIES**

- To Ensure That a Comprehensive Nursing Treatment and Care Service Is delivered to patients in a cost effective, efficient and equitable manner by the facility.
- To ensure compliance to professional and ethical standards at all times.
- Promote quality of nursing care as directed by the professional scope of practice and standards as determined by relevant health facilities. Facilitate provision of a comprehensive package of service at PHC level and ensure that the unit adheres to the principles of Batho Pele. Ensure effective implementation of service and quality improvement plans, occupational health and safety as well as quality assurance programs etc. ensure compliance with clinical protocols, norms and standards within the clinic. Adhere to national core standards and ensure effective achievement on ministerial priorities, ideal clinic and support PHC re-engineering program implementation. Ensure management and control of human, financial and material resources. Monitor utilization of budget to ensure that the clinic functions within the allocated budget. Supervise and monitor staff performance in accordance with performance management and development system (PMDS); Develop and Implement Staff Training Plan. Attend to grievances of staff and administer Discipline; and ensure that absenteeism and abscondment of staff is effectively controlled. Ensure submission of monthly, quarterly and annual reports. General administration duties and management soft skills is mandatory.

**ENQUIRIES**

Mrs Lombuso Matlala Tel No: (082) 307 0267

**APPLICATIONS**

Applications must be submitted to: HR Department at Johannesburg Health District Office, corner Smit and Klein Str. Hillbrow Clinic or at Malibongwe & Diepsloot Drive, Thabo Mbheki informal settlement Lanseria.

**NOTE**

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

**CLOSING DATE**

15. November 2019

**POST 39/113**

CHIEF DIETITIAN REF NO: LRT\CD\0010 (X1 POST)

Directorate: Human Nutrition

**SALARY**

- Grade 1: R466 119 – R517 326 (Plus Benefits)
- Grade 2: R532 959 – R591 510 (Plus Benefits)

**CENTRE**

- Leratong Hospital

**REQUIREMENTS**

- BSc or B Degree in Dietetics. Registration with HPCSA as dietitian and proof of current registration. A minimum of 3 years appropriate experience in the dietetics profession after registration with the HPCSA as an independent
practitioner. Knowledge of the public service legislations, policies and procedures. Supervisory, planning and organizing skills. Understanding the importance of effective multi-disciplinary teamwork. Excellent written and communication skills. Problem solving skills. Experience in food services will be an advantage. Experience in a supervisory position will be an advantage. Must be able to work under pressure and able to cope with a high-volume workload.

**DUTIES**

Manage the dietetic services in the designated section. In the absence of the Head of the Department the Chief Dietitian is expected to assume relevant functions of the Head of the Department. Supervise subordinates. Coordinate Clinical Nutrition and Food Services using evidence-based practices. Assist with food service management activities. Coordinate the student training program and liaise with the training institutions. Contribute to the departments planning, budgeting and procurement processes in line with PMFA. Implement quality assurance and the Regulatory Norms and Standards in the department. Provide optimum nutritional care to in and out patients. Perform all administrative duties required. Market and promote dietetic services and contribute to research. Management of personnel performance and review thereof.

**ENQUIRIES**

Mrs. P.J. Brits Tel No: (011) 411 3652

**APPLICATIONS**

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

**NOTE**

The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified copy drivers licence, certified HPCSA registration certificate and proof of current registration with HPCSA. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

**CLOSING DATE**

15 November 2019 (at 12h00 pm)

**POST 39/114**

QUALITY ASSURANCE (PATIENT COMPLAINT MANAGER)

Directorate: Quality Assurance

**SALARY**

R444 276 per annum (plus benefits)

**CENTRE**

Mamelodi Regional Hospital

**REQUIREMENTS**

Basic qualifications accredited with the SANC in terms of Government notice R425 (i.e. Diploma/Degree in nursing as professional nurse plus midwifery). Current registration with the South African Nursing Council (SANC) as a professional nurse, a valid driver’s license. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse. Knowledgeable of relevant legislation and supervisory skills. Excellent interpersonal relationship and ability to work within multidisciplinary team. Knowledge of waste management regulation and report writing skills. Basic Computer literacy is essential. Familiar with Code of Good Practice in the public sector and labour relations practices. Ability to collect and analyse data. Evidence of current registration with SANC. Able to perform under pressure. Initiative, motivated and reliable and a team player. Good decision making, communication and presentation skills are essential.

**DUTIES**

Development and maintenance of quality patient care environment that promote optimum patient experience of care. Manage the clinical audits system. Ensure proper management of Complaints, Compliments,
Suggestions, and Patients Safety Incidents in the hospital. Ensure the implementation of National Core Standards. Coordinate the development and implementation of institutional guidelines in line with legislation. Ensure adherence to quality assurance norms and standard in the institution. Assist with data collection, analysis and report pertaining to total quality management in the hospital. Optimum utilization of resources and implementation of the Performance Management System. Coordinate compilation of quality improvement plans and communicated with external and internal stakeholders. Perform other duties that are delegated by Supervisor/Manager.

ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE

Ms. S Mahlangu Tel No:(012) 841 8363
to be sent to Mamelodi Hospital, Hand Post-delivery to19472 Serapeng Street Tsimaya Road or Private Bag x 0032 Rethabile Mamelodi East 0122.
Ms. H Mokwana (Recruitment Section)
The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtainable from any Public Service Department website, which must be completed in full and attached your CV, certified copies of your identity document and academic qualification. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed.

CLOSING DATE
POST 39/115
SALARY
CENTRE
REQUIREMENTS
DUTIES

15 November 2019
QUALITY ASSURANCE (PATIENT COMPLAINT MANAGER)
Directorate: Quality Assurance
R444 276 per annum (plus benefits)
Mamelodi Regional Hospital
Basic qualifications accredited with the SANC in terms of Government notice R425 (i.e. Diploma/Degree in nursing as professional nurse plus midwifery). Current registration with the South African Nursing Council (SANC) as a professional nurse, a valid driver’s license. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse. Knowledgeable of relevant legislation and supervisory skills. Excellent interpersonal relationship and ability to work within multidisciplinary team. Knowledge of waste management regulation and report writing skills. Basic Computer literacy is essential. Familiar with Code of Good Practice in the public sector and labour relations practices. Ability to collect and analyse data. Evidence of current registration with SANC. Able to perform under pressure. Initiative, motivated and reliable and a team player. Good decision making, communication and presentation skills are essential.
Development and maintenance of quality patient care environment that promote optimum patient experience of care. Manage the clinical audits system. Ensure proper management of Complaints, Compliments, Suggestions, and Patients Safety Incidents in the hospital. Ensure the implementation of National Core Standards. Coordinate the development and implementation of institutional guidelines in line with legislation. Ensure adherence to quality assurance norms and standard in the institution. Assist with data collection, analysis and report pertaining to total quality management in the hospital. Optimum utilization of resources and implementation of the Performance Management System. Coordinate compilation of quality improvement plans and communicated with external and internal stakeholders. Perform other duties that are delegated by Supervisor/Manager. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtainable from any Public Service Department website, which must be completed in full and attached your CV, certified copies of your identity document and academic qualification. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed.

ENQUIRIES
APPLICATIONS
FOR ATTENTION
CLOSING DATE

Ms. S Mahlangu Tel No: (012) 841 8363
to be sent to Mamelodi Hospital, Hand Post-delivery to19472 Serapeng Street Tsimaya Road or Private Bag x 0032 Rethabile Mamelodi East 0122.
Ms. H Mokwana (Recruitment Section)
15 November 2019
POST 39/116 : DIETITIAN PRODUCTION GRADE 1-3 REF NO: LRT/ DIET/0016 (X1 POST)
Directorate: Human Nutrition

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

CENTRE : Leratong Hospital

REQUIREMENTS :
- B/BSc Degree in Dietetics. Registration with HPCSA as dietitian. Current registration as a dietitian. Sound knowledge of dietetic principles including nutritional assessments and analysis. Sound knowledge of general clinical nutritional management. Good verbal and written communication skills. Ability to work in a team. Ability to work under pressure in a changing environment. To relieve colleagues as need arises and work closely with other disciplines.

DUTIES :
- Render effective patient centered dietetic services for in and out-patients in adherence to the scope of practice and health protocols. Implement anthropometric and other measurements of patients. Provide dietetic advice and plan nutritional care for individual or group of patients to meet specific nutritional requirements. Implementation of nutritional plans. Evaluate the effects of nutrition care intervention on patients and determine the efficiency of nutritional care plans and adapt if necessary. Monitor that therapeutic meal standards are maintained. Provision of evidence-based nutrition education for patients to implement nutrition principles. Monitor patient compliance and give appropriate counselling. Improve professional competence by regular self-evaluation and application of current research information to optimize care. Attend scheduled ward rounds and meetings. Refer patients to appropriate level of care. Communication with relevant stakeholders. Implement quality assurance measures to improve patient care. Auditing of standards and implementation of corrective measures. Perform record keeping, data collection, assist with budget control and assets management. Work in a multi-disciplinary team. Participate in dietetic student training. Give training and advice to other occupational classes. Attend and facilitate continuous professional development. Implement National and Provincial strategies and policies and assist with compiling and implementation of operational plans. Perform all administrative functions required for the job.

ENQUIRIES :
Mrs. P.J. Brits Tel No: (011) 411 3652

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

NOTE :
The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified copy drivers licence, certified SANC registration certificate and proof of current registration with SANC. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

CLOSING DATE : 15 November 2019 (at 12h00 pm)
POST 39/117: EMPLOYEE HEALTH AND WELLNESS PRACTITIONER (EHWP) REF NO: KPTH/EHWP/10/19
Directorate: Human Resources Unit
Re-advertisement post applicant that applied previously are encouraged to apply.

SALARY:
- PNA3: R315 963 – R362 865 per annum (plus benefits)
- PNA4: R383 226 – R485 475 per annum (plus benefits)

CENTRE:
Kalafong Provincial Tertiary Hospital

REQUIREMENTS:
- Grade 12. Diploma/Degree in nursing (Basic 425) that allows registration with SANC as a Professional Nurse. Counselling Certificate. Minimum of two (2) years or more functional experience in Employee Health and Wellness Programmes (EHWP) experience. Current proof of registration with SANC (2019). Proof of service records. Computer literacy and drivers’ license. Legislative frameworks relevant to the post Labour Relations Act; HIV and related legislation; policies and regulations; Compensation for Occupational Injuries and Disease Act; Occupational Health and Safety Act; Employment Equity Act; Public Finance Management Act; Public Service Act and Regulations; Nursing Act; BCEA Knowledge of the National Strategic Plan for RSA on HIV and AIDS and STI’s; Integrated Employee Health and Wellness Framework; Departmental policies and procedures and Batho Pele Principles.
- Skills: Communication; Interpersonal relations; Counselling; Problem solving; Decision making and Presentation skill.

DUTIES:
- Coordinate Employee Health and Wellness Programmes (EHWP). Manage Employee Assistance Programme (EAP), HIV/AIDS and TB in the workplace. Ensure provision of trauma debriefing, counselling and support to employees of hospital. Address alcohol and substance abuse in the workplace. Assist in Incapacity Management. Manage absenteeism in the workplace. Assist line managers to identify and resolve staff problems. Keep confidential records of EAP services. Promote and market EAP services to employees including managers. Conduct training of various EHWP issues. Lead in Employee Wellness campaigns in the hospital. Facilitate an integrated employee wellness programmes and services. Provide information on health care options to employees to exercise more control over their own health and over their environments and to make choices conducive to health.

ENQUIRIES:
Ms. Z.A. Mdluli Tel No: (012) 318-6686

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 or apply online at www.gauteng.gov.za. 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:
Additional criteria may apply in filling of this position and applicants above the salary notch Advertised will not be considered. 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:
15 November 2019

POST 39/118: SOCIAL WORKER GRADE 1 REF NO: 3/3/1/145
Sub Directorate: Allied

SALARY:
R257 592 – R298 614 per annum

CENTRE:
Dr Yusuf Dadoo Hospital

REQUIREMENTS:
- Bachelor’s Degree in social work, Registration with the South African Council for Social Service Profession as a Social Worker. Proof of current registration with South African Council for Social Service. A valid driver’s license.
Knowledge and understanding of human behaviour and social systems, the ability and competence to develop, advocate for, and empower individuals, families, group, organizations and communities to enhance their problem-solving capabilities. The ability to promote, restore and maintain, advocate for, and enhance the functioning of individuals, families, groups, and communities by enabling them to accomplish tasks. To prevent all alleviate distress and use resources effectively. Ability to compile complex reports.

**DUTIES**

Render health social work services with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through relevant programs. Conduct psycho social assessment aimed at identifying conditions in individuals, groups, families and communities that justify relevant intervention. Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individual, families and communities. Study, interpret, apply and give information on legislation and policies in the identified work fields. Liaise/attend meetings with other departments and non-governmental institutions. Undertake research and development. Keep up to date with developments in the social welfare and health fields. Perform all administration tasks required of the job and function within a multi-disciplinary team to enhance a holistic approach to patient care.

**ENQUIRIES**

Dr. P. Ugobor Tel No: (011) 951 6000

**APPLICATIONS**

Applications must be delivered to Dr Yusuf Dadoo Hospital road, Krugersdorp or posted to Private bag X2006, Krugersdorp, 1740. Please attach to your application Z83, CV, Certified copies of ID and qualifications. Failure to do so will lead to disqualification of your application.

**CLOSEING DATE**

15 November 2019

**POST 39/119**

**FOOD SERVICE MANAGER REF NO: CCRC/FSM/2019/10/01**

Directorate: Food Service Department

**SALARY**

R257 508 per annum

**CENTRE**

Cullinan Care and Rehabilitation Centre

**REQUIREMENTS**

National Diploma or degree in Food Service Management./Food and Beverage Management with 0-2 relevant experience. Experience in food Service Management in a hospital environment will serve as advantage. Must be computer literate. Candidates must have skills and abilities: Leadership, Managerial, effective verbal and written communication and Analytical for report writing. Must have a specialized knowledge of food, food products, procedures and all protocols, acts relevant to operates in a Food Service Unit. Must have knowledge of PFMA and Supply Chain process, policies and strategies application in the Department of Health. Knowledge and implementation of National Core Standards. Knowledge and understanding of HACCP.

**DUTIES**

Direct control and administration of food service operations in the kitchen and ensure daily allocating of staff for wards to ensure quality food and beverage service delivery to patients. Monitor ordering of meals and diets from the wards, monitoring statistics, storage and issuing of stock as well as the reconstitution of meals distributed to wards. Monitor the ward hostess service in the wards allocated. Do quality control checks, be involved with the planning and implementation of plate waste and opinion surveys, do analysis, compiling of reports for feedback and implementation of adjustment. Involved in menu planning for normal diets, inputs in departmental budget and implementation of cost containment measures. Ensure implementation of all food service protocols, guidelines and policies. Involved in planning of equipment, utensils maintenance of equipment in all units. Monitor effective and optimal labour utilization in all units and monitor that disciplinary guidelines are maintained. Guide and implement evaluation appraisal process. Responsible for delegation of all Human Resource Administration to subordinates food service supervisors and staff. Identify needs and plan relevant training of human nutrition food service staff. Monitor that disciplinary guidelines are maintained. Guide and implement evaluation appraisal process. Responsible for delegation of all Human Resource Administration to subordinates food service supervisors and staff. Identify needs and plan relevant training of human nutrition food service staff. Implementation of all food service protocols, guidelines and policies. Involved in planning of equipment, utensils maintenance of equipment in all units. Monitor effective and optimal labour utilization in all units and monitor that Responsible for delegation of all Human Resource Administration to
subordinates food service supervisors and staff. Identify needs and plan relevant training of human nutrition food service staff disciplinary guidelines are maintained. Guide and implement evaluation appraisal process.

ENQUIRIES
Mr. Rasidzoge NA Tel No: (012) 7347047

APPLICATIONS
Applications must be hand delivered to: Cullinan Care and Rehabilitation Centre, HR Department, Zonderwater Road, Cullinan or posted to: Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000.

NOTE
Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, and ID. All qualifications will be verified. If any discrepancies are found, services will be terminated with immediate effect. The Institution reserves the right not to fill the post.

CLOSING DATE
15 November 2019

POST 39/120
LABOUR RELATIONS OFFICER REF NO: DHS/HRM/001/19 (X 1 POST)
Directorate: Human Resource (LRO)

SALARY
R257 508 per annum (Level 07) (plus benefits)

CENTRE
Human Resource Management

REQUIREMENTS
A three-year relevant tertiary qualification in HR or Grade 12 with 2 years experience in Labour Relations in the public service. Knowledge of case management and grievance management, dispute resolution and other relevant legislation that are used in public sector. Computer literacy, MS Excel will be added advantage. A driver’s license is a prerequisite.

DUTIES
Investigate allegations of misconduct, draft charge sheet, prepare witnesses and represent employer in disciplinary hearing. Candidate must be able to preside over disciplinary hearing. Support district management in managing progressive discipline. Candidate must be able to identify the training needs of the district staff and train them in discipline and handling of grievance procedure.

ENQUIRIES
Mr. L. Tshabalala Tel No: (011) 694-3895

APPLICATIONS

NOTE
Applications must be submitted on Z83 forms, obtainable from any public service department which must be completed in full and attached your CV. Certified copies of your identity documents, driver license and academic qualifications.

CLOSING DATE
15 November 2019

POST 39/121
CHIEF ADMINISTRATION CLERK REF NO: LRT/CAC/08
Directorate: Patient Affairs

SALARY
R257 508 per annum (Level 07) (Plus Benefits)

CENTRE
Leratong Hospital

REQUIREMENTS
Three years National Diploma in Administration with 3-5 years’ experience in patient affairs or Grade 12/Abet (level 4) equivalent with 5-10 years hospital experience in patient affairs. Computer Skills. Knowledge of PAAB system. Good verbal and written communication skills. Good management and problem-solving skills. Knowledge of PFMA, UFAs and administration Procedures Manuals. Ability to work under pressure in a changing environment. To relief colleagues as the need arises and work closely with other disciplines. Code 08 driver’s licence will be an added advantage.

DUTIES

ENQUIRIES
Mr M Molefe Tel No: (011) 411 3514

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

NOTE
The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from...
any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

CLOSING DATE : 15 November 2019 (at 12h00 pm)

POST 39/122 : FINANCIAL CONTROLLER REF NO: PWH/FC/09/19
Directorate: Pretoria West Hospital: Revenue

SALARY : R257 508 – R303 339 per annum (Level 07)
CENTRE : Pretoria West District Hospital
REQUIREMENTS : Applicants must be in possession of Grade 12 with 5-10 years’ experience in Revenue or recognized three-year tertiary qualification in accounting/finance/auditing with at least 2 years’ experience in revenue management. A valid driver’s license. Computer literacy (Ms. Word, Ms. Excel, Ms. Power point). Must have experience in SAP, E-Receipting, Bas and PAAB system. Knowledge and understanding of PFMA, UPFS, Treasury Regulation, Public Service Act. Report writing skills, interpersonal skills, communication skills, ability to maintain confidentiality, must be able to plan, organize and coordinate the activities of the unit, ability to work under pressure and to handle conflict, team leadership, strategic thinking, be creative and innovative.


ENQUIRIES : Mrs. A Vorster Tel No: (012) 380 1219
APPLICATIONS : can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117. Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, and ID.

CLOSING DATE : 15 November 2019

POST 39/123 : FINANCE CLERK REF NO: LRT/FIC/10 (X1 POST)
Directorate: Finance Department

SALARY : R173 703 per annum (Level 05) (plus benefits)
CENTRE : Leratong Hospital
REQUIREMENTS : Three years National Diploma in finance or Grade 12 or Abet (level 4) with 3-5 years hospital experience or Grade 10/Abet (level 2) with 5-10 years hospital experience. Computer Skills. Sound Knowledge of PFMA. Good verbal and written communication skills. Knowledge of transversal system BAS and SAP will be an added advantage. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines.

DUTIES : Responsible for SCOA allocations. Assist in budget capturing and reporting. Process payments on E-invoicing and capturing payments on work-cycle. Ensure fruitless and wasteful expenditure, donations, petty cash certificate, payroll certificate, Account No.2, Parking and accommodation reports are done before the due dates. Reconciliation of supplier payments, BAS/MEDSAS,
BAS/SAP, BAS/PERSAL. Expected to perform all other additional activities
given by the supervisor.

ENQUIRIES: Ms V Ramaube Tel No: (011) 411 3715
APPLICATIONS: Applications should be hand delivered to Leratong Hospital: Human Resource
Department: Block 6 no 1 Adcock Street, Chamdor, Krugersdorp. 1740 or
posted to Leratong Hospital: Human Resource, Private Bag X2078,
Krugersdorp 1740. Application should be delivered by 12h00 (Noon) on the
closing date including posted mails.

NOTE: The Department of Health is committed to the achievement and maintenance
of diversity and equity employment especially of race, gender and disability.
Applications must be submitted on a Z83 form fully completed, obtainable from
any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy,
certified copies of qualification/s including matric. Certification should not be
older than three months. Failure to submit all the requested documents will
result in the application not being considered. If you have not been contacted
within three (3) months after the closing date, please accept that your
application was unsuccessful. Candidates will be subjected to Personnel
Suitability Checks (PSC) – Verification (Reference checks- provide at least 3
of which one must be immediate supervisor, identity verification, qualifications
verification, criminal record checks, credit/financial stability checks and
employment verification). The recommended candidate may be subjected to
medical surveillance as required by the Occupational Health and Safety Act,
Act 5/1993. Leratong Hospital reserves the right to utilize practical
exercises/tests for Non-SMS positions during the recruitment process to
determine the suitability of candidates for the post(s).

CLOSING DATE: 15 November 2019 (at 12h00 pm)
POST 39/124: ADMINISTRATION CLERK REF NO: LRT/ADM/09 (X10 POSTS)
Directorate: Patient Affairs
SALARY: R173 703 per annum (Level 05) (Plus Benefits)
CENTRE: Leratong Hospital
REQUIREMENTS: Three years National Diploma in Administration or Grade 12 or Abet (level 4)
with 3-5 years hospital experience or Grade 10/Abet (level 2) with 5-10 years
hospital experience. Computer Skills. Sound Knowledge of PFMA. Good
verbal and written communication skills. Ability to work under pressure in a changing
environment. To relieve colleagues as the need arises and work closely with
other disciplines.

DUTIES: Registration of inpatient and outpatients. Collection and safe custody of
patient's fees. Kitting of patients values as per request. Booking of patients and
efficient handling of enquiries. Updating of patients information in the system
as and when required.

ENQUIRIES: Ms L Makokwe Tel No: (011) 411 3514
APPLICATIONS: Applications should be hand delivered to Leratong Hospital: Human Resource
Department: Block 6 no 1 Adcock Street, Chamdor, Krugersdorp. 1740 or
posted to Leratong Hospital: Human Resource, Private Bag X2078,
Krugersdorp 1740. Application should be delivered by 12h00 (Noon) on the
closing date including posted mails.

NOTES: The Department of Health is committed to the achievement and maintenance
of diversity and equity employment especially of race, gender and disability.
Applications must be submitted on a Z83 form fully completed, obtainable from
any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy,
certified copies of qualification/s including matric. Certification should not be
older than three months. Failure to submit all the requested documents will
result in the application not being considered. If you have not been contacted
within three (3) months after the closing date, please accept that your
application was unsuccessful. Candidates will be subjected to Personnel
Suitability Checks (PSC) – Verification (Reference checks- provide at least 3
of which one must be immediate supervisor, identity verification, qualifications
verification, criminal record checks, credit/financial stability checks and
employment verification). The recommended candidate may be subjected to
medical surveillance as required by the Occupational Health and Safety Act,
Act 5/1993. Leratong Hospital reserves the right to utilize practical
exercises/tests for Non-SMS positions during the recruitment process to
determine the suitability of candidates for the post(s).
CLOSING DATE : 15 November 2019 (at 12h00 pm)

POST 39/125 : LABOUR RELATIONS SECRETARY REF NO: LRT/LRS/11 (X1 POST)
Directorate: Human Resource

SALARY : R173 703 per annum (Level 05) (Plus Benefits)
CENTRE : Leratong Hospital
REQUIREMENTS : Three years National Diploma in Labour Relations or Grade 12/Abet (level 4) with 3 years hospital experience in Labour Relations. Computer Skills. Knowledge of Persal and Secretarial experience will be an added advantage. Good verbal and written communication skills. Ability to work under pressure in a changing environment. Work closely with other disciplines. Innovative thinking and problem-solving skills.

DUTIES : Provide secretarial services in the department. Minutes taking in Bi and multilateral meetings. Prepare agenda for Bi and multilateral meetings. Compile weekly, monthly, quarterly and annual labour related reports. Attend to all correspondence (i.e attending to incoming calls, manage incoming and outgoing mails and distributes accordingly). Coordinate all LRO meetings. Typing, preparing and collating reports for cases (misconduct, and grievance). Accurate filing of correspondences and other documents including personal records. Arranging appointments and manage diaries.

ENQUIRIES : Ms Mabiletse Tel No: (011) 411 3677
APPLIED AS : Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock Street, Chamdo, Krugersdorp. 1740 or posted to Leratong Hospital: Human Resource, Private Bag X2078, Krugersdorp 1740. Application should be delivered by 12h00 (Noon) on the closing date including posted mails.

NOTES : The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

CLOSING DATE : 15 November 2019 (at 12h00 pm)

POST 39/126 : ADMIN CLERK COMMUNICATION REF NO: TDHS/A/2019/41
Directorate: Chief Director Communication

SALARY : R173 703 – R204 612 per annum
CENTRE : Tshwane District Health Services
REQUIREMENTS : A 3-year Degree or National Diploma in Communication/Journalism/Marketing/Public Relations/Media, Grade12 plus Driver’s License and two years relevant experience Other Skills/Requirements: Knowledge of the Public Service Act, Public Service Regulations, Public Finance Management Act, Computer literacy, problem solving skills, creativity, good interpersonal and analytical skills. Good communication skills both verbal and written. Maintain confidentiality, loyalty and be a team player.

DUTIES : Admin related work (filing, attending to telephone queries, assist facilities with issues of corporate identity, media queries, protocol, posters and dissemination of information). Assist in organizing district events and campaigns. Assist in creating publications and communication strategies. Assist in doing district social mobilization for events and campaigns. Coverage by taking photos, writing articles during events and campaigns. Assist in stakeholder relations e.g. Clinic Committees. Printing and laminating documents per requirement of
Ideal clinic. Assist in procuring communication materials and equipment. Perform any other duties within communication as requested by the superiors.

**ENQUIRIES:**
Mr S Mahlo Tel No: (012) 451 9060

**APPLICATIONS:**
Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

**NOTE:**
Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached.

**CLOSING DATE:**
15 November 2019

**POST 39/127:**
**KEY BOARD OPERATOR (ADMINISTRATION CLERK) REF NO: KEYB/KPTH/07/19**
Directorate: Nursing Services (Secretary in the Nursing Manager’s Office)

Re-advertisement post applicant that applied previously are encouraged to apply.

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

**CENTRE:**
Kalafong Provincial Tertiary Hospital

**REQUIREMENTS:**
Grade 12 and National Diploma NQF level 6 in Business Administration, Public Relations, Office Administration and related field. Secretary Certificate must be from an accredited institution. Bachelors Degree in Public Administration or any relevant Administration field will be an added advantage. Must be willing to work extra hours and under pressure. This is an entry level 5 post. Minimum 12 months experience in the areas mentioned above will be an added advantage. Experience of committee work and procedure. Minute-taking experience (if this is not being delegated to staff). Good interpersonal communication skills (verbal and written). Able to work with confidential documents. Approachable and sensitive to the feelings of others. Well organised and be detail oriented. Ability to work well as a team. Time management. Strong customer service.

**DUTIES:**
Manage Nursing Manager’s diary. Communication inside and outside Nursing Departments with relevant stakeholders. Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals. Arrange for Nursing Services for all categories, conferences and take minutes of meetings. Greet visitors and caller, handle their inquiries, and direct them to the appropriate persons according to their needs. Locate and attach appropriate files to incoming correspondence requiring replies. Schedule meetings as per year calendar planner. Make copies of correspondence and other printed material. Open, read, route and distribute incoming mail and other material, and prepare answers to routine letters and check mails. Schedule and confirm appointments for clients, customers or supervisors. Set up and maintain paper or manual and electronic filing system for records, correspondence and other material. Establish work procedures, schedule, and keep track of daily work. Learn to operate new office technologies as they are developed and implemented. Operate electronic mail systems and coordinate the flow of information both internally and with other organizations. Order supplies for Nursing Manager’s office. Provide services to customers, such as order placement and account information. Review work done by others to check and correct spelling and grammar, ensure that company format policies are followed and recommend revision.

**ENQUIRIES:**
Ms M V Mathabatha Tel No: (012) 373-6930

**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 or apply online at www.gauteng.gov.za. 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. NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not
been contacted within three (3) months after the closing date please accept
that your application was unsuccessful.

**CLOSING DATE** : 15 November 2019

**POST 39/128** : MATERIAL RECORDING CLERK REF NO: MRCLERK/08/19

Directorate: Supply Chain Management Unit

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

**CENTRE** : Kalafong Provincial Tertiary Hospital

**REQUIREMENTS** : Grade 12 and National Diploma in Supply Chain Management at NQF level 6. Minimum of eighteen (18) months experience and prove computer literacy will be an added advantage. Good interpersonal and communication skills, verbal and written reporting skills, problem solving, and ability to work under pressure and meet deadlines. Willing to rotate within the Supply Chain Management section. Knowledge of PFMA, Treasury regulations.

**DUTIES** : Receiving and issuing of stock, check correctness, quality and quantity. Record movement of inventory on VA11, VA10 and RLSO1. Reconciliation of journals. Replenishment of FIFO. Capturing of documents on the system (RLSO1, RLSO2 and sourcing of quotation). Be able to rotate when required. Be able to work independently.

**ENQUIRIES** : Ms PM Sekhudu Tel No: (012) 318-6750

**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** : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 3 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department: Kalafong Tertiary 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** : 15 November 2019

**POST 39/129** : STAFF NURSE GRADE 1-3 REF NO: TDH 0014/2019 (X3 POSTS)

**SALARY** :
- Grade 1: R171 381 - R192 879 per annum (all inclusive)
- Grade 2: R204 627 - R230 307 per annum (all inclusive)
- Grade 3: R242 166 - R297 825 per annum (all inclusive)

**CENTRE** : Tshwane District Hospital

**REQUIREMENTS** : Grade12.Qualification that allows registration with the SANC as a Staff Nurse. Valid proof of current registration with SANC as Enrolled Nurse.

**DUTIES** : To provide quality basic nursing care services under the supervision of a professional nurse within the scope of practice as defined by the South African Nursing Council (SANC) and Charter of Nursing Practice. Develop and implementation of basic patient care plans - ensure maintenance of patient hygiene, sustain nutritional status, and facilitate mobility and elimination process. Measure, record and interpret vital signs. Operate all relevant apparatus and equipment in the unit. Assist professional nurses with clinical procedures (e.g. administration of intramuscular injections and oral medication). Preparation of patients for diagnostic and surgical procedures. Effective utilisation of resources. Work as part of the multidisciplinary team to ensure good clinical outcomes. Willing to work shifts including night duty in different departments. Maintain the code of conduct as required in the Public service and the Professional Body. Seek learning opportunities.

**ENQUIRIES** : Mrs Mothaga DS Tel No: (012) 354-7600

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APPLICATIONS should be submitted to: HR Department, Tshwane District Hospital Private Bag X179 Pretoria 0001.

NOTE: Applications should include Z83, CV, and certified copies of ID and Qualifications. Suitable candidates will be subjected to security screening and vetting process. Successful candidate will undergo a medical surveillance. No faxed or emailed application will be accepted.

CLOSING DATE: 15 November 2019

POST 39/130: PRINCIPAL PORTER REF NO: LRT/PPT/13 (X 2 POSTS)
Directorate: Support Services

SALARY: R145 281 per annum (Level 04) (Plus benefits)
CENTRE: Leratong Hospital
REQUIREMENTS: Grade 12 or Abet (level 4) with 3 years hospital experience, Grade 10 or Abet (level 2) with 5 years hospital experience. Good verbal and written communication skills. Ability to work under pressure in a changing environment. To relief colleagues as the need arises and work closely with other disciplines. Be prepared to supervise a big team. Ability to read and write English. Be prepared to work after hours. Porter experience will serve as an added advantage.

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

ENQUIRIES: Mr P Leiso Tel No: (011) 411 3559
APPLICATIONS: Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock Street, Chamdor, Krugersdorp. 1740 or posted to Leratong Hospital: Human Resource, Private Bag X2078, Krugersdorp 1740. Application should be delivered by 12h00 (Noon) on the closing date including posted mails.

NOTE: The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).
anaesthetic tubes and suctions. Washing of instruments and compiling of sets according to OT standards. Compiling the white packs and packing gowns/linen. Cleaning of lead aprons, boots and fridges. Messaging for all errands e.g blood, specimens, to laboratory plus stores etc. Provide theatre scrubs- rooms with linen e.g draw sheet. Compiling of different types of linen according to procedures. Unpacking of vacoliters from boxes. Operating autoclaves and instruments washers of all types.

**ENQUIRIES**: Ms B. Pule Tel No: (011) 411 3663

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

**NOTE**: The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

**CLOSING DATE**: 15 November 2019 (at 12h00 pm)

**POST 39/132**: GENERAL ASSISTANT REF NO: GA/ KPTH/2019

**Directorate**: Supply Chain Management Unit

Re-advertisement post applicant that applied previously are encouraged to apply.

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

**CENTRE**: Kalafong Provincial Tertiary Hospital

**REQUIREMENTS**: Grade 12 and a proven computer literacy. A minimum of twelve (12) months experience of stores will be an added advantage. Be a team player, organising skills, Be able to work under pressure, numeracy and literacy. Inter personal proficiency, communication skills (written/verbal).

**DUTIES**: Delivering of stock to end-user. Packing stock on the shelves. Cleaning of stores. Assist in managing stock in the warehouse. Provide support to all managers within SCM. Be able to rotate when required.

**ENQUIRIES**: Ms PM Sekhudu Tel No: (012) 318-6750

**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**: Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications(not older than 3 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by
the Department. Kalafong Tertiary Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representation in terms of race, disability and gender will receive preference.

CLOSING DATE: 15 November 2019

DEPARTMENT OF SOCIAL DEVELOPMENT

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: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000

FOR ATTENTION: Mr O Mkhabela Tel No: (011) 355 7937

NOTE: Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than six months old). The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Ms B. Khutsoane. All applicants is also encouraged to number the pages of their CV and the attached certified documents Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. NB: Preference will be given to Indians, Coloureds, Whites and People with Disabilities (Differently abled persons).

CLOSING DATE: 15 November 2019

OTHER POSTS

POST 39/133: DEPUTY DIRECTOR: INFRASTRUCTURE NPO MONITORING REF NO: SD/2019/11/01

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

CENTRE: Johannesburg Head Office

REQUIREMENTS: 3-year tertiary qualification in Built Environment with 5 years’ middle management experience in the Public-Sector portfolio management. A valid South African Driver’s License. Honesty, integrity, attention to detail and be technically orientated. Knowledge of the PFMA, DoRA, Treasury regulations, national building standards, Occupational Health and Safety Acts and Regulations. SKILLS: Building, Strategic and Project management skills.

DUTIES: Assessment for accreditation and aligning of national strategy for application in the province. Manage the development and updating of all infrastructure policies, norms and standards in line with nationally prescribed policies. Ensure that all maintenance projects comply with policies, norms and standards as stated in the National Treasury Instruction. Develop maintenance priority lists and costs. Management of procurement costs for all NPO maintenance projects in Gauteng IDMS control framework. Management of contracts in line SANS, OHS Act, Regulations and Construction Regulations. Design and update OHS tools for monitoring of all NPO facilities. Monitoring and reporting of monthly and quarterly reports. Maintain discipline, manage performance and development of employees. NB: Preference will be given to Indians, Coloureds, Whites and People with Disabilities (Differently abled persons)

ENQUIRIES: Mr O Mkhabela Tel No: (011) 355 7937

POST 39/134: GIS TECHNOLOGISTS: INFRASTRUCTURE PORTFOLIO MANAGEMENT REF NO: SD/2019/11/02

SALARY: R363 894 – R392 263 per annum (within the OSD framework)

CENTRE: Johannesburg Head Office

REQUIREMENTS: Bachelor of Science (NQF7) in Geography/Geomatics/Environmental Sciences. Compulsory registration with PLATO as a GISc Professional on appointment. 3-year post qualification on GISc relevant experience. A valid South African Driver’s License. Knowledge and understanding of programme
and project management including GISc, legal and operational compliance. Knowledge of policy formulation and operational communications. Knowledge of research and development including the creation of high performance culture. Skills: Strategic management, team leadership and decision making skills.

**DUTIES**

Technical functions to collect and capture data from various formats and sources. Design and implement a spatial database to store the required data sets. Creation and maintenance of spatial data topology and attributes. Providing technical support relating to software and data usage to Geographic Information Systems (GISc) users. Maintain the GISc unit and train users at all times. Ensure that there is easy access to spatial information and allocate, control, monitor and report on all resources. Manage the operational capital project portfolio for the operation to ensure effective resources according to organizational needs and objectives. Undertake system audit and requirement analysis. Conduct research, investigation and advice on new technologies.

**ENQUIRIES**

Mr O Mkhabela Tel No: (011) 355 7937

**PROVINCIAL TREASURY**

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

**APPLICATIONS**

Applications must be submitted on a duly signed Z83 form, comprehensive CV, certified copies of ID and all Qualifications to be attached. Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107.

**CLOSING DATE**

15 November 2019

**NOTE**

Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all required qualification/s as per the advertisement and ID document (no copies of certified copies allowed, certification should not be more than three (3) months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non-SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises/tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

**OTHER POST**

**POST 39/135**

**ASSISTANT DIRECTOR: FISCAL POLICY RESEARCH ANALYST REF NO:**

GPT/10/25

Directorate: Fiscal Policy Analysis

**SALARY**

R376 596 per annum (plus benefits)

**CENTRE**

Johannesburg
### REQUIREMENTS
Degree in Public Management/Administration/Governance, Public Policy, Public Finance, Public Economics and/or related field at NQF Level 7 as recognised by SAQA. 3-5 years’ experience in the Fiscal Policy, Budget Management, Public Finance areas and/or related to job content.

### DUTIES
To optimize provincial own revenue and increase own revenue collection. Inform budget and policy through the development of the MTBPS. Optimise and expand provincial own revenue target by assessing tariff schedule and fee from departments and recommend decision; Support departments with the development and implementation of revenue enhancement strategy through the development of GPG own revenue enhancement strategy; Provide input into the transparent and effective revenue management process through the application of effective tools and techniques to maximize the collection of revenue owed to the province; and Contribute to budget processes by analysing revenue budget proposals from departments; amongst others related. Assist in the development of the MTBPS publication by consulting with all stakeholders to develop a research framework; amongst others related.

### ENQUIRIES
Ms. Baleseng Sedibe Tel No: (011) 227 9000
ANNEXURE S

PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

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

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

FOR ATTENTION: Mr LA Nyilenda

CLOSING DATE: 15 November 2019 (Applications received after this date will not be accepted).

NOTE: Applications must be submitted on the Application for Employment Form (Z83) available from any Public Services Department and should be accompanied by a comprehensive CV together with originally certified copies of qualifications, driver’s license and ID. Applicants who possess a qualification which was obtained from a non-South African University must produce SAQA evaluations when submitting their applications. Failure to comply with any instruction will disqualify applicants. Appointment is subject to a positive outcome obtained from the NIA to the following checks (Security Clearance, Qualification verification, criminal records, credit records and previous employment). Faxed or late applications will not be accepted. Should applicants not receive any response from us within three months of the closing date, please accept that your application was unsuccessful. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection committee will recommend the 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 post for the Deputy Director: Municipal Governance is being re-advertised. All applicants who applied previously need to re-apply if they wish their applications to be considered.

MANAGEMENT ECHELON

POST 39/136: DIRECTOR: LEGAL SERVICES REF NO: 1/2019 (OHOD)

Office of the HOD
Directorate: Legal Services

SALARY: R1 057 326 - R1 245 495 per annum (All inclusive SMS Management Service package)

CENTRE: Pietermaritzburg

REQUIREMENTS: The ideal candidate must be in possession of a minimum Bachelor’s Degree or NQF level 7 in Law (preferably an LLB degree) coupled with 5 years’ experience at a middle/senior managerial level in the legal services environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Sound knowledge of relevant legislation, Knowledge of PFMA, Promotion of Access to Information Act, Promotion of Administrative Justice Act, Knowledge of Applied Public Law, Knowledge of drafting of legislation, contracts and legal opinions, Knowledge of the functioning of municipalities and application of local government legislation, Knowledge of project management, Ability to nurture relationships with strategic partners within and outside of government sector, Analytical thinking and report writing skills, Planning and management and strategic analysis skills, Conflict resolution and problem solving skills, Team development, presentation and facilitation skills, Decision making skills, Legal interpretation and contract management skills. Drafting, training and presentation skills, Interpretation of statutes skills, Management skills, Good communication skills (verbal, written & negotiating), Computer literacy in MS office with the ability to conduct research, A valid code 8 driver’s licence.
DUTIES: The successful candidate will be required to manage the provision of legal services with the following key responsibilities:- Provide legal advice to the department, Manage the department, advise and provide litigation support to the department, Manage and coordinate the drafting and amendments to legislation and legal instruments, Ensure legal compliance by the Department, Manage the resources and ensure the provision of strategic direction.

ENQUIRIES: Mr T Tubane at Tel No: (033) 395 2035

OTHER POSTS

POST 39/137: DEPUTY DIRECTOR: MUNICIPAL GOVERNANCE REF NO: 3/2019 (MG)
Chief Directorate: Municipal Administration and Governance
Directorate: Municipal Governance

SALARY: R869 007 - R1 023 645 per annum (All inclusive Middle Management Service package)
CENTRE: Pietermaritzburg

REQUIREMENTS: The ideal candidate must be in possession of a minimum Bachelor’s Degree or NQF level 7 as recognised by SAQA in LLB or related qualification coupled with 3- 5 years junior management experience in local government environment after qualification. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: - Knowledge of relevant legislation, Knowledge of legislative drafting, Knowledge of legal framework in Local Government, Awareness and understanding of the municipal environment, Knowledge of conflict resolution, Knowledge of policy analysis, Knowledge of project management, Knowledge of research and development of legislation, Planning skills, Team development skills, Decision making and problem solving skills, Time management skills, Management of finances skills, Good communication skills (verbal & written), Computer literacy in MS office, A valid code 8 driver’s license.

DUTIES: The successful candidate will be required to support and monitor efficient municipal governance and compliance with the following key responsibilities:- Assess and monitor the executive authority of municipalities, Assess the municipal council institutional framework and administer the legislative processes associated therewith, Facilitate the regulating and processing of municipal electoral matters, Drafting of legal documents, Manage resources of the directorate efficiently and effectively.

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

POST 39/138: ASSISTANT DIRECTOR: COMMUNICATIONS-PUBLIC RELATIONS MARKETING AND ADVERTISING REF NO: 3/2019 (CC)
Chief Directorate: Corporate Services
Directorate: Corporate Communications

SALARY: R376 596 - R454 920 per annum
CENTRE: Pietermaritzburg

REQUIREMENTS: The ideal candidate must be in possession of a minimum National Diploma or NQF level 6 as recognised by SAQA in Communication/Public Relations/Journalism coupled with 3 years’ experience in communication/public relations/journalism working environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge of public relations, brand development and media buying, Knowledge of the generic management processes, Knowledge of media monitoring systems, Knowledge of public service acts and policies, Knowledge of the Constitution, Knowledge of communication policy, Knowledge of brand development and management, Knowledge of media buying, Knowledge of photography, Knowledge of communication campaign, Knowledge of event management, Knowledge of performance management, Photography skills, Financial management skills, Decision making and problem solving skills, Leadership skills, Strategic communication skills, Project management skills, Time management skills, Good listening skills, Presentation skills, Good communication skills (verbal & written), Computer literacy in MS office, A valid code 8 driver’s license.

DUTIES: The successful candidate will be required to provide a public relations, marketing and advertising with the following key responsibilities:- Render a communication media buying advertising service, Ensure the provision of advertisement material for the department, Develop the departmental brand.
and maintain the corporate image and identity. Ensure the positioning and marketing of the departmental brand. Supervise the staff and budget of the Sub Directorate.

ENQUIRIES : Ms N Ndlouv at Tel No: (033) 897 5890

POST 39/139 : ASSISTANT DIRECTOR: PUBLIC RELATIONS AND EMPLOYEE COMMUNICATION REF NO: 4/2019 (CC)
Directorate: Corporate Communications

SALARY : R376 596 - R454 920 per annum
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in possession of a minimum National Diploma or NQF level 6 as recognised by SAQA in Communication/Public Relations coupled with 3 years’ experience in communication/public relations/journalism working environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge of design, print and writing, Knowledge of the generic management processes, Knowledge of public service acts and policies, Knowledge of the Constitution, Knowledge of communication policy, Knowledge of public relations, Knowledge of journalism, Knowledge of project management, Knowledge of performance management, Knowledge of advertising, Good writing skills, Design and layout skills, Decision making and problem solving skills, Financial management skills, Leadership skills, Strategic communication skills, Project management skills, Good listening skills, Time management skills, Presentation skills, Good communication skills (verbal & written), Computer literacy in MS office, A valid code 8 driver’s license.

DUTIES : The successful candidate will be required to render a publication and employee communication service with the following key responsibilities:- Implement an employee communication strategy for improved access of information to staff, Provide corporate culture improvement programme aimed at boosting the morale of the staff, Render and editorial service for the content of all communication material, Render a desktop publishing service for all departmental printed publications, Supervise the staff and oversee adequate resources for the component.

ENQUIRIES : Ms N Ndlouv at Tel No: (033) 897 5890

POST 39/140 : ASSISTANT DIRECTOR: OUTREACH PROGRAMMES REF NO: 5/2019 (CC)
Directorate: Corporate Communications

SALARY : R376 596 - R454 920 per annum
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in possession of a minimum National Diploma or NQF level 6 as recognised by SAQA in Communication/Public Relations/Journalism coupled with 3 years’ experience in communication/public relations/journalism working environment Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge of communication and public relations, Knowledge of campaign planning and implementation, Knowledge of event management, Knowledge of monitoring and evaluation, Knowledge of the generic management processes, Knowledge of public service acts and policies, Knowledge of the Constitution, Knowledge of communication policy, Knowledge of external communication, Knowledge of exhibitions, Knowledge of advertising, Research, monitoring and evaluation skills, Language proficiency in English/Zulu skills, Decision making and problem solving skills, Financial management skills, Leadership skills, Strategic communication skills, Project management skills, Good listening skills, Time management skills, Presentation skills, Good communication skills (verbal & written), Computer literacy in MS office, A valid code 8 driver’s license.

DUTIES : The successful candidate will be required to implement communication outreach programmes for the Department with the following key responsibilities:- Develop and implement Department outreach programmes, Oversee all logistical arrangements for outreach programmes, Develop exhibitions depicting the service delivery programmes of the Department, Oversee the preparation and planning of all departmental corporate events, Supervise the staff and ensure adequate resources of the Sub Directorate.
DEPARTMENT OF HEALTH

OTHER POSTS

POST 39/141: HEAD: CLINICAL UNIT REF NO: HCUPAEDSHAEMONCO/1/2019 (X1 POST)
Department: Paediatric Medicine Haematology and Oncology

SALARY: R1 728 807 per annum (all-inclusive salary package) (excluding commuted overtime) is payable to the successful candidate who will be required to enter into a permanent employment contract, as well as complete a Performance Agreement with the Manager of the post.

CENTRE: Inkosi Albert Luthuli Central Hospital

REQUIREMENTS: MBCHB. Registration with Health Professions Council of South Africa as a Medical Specialist in Paediatric Haematology and Oncology. Current registration with the Health Professions Council of South Africa as a Medical Specialist in Paediatric Haematology and Oncology. A minimum of 3 years’ appropriate post registration experience as a Medical Specialist in Paediatric Haematology and Oncology. Recommendation: Computer Literacy: MS Office software application. Knowledge, Skills, Training and Competence Required: Clinical, procedural and training skills. Counselling and conflict resolution skills and also good interpersonal relationship. Leadership, administration, programmes planning, assessment of patients within his/her field of expertise. Ability to communicate at a higher level. Ability to network with management at all levels within the Provincial structures. Knowledge and an understanding of the Public Finance Management Act and its implications for departmental budgeting. Knowledge and an understanding of the Postgraduate Education regulations and requirements as determined by the Health Professions Council of South Africa, the College of Paediatricians of South Africa and the University of KwaZulu-Natal. Ability to train Registrars in paediatrics and Paediatric subspecialist in Haematology and Oncology. Involved in College examination for Paediatrics and Haematology and Oncology.

DUTIES: Provide Clinical Services to Haematology and Oncology patients at IALCH as directed by the Head of Department. The primary Service will be in the diagnosis and management of Haematology and Oncology malignancies. To provide Clinical Services to Haematology and Oncology patients in other tertiary hospitals. To assist in the Administration and management of the Haematology and Oncology services at IALCH. Participate in the training, teaching and examinations of paramedical and medical under and postgraduate students in the field of Haematology and Oncology. Establish protocols for the management of patients undergoing treatment in the specialized Haematology and Oncology Units at IALCH. Involved in academic program for under and post graduates including examination. Supervise and train MMED and higher degrees in Haematology and Oncology. Ensure Units has local, national and international representation that promotes development of the Speciality. Maintain Unit Statistics, identify challenges/opportunities and provide solution. Involved in Department outreach to tertiary service. Coordinate and implement the education of nursing and allied personnel involved in Haematology and Oncology. Ensure the ethical principles necessary when undertaking research. Maintain optimal numbers and use of staff within the Haematology and Oncology services through a process of recruitment and retention of staff. Provide opportunities for skills development at all levels of expertise. Foster a spirit of co-operation within the Units and with all disciplines involved in the management of Haematology and Oncology patients.

ENQUIRIES: Prof PM Jeena Tel No: (031) 2402046

APPLICATIONS: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

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

CLOSING DATE: 15 November 2019

POST 39/142: HEAD OF CLINICAL UNIT: GASTROENTEROLOGY REF NO: HCUGASTRO/1/2019 (X1 POST)
Department: Gastroenterology

SALARY: R1 728 807 per annum (all-inclusive salary package) (excluding commuted overtime) is payable to the successful candidate who will be required to enter into a permanent employment contract, as well as complete a Performance’ Agreement with the Manager of the post.

CENTRE: IALCH

REQUIREMENTS: MBCHB. Registration with Health Professions Council of South Africa as a Medical Specialist Gastroenterologist. Current registration with the Health Professions Council of South Africa as a Medical Specialist Gastroenterologist. A minimum of 3 years' appropriate post registration experience as a Medical Specialist Gastroenterologist. Knowledge. Skills. Training And Competence Required: Clinical, procedural and training skills. Counselling and conflict resolution skills. Leadership, administration and management skills. Good communication skills and decision making. Experience in the training of sub-Speciality fellows in Gastroenterology will be an advantage.

DUTIES: The control and management of clinical services as delegated by the Gastroenterology Head of Department or by Inkosi Albert Luthuli Hospital Management. Maintain satisfactory clinical, professional and ethical standards related to these Services. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertains to the Endoscopy unit and Gastroenterology department. Conduct, assist and stimulate research. Training of undergraduate medical students, postgraduate medical students (Internal Medicine registrars and sub-Specialty Fellows in Gastroenterology) and allied Health Personnel, and participation in formal teaching as required by the department. Promote community-orientated services and participate in outreach programmes. Conduct specialized outpatient clinics and provide opinion where required. After hours consultant cover for the Department of Gastroenterology at Inkosi Albert Luthuli Hospital. Assist with the setting of protocols for the management of Gastroenterological diseases. Develop measures to ensure quality assurance in Gastroenterology.

ENQUIRIES: Prof K A Newton Tel No: (031) 2604761 or (031) 2401345/1238.

APPLICATIONS: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

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

CLOSING DATE : 15 November 2019

POST 39/143 : MEDICAL SPECIALIST GRADE 1/2/3: SURGERY DEPARTMENT REF NO. MED 51/2019 (X1 POST)

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

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

CENTRE : Edendale Hospital

REQUIREMENTS : Grade 12 Certificate, Appropriate qualification in Health Science (MBChB degree or equivalent).Registration certificate with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Surgery. Current practice with the HPCSA as a Medical Specialist (2019-2020). N B: Candidates who have successfully attained the FCS (SA) 2019 and awaiting specialist surgery registration with HPCSA are free to apply for this post Experience: Grade 1: Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA. Foreign candidates require 1 year relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. Grade 2: Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 5 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 6 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. A certificate of service obtained from the HR Department must be attached. Grade 3: Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 10 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. A certificate of service obtained from the HR Department must be attached. Knowledge of appropriate specialist level procedures and protocols within the field of general surgery. Sound knowledge of Human Resource management. Ability to supervise and teach junior staff. Good communication, interpersonal and management skills. Sound professional and ethical values and a concern for excellence. Information management and quality assurance. Knowledge of current Health and Public Servants legislation, regulation and policy. Leadership and decision making abilities as well as problem solving and conflict management.

DUTIES : Participate in the delivery of a 24 hour in-patient and out-patient general surgery service within the Pietermaritzburg Metropolitan Hospitals Complex based at Edendale or Grey’s hospital. Undertake teaching of undergraduate medical students, postgraduate general surgery trainees and allied health care personnel. Develop management protocols for the general surgery service in accordance with the Hospital and Department policies. Provide appropriate surgical care to general surgery patients. Maintain the effective and efficient utilisation of human resources in respect of: Overseeing and supervising general surgery staff in the execution of their duties, training staff and promoting ongoing staff development in accordance with their individual and departmental development needs, recruiting and selecting staff in accordance with government prescripts, assessing performance of general surgery staff, allocating general surgery personnel to respective wards and call roster. Provide measures and guidance on quality assurance to comply with set quality standards. Provide general surgery outreach services in the Pietermaritzburg Metropolitan Hospitals Complex and Area 2. Foster collaboration with other hospitals within and outside the district. Exercise cost control over the activities of the department in line with the allocated budget. Participate in all academic and clinical meetings of the general surgery Department. Participate in departmental research activities. Accept responsibility for continuous professional development to keep up to date with new developments in the field of expertise and related fields. Any other duties as assigned by the Head of Department.

ENQUIRIES : Dr. P. Ranjan Tel No: (033) 395 4165
APPLICATIONS: All applications to be posted to: The Chief Executive Officer, Edendale Hospital, Private Bag X 509, Plessislaer, 3216.

FOR ATTENTION: Mr. L. Makhaye

NOTE: Employment Equity: Preference will be given to the following candidates as per Employment Equity target: Any person with disability regardless of race and gender, African Male, Coloured Male, Indian Male.

CLOSING DATE: 15 November 2019

POST 39/144: MEDICAL SPECIALIST REF NO: MEDSPECCARDIOTHORSURG/1/2019 (X1 POST)
Department: Cardiothoracic Surgery

SALARY:
Grade 1: R1 106 040 per annum (all-inclusive Salary package) excluding commuted overtime
Grade 2: R1 264 623 per annum (all-inclusive salary package) excluding commuted overtime
Grade 3: R1 467 651 per annum (all-inclusive salary package) excluding commuted overtime.

CENTRE: Inkosi Albert Luthuli Central Hospital

REQUIREMENTS:
Applicants must be registered as a Specialist -Cardiothoracic Surgery with the Health Professions Council of South Africa. Current registration as Specialist Cardiothoracic Surgery with the Health Professions Council of South Africa. Experience Required: Grade 1: No experience required. Registrars who have completed Registrar training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa as a Medical Specialist in Cardiothoracic Surgery. Grade 2: Five (5) years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist (Cardiothoracic Surgery). Grade 3: Ten (10) years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist (Cardiothoracic Surgery Skills, Knowledge, Training And Competence Required: The incumbent should have a comprehensive knowledge of the specialty discipline of Cardiothoracic Surgery including all aspects of General Thoracic Surgery, and Surgery for Acquired & Congenital Cardiovascular Disease. Surgical skills in the operative management of diseases within the specialty are an absolute prerequisite. In addition, teaching and computer literacy are essential requirements. The applicant must have undergone training in a cardiothoracic unit in an accredited academic center either within the country or elsewhere. Competence in the clinical evaluation of the cardiothoracic surgical patient, interpretation of special investigations, especially radiological, operative intervention and post-operative management are of paramount importance.

DUTIES:
Provide a clinical service encompassing the diagnosis, investigation, Peri-operative care and surgical management of cardiothoracic patients. Actively participate in the academic programme run by the department for the post-graduate training of Registrars. Teaching of undergraduate and postgraduate students. To engage in academic research culminating in the publication of papers in scientific journals or the presentation of the results of such research at scientific congresses. Achieve a level of theoretical knowledge and surgical skills requisite to the training of a Cardiothoracic Surgeon. Participate in after-hours services when required.

ENQUIRIES: Dr R. Madansein Tel No: (031) 2402114

APPLICATIONS: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

NOTE: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APR0/1/2006. Please note that failure to comply with the above instructions will disqualify applicants.
Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T Claims.

**CLOSING DATE** : 15 November 2019

**POST 39/145** : MEDICAL SPECIALIST REF NO: MEDSPECGI/2/2019 (X1 POST)

**Department** : Gastroenterology

**SALARY** :
- Grade 1: R1 106 040 per annum (all-inclusive Salary package) excluding commuted overtime
- Grade 2: R1 264 623 per annum (all-inclusive salary package) excluding commuted overtime
- Grade 3: R1 467 651 per annum (all-inclusive salary package) excluding commuted overtime.

**CENTRE** : Inkosi Albert Luthuli Central Hospital

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

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

**ENQUIRIES** : Professor KA Newton, on Tel No: (031) 240 1345

**APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

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

CLOSING DATE: 15 November 2019

POST 39/146: MEDICAL OFFICER GRADE 1, 2 OR 3: REF NO. OTH CHC 16/2019 (X1 POST)

SALARY:
- Grade 1: R821 205 per annum
- Grade 2: R938 964 per annum
- Grade 3: R1 089 693 per annum
These are all inclusive salary packages which consist of 70% basic salary and 30% flexible portion that can be structured in terms of applicable rules. Other Benefits: Commuted overtime (compulsory), Rural allowance is 22% of basic salary.

CENTRE: Othobothini Community Health Centre (Jozini)

REQUIREMENTS:
- An MBCHB degree or equivalent qualification, Plus registration with Health Professionals Council as a Medical Practitioner, Plus Current registration with HPCSA as a Medical Practitioner post- Community Service, OR Foreign workforce Management Programme (FWMP) approval from NDOH to register with HPCSA, Plus Police clearance and SAQA verification for foreign graduates. **Grade 1** Registration with HPCSA as a Medical Practitioner. Foreign candidates require 1 year relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. **Grade 2** Minimum of 5 years’ experience after registration with the HPCSA as a Medical Practitioner post- community service. 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** Minimum of 10 years’ experience after registration with HPCSA as a Medical Practitioner post- community service. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform community service. Experience in surgery/orthopaedics and/or obstetrics and anaesthetics will be a recommendation. Knowledge, Skills, Training And Competencies Required: Broad medical knowledge, including HIV and TB, paediatrics, surgery, obstetrics and gynaecology, orthopaedics, psychiatry, emergency medicine and anaesthetics. Clinical and surgical skills within the scope of practice of a district hospital. Communication and interpersonal skills. Willingness to teach and supervise junior doctors and students. Knowledge of applicable legislation, and national quality standards relating to primary health care.

DUTIES:
- Consultation, diagnosis, and treatment of patients in outpatients, casualty, wards and attached clinics. Implementation of required standards of care, including treatment protocols and guidelines. Referral to a higher level of care. Promotion of primary health care within the catchment area of the community health centre Performance of commuted overtime. Facilitation of staff training and on- going medical education. Collaboration with medical officers and other health care workers in the neighbouring health institutions to promote an effective district health services. African Female Applicants Are Most Welcome To Apply. Kindly attach certificate of Service/ Proof of work experience endorsed by HR.

ENQUIRIES:
Dr Z. Myeni: Tel No: (066) 3830 689

APPLICATIONS:
Please forward applications quoting reference number to: The Human Resource Manager, Othobothini CHC, Private Bag X 12, Jozini, 3969 OR hand deliver to Othobothini CHC HR Department.

NOTE:
- Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website www.kzhealth.gov.za. Certified copies of ID, Std 10 certificate, educational qualifications, certificate of service/proof of experience signed by HR office must be submitted together with your CV. People with disabilities should feel free to apply. Applicants in possession of foreign qualifications must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA). Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful,
CLOSING DATE: 15 November 2019

POST 39/147: MEDICAL OFFICER GRADE 1/2/3 REF NO: HRM 56/2019 (01 POST)

Directorate: Dept. Of Internal Medicine

SALARY:
Grade 1: R821 205 – R884 670 per annum. (All inclusive package)
Grade 2: R938 964 – R1 026 693 per annum (All inclusive package)
Grade 3: R1 089 693 – R1 362 366 per annum (All inclusive package)

CENTRE: King Edward VIII Hospital (KEH)

REQUIREMENTS:
MBCHB degree or equivalent qualification
Plus registration certificate with the HPCSA as an Independent Medical Practitioner
Plus current registration with the HPCSA (2019/2020).
Compulsory Overtime: Commuted overtime is compulsory.

And Competencies Required:
Good decision making, problem solving, leadership and mentoring skills,
Sound medical ethics skills, Good communication skills,
Computer skills, Service delivery orientated,
Policy development

Grade 1: None to less than 5 years after registration with the HPCSA as an Independent Medical Practitioner

Grade 2: 5 years to less than 10 years’ experience after registration with the HPCSA as an Independent Medical Practitioner

Grade 3: 10 years or more after registration with the HPCSA as an Independent Medical Practitioner.

DUTIES:
Daily ward rounds at Haemodialysis unit at St. Aidans Hospital,
To assist in Acute Medical Unit (AMU),
To efficiently execute duties which support the aims and objectives of Department of Medicine in providing care for in patients and outpatients in the Department of General Medicine,
To supervise the training of interns, and undergraduate medical students in Medicine,
To participate in and contribute to the research and outreach activities of the Department of Medicine,
To attain competency in recognizing and managing common medical disorders,
Manage inpatients and outpatients, follow-up clinic including MOPD, Medical Emergency Unit and Antiretroviral clinic,
Discharge of patients who are fit for discharge with appropriate arrangements made for follow-up and step down care,
Function independently to manage medical emergencies,
Attain competency in performing invasive procedures,
Counselling of patients and family members,
Provide community orientated clinical service and support primary health care service,
Liaise and consult with other disciplines e.g. Surgery, Obstetrics and Gynaecology, etc.,
Attain knowledge of rational drug treatment,
Participate in quality improvement programs, clinical audits, peer review meetings and policy development,
Attain knowledge of rational drug treatment,
Participate in quality improvement programs, clinical audits, peer review meetings and policy development,
Attendance, participation and presentation in academic program of the department,
Function as a member of a multi-disciplinary team including nursing staff and allied disciplines,
Candidate must be prepared to perform after hour duties (commuted overtime)

ENQUIRIES:
Dr. S. Ramji Tel No: (031) 360 2854

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

NOTE:
An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying. Please note that due to financial constraints, there will be no payment of S&T Claims.
CLOSING DATE: 15 November 2019
POST 39/148: MEDICAL OFFICER - OPHTALMOLOGY REF NO: MOOPTHAL/1/2019 (X1 POST)
Department: Opthalmology

SALARY: Grade 1: R821 205 per annum (All Inclusive Salary Package) excluding commuted overtime
Grade 2: R938 964 per annum (All-inclusive Salary Package) excluding commuted overtime
Grade 3: R1 089 693 per annum (All-inclusive Salary Package) excluding commuted overtime.

CENTRE REQUIREMENTS: IALCH

REQUIREMENTS: MBCHB Degree, Current registration with the Health Professions Council of South Africa as a Medical Practitioner. Recommendation: FC Ophth Part I or Dip Ophth. Experience: Grade 1: No Experience required from South African qualified employees. One year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Salary Grade 2: Experience Five (5) years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. 6 Years relevant experience after registration as Medical Practitioner with the recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: Ten (10) years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. 11 Years relevant experience after registration as Medical Practitioner with the recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Knowledge, Skills and Competencies Required: Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills. Knowledge and skills in ability to supervise and teach junior staff. The ability to work as part of a multidisciplinary team.

DUTIES: Participate in the daily work and after-hours service of the Department of Ophthalmology, University of KwaZulu-Natal, incorporating the eye clinics of McCord Provincial Eye Hospital and Inkosi Albert Luthuli Central Hospital. Seeing general Ophthalmology patients in the eye clinics and managing and treating these patients under supervision by the Specialist. Assisting and advising more junior Medical Officers. Working in the eye theatre on all types of ophthalmic surgery as required alone or as an assistant and under Consultant supervision when necessary. Postoperative ward rounds and appropriate follow-up and the care of inpatients. Attendance at academic meetings and the grand round with preparation of patients or topics for presentation when required. Night and weekend duty according to set roster.

ENQUIRIES: Dr L Visser Tel No: (031) 2604341
APPLICATIONS: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

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

CLOSING DATE: 15 November 2019

POST 39/149: PHARMACY SUPERVISOR GRADE 1 REF NO: CATO 10 /2019

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

CENTRE: Cato Manor CHC

REQUIREMENTS:
Senior Certificate. Bachelor’s Degree in Pharmacy Degree or Diploma. Registration certificate with South African Pharmacy Council (SAPC) as a Pharmacist plus four years’ experience after registration with the SAPC as a Pharmacist. Current registration (2019-2020) with the SAPC as a Pharmacist; A certificate of service obtained from the HR Department must be attached. Recommendation: Valid Driver’s License. Knowledge, Skills, Training And Competencies Required: Extensive knowledge of Public sector Pharmacy, as well as relevant acts, regulations, the District Health System, the EDL, Good Pharmacy Practice, Policies and procedures, the National Drug Policy; Knowledge of and experience in the management of an Outpatient, inpatient service and Pharmacy store; Sound planning communication, interpersonal, problem-solving, management, leadership and Organizational skills. Knowledge of the principles of drug therapy and the functions and operations of a Drug and Therapeutics Committee; Sound knowledge of Good Manufacturing Practice, budget control; and experience in internal and external ordering procedures; Knowledge of the principles of Drug Supply Management and good Clinical Practice. Experience in managing Human Resource matters, training and financial management. Knowledge and skills in managing quality improvement programmes; Ability to work independently and as part of a team with other role-players. Computer literacy, including stock control program Rx solutions.

DUTIES:
Register as the Responsible Pharmacist with the Pharmacy Council. Leadership of the relevant section including financial management, budgetary control, drug supply management and Human Resource management (training, orientation, discipline, Performance management, monitoring and evaluation). Devise protocols, procedures and guidelines for an efficient and cost-effective pharmaceutical Service. Implement and monitor policies and procedures for staff and sections under your control. Manage and supervise the selection, procurement, storage, distribution, and utilization of all pharmaceuticals including manufacturing and pre-packs. Ensure effective monitoring, management and communication of out of stock pharmaceuticals. Perform regular stock takes and financial reports according to requirements and legislation. Monitor and report on feeder clinics expenditure. Exercise control over expenditure and budget utilisation and ensure non-wastage of pharmaceuticals and other resources. Maintain accurate records and statistics. Compile and present data or statistics for management, research and reporting purposes. Engage in effective communication with health care workers, patients and caregivers. Provide medicine information, counselling and education to healthcare professionals and patients. Assist in providing and supervising of training programmes (Community Service Pharmacist, Pharmacist and Pharmacy Assistant trainees). Provide pharmaceutical support to departments and clinics attached to Cato Manor CHC by doing scheduled compliance checks. Participation in Quality Improvement Programmes, Pharmacy and Clinical Audits. Ensure that Pharmacy department and clinics complies to National Core standards requirements. Manufacture, compound and reconstitute sterile and non-sterile pharmaceutical products. Be willing to work additional hours where necessary.

ENQUIRIES:
Mrs GN Mkhize Acting CEO- Cato Manor CHC Tel No: (031) 261 1508

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

FOR ATTENTION:
Miss XC Mdlalose Cato Manor CHC - Human Resource

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

**CLOSING DATE**: 15 November 2019

**POST 39/150**: ASSISTANT DIRECTOR: RADIOGRAPHY: GRADE 1: REF NO: HRM 55/2019 (01 POST)

**Directorate**: X-Ray

Re-Advertised (please re-apply)

**SALARY**: Grade 1: R517 326 – R574 158 per annum

**CENTRE**: King Edward VIII Hospital (KEH)

Requirements: National Diploma/Degree in diagnostic Radiography, Registration with the Health Professions Council of South Africa as a Diagnostic Radiographer, Current registration with HPCSA, A minimum of 8 years’ experience in diagnostic radiography of which 5 years must be appropriate Managerial/Supervisor experience. Knowledge, Skills, Training And Competencies Required: Sound knowledge of specialized and general radiography protocols and equipment , as well proven competent in at least one radiographic subcomponent, Knowledge of relevant current National and KZN Department of Health strategies to improve service delivery in hospital, Knowledge of relevant public service policies, act and regulations, Comprehensive knowledge of radiation protection legislation, OHS Act and other relevant Health act, Experience in teaching, training and clinical assessment of radiography students, Sound knowledge of radiography Quality Assurance program, Sound planning and organizational skills regarding resources, finance, HR matters, Excellent interpersonal and problem solving skills, Good verbal and written communication skills, Computer literacy.

**DUTIES**: Support the radiography Manager in order to meet the objective of the department, Manager subcomponent by supervising the staff, performing relevant administrative functions, chairing meetings and conducting performance assessment through the EPMDS, Ensure efficient and effective control and use of all equipment, assets and resource including consumable and staff belonging to the cost center, Develop, implement and monitor policies and procedures to ensure the effective and efficient functioning of the department, Ensure diagnostic services comply with relevant standard, legislation and current government initiatives to improve health services, Manage the quality assurance programs as required by the radiation control directorate and department of Health, Provide clinical training and supervision for junior and student radiographers and assume specific trainer roles when delegated to oversee specific imaging areas within radiology. When needed and workload in own sub-department permit, perform general and specialized radiography and participate in the after- hours services, Encourage a multidisciplinary approach by fostering closing working relationships with other departments in order to render quality services

**ENQUIRIES**: Mrs. P. Nzama Tel No: (031) 3603479

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

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

CLOSING DATE: 15 November 2019

POST 39/151: ASSISTANT DIRECTOR: DIAGNOSTIC RADIOGRAPHY SERVICES
GRADE 1 REF NO. RAD 40/2019 (X1 POST)

SALARY: R517 326 – R574 158 Per Annum, plus 13th Cheque, 12% Inhospitable Area Allowance, Medical Aid: Optional, Housing Allowance (Employee must meet prescribed requirements)

CENTRE REQUIREMENTS: Edendale Hospital
Grade 12 (senior certificate). Three years National Diploma/Degree in Diagnostic Radiography. Registration with the Health Professions Council of South Africa (HPCSA) as Independent Radiographer Current registration with the Health Professions Council of South Africa (HPCSA) as Independent Diagnostic Radiographer (2019-2020) Experience: A minimum of Three (3) YEARS appropriate experience after registration with the HPCSA as Diagnostic Radiographer, PLUS Five (5) years as a Chief Radiographer/in a Supervisory capacity. A certificate of service obtained from the HR Department must be attached.

DUTIES: Provision of high quality Diagnostic imaging including CT services according to patients' needs. Take a supervisory role in all aspects of the Medical Imaging department as delegated. Participation in shift and standby duties including nights, weekends and public holidays. NB- Edendale Hospital Medical Imaging department provides a 24-hour service to patients and therefore only candidates willing to participate in shift work should apply). Perform general administrative duties as required. Provide Guidance and supervision to junior staff and radiography/sonography students play a key role in departmental & institutional radiographic policy making and planning for service delivery. Promote Batho Pele Principles in execution of all duties for effective service delivery. Give factual information & health education to patients and clients on imaging procedures including Fluoroscopy and CT. Inspect and use equipment professionally to ensure that they comply with safety standards. Be actively involved in In-Service Training, Peer Review & CPD activities. Play an active role in the implementation of quality assurance and quality improvement programmes. Taking an active role to ensure that imaging services comply with legislation. Be actively involved in In-Service training of imaging staff in issues of Disaster Management, Health & Safety, Infection Prevention & Control to ensure compliance with National Core Standards Be part of a team that implement measures to ensure that radiographic services comply with all Radiation Control Legislation. Sound Knowledge of Diagnostic imaging including CT & Fluoroscopy. Knowledge of relevant Health & Safety policies, Regulations and Acts. Knowledge of Quality Assurance procedures and methods. Knowledge of Radiation Control regulations and safety. Sound Communication, interpersonal, problem-solving, teaching and training skills. Knowledge of Employee Performance Management and Development Systems (EPMDS).

ENQUIRIES: Mr. E. Nkalakata Tel No: (033) 3954191
APPLICATIONS: All applications to be posted to: The Chief Executive Officer, Edendale Hospital, Private Bag X 509, Plessislaer, 3216.
FOR ATTENTION NOTE: Mr. L. Makhaye
Employment Equity: Preference will be given to the following candidates as per Employment Equity target: Any person with disability regardless of race and gender, African Male, Coloured Male, Indian Male.
CLOSING DATE: 15 November 2019
POST 39/152: CHIEF RADIOGRAPHER X-RAY COMPONENT REF NO: CR 9/2019 (X1 POST)

SALARY: Grade 1: R466 119 - R517 326 per annum. Other Benefits: 13th cheque, medical aid (optional), 8% rural allowance, housing allowance: employee must meet the prescribed requirements.

CENTRE: Eshowe District Hospital


DUTIES: 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.

ENQUIRIES: Medical Manager: Dr S Buthelezi Tel No: (035) 4734 500

APPLICATIONS: Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504 Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.

FOR ATTENTION: Mrs GZ Dube: Human Resource Manager

NOTE: Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service must be endorsed by Human Resources. Certified copy of identity document. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained for the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers licence, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previus experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. “People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims (S&T).

CLOSING DATE: 15 November 2019

POST 39/153: CLINICAL PROGRAMME CO-ORDINATOR (QA MANAGER SR9) REF NO: CJMH 09/2019

SALARY: R444 276 – R500 031 per annum. Other Benefits 13th Cheque Rural Allowance is compulsory Homeowner’s allowance must meet prescribed requirements

CENTRE: Charles Johnson Memorial Hospital

REQUIREMENTS: Diploma/Degree in General Nursing with Midwifery, Community and Psychiatry Minimum of five (5) years recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing. Current Registration with SANC as a General Nurse and Midwifery (2019). A Bachelor’s Degree/National Diploma in the field of Nursing Administration or Management. At least four (4) years supervisory experience which (2) years must be in Quality Assurance Programme. Proof of current and previous experience
endorsed and stamped by Human Resource (service certificate) must be attached. Driver’s License Knowledge, Skills and Competencies Required Knowledge of Health policies and current public service and Health legislation. High level of interpersonal relationship skills High level of verbal and written communication skills. Presentation and facilitation skills. Ability to liaise with management and multidisciplinary team. Assertiveness and diplomacy. Computer literacy in word processing and spread sheet package. Problem solving skills. Practical experience in Quality Assurance and Accreditation.

**DUTIES**: Promote Quality culture within the hospital and clinics. Responsible for meeting specific measurable targets. Develop appropriate intervention programme, work plans and action plans, which will support the attainment of quality compassionate patient care. Develop process for addressing generic problems within the hospital and clinics. Maintain records of specific problems with interventions and the time frames. Provide on-going feedback to Senior Management on Quality Surveys and Quality Audits to ensure accreditation process remains on track (National Core Standards). Facilitate and monitor implementation of clinical quality improvement initiatives and programmes. Ensure and monitor the compliance of the Hospital and Clinics to Quality Programmes. Ensure the implementation of National and Provincial quality initiatives at the hospitals and clinics (Human Charter, Batho Pele programmes and Patient’s Rights Charter).

**ENQUIRIES**
Ms. L.M. Ntuli Tel No: (034) 271 6406

**APPLICATIONS**
should be forwarded to: Human Resource Office 92 Hlubi Street C. J. M. Hospital Nqutu Private Bag X5503 Nqutu 3135

**FOR ATTENTION**
Human Resource Manager

**NOTE**
Applications should be submitted on form Z83 from any Public Service Department Human Resource Department OR from the website www.kznhealth.gov.za. Certified copies of ID, Matric, highest educational qualifications and HPCSA registration – not copies of certified Copies. Current registration with HPCSA 2019. Updated Curriculum Vitae. Certified copy of certificates and service endorsed and stamped by Human Resource. The reference number must be indicated in the column provided on form Z83 e.g. CJM 04/2019. Faxed documents will not be accepted. NB Failure to comply with the above instructions with the above instructions will results in disqualification. Please note that if you are not contacted within three months of the closing date, your application is unsuccessful every shortlisted applicant will be advised of the outcome of their application in due course. Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPS (Companies Intellectual Property Commission) screening. Due to financial constraints no S & T or relocation costs will be paid for attending interviews.

**CLOSING DATE**
15 November 2019

**POST 39/154**
CLINICAL PROGRAMME COORDINATOR- QUALITY ASSURANCE IN GENERAL NURSING STREAM REF NO: 10/2019

**SALARY**
R444 276 per annum plus 13th, Cheque, Rural Allowance (Provided the post Meets the requirements) Medical aid (optional), Home Owners Allowance (employee must meet prescribed requirements).

**CENTRE**
Zululand Health District office, Ulundi

**REQUIREMENTS**
Senior Certificate (Grade 12) Diploma/Degree in General Nursing and Midwifery. Current registration with South African Nursing Council (SANC) as a Professional Nurse. A minimum of 7 years appropriate/recognition experience in nursing after registration as a professional Nurse with the SANC in General Nursing. Proof of current or previous work experience endorsed and stamped by Human Resource. Valid driver’s licence. Knowledge, Skills, Training and Competences Required: Depth understanding of Nursing legislation and related legal and ethical nursing practices. Basic understanding of human resource and financial practice and policies. Promote quality of nursing care directed by the professional scope of practice and standard as determined by the relevant health facility. Good communication skills with parties. Management skills. Basic computer literacy as support tools to enhance service delivery.

**DUTIES**
Conduct inspections to ensure that Quality Assurance plans are implemented and that practices are according to specified policy. Perform training and guidance activities to instil a culture of service delivery in all service areas within the district. Monitor Quality Assurance indicators and report thereon to
assist in the improvement of service delivery at all district health institutions. Ensure that Quality Assurance committees are established, that these have quality improvement projects and that identify best practice and implement significant change is recognised and rewarded. Interact with university and COHSASA role players to enhance the Quality Assurance procedures and practices. Perform quality improvement audits and survey monthly and report to senior management. Identify, facilitate and co-ordinate all Quality Improvement Plans. Ensure implementation of National Core Standard and Provincial initiatives (Patients Right Charter, Batho Pele programmes etc.) Ensure that all facilities conduct Patients Experience of Care and Waiting Times Surveys. Ensure that planning, co-ordination, implementation, monitoring and evaluation of the Quality Assurance programme within the district. Co-ordinate all aspects of Nation Core Standards/norms and standards including assessments and monitoring of activities to attain accreditation at all hospital and clinics. Co-ordinate NCS/Norms and Standards, ICRM and IHRM peer review assessments within the district, consolidate and submit reports thereof to the next higher levels as may be required. Conduct district quality assurance meetings/workshops and attend provincial quality assurance meetings/workshop. Provide training and update clinical and non-clinical staffs on quality assurance issues. Ensure that clinical and nursing audits are conducted at all institutions to evaluate the quality patient care rendered. Participate in adverse events, complaints and various other related committees to improve quality. Ensure all facilities conduct Patient Experience of Care and Waiting Times surveys. Co-ordinate Batho Pele and good governance programmes. Co-ordinate activities for service excellence. Support all facilities to ensure the attainment of quality compassionate patient care.

ENQUIRIES: SM Cebekhulu Tel No: (035) 8740634
APPLICATIONS: KwaZulu-Natal Zululand Health District Office, Private Bag x 81 Ulundi3838, King Dinuzulu High way LA Building Ground floor Ulundi 3838.
FOR ATTENTION: Mrs GC Buthelezi
NOTE: Applications must be submitted with a signed and dated Z83 Form, obtainable from any Public Service Department, and must be accompanied by a detailed CV, together with originally certified copies of your qualification including an academic record for all relevant qualification and a Matric certificate. Kindly attach an originally certified copy of a Driver’s licence if required and your ID/Passport. Applicants must provide original Service records for all relevant experience, proof of management experience (where it is a requirement), job description for current position and a letter from the respective Human Resources for occupying acting positions it is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. Candidates will be subjected to the verification of qualifications, reference checks as well as a criminal record check and competency assessment. Person with disabilities should feel free to apply for the post. Please note that due to financial constraints, no subsistence and travelling payment will be considered to candidates that will be invited to the interview.

CLOSING DATE: 22 November 2019
POST 39/155: CLINICAL PROGRAMME COORDINATOR (INFECTION PREVENTION AND CONTROL AND PRACTITIONER) GRADE 1 REF NO: ED05/2019
Job Purpose: To provide effective Planning, Monitoring, Evaluation and Reporting services in the institution as well as for feeder clinics
SALARY: R444 276 per annum. Other Benefits; 13th Cheque Medical Aid (Optional), Housing Allowance: Employee must meet prescribed. Requirements and Rural Allowance 12%
CENTRE: Edumbe Community Health Centre
REQUIREMENTS: Senior Certificate (Grade 12).Diploma/Degree in General Nursing and Midwifery, training IPC. Current registration with SANC as General Nurse and Midwifery. A minimum of 5 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing and Midwifery Knowledge, Skills, Training And Competencies Required:- Knowledge of prevention control guidelines. Good report writing and facilitation skills. Good communication skills both written and verbal. Leadership skills and team work spirit. Problem solving skills. Risk

**DUTIES**: Provide infection control guidelines that protect employees from occupational risk and hazards. Conduct informal and in-service training to clinical and non-clinical staff and at ward level. Conduct orientation and induction pertaining infection prevention and control for current and newly appointed personnel. Strengthen and ensure effectiveness of infection control programme. Ensure compliance with National Core Standards. Initiated, develop, promote and review infection measures and make recommendations to management. Develop and ensure implementation, monitoring and evaluation of infection control programme for the CHC and Clinics. Facilitate and support the implementation of National Guidelines related to Quality Patient Care. Coordinate quality improvement initiatives at the Institution and the clinics. Provide the advice on the various aspects of quality care to Institution and clinics. Participate in QA programs, equipment maintenance programs and delegated functions. Manage and support the accreditation of priority programs in the Institution and the clinics. Represent the Institution in the District Quality Improvement meetings and other related activities.

**ENQUIRIES**: Ms BTN Kunene Tel No: (034) 995 8500

**APPLICATIONS**: All applications should be forwarded to: The Human Resource Manager, Edumbe community Health Centre, P/Bag x 322 Paulpietersburg, 3180, or hand delivered to: The Human Resource Office, Stand No 463 eDumbe Main Street, Paulpietersburg, 3100Human Resource Management Edumbe Main Street Paulpietersburg.

**FOR ATTENTION**: Mrs. EP Mdlalose

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

**CLOSING DATE**: 18 November 2019

**POST 39/156**: CLINICAL PROGRAMME COORDINATOR REF NO: UGU 06/2019

Component: District Training Coordinator

**SALARY**: R444 276 per annum

**CENTRE**: Ugu Health District Office

**REQUIREMENTS**: Senior certificate/matric or Grade 12. B Degree/National Diploma in General Nursing that allows registration with the South African Nursing Council (SANC) as a General Nurse. Minimum 7 years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing. Current registration with SANC (2018 SANC receipt). Valid Code EB license (Code 08). Proof of computer literacy (Attach certificate). Proof of current and previous work experience endorsed and stamped by Human Resources. Strong interpersonal communication. Presentation skills. An understanding of the challenge facing the public health sector. High level of accuracy. Aptitude towards the compilation of creative end-user friendly training manuals. Aptitude research so as to acquire new knowledge swiftly.
DUTIES: Co-ordinate the development of PHC training plan in the District. Co-ordinate, manage and monitor the implementation of PHC training programmes in the district. Ensure effective and efficient utilization of resources allocated to the section. Assist with monitoring and evaluation activities and conduct research in conjunction with specialists to maintain training standards and remain current with international practices. Adapt and modify training material to keep it current and maintain interest in Health care message being delivered thereby ensuring by- in by the audience. Assist programme managers to training community members at outreach relays to further the health practices to the community at large. Translate health care policies as stipulated by provincial Programme Management into District training initiatives. Ensure effective mentorship and supervision of trained personnel within the District.

ENQUIRIES:
APPLICATIONS: Application to be forward to: The Human Resource Manager, Ugu Health District Office, Private Bag X735, Port Shepstone, 4240
FOR ATTENTION: Mrs T. Madlala
CLOSING DATE: 15 November 2019

POST 39/157: CLINICAL PROGRAM CO-ORDINATOR GRADE1 (HIV/AIDS) REF NO: AMAJ05/2019 (X1 POST)

SALARY: R444 276 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirements

CENTRE: Amajuba Health District Office: Newcastle
REQUIREMENTS: Valid Grade 12 or National Senior Certificate plus Diploma/Degree in General Nursing and Midwifery, Current registration with SANC in receipt 2019 Minimum of 7 years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in general nursing Proof of detailed current and previous work experience endorsed by Human Resource Recommendations: Valid driver’s license code B NIMART Certificate One year experience in HIV/ARV component Knowledge, Skills, Training And Competencies Required:-Report writing abilities Financial Management skills Empathy and counseling skills and knowledge Strong interpersonal ,communication and presentation skills Project management skills Ability to make independent decision An understanding of the challenges facing the public sector An ability to prioritize issues and other work related matters and to comply with timeframes Proven initiative, decisiveness and the ability to acquire new knowledge swiftly Key Performance Areas:- Work with the district management team to communicate the importance of the use of unique IDs to all facility staff to improve patient tracing and tracking. Monitor and support implementation of UTT Policy by all facilities Ensure that there is a process of linking all HIV positive patients to care Ensure that performance targets are set and communicated for all staff (Lay counsellors, data capturers, clerks, NIMART nurses, CHWs etc.) categories and monitor performance. Strengthen the functioning of Differentiated Care program (Fast Lane, Adherence Club and CCMD). Support and monitor activation of new external Pick Up Points by facilities to improve access to drug collection, reduce facility workload and decrease waiting times Provide feedback to Operational Managers with recommendations for improvements Submit weekly facility visits and performance reports with recommendations to Provincial HAST manager Participate in the weekly nerve centre meeting Employment equity target for this post is African male

ENQUIRIES: Ms M.P Langa Tel No: (034) 328 7000
APPLICATIONS: All applications should be forwarded to: The Acting Deputy Director: Human Resource Management Services: KZN Department of Health, Private Bag X6661, Newcastle, 2940 OR Hand delivered to: 38 Voortrekker Street, Newcastle.
FOR ATTENTION: Mr V.J Khumalo
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. 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. Males are encouraged to apply and people
with disability also should feel free to apply.

CLOSING DATE: 15 November 2019

POST 39/158: CLINICAL PROGRAM CO-ORDINATOR GRADE 1– NON COMMUNICABLE
DISEASES) REF NO: AMAJ06/2019 (X1 POST)

SALARY: R444 276 per annum Other Benefits 13th Cheque, Medical Aid (Optional),
Housing Allowance: Employee must meet prescribed requirements

CENTRE: Amajuba Health District Office: Newcastle

REQUIREMENTS: Valid Grade 12 or National Senior Certificate plus Diploma/Degree in General
Nursing and Midwifery, Current registration with SANC in receipt 2019
Minimum of 7 years appropriate/recognizable nursing experience after
registration as a Professional Nurse with SANC in general nursing Proof of
detailed current and previous work experience endorsed by Human Resource
Recommendations Valid driver’s license code B Knowledge, Skills, Training
And Competencies Required:-Report writing abilities Financial Management
skills Empathy and counseling skills and knowledge Strong interpersonal,
communication and presentation skills Project management skills Ability to
make independent decision An understanding of the challenges facing the
public sector An ability to prioritize issues and other work related matters and
to comply with timeframes Proven initiative, decisiveness and the ability to
acquire new knowledge swiftly.

DUTIES: Improve management of chronic diseases. Promote wellness of the older
persons Improve eye care services. Ensure networking with Governmental and
Non – Governmental stakeholders in service delivery Integrate with other
programs to promote quality service delivery Participate in decongestions of
facilities Promote clinical management of clients with chronic illnesses
Employment equity target for this post is African male

ENQUIRIES: Ms M.P Langa Tel No: (034) 328 7000

APPLICATIONS: All applications should be forwarded to: The Acting Deputy Director: Human
Resource Management Services: KZN Department of Health, Private Bag
X6661, Newcastle, 2940 OR Hand delivered to: 38 Voortrekker Street,
Newcastle.

FOR ATTENTION: Mr V.J Khumalo

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. All employees in the Public Service that
CLOSING DATE : 15 November 2019

POST 39/159 : CLINICAL PROGRAMME CO-ORDINATOR – QUALITY ASSURANCE REF NO: EGUM 20/2019 (X1 POST)

SALARY : Grade 1: R444 276 – R 500 031 per annum. Plus 13th cheque/service bonus plus rural allowance 8% plus Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)

CENTRE REQUIREMENTS : Institution: E G & Usher Memorial Hospital – Kokstad


DUTIES : Promote quality culture within the hospital and clinics. Responsible for meeting specific measurable targets. Develop appropriate intervention program, work plans and action plans, which will support the attainment of quality compassionate patient care. Monitor implementation of action plans related to QIP’s. Develop a process for addressing generic problems with the hospital and clinics. Maintain records of specific problems with intervention and time frames. Provide ongoing feedback to Senior Management to ensure the process towards accreditation remain on track. Facilitate and monitor implementation of clinical quality improvement programmes. Ensure and monitor the compliance of the Hospital to Quality Programmes. Ensure that priority programmes attain positive outcomes. Drive implementation of service delivery Improvement Plan leading to Premier Service Awards. Ensure ongoing training on NCS and monitor implementation thereof. Conduct sub-district and district QIP surveys.

ENQUIRIES : Mrs. G.L. Ramaota Tel No: (039) 797 8100

APPLICATIONS : Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. Applicants that applied before must re-apply for the post.

FOR ATTENTION NOTE : The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months. Curriculum Vitae. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 05/2017 NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possessions of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA/Permanent Residents/Work permit holders must
submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due To Financial Constraints, No S&T Will Be Paid To Candidates When Attending The Interviews

CLOSING DATE : 15 November 2019.at 16H00 afternoon

POST 39/160 : PROFESSIONAL NURSE (SPECIALTY- EMERGENCY AND TRAUMA) GRADE1/2 REF NO: PMMH/PN/ET/01/19 (X2 POSTS)
Re-Advertised (Previously Applicants May Re -Apply Previously Should Re-Apply)

SALARY : Grade 1: R383 226 - R444 276 per annum
Grade 3: 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 REQUIREMENTS : Prince Mshiyeni Memorial Hospital – Emergency and Trauma

Professional Nurse 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 ‘Medical and Surgical nursing science/Critical nursing’, 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 4 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. 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 ‘Medical and Surgical Nursing Science/Critical care, with duration of at least 1 year, accredited with the SANC Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) 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.Emergency and Trauma) 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 year 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 organise 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.

ENQUIRIES : Ms Ad Mhlongo Tel No: (031) 907 8203
APPLICATIONS: to be forwarded to: The Human Resource Manager Prince Mshiyeni Memorial Hospital; Private Bag X 07; Mobeni; 4060
FOR ATTENTION: Mrs J Murugan
NOTE: Please note that due to financial constraints, there will be no payment of S&T Claims. The following are encouraged to apply: Persons with disabilities, African Male, Coloured Female/Male, Indian Male, White Female/Male.
CLOSING DATE: 15 November 2019
POST 39/161: PROFESSIONAL NURSE (SPECIALTY- CRITICAL CARE) GRADE1/2 REF NO: PMMH/PN/CCU/02/2019 (X1 POST)

SALARY: Grade 1: R383 226 - R444 276 per annum
Grade 3: 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 – Critical Care
REQUIREMENTS: Professional Nurse Grade 1 Minimum Appointment Requirements: Minimum Appointment and Experience Requirements: Professional Nurse 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 ‘Critical Care Nursing - General’, 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 4 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. 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 ‘Critical Care Nursing - General’, 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. Critical Care) 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 year 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 organise own work, time and that of support personnel to Ensure proper nursing care in the unit.
DUTIES: Key Performance Areas: 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’s 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.
ENQUIRIES: Ms Ad Mhlongo Tel No: (031) 907 8203
APPLICATIONS: to be forwarded to: The Human Resource Manager Prince Mshiyeni Memorial Hospital; Private Bag X 07; Mobeni; 4060
FOR ATTENTION: Mrs J Murugan
NOTE

Please note that due to financial constraints, there will be no payment of S&T Claims. The following are encouraged to apply: Persons with disabilities, African Male, Coloured Female/Male, Indian Male, White Female/Male.

CLOSING DATE : 15 November 2019

POST 39/162 : HRM4/2/1 CLINICAL NURSE PRACTITIONER REF NO: CJMH10/2019 (X2 POSTS)

SALARY : R383 226 – R444 276 per annum. Other benefits: 13th Cheque, Medical aid, optional Homeowner’s allowance. Employee must meet the prescribed requirement. Rural Allowance is compulsory.

CENTRE REQUIREMENTS : Mkhonjane and Nkande Clinics

One year post basic qualification in Primary Health Care. A minimum of 4 years recognizable experience after registration as a professional nurse. Proof of current registration with South African Nursing Council as General Nurse, Midwifery and Primary Health Care Nurse. Current S.A N.C Receipt 2018. Proof of current and previous experience endorsed and stamped by Human Resource (service certificate) must be attached. Knowledge of all applicable legislation and guidelines, including Scientific Nursing and nursing principles. Good Communication, counselling, conflict management, decision making and problem solving skills. Good interpersonal and listening skills. Coordination and planning skills. Ability to relive in the service areas. Team building and supervisory skills.

DUTIES : Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Assist the unit manager with overall management and necessary support for effective functioning of the clinic. Promote preventive health for clients and community in the clinic. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Work as part of the multidisciplinary team to ensure good Nursing Care in the clinic. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented in a clinic. Must be able to handle obstetric emergencies and high risk conditions. Supervision of patients and provision of basic patients’ needs e.g. oxygen, nutrition, elimination fluids and electrolyte balance, safe and therapeutic environment in the clinic using EDL guidelines. Provide direct and indirect supervision of all nursing staff and give guidance. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of self-care. Ensure clinical intervention to clients including administering of prescribed medication and ongoing observation of patients in the clinic. Provide nursing care that lead to improved service delivery by upholding Batho Pele Principles and Patients’ Rights Charter.

ENQUIRIES : Mrs. P. N Kunene Tel No: (034) 271 6400


FOR ATTENTION NOTE : Human Resource Manager

Applications should be submitted on form Z83 from any Public Service Department Human Resource Department OR from the website www.kznhealth.gov.za. Certified copies of ID, Matric, highest educational qualifications and HPSCSA registration – not copies of certified Copies. Current registration with HPCSA 2019. Updated Curriculum Vitae. Certified copy of certificates and service endorsed by Human Resource. The reference number must be indicated in the column provided on form Z83 e.g. CJM 04/2019. Faxed documents will not be accepted. NB Failure to comply with the above instructions with the above instructions will results in disqualification. Please note that if you are not contacted within three months of the closing date, your application is unsuccessful. Every shortlisted applicant will be advised of the outcome of their application in due course. Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPS (Companies Intellectual Property Commission) screening. Due to financial constraints no S & T or relocation costs will be paid for attending interviews.

CLOSING DATE : 15 November 2019
POST 39/163

PROFESSIONAL NURSE SPECIALTY – (MATERNITY) GRADE 1 TO 2

NO: GJGM 37/2019 (X2 POSTS)

Component: Maternity
Re - Advertisement

SALARY

Grade 1 R383 226 per annum Plus 8% rural allowance Benefits: 13th Cheque, home owner’s allowance, and Medical aid optional (Employee must meet prescribed policy requirements).

CENTRE

GJG Mpanza Regional Hospital

REQUIREMENTS

Grade 1 Diploma in General Nursing and Diploma in Midwifery Plus Advanced Midwifery. Proof of registration with SANC (2019 receipt) A minimum of 4 years appropriate/recognizable experience after registration as a Professional Nurse with SANC in General Nursing. Grade 2 A minimum of 14 years appropriate recognizable experience in Nursing after registration as a professional nurse with SANC in General Nursing. At least 10 years of the period referred to the above must be appropriate/recognisable experience in the specific speciality after obtaining the one year Post – Basic qualification in Maternity. Attach proof of working experience endorsed by HR Department. Knowledge, skills training and competencies required: Knowledge of Nursing Care, Processes and procedures, Nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Leadership, Organizational, Decision Making, Problem Solving and interpersonal Skills within the limits of the public Sector. Personal attitudes, responsiveness, professionalism, supportive, Assertive and must be a Team player.

DUTIES

Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal frame. Ensuring clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Ensure accurate record keeping for statistics purposes. Ensure adherence to principles of IPC practices in the unit. Assess and identify the relationship between normal physiological and specific system alterations associated with problems, disorders and treatment in pregnancy, labour, puerperium and neonates. Plan management according to identified problems. Implement plan of action in emergency situations according to protocols and guidelines. Evaluate the response to management. Participate in training, monitoring and research with a view to increasing the body of knowledge in the midwifery practice. Assist Doctors in Management of Obstetric Emergencies. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery.

ENQUIRIES

Mrs D.S Khanyezi (Assistant Nursing Manager O&G) Tel No: (032) 437 6040

APPLICATIONS

Applications to be forwarded to: Postal Address: Human Resources Department, The Human Resource Manager, GJG Mpanza Regional Hospital, Private Bag X10609,Stanger 4450, Physical address: The Human Resource Department, Corner of Patterson & King Shaka Street.

FOR ATTENTION

Mr S. Govender

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. GJGM17/2019 .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: 22 November 2019

POST 39/164: PROFESSIONAL NURSE SPECIALITY (ICU & HIGH CARE) – GRADE 1, 2
REF NO: GJGM 43/2019 (X1 POST)
Component: 029498
Re: Advertisement

SALARY: R383 226 per annum (Grade 1)

CENTRE: GJGM Hospital

REQUIREMENTS:
Degree/Diploma in General nursing and Midwifery or equivalent qualification that allows registration with the SANC as a Professional Nurse PLUS Registration with SANC as a Professional Nurse Plus Post basic Diploma Nursing Qualification in Relevant Speciality (Trauma or Intensive Care Nursing) with duration of One Year Accredited with SANC. Proof of current registration (2019 receipt) A minimum of four (4) years appropriate recognizable experience in Nursing after registration as a professional nurse. Proof of current/previous work experience endorsed and stamped by HR must be attached. **Grade 2 Requirements** A minimum of 14 years appropriate recognizable experience in Nursing after registration as a professional nurse with SANC in General Nursing. At least 10 years of the period referred to the above must be appropriate/recognisable experience in the specific speciality after obtaining the one year Post – Basic qualification in relevant speciality knowledge, skills and competencies required: Knowledge of Nursing Care, Processes and Procedures, Nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Leadership, Organizational, Decision Making, Problem Solving and Interpersonal Skills within the limits of the Public Sector Personal Attitudes, Responsiveness, Professionalism, Supportive, Assertive and must be a Team player.

DUTIES:
Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Ensuring clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Plan management according to identified problems. Ensure accurate record keeping for statistics purposes. Ensure adherence to principles of IPC practices in the unit. Manage the unit in the absence of the supervisor. Manage the utilization of all the resources efficiently and effectively. Promote quality nursing care of the patients and ensuring that a healthy and safe environment is maintained. Assist in the coordination and implementation of the National Core Standards in theatre and in the whole institution for better quality patient’s care. Maintain competence in the execution of her/his duties, while managing high standards of performance including for others. Provision of optimal, holistic specialized critical nursing care with set standards within professional/legal framework. Be able to manage ventilated patients when necessary.

ENQUIRIES:
Mrs TH Mthembu (Assistant Manager Nursing) Tel No: (032) 437 6111/6173

APPLICATIONS:
Applications to be forwarded to: Human Resources Department, Postal address: The Human resource Manager, GJGM Regional Hospital, Private Bag x10609, Stanger 4450 Physical address: The Human Resource Department, Corner of Patterson & King Shaka Street

FOR ATTENTION: Mr. S. Govender (Human Resource Manager)

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. GJGM17/2019 .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 due to the severe budget constraints, the department is experiencing, S&T will not be paid to any candidate that is attending the interview process.

**CLOSING DATE:** 22 November 2019

**POST 39/165:** PROFESSIONAL NURSE-SPECIALTY (ADM) GR 1 & 2 (X2 POSTS)

Component: PHC Nursing

Re-advertisement: Those who applied previously are encouraged to re-apply

**SALARY**

Grade 1: R383 226 - R444 276 per annum

Grade 2: R471 333 - R579 969 per annum

Other Benefits: 13th Cheque, 8% Rural Allowance, Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements).

**CENTRES**

ST Chads CHC Ref No: STC 05/2019 (X1 Post)

Ekuvukeni Clinic Ref No: EKU 04/2019 (X1 Post)

**REQUIREMENTS**

senior certificate/Grade 12 or equivalent qualification. Diploma/Degree in General Nursing plus Midwifery. One (1) year Post basic qualification in Advanced Midwifery and Neonatal Nursing Science. Current SANC receipt for 2019. Registration with SANC as the General Nurse Certificate of service endorsed by Human Resource Department Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse. At least one year Post Basic Nursing qualification in Advanced Midwifery and Neonatal Nursing Science. Current SANC receipt for 2019 Experience: **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General nursing. At least 10 years must be appropriate/recognisable experience after obtaining the one year Post Basic qualification in Advanced Midwifery and Neonatal Nursing Science. Current SANC receipt for 2019 Knowledge, Skills, Training and Competencies Required. Knowledge of nursing care processes and procedures, and other legal framework. Good verbal and written communication and report writing skills. Decision making and problem solving skills. Conflict management and negotiation skills

**DUTIES**

Execute duties and functions with proficiency within prescripts and applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. To provide nursing care that leads to improved service delivery by upholding Batho Pele principles and Patients’ Rights. Maintain clinical competency by ensuring that scientific principles of nursing are implemented. Ensure and advocate for the provision and supervision of patient’s needs. Improve perinatal mortality and morbidity through implementation of priority programmes e.g. EMTCT, CARMMA, MBFI, ESMOE, BANC. Provide and manage all resources within the unit, cost effectively and ensure optimum service delivery. Participate in the analysis, formulation and monitoring of objectives, policies and procedures including quality improvements programmes. Provide quality nursing care for patients with obstetric emergencies. Ensure the provision of a safe and therapeutic environment for patients, staff and public through implementation of Infection Control and prevention and control standards, Occupational Health and Safety Act and prevention of medico/legal risks. Create and maintain complete and accurate patient records and registers. Ensure the provision of accurate statistical information for data management. Assist in the implementation of National Core Standards and Ideal Clinic Realization. Provide adequate health education, awareness and be involved in campaigns. Promote women’s, mother and child health. Advocate for the Nursing Profession by promoting Nursing ethics and professionalism. Hours of duty 40 hours per week. Shift work (day and night duty). Shift work may include straight shift and flexi hours and may include re-adjustments as required to provide adequate nursing coverage.

**ENQUIRIES**

Mrs C.I.Ndlovu Tel No: (036) 6379600

**APPLICATIONS**

All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag X 9950 Ladysmith 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.

**FOR ATTENTION**

Mr S.D.Mdletshe
NOTE: Applications must be submitted on the prescribed Application for employment form (Z83) which is obtainable at any Government OR from website www.kznhealth.gov.za which must be signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copy of ID document, certified copies of highest educational qualifications (not copies of previously certified copies), and registration with council. The reference number must be indicated in the column provided on the form Z83 (Part A). Persons with disabilities should feel free to apply for the post. NB: Certified copies should not be older than three months. Failure to comply with the above instructions will disqualify applications. Please note that due to a large of applications received, applications will not be acknowledged. However, every successful applicant will be advised of the outcome of the application in due course. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance(vetting), credit records, citizenship) qualifications of Educational Qualification by SAQA, verification of previous experience from Employers and Verification form Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate form the South African Qualification Authority (SAQA) to their application. Non-RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above that of the advertised are free to apply. Please note that no S&T payments will be considered for payment to candidates that are invited for interview.

CLOSING DATE: 15 November 2019

POST 39/166: CLINICAL NURSE PRACTITIONER PRIMARY HEALTH CARE STREAM

SALARY:
Grade 1: R383 226 - R444 276 per annum. Other Benefits: medical aid (optional), 8% rural allowance, housing allowance: employee must meet the prescribed requirements.
Grade 2: R471 333 - R579 696 per annum Other Benefits: medical aid (optional), 8% rural allowance, housing allowance: employee must meet the prescribed requirements.

CENTRE:
Eshowe District Hospital: Ndlangubo Ref No: CNP NDL 10/2019 (X2 Posts)
King Dinuzulu Primary Health Care Clinics Ref No: CNP KDC 11/2019 (X5 Posts)

REQUIREMENTS:
Basic R425 qualification i.e. Degree/Diploma in General Nursing, Registration with South African Nursing Council as a Professional Nurse (PHC), Experience: minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing. Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Drivers Licence NB School Health only. Grade 2: Experience: minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing, of which ten (10) years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. NB: Certificate of service from previous employers is compulsory. Please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management. Knowledge, skills, training and competencies required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks e.g. Nursing Act, Health Act, Occupational Health and Safety Act, Batho Pele, Interpersonal skills, negotiating conflict handling and counselling skills

DUTIES:
Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices within a Primary Health Care environment. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a Primary Health Care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a Primary Health Care facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate
effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care at primary health care level. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient’s needs, requirements and expectations (Batho Pele).

ENQUIRIES
Nursing Manager: Dr FN Dube Tel No: (035) 4734500

APPLICATIONS
Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504 Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.

FOR ATTENTION
Mrs GZ Dube: Human Resource Manager

NOTE
Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service must be endorsed by Human Resources. Certified copy of identity document. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained for the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers licence, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. “People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

CLOSING DATE
15 November 2019

POST 38/167
PROFESSIONAL NURSE – SPECIALTY (OCCUPATIONAL HEALTH) REF NO: EGUM 17/2019 (X1 POST)

SALARY
Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 696 per annum
Plus 13th cheque/service bonus plus rural allowance 8% plus Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)

CENTRE
Institution: E G & Usher Memorial Hospital - Kokstad

REQUIREMENTS

DUTIES
Co-ordinate HIV, AIDS and TB Management Sub-programme in context of prevention. Treatment care and support, management of human and legal right to justice and monitoring research and surveillance. Operationalize Health and Productivity Management Sub-programme in the context of health and productivity, Disease Management, chronic illness, mental health, temporal incapacity leave, ill-health promotion. Work as part of the multidisciplinary team to ensure quality of care, including working cooperatively with employees of diverse social, religious and cultural backgrounds. Development of presentation for orientation and induction programme. Champion, promote and
advocate proper treatment and care, including employee’s health and wellness campaigns so as to respond to the needs of employees. Conduct disease profiles amongst employees and develop quality improvement plan, policies and procedures and ensure their timeous implementation. Co-ordinate healthy lifestyle promotion, medical surveillance (baseline, periodical and exit) and procedures and ensure their timeous implementation. Conduct occupational health audits in line with the occupational health and safety Act 85 of 1993 and relevant legislation and protocol. Co-ordinate establishment of a multi-disciplinary HIV, AIDS, TB, Health and productivity. Make contribution to Management Sub-Committee as a platform for reflecting on the employee health and wellness issues. Compile and capture IOD cases on relevant forms, including compiling of IOD statistics to ensure reporting to Compensation Commissioners office and the Department of Labour. Maintain accurate staff records, identify and investigate occupational health diseases and compile statistics and submit report to the hospital management and District Office. Develop occupational health business plan in line with institution plans and manage, plan, monitor. Evaluate and review the utilization of resource as an Occupational Health Practitioner. Provide risk assessment to employees. Provide optimal, holistic nursing care with set of standards and professional/ legal framework. Compile statistics and submit reports.

ENQUIRIES:
Mr. N.T Mkhize Tel. No: (039) 797 8100

APPLICATIONS:
Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. Applicants that applied before must re-apply for the post.

FOR ATTENTION:
Human Resource Department

NOTE:
The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months. Curriculum Vitae. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 05/2017.NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in posses South African Qualifications Authority (SAQA) to their applications. Non-RSA/Permanent Residents/Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply Nb: Due To Financial Constraints, No S&T Will Be Paid To Candidates When Attending The Interviews

CLOSING DATE:
15 November 2019.at 16h00 Afternoon

POST 39/168:
PROFESSIONAL NURSE – SPECIALTY (MATERNITY) REF NO: EGUM 18/2019 (X1 POST)

SALARY:
Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 696 per annum
Plus 13th cheque/service bonus plus Rural allowance 8% plus Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)

CENTRE:
Institution: E G & Usher Memorial Hospital – Kokstad
**REQUIREMENTS**

Matric or senior certificate. Diploma / Degree in General nursing and midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. 1 (One) year post basic qualification in Advanced Midwifery and Neonatal Nursing Science accredited by SANC. Certificate of Registration. Proof of current registration with South African Nursing Council as a General Nurse, Midwife (SANC Receipt for 2019). Proof of current and previous experience endorsed and stamped by Human Resource (Service Certificate) must be attached. Grade 1 - A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nurse with Post Basic Qualification in Advanced Midwifery and Neonatal Nursing Science. Grade 2 - A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing of which at least 10 years must be appropriate/recognizable experience in the specific speciality after obtaining one year Post Basic Qualification in Advanced Midwifery and Neonatal Nursing Science. Knowledge, Skills, Training And Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as, Nursing Act, Health Act, Occupational Health and Safety Act, Patient’s rights charter, Batho-Pele Principles, Public service regulations, Labour Relations Act, Disciplinary Code and Procedure, Communication skills, report writing skills, computer literacy, facilitation skills, networking skills, problem solving skills, planning/organizing and ability to function as part of the team.

**DUTIES**

Provision of optimal, holistic specialized nursing care in Maternity with set standards and within a professional/legal framework. Implement standards, practices, criteria and indicators for improving quality nursing care. Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stake holders. Utilize human, material and physical resources efficiently and effectively. Implement National Core Standards guidelines and standard operational plans. Implement strategies and standard operational plans for Infection Prevention and Control. Monitor and report Patient safety incidents e.g. needle stick injuries, patient complaints etc. Assist in planning and co-ordination of training and promote learning opportunities for all nursing categories i.e. on the job training. Ensure and monitor the availability, adequately and optimum utilization of all resources. Assist in orientation, induction and mentoring of all nursing staff and orientation of other staff. Provide effective management and professional leadership by ensuring that the unit is organized to provide quality nursing care. Coach and appraise staff at all levels and be able to solve problems.

**ENQUIRIES**

Mr. M.J. Mbali – Tel. No: (039) 797 8104

**APPLICATIONS**

Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. Applicants that applied before must re-apply for the post.

**FOR ATTENTION**

The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months. Curriculum Vitae. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 05/2017 NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possessions of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their
applications. Non-RSA/Permanent Residents/Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due To Financial Constraints, No S&T Will Be Paid To Candidates When Attending The Interviews.

CLOSING DATE
15 November 2019 at 16H00 afternoon

POST 39/169
PROFESSIONAL NURSE – SPECIALTY (PAEDIATRIC) REF NO: EGUM 19/2019 (X1 POST)

SALARY
Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 696 per annum
Plus 13th cheque/service bonus plus Rural allowance 8% plus Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)

CENTRE
Institution: E G & Usher Memorial Hospital - Kokstad

REQUIREMENTS

DUTIES
Provide and manage all resources within the unit cost effectively and ensure optimal service delivery. Participate in the analysis, formulation and monitoring of objective policies and procedures including quality improvement programs. Participate in staff development using EPMDs system and other work related programs and training. Maintain professional growth, ethical standards through the code of conduct for Public Service and Professional body. Provide direct and indirect supervision of all nursing and to give guidance. Assist in orientation, induction and monitoring of all nursing staff. Demonstrate effective communication within patients, supervisors, multi-disciplinary team and other clinicians, including report writing when required and patient’s records. Provide comprehensive holistic specialized quality nursing care to patients as a member of the multidisciplinary team according to the identified needs within the professional legal framework. Provide support to nursing service by assistant with relief duties of the supervisors acting as junior shift leader on both day and night duty as required. Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty. Encourage and support child survival programs e.g. IMCI, PMTCT, EPI, KMC. Assist Operational Manager by participating in NCS Programs.

ENQUIRIES
Mr. M.J. Mbali Tel No: 039 - 797 8104

APPLICATIONS
Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. Applicants that applied before must re-apply for the post.

FOR ATTENTION
Human Resource Department
NOTE: The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months. Curriculum Vitae. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 05/2017.NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possessions of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA/Permanent Residents/Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of their application. If you have not heard from us within three months from the closing date, please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due To Financial Constraints, No S&T Will Be Paid To Candidates When Attending The Interviews.

CLOSING DATE: 15 November 2019.at16H00 afternoon

POST 39/170: CLINICAL NURSE PRACTITIONER (PHC) GRADE 1 & 2 REF NO: SAHL 02/2019 (X1 POST)
Component: PHC Nursing
Re-advertisement

SALARY: Grade 1: R383 226 - R444 276 per annum
Grade 2: R471 333 - R579 969 per annum
Other Benefits 13th Cheque, housing allowance (employee must meet prescribed conditions) Medical Aid (optional) and 8% Rural Allowance

CENTRE: Sahlumbe Clinic

REQUIREMENTS: Senior certificate/Grade 12 or equivalent qualification. Degree/Diploma in General Nursing and Midwifery. Current registration certificate with SANC as a Professional Nurse in General Nursing and Midwifery (2019).Post-Basic Diploma in Clinical Nursing Science, Health assessment, Treatment and care (PHC) with a duration of at least one (1) year. Certificate of Service Endorsed by Human Resource Department. Appropriate/recognisable experience after registration in the Post Basic Qualification is recognised to determine the salary on appointment. Only certificate of service from the previous employer/s is recognised for this purpose. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a professional nurse with SANC in General Nursing. At least one year Post Basic Nursing qualification in Clinical Nursing Science, Health assessment, Treatment and Care. Experience: Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General nursing. At least 10 years must be appropriate/recognisable experience after obtaining the one year Post Basic qualification in Clinical Nursing Science, Health assessment, Treatment and Care. Knowledge, skills, training and competencies required: Knowledge of nursing care process and procedures, and other legal framework. Good verbal and written communication and report writing skills. Decision making and problem solving skills. Conflict management and negotiation skills

DUTIES: ensure the provision of nursing care through adequate supervision. Ensure the provision of nursing care through adequate supervision. Key Performance Areas: Provision of nursing comprehensive of service according to PHC CORE packages. Provision of quality comprehensive community health care (preventative and promote curative and rehabilitative) services. Provision of administration services. Involvement with community meetings and committees. Provision of educational services through clinical teaching,
training and continuous evaluation of employees. Responsible for screening, diagnosis and management of patients at Primary Health Care level. Initiate community protection involvement in Operation Sukuma Sakhe projects. Work as part of multidisciplinary team to ensure quality nursing care and target on priority programmes are achieved. Involved in clinical audits. Data management. Advocate for professionalism and ethics. Ensure the efficient and effective control of surgical sundries, pharmaceuticals, equipment and miscellaneous stores. Deal with grievances and Labour relation issues in terms of laid down policies/procedures. Evaluate and follow up patients during clinic visits. Attend and participate in doctor’s visits. Participate in out-reach services. Hours of duty 40 hours per week. Shift work may include straight shift and flexi hours and may include re-adjustments as required to provide adequate nursing coverage.

ENQUIRIES : Mrs C.I.Ndlovu Tel No: (036) 637 9600

POST 39/171 : PROFESSIONAL NURSE-SPECIALTY STREAM REF NO: MURCH 17/2019 (X1 POST)

Re-Advertisement

SALARY : Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance

CENTRE : Murchison Hospital (Maternity)

REQUIREMENTS : Senior Certificate, Degree/Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Advance Midwifery and Neonatal Nursing Science, Current Registration with SANC as General Nurse and Midwife Current SANC receipt, previous work experience/Certificate of service endorsed by your Human Resource Department (to be attached to application)

Professional Nurse Grade 1 Experience: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional with SANC in general nursing and Midwifery Professional Nurse Grade 2 Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing and Midwifery, of which at least 10 years must be appropriate/recognizable experience Maternity services, after obtaining the one year post basic qualification in the relevant specialty. Knowledge, Skills And Competencies 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. EPMDS as well as student progress reports Show understanding of Perinatal Problem Identification Analyze reports and utilize the information to improve the health status of women Ensure the implementation of saving mothers, saving babies recommendation Ensure the implementation of Antenatal and post-natal policy including PMTCT

ENQUIRIES : Mrs. CN Mkhwanazi Tel No: (039) 6877311 ext. 127

APPLICATIONS : All Applications Should Be Forwarded To: Chief Executive Officer P/Bag X701 Portshepstone 4240 or Hand Delivered To: Human Resources Department Murchison Hospital

NOTE : The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3
months Curriculum Vitae and Identity document Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/16/2019. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA/Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, please accept that your application has been unsuccessful. Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.

**CLOSING DATE**: 15 November 2019

**POST 39/172**: CLINICAL NURSE PRACTITIONER (AMAZIZI CLINIC) REF NO: EMS/16/2019

Re-Advertise Those Who Apply Before May Re-Apply

**SALARY**: R383 226 per annum (other benefits: Medical Aid (Optional) 13th Cheque, Housing allowance (employee must meet prescribed requirements) plus 8% Rural allowance.

**CENTRE**: Emmaus Hospital

**REQUIREMENTS**: Grade 12/Standard 10. Basic R425 Qualification (i.e. Degree/ Diploma) in General Nursing and Midwifery. Registration certificate with the South African Nursing Council (SANC) as a Professional Nurse in General Nursing and Midwifery. Post Basic Diploma in Clinical Nursing Science, Health assessment, Treatment and Care (PHC) with a duration of at least ONE (1) Year in Clinical Nursing Science, Health assessment, Treatment and Care (PHC). Current registration certificate with the SANC as a General Nurse and Primary Health Care. SANC Receipt (2019).

Knowledge & Skills: Relevant legal framework such as Nursing Acts, Mental Acts, OH&S Acts, Batho Pele and Patients’ Rights Charter, Labour Relation Act, Grievance procedure etc. Leadership, organizational, decision making and problem solving, conflict handling and counselling. Demonstrate understanding of legislation, related legal and ethical nursing practice with a PHC environment. Work as a part of a multi-disciplinary team to achieve vision of the facility. Report writing and time management. Ability to provide mentoring and coaching to her/ his supervisees. Good communication and interpersonal skills. Ability to work under pressure. Knowledge of National Core Standard, six key priorities and seven domains. NIMART training will be an advantage.

**DUTIES**: Co-ordination of optimal, holistic specialized nursing care provided within the workplace. Encourage research by assisting in regional and departmental projects always making sure that the community needs are taken into account. Ensure Batho Pele principles are implemented. Responsible for screening, diagnosis and management of patient at PHC level. Actively participate in Outreach Campaigns. Implement infection prevent and control policies and guidelines. Ensure efficient and economical utilization of all resources. To promote youth friendly services. Effective data management. Ensuring 90/90/90 strategy is implemented. Attend stakeholders Meeting including OSS.

**ENQUIRES**: Ms D.Z. Hlongwane Tel No: (036) 488 1570 (ext 8312)

**APPLICATIONS**: Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry, Emmaus Hospital.

**FOR ATTENTION**: Human Resource Manager

**NOTE**: Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV and certified copies of qualification certificates, service certificate including ID and driver’s license (certified copies of certificates should not be older than three months) No faxed or e-mailed applications will be considered. Applications received after the
Closing date and those that do not comply with the requirements will not be considered. It is the applicant’s responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence and Travelling Allowance Will Be Paid For Interview Attendance

**CLOSING DATE**: 22 November 2019 at 16:00

**POST 39/173**: PROFESSIONAL NURSE: SPECIALTY NURSING STREAM LABOUR WARD REF NO: PN (SPEC NURS) LABOUR WARD/2/2019 (X1 POST)

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

Other Benefits: 13th cheque, Housing Allowance: employee to meet prescribed requirements. Medical Aid: optional

**CENTRE**: Inkosi Albert Luthuli Central Hospital

**REQUIREMENTS**: Degree/ Diploma in General Nursing + Diploma in Midwifery and 1 year post basic qualification in Paediatrics. Current registration with SANC as General Nurse and relevant speciality. A minimum of 4 years appropriate/recognisable post registration experience as a General Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General nursing is required. Grade 2: Experience: A minimum of 14 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC in General nursing is required. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific Speciality after obtaining the 1 year post basic qualification in the relevant speciality. Knowledge, Skills, Training and Competencies Required: Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient’s needs, requirements and expectations (Batho Pele). Ability to plan and organise own work and that of support personnel to ensure proper nursing care.

**DUTIES**: Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by IALCH. Internal rotation of staff within the relevant speciality will be exercised according to patients need. Act as shift leader in Unit when necessary. Perform duties as delegated by the supervisor of the area.

**ENQUIRIES**: Mrs NO Mkhize Tel No: (031) 240 1063

**APPLICATIONS**: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

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

CLOSING DATE: 15 November 2019

POST 39/174: CLINICAL NURSE PRACTITIONER (TB-COORDINATOR) GRADE 1&2 REF NO 44/2019 (X1 POST)

SALARY:
Grade 1: R383 226 per annum plus benefits 13Th Cheque, Medical Aid optional. Housing Allowance
Grade 2: R471 333 per annum plus benefits 13Th Cheque, Medical Aid optional. Housing Allowance

CENTRE:
Greytown Hospital

REQUIREMENTS:
Grade 1: Matric Certificate –Verified Copy, Diploma/Degree in general nursing & midwifery plus 1 year Post Basic Qualification in Primary Health Care. A minimum of 4 years appropriate/recognizable nursing experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Current Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse. Matric Certificate –Verified Copy, Diploma/Degree in general nursing that allows registration with SANC as a Professional Nurse plus a Post basic qualification with aduration of atleast 1 year in Curative Skills in Primary Health Care (PHC) accredited with the SANC. A minimum of 14 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing, at least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year qualification in Curative Skills in Primary Health Care. Current Registration with the SANC as Professional Nurse with PHC.

DUTIES:
Knowledge of Public Service Policy. Knowledge of SANC Rules and Regulation. Good communication, leadership, interpersonal and problem solving skills. Knowledge of code of conduct, Labour relations, conflict management and negotiation skills. Ability to function well within a team. Organizing, planning and supervisory skills. Knowledge of Batho Pele Principles and Patients’ Rights Charter. Financial budgetary knowledge. Provide support and supervision of the programme to all facilities. Render efficient quality TB management services in the Sub-district. Manage and direct the efficient use of all resources. Evaluate TB programme regularly to make proposals for improvement. Ensure TB/HIV collaboration in the sub-district. Provide training on the latest guidelines and protocols and ensure they are implemented. Support outreach plans for clinics and NGO’s. Manage the performance of all staff under your supervision. Participate in clinical audits to improve the programme. Ensure and maintain accurate of EPMDS. Ensure an improvement in all TB indicators.

ENQUIRIES:
Ms. SZ Myeni Tel No: (033) 413 9 400

APPLICATIONS:
forwarded to: Human Resource Manager, Private bag X 5562, Greytown, 3250

FOR ATTENTION:
Ms. WP Zwane Tel No: (033) 413 9 410

CLOSING DATE: 15 November 2019

POST 39/175: CLINICAL NURSE PRACTITIONER (HIV-COORDINATOR) GRADE 1&2 REF NO: 45/2019 (X1 POST)

SALARY:
Grade 1: R383 226 per annum plus benefits 13Th Cheque, Medical Aid optional. Housing Allowance
Grade 2: R471 333 per annum plus benefits 13Th Cheque, Medical Aid optional. Housing Allowance

CENTRE:
Greytown Hospital

REQUIREMENTS:
Grade 1: Matric Certificate –Verified Copy, Diploma/Degree in general nursing & midwifery plus 1 year Post Basic Qualification in Primary Health Care. A minimum of 4 years appropriate/recognizable nursing experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Current Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse. Matric Certificate –Verified Copy, Diploma/Degree in general nursing that allows registration with SANC as a Professional Nurse plus a Post basic qualification with aduration of atleast 1 year in Curative Skills in Primary Health Care (PHC) accredited with the SANC. A minimum of 14 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing, at least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year qualification in Curative Skills in Primary Health Care. Current Registration with the SANC as Professional Nurse with PHC.
DUTIES:

Knowledge of Public Service Policy. Knowledge of SANC Rules and Regulation. Good communication, leadership, interpersonal and problem solving skills. Knowledge of code of conduct, Labour relations, conflict management and negotiation skills. Ability to function well within a team.

Organizing, planning and supervisory skills. Knowledge of Batho Pele Principles and Patients' Rights Charter. Financial budgetary knowledge. Provide support and supervision of the programme to all facilities. Ensure hard to reach areas are visited for HTC, MMC and STI screening is accessible to all communities. Provide training on latest guidelines and protocols and ensure their implementation. Monitor HAST indicators in the sub-district. Participate in clinical audits to improve programme. Support outreach plans for clinics and NGOS. Ensure TB/HIV collaboration. Maintain a plan to improve the quality of the HAST programme in the Sub-district. Ensure inter-sectoral collaboration is maintained at all times. Ensure proper utilization of human, material and financial resources. Ensure effective implementation.

ENQUIRIES:
Ms. SZ Myeni Tel No: (033) 413 9 400

APPLICATIONS:
forwarded to: Human Resource Manager, Private bag X 5562, Greytown, 3250

FOR ATTENTION:
Ms. WP Zwane Tel No: (033) 413 9 410

CLOSING DATE:
15 November 2019

POST 39/176:

PROFESSIONAL NURSE-PAEDIATRIC SPECIALTY (ROTATION IN CASUALTY AND PAEDIATRIC WARDS DAY AND NIGHT REF NO: NDH 31/2019 (X3 POSTS)

SALARY:
Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Benefits: Plus 13th cheque, Housing Allowance (provided the incumbent meets the requirements) - Employee must meet prescribed requirements and Medical Aid – Optional.

CENTRE:
Northdale Hospital Pietermaritzburg

REQUIREMENTS:

Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing.

Grade 2: Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the relevant specialty Degree/Diploma in General Nursing Plus A post Basic Nursing qualification in Paediatric Care Nursing with a duration of at least 1(one) year accredited with SANC Current registration with SANC as a General Nurse (2019 receipt Proof of current and previous experience endorsed and stamped by your HR (Certificate of service) Knowledge, Skills, Training & Competencies Required: Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices, Perform a clinical practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility, display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient’s needs, requirement and expectations, Possess and demonstrate effective communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team, Working as part of the multi-disciplinary team to ensure good nursing care, Ability to plan and organize own work and that of support personnel to ensure proper Nursing care, Knowledge of NCS, Knowledge of Ideal Clinic/Hospital, Compiling of PSIs and Computer literacy, Provision of Quality Nursing Care through the implementation of National Core Standards, policies and procedures coupled with supervision and monitoring the implementation there of, to develop and ensure implementation of Nursing Care Plans, to attend monthly Morbidity and Mortality meeting and implement action plans, implement all MCWH Programmes which will contribute to a reduction in mortality and morbidity rates, to participate in Quality Improvement Program Clinical Audits, uphold the Batho Pele Principles and Patient’s Right Charter, Provide a safe and therapeutic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts, maintain accurate and complete patient records according to legal requirements, relieve the Operational Manager for short and long term absences, e.g. when off duty attending meetings or on leave, participate in
staff, student and patient and caregiver teaching, Exercise control over discipline, grievance and Labour Relations issues according to the laid down policies and procedures, manage and supervise effective utilization of resources e.g. Human, Financial material etc, Implementation of Infection Prevention and Control Protocols, Assist with performance review i.e. EPMDS as well as student progress reports, Maintain clinical competence by ensuring that scientific principles of nursing are implemented, to rotate in Casualty on a 6 monthly basis to attend to the pediatrics on both day and night duty, Participation in NCS, Participating in preparation of the department for Ideal Clinic/hospital and Compiling of PSIs.

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DUTIES: Demonstrate effective communication with patients, supervisors, other Health Professionals and junior colleagues, including more complex report writing when Required. Work as part of a multi-disciplinary team at unit level to ensure optimal nursing care by the nursing Work effectively and amicably, with staff of diverse Intellectual, cultural, racial or religious differences at a supervisory level, Monitor and evaluate the performance of staff according to set standards and norms to ensure effective management of the unit. Participate in outreach programmes conducting health education, promotion and early identification of ocular diseases in the community/hospital. Promote health education on prevention of eye disease and blindness, rehabilitation, pre-operative, intra-operative and post-operative care. Provide relevant information to all health care users to assist in the achievement of optimal emergency care in respect of eye traumas. Manage and monitor effective utilization of human, financial and other resources entrusted to you, Monitor staff absenteeism and management of grievances and disciplinary matters, Monitor patient waiting times and the flow of patients in the unit. Provision of administrative services by identifying, planning and organizing availability of supplies and essential equipment for ophthalmic Cataract extractions and ocular conditions.. Advocate for the care of patients with ocular conditions. To identify high risk situations, implement Quality improvement programmes and to prevent patient safety incidents. To be involved and assist other staff members in clinical management of clients, National Core Standards and Infection control principles. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit, Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Demonstrate basic computer literacy as a support tool to enhance service delivery and Implementation of EPMD.

ENQUIRIES: Mrs J. Webster Tel No: (033) 387 9010
APPLICATIONS: All applications must be addressed to the Human Resources Manager posted to Northdale Hospital, Private Bag X9006, and Pietermaritzburg 3200
CLOSING DATE: 15 November 2019
POST 39/178: CLINICAL NURSE PRACTITIONER (MOBILE 2) GRADE 1 & 2 REF NO: 48/2019 (X1 POST)
SALARY: Grade 1: R383 226 per annum plus benefits 13Th Cheque, Medical Aid optional. Housing Allowance
Grade 2: R471 333 per annum plus benefits 13th Cheque, Medical Aid
CENTRE: Greytown Hospital
REQUIREMENTS: Grade 1 (Employees to meet the prescribed requirements) Matric Certificate – Verified Copy, Diploma/Degree in general nursing & midwifery plus 1 year Post Basic Qualification in Primary Health Care. A minimum of 4 years appropriate/recognizable nursing experience in nursing after registration as Professional Nurse with the SANC in General Nursing Current Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse, optional, Housing Allowance Grade 2: (Employees to meet prescribed requirements Matric Certificate –Verified Copy, Diploma/Degree in general nursing that allows registration with SANC as a Professional Nurse plus a Post basic qualification with aduration of atleast 1 year in Curative Skills in Primary Health Care (PHC) accredited with the SANC. A minimum of 14 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing, at least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year qualification in Curative Skills in Primary Health Care. Current Registration with the SANC as Professional Nurse with PHC.
DUTIES: Team building and supervision skills. Co-ordination and planning skills. Knowledge of applicable legislation and guidelines. Demonstrate a basic understanding of HR and financial policies and practices. Knowledge of SANC Rules and Regulation. Responsible for screening, diagnosis and management of patients at Primary Health Care level. Involved in Clinical Audits. Ensure proper utilization and safe keeping of medical, surgical and pharmaceutical supplies. Assist in orientation, induction and monitoring of all staff. Implement all PHC Programmes as per allocation. Honour scheduled visits to mobile points according to the monthly itinerary. The incumbent will be expected to work overtime and extended hours. Provide quality comprehensive Primary Health
Care by promoting preventative, curative and rehabilitative services for the clients and community.

ENQUIRIES: Ms. SZ Myeni Tel No: (033) 413 9 400
APPLICATIONS: forwarded to: Human Resource Manager, Private bag X 5562, Greytown, 3250
FOR ATTENTION: Ms. WP Zwane Tel No: (033) 413 9 410
CLOSING DATE: 18 November 2019

POST 39/179: ASSISTANT DIRECTOR – HR REF NO: AMAJ07/2019 (X1 POST)

SALARY: R376 596 per annum (Level 09). Other Benefits:-13th Cheque, Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirements
CENTRE: Amajuba Health District Office: Newcastle
REQUIREMENTS: Valid Grade 12 or National Senior Certificate plus An appropriate Bachelor’s Degree or National Diploma in Public Admin or Public Management or National Diploma in HRM Plus three (03) years supervisory Experience in HRM component. Proof of detailed current and previous work experience endorsed by Human Resource Recommendation Valid driver’s license code B
Knowledge, Skills And Competencies Required Knowledge of finance as well as relevant acts and regulations South management, negotiation, interpersonal and problem solving skills Good verbal and written communication skills Good planning and organizational skills Ability to make independent decisions Extensive analytical skills and high levels of accuracy are required.
DUTIES: Manage Human Resources Planning, Development and EPMD in support of service delivery imperatives. Manage training needs analysis and develop training plans in respect of Human Resources. Manage Employees Health and Wellness Programme in order to enhance employee productivity, safety and morale. Manage the development, implementation and monitoring of a Human Resource Risk Management Plan in order to mitigate and eliminate risks. Manage Human Resource Provisioning and Practices in line with prevailing legislation prescripts and policies. Manage Labour Relations matters ensure effective employment relations. Supervise Staff and manage day to day functioning of Human Resources Department in the District office to ensure the rendering of high quality services. Ensure effective, efficient and economical utilization of resources allocated to the institution including development of staff. Develop Human Resource Plan and Equity Plan for the district office and ensure that they are put into practice.

ENQUIRIES: Mr. VJ Khumalo Tel No: (034) 328 7000
APPLICATIONS: All applications should be forwarded to: The Acting Deputy Director: Human Resource Management Services: KZN Department of Health, Private Bag X6661, Newcastle, 2940 Or Hand delivered to: 38 Voortrekker Street, Newcastle.
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. 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. Males are encouraged to apply and people with disability also should feel free to apply. Employment Equity Target for this post is African Male.
CLOSING DATE: 15 November 2019
POST 39/180 : PUBLIC RELATIONS OFFICER REF NO: G81/2019

SALARY : R316 791 per annum (Level 08)

CENTRE : Dr Pixley Ka – Isaka Seme Regional Hospital


DUTIES : Manage the administration and co-ordination of complaints and monitor performance on response times. Develop, implement and manage communication strategies in conjunction with management and relevant heads of departments within the institution. Manage special events in line with the health calendar to gain public attention as well as events for staff within the institution Investigate and submit report on media queries to Head Office Communication Component. Responsible for updating the institutions website and developing the institutions newsletter. Conduct Batho – Pele Training for staff.

ENQUIRIES : Mrs Rt Ngcobo Tel No: (033) 940 2499

APPLICATIONS : All applications should be forwarded to: The Head of Department: KZN Department Of Health Private Bag X9051 Pietermaritzburg 3200 OR Hand Delivered to: 330 Langalibalele Street, Natalia Building, Pietermaritzburg. Registry, Minus 1:1 North Tower.

FOR ATTENTION : Mr Nc Mbatha Recruitment Tel No: (033) 3952 299

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

CLOSING DATE : 15 November 2019
ANNEXURE T

PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH

CLOSING DATE : 15 November 2019
NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s), academic records including a Senior certificate and ID-document [Driver’s license where applicable]. The certification must be within three (3) months as at the advert closing date. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 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, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department’s intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan. The Department reserves the right to withdraw posts, if by doing so, the interests of the Department will be best served.

OTHER POSTS

POST 39/181 : MEDICAL OFFICER GR 3 (OPHTHALMOLOGY) REF NO: MPDOH/NOV/19/01

SALARY : R1 089 693 – R1 362 366 per annum, plus rural allowance in terms of OSD requirements. (Depending on the years of experience in terms of relevant OSD and Commuted Overtime which is determined by the service delivery needs of the Department).

CENTRE : Tonga Hospital (Ehlanzeni District)
REQUIREMENTS : MBCHB degree with a recognized University. A postgraduate medical qualification will be an added advantage. A minimum of 10 years’ post-registration experience. Current registration with the HPCSA. A valid work permit will be required from non-South Africans. Sound clinical knowledge and experience in the respective medical discipline. Knowledge of current health and public service legislation, regulation and policies.

DUTIES : Provide clinic care. Manage resources, including human resources. Coordinate and Supervise the teaching of Community Service and junior doctors in the unit. Organise and participate in OPD activities. Attend all relevant meetings. Manage the outpatient clinic of unit. Participate in quality improvement plans in the hospital. Perform after hours duties. Provide operational leadership in your unit. Ability to perform cataract operations in high volume suture less and phaco techniques, Glaucoma surgeries, squint surgeries, laser procedures and phaco techniques cataract.

ENQUIRIES : Mr. P S Gumede Tel No: (013) 780 9038
APPLICATIONS : The Chief Executive Officer: Tonga Hospital; Private Bag X 661; Kwa-Lugedlane; 1341 or Hands delivered to: Mzinti-Mangweni Road; Tonga View; Kwa-Lugedlane; 1341.
FOR ATTENTION : Mr. K V Gwebu Tel No: (013) 780 9038
POST 39/182 : MEDICAL OFFICER GR 2 REF NO: MPDOH/NOV/19/02

SALARY : R938 964 – R1 026 693 per annum. plus rural allowance in terms of OSD requirements. (Depending on the years of experience in terms of relevant OSD and Commuted Overtime which is determined by the service delivery needs of the Department).

CENTRE : Bethal Hospital (Gert Sibande District)

REQUIREMENTS : MBCHB degree with a recognized University. A postgraduate medical qualification will be an added advantage. A minimum of 5 years’ post-registration experience. Current registration with the HPCSA. A valid work permit will be required from non-South Africans. Sound clinical knowledge and experience in the respective medical discipline. Knowledge of current health and public service legislation, regulation and policies.

DUTIES : Provide clinic care. Manage resources, including human resources. Coordinate and Supervise the teaching of Community Service and junior doctors in the unit. Organise and participate in OPD activities. Attend all relevant meetings. Manage the outpatient clinic of your unit. Participate in quality improvement plans in the hospital. Perform after hours duties. Provide operational leadership in your unit. Ensure medical outreach to PHC unit.

ENQUIRIES : Mr. C D Mnisi Tel No: (017) 811 1642

APPLICATIONS : The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350.

FOR ATTENTION : Mr M A Dhladhla

POST 39/183 : MEDICAL OFFICER GRADE 1 REF NO: MPDOH/NOV/19/03

SALARY : R821 205 – R884 670 per annum. plus rural allowance in terms of OSD requirements. (Depending on the years of experience in terms of relevant OSD and Commuted Overtime which is determined by the service delivery needs of the Department).

CENTRE : Mmamethlake Hospital (Nkangala District)

REQUIREMENTS : MBCHB degree with a recognized University. An appropriate qualification that allow registration with HPCSA as Medical Practitioner. Current registration with HPCSA as Medical Practitioner. Valid work permit will be required from Non-South Africans. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from South African Qualifications Authority (SAQA) or any other regulating bodies. Sound Clinical knowledge and experience in the respective medical discipline. Knowledge of current Health and Public Service Regulations and Policies.

DUTIES : Provision of quality patient centred care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students.

ENQUIRIES : Ms. S Matheba Tel No: (013) 658 1070

APPLICATIONS : The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.

FOR ATTENTION : Ms S Matheba

POST 39/184 : MEDICAL OFFICER GRADE 1 REF NO: MPDOH/NOV/19/04 (X2 POSTS)

SALARY : R821 205 – R884 670 per annum. (OSD requirements) (Depending on the years of experience in terms of relevant OSD and Commuted Overtime which is determined by the service delivery needs of the Department).

CENTRE : Middelburg Hospital (Nkangala District)

REQUIREMENTS : MBCHB degree with a recognized University. An appropriate qualification that allow registration with HPCSA as Medical Practitioner. Current registration with HPCSA as Medical Practitioner. Valid work permit will be required from Non-South Africans. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from South African Qualifications Authority (SAQA) or any other regulating bodies. Sound Clinical knowledge and experience in the respective medical discipline. Knowledge of current Health and Public Service Regulations and Policies.

DUTIES : Provision of quality patient centred care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department.
ENQUIRIES : Ms. S Matheba Tel No: (013) 658 1070
APPLICATIONS : The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.
FOR ATTENTION : Ms S Matheba
POST 39/185 : MEDICAL OFFICER GRADE 1 REF NO: MPDOH/NOV/19/05 (X3 POSTS)

CENTRE : Evander Hospital (Gert Sibande District)

REQUIREMENTS : MBCHB degree with a recognized University. An appropriate qualification that allow registration with HPCSA as Medical Practitioner. Current registration with HPCSA as Medical Practitioner. Valid work permit will be required from Non-South Africans. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from South African Qualifications Authority (SAQA) or any other regulating bodies. Sound Clinical knowledge and experience in the respective medical discipline. Knowledge of current Health and Public Service Regulations and Policies.

DUTIES : Provision of quality patient centred care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after-hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students.

ENQUIRIES : Mr. C D Mnisi Tel No: (017) 811 1642
APPLICATIONS : The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350.
FOR ATTENTION : Mr M A Dhladhla
POST 39/186 : MEDICAL OFFICER GRADE 1 - REF NO: MPDOH/NOV/19/06

CENTRE : Evander Hospital (Gert Sibande District)

REQUIREMENTS : MBCHB degree with a recognized University. Current registration with the HPCSA as a Medical Practitioner. None registration as Medical Practitioner (Independent Practice) and Foreign Qualified employees: Minimum of 1 year of experience will be required after registration as Medical Officer – Independent Practice. Sound knowledge of Medical ethics. Additional experience in the relevant discipline will serve as a recommendation.


ENQUIRIES : Mr. C D Mnisi Tel No: (017) 811 1642
APPLICATIONS : The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350.
FOR ATTENTION : Mr M A Dhladhla
POST 39/187 : PHARMACIST GR 1 REF NO: MPDOH/NOV/19/09

CENTRE : Middelburg Hospital (Nkangala District)

ENQUIRIES : Ms. S Matheba Tel No: (013) 658 1070
APPLICATIONS : The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.
FOR ATTENTION : Ms S Matheba
POST 39/185 : MEDICAL OFFICER GRADE 1 REF NO: MPDOH/NOV/19/05 (X3 POSTS)

CENTRE : Evander Hospital (Gert Sibande District)

REQUIREMENTS : MBCHB degree with a recognized University. An appropriate qualification that allow registration with HPCSA as Medical Practitioner. Current registration with HPCSA as Medical Practitioner. Valid work permit will be required from Non-South Africans. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from South African Qualifications Authority (SAQA) or any other regulating bodies. Sound Clinical knowledge and experience in the respective medical discipline. Knowledge of current Health and Public Service Regulations and Policies.

DUTIES : Provision of quality patient centred care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after-hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students.

ENQUIRIES : Mr. C D Mnisi Tel No: (017) 811 1642
APPLICATIONS : The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350.
FOR ATTENTION : Mr M A Dhladhla
POST 39/186 : MEDICAL OFFICER GRADE 1 - REF NO: MPDOH/NOV/19/06

CENTRE : Evander Hospital (Gert Sibande District)

REQUIREMENTS : MBCHB degree with a recognized University. Current registration with the HPCSA as a Medical Practitioner. None registration as Medical Practitioner (Independent Practice) and Foreign Qualified employees: Minimum of 1 year of experience will be required after registration as Medical Officer – Independent Practice. Sound knowledge of Medical ethics. Additional experience in the relevant discipline will serve as a recommendation.


ENQUIRIES : Mr. C D Mnisi Tel No: (017) 811 1642
APPLICATIONS : The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350.
FOR ATTENTION : Mr M A Dhladhla
POST 39/187 : PHARMACIST GR 1 REF NO: MPDOH/NOV/19/09

CENTRE : Middelburg Hospital (Nkangala District)
REQUIREMENTS: Pharmacy Degree or equivalent qualification. Current registration with the SA Pharmacy Council. Conversant with current Pharmaceutical and related legislation. Five (5) years appropriate experience gained after registration. Core competencies recommended. Commitment to quality development of self and others. Computer literacy, good interpersonal skills. Good written and verbal communication skills. Strong leadership and managerial skills.


ENQUIRIES: Ms. S Matheba Tel No: (013) 658 1070
APPLICATIONS: The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.

FOR ATTENTION: Ms S Matheba

POST 39/188: PHARMACIST GR 1 REF NO: MPDOH/NOV/19/10

SALARY: R693 372 – R735 918 per annum. (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance

CENTRE: Themba Hospital (Ehlanzeni District)

REQUIREMENTS: Pharmacy Degree or equivalent qualification. Current registration with the SA Pharmacy Council. Conversant with current Pharmaceutical and related legislation. Five (5) years appropriate experience gained after registration. Core competencies recommended. Commitment to quality development of self and others. Computer literacy, good interpersonal skills. Good written and verbal communication skills. Strong leadership and managerial skills.


ENQUIRIES: Mr. I Zitha Tel No: (013) 755 5100
APPLICATIONS: The District Manager; Ehlanzeni District Office; Private Bag X 11 278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.

FOR ATTENTION: Ms. Innocent Mtimbene Tel No: (013) 7555 100

POST 39/189: PHARMACIST GRADE 1 REF NO: MPDOH/NOV/19/11

SALARY: R693 372 – R735 918 per annum. (OSD requirements) (Depending on the years of experience in terms of relevant OSD)

CENTRE: Kwamhlanga Hospital (Nkangala District)

REQUIREMENTS: A degree B Pharmacy or equivalent qualification from a recognized training institution and registration with the South African pharmacy Council as a pharmacist. A valid driver’s license.

DUTIES: Manage the pharmacy facility in terms of applicable legislation, regulation and policies. Manage resource (financial, human, information, pharmaceutical stock and equipment. Perform risk management and networking (internal and external). Facilitated health workers education. Ensure of proper selection and procurement of drugs and surgical items for the hospital. Candidates should be prepared to work compressed hours.

ENQUIRIES: Ms. S Matheba Tel No: (013) 658 1070
APPLICATIONS: The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.

FOR ATTENTION: Ms S Matheba

POST 39/190: ASSISTANT MANAGER: NURSING: EYE CARE (PN- B4) REF NO: MPDOH/NOV/19/07

SALARY: R614 991 - R692 166 per annum (OSD requirements)

CENTRE: Gert Sibande District Office, Ermelo

REQUIREMENTS: Basic Qualification accredited with SANC and HPCSA in terms of Government Notice R425 (i.e. Diploma/degree in nursing or optometrist) or Equivalent
qualification that allows registration with SANC and HPCSA. A minimum of 8 years appropriate/recognisable experience after registration with SANC and HPCSA. Post basic diploma in Medical and Surgical Ophthalmic Nursing Science/optometrist, dispensing optician with relevant degree or diploma. Certificate in refraction services. Must be able to do visual acuity, retract readers, prescriptions spectacles and process spectacles. Perform through eye inspection. At least 3 years of the period referred to above must be appropriate/recognisable experience in management. Knowledge of the legislative and Policy framework as well as the current transformation strategies in the Public Sector. Good communication, conflict management and interpersonal skills. Computer literacy will be an added advantage. Submission of certified documents not older than 3 Months.

**DUTIES**

Coordinate the implementation and monitoring of eye care activities in Gert Sibande District aimed at improving eye health and elimination of avoidable visual impairment and blindness. Screening of all patients. Refraction. Issuing of assistive devices. Monitor and conduct audits in the quality of ocular surgery outcomes. Facilitate community eye care projects. Collaborate with sector departments and relevant stakeholders in the provision of integrated comprehensive service package. Cataract surgeries, etc. Perform thorough routine eye inspection. Promote eye health by teaching patients about proper eye care techniques. To coordinate the implementation and monitoring of eye care activities in Gert Sibande district which is aimed at improving eye health and elimination of avoidable visual impairment and blindness. To monitor and conduct audits in the quality of ocular surgery outcomes. To facilitate community eye care projects. To collaborate with sector departments and relevant stakeholders in the provision of integrated comprehensive service package. Facilitate community eye care projects.

**ENQUIRIES**

Mr. C D Mnisi Tel No: (017) 811 1642

**APPLICATIONS**

The District Manager: Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350.

**FOR ATTENTION**

Mr. M A Dhladhla

**POST 39/191**

ASSISTANT MANAGER: NURSING: EYE CARE (PN-B4) REF NO: MPDOH/NOV/19/08

Re-Advertisement (Candidates who applied are expected to re-apply)

**SALARY**

R614 991 - R692 166 per annum (OSD requirements)

**CENTRE**

Ehlanzeni District Office, Mbombela

**REQUIREMENTS**

Basic Qualification accredited with SANC and HPCSA in terms of Government Notice R425 (i.e. Diploma/degree in nursing or optometrist) or Equivalent qualification that allows registration with SANC and HPCSA. A minimum of 8 years appropriate/recognisable experience after registration with SANC and HPCSA. Post basic diploma in Medical and Surgical Ophthalmic Nursing Science/optometrist, dispensing optician with relevant degree or diploma. Certificate in refraction services. Must be able to do visual acuity, retract readers, prescriptions spectacles and process spectacles. Perform through eye inspection. At least 3 years of the period referred to above must be appropriate/recognisable experience in management. Knowledge of the legislative and Policy framework as well as the current transformation strategies in the Public Sector. Good communication, conflict management and interpersonal skills. Computer literacy will be an added advantage. Submission of certified documents not older than 3 Months.

**DUTIES**

Coordinate the implementation and monitoring of eye care activities in Ehlanzeni District aimed at improving eye health and elimination of avoidable visual impairment and blindness. Screening of all patients. Refraction. Issuing of assistive devices. Monitor and conduct audits in the quality of ocular surgery outcomes. Facilitate community eye care projects. Collaborate with sector departments and relevant stakeholders in the provision of integrated comprehensive service package. Cataract surgeries, etc. Perform thorough routine eye inspection. Promote eye health by teaching patients about proper eye care techniques. To coordinate the implementation and monitoring of eye care activities in Ehlanzeni District which is aimed at improving eye health and elimination of avoidable visual impairment and blindness. To monitor and conduct audits in the quality of ocular surgery outcomes. To facilitate community eye care projects. To collaborate with sector departments and relevant stakeholders in the provision of integrated comprehensive service package. Facilitate community eye care projects.
ENQUIRIES: Mr I Zitha Tel No: (013) 755 5100
APPLICATIONS: The District Manager; Ehlanzeni District Office; Private Bag X 11 278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.
FOR ATTENTION: Ms Innocent Mthombeni Tel No: (013) 7555 100
POST 39/192: OPERATIONAL MANAGER: PN - B3 REF NO: MPDOH/NOV/19/12 (X2 POSTS)
SALARY: R562 800 – R633 432 per annum. (OSD requirements depending on the qualification and years of experience)
CENTRE REQUIREMENTS: Lilian Mambakazi Clinic; Secunda Clinic (Gert Sibande District)
REQUIREMENTS: Basic R425 Qualification i.e. A Diploma/Degree in Nursing. A Diploma in Clinical Nursing Assessment, treatment and Care or Community Health Nursing Science. Registration with the South African Nursing Council. Minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Experience and Knowledge of the District Health System. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate a basic understanding of HR and financial policies and practices. Must have the following skills: Good interpersonal skill, Planning and organizational skills. Good written and communication skills. Problem solving and analytical skill. Basic computer literacy as a support tool to enhance service delivery.
DUTIES: Manage and provide PHC facility supervisory duties in line with the PHC Supervision policy guideline. Ensure clinical nursing practice by the nursing team in the facility in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards in accordance to the PHC Service delivery Package. Ensure implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pel e Principles. Coordinate community involvement and participation. Manage and Monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation.
ENQUIRIES: Mr. C D Mnisi Tel No: (017) 811 1642
APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350.
FOR ATTENTION: Mr. M A Dhladhla
POST 39/193: OPERATIONAL MANAGER (PN-B3) REF NO: MPDOH/NOV/19/13
SALARY: R562 800 – R633 432 per annum (OSD requirements depending on the qualification and years of experience)
CENTRE REQUIREMENTS: Secunda Clinic (Gert Sibande District)
REQUIREMENTS: Basic R425 qualification i.e. Diploma/Degree in nursing. A Diploma in clinical assessment, treatment and care or community Health Nursing Science. Registration with the South African Nursing Council. Minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional nurse with SANC in general nursing. At least 5 years of the period referred to the above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Experience and knowledge of the District Health System. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Demonstrate of basic understanding of HR and financial policies and practices. Must have the following skills. Good interpersonal skills, planning and organizational skills. Good written and communication skills. Problem solving and analytical skills. Computer literacy. Valid driver’s permit/licence.
DUTIES: Manage and provide PHC facility supervisory duties in line with the PHC supervision guidelines. Ensure clinical nursing practices by the nursing team in the facility in accordance with the scope and practice and nursing standard as determined by the relevant Health facility. Promote quality nursing care as directed by the professional scope of practice and standards in accordance to the to the PHC delivery package. Ensure the implementation of National Core
Standards (NCS) norms and standards including six key priorities areas. Advocate for patients through ensuring adherence to Batho Pele Principles. Coordinate community involvement and participation. Manage and monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation.

ENQUIRIES: Mr. C D Mnisi Tel No: (017) 811 1642
APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350.
FOR ATTENTION: Mr A Dhladhla

POST 39/194: OPERATIONAL MANAGER: PN - B3 REF NO: MPDOH/NOV/19/14

SALARY: R562 800 – R633 432 per annum (OSD requirements depending on the qualification and years of experience)
CENTRE: Sikhululwe Clinic (Nkangala District)
REQUIREMENTS:
- Basic R425 Qualification i.e. A Diploma/Degree in Nursing. A Diploma in Clinical Nursing Assessment, treatment and Care or Community Health Nursing Science. Registration with the South African Nursing Council.
- Minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Experience and Knowledge of the District Health System. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery.
- Demonstrate a basic understanding of HR and financial policies and practices.
- Must have the following skills: Good interpersonal skill, Planning and organizational skills. Good written and communication skills, Problem solving and analytical skill. Basic computer literacy as a support tool to enhance service delivery.

DUTIES:
- Manage and provide PHC facility supervisory duties in line with the PHC Supervision policy guideline. Ensure clinical nursing practice by the nursing team in the facility in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards in accordance to the PHC Service delivery Package. Ensure implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pele Principles. Coordinate community involvement and participation. Manage and Monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation.

ENQUIRIES: Ms. S Matheba Tel No: (013) 658 1070
APPLICATIONS: The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.
FOR ATTENTION: Ms S Matheba

POST 39/195: ASSISTANT DIRECTOR: CORPORATE SERVICES REF NO: MPDOH/NOV/19/15

Re-advertisement (all candidates who applied before are requested to re-apply)

SALARY: R470 040 per annum. (Level 10) plus benefits
CENTRE: Embhuleni Hospital (Gert Sibande District)
REQUIREMENTS:
- Appropriate Bachelor’s Degree/National Diploma with 3 years relevant experience. Excellent Written and verbal communication skills. Presentation, facilitation, problem solving, conflict resolution, research, project management and time management skills. A good understanding and knowledge of relevant prescripts governing the Public Service. A valid driver’s license.

DUTIES:

ENQUIRIES: Mr. C D Mnisi Tel No: (017) 811 1642
APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350.

FOR ATTENTION: Mr. M A Dhladhla

POST 39/196: OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL) PNA-5 REF NO: MPDOH/NOV/19/16

SALARY: R444 276 – R500 031 per annum (OSD requirements depending on the qualification and years of experience)

CENTRE: Mmametlhake Hospital (Nkangala District)

REQUIREMENTS: Basic qualification accredited with SANC in terms of Government Notice R425. Diploma or degree in nursing that follows registration with SANC as Professional Nurse. A Minimum of 5 years appropriate/recognition experience after registration as a general nurse. Knowledge of nursing care processes and procedures, nursing statutes and relevant legal framework such as Nursing Act, Health Act Occupational Health and safety Act.

DUTIES: To supervise and coordinate the provision of an effective patient care through adequate nursing care. Manage activities of the unit according to National and Provincial guidelines. Manage and monitor proper utilization of resources. Facilitate in the development and analysis of nursing guidelines, practices, standards and procedures. Manage workplace discipline. Manage and monitor proper utilization of human, financial and physical resources.

ENQUIRIES: Ms. S Matheba Tel No: (013) 658 1070

APPLICATIONS: The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.

FOR ATTENTION: Ms. S Matheba

POST 39/197: CLINICAL PROGRAMME COORDINATOR: QUALITY ASSURANCE REF NO: MPDOH/NOV/19/18

SALARY: R444 276 – R500 031 per annum (OSD requirements depending on the qualification and years of experience)

CENTRE: Piet Retief Hospital (Gert Sibande District)

REQUIREMENTS: Grade 12 or (Senior certificate). Diploma /Degree or equivalent qualification in nursing PLUS Minimum of 7 years appropriate & recognizable nursing experience after registration as a Professional nurse with SANC in general nursing+ midwifery. Current registration with SANC (2018 SANC receipt). Valid driving licence. Proof of computer literacy – MS Office (Word, Excel, Outlook & PowerPoint). Proof of current experience endorsed and stamped by Human Resources. Knowledge, Skills, Training and Competencies required: strong interpersonal, communication and presentation skills. Sound project management skills. Ability to make independent decisions. A strong policing / auditing aptitude. An understanding of the challenges facing the public health sector. High levels of accuracy. Proven 23 initiative, writing skills. Financial management skills. Empathy and counselling skills and knowledge. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with the time frames.

DUTIES: Conduct inspections to ensure that Quality Assurance plans are implemented and that practices are according to specified policy. Perform training and guidance activities to install a culture of service delivery in all service areas within the district, monitor quality assurance indicators and report thereon to assist in the improvement of service delivery at all district health institutions. Ensure that quality assurance committees are established: that these have quality improvement projects and that significant change is recognized and rewarded. Identify best practice and implement these to continuously advance quality assurance in the district. Interact with university and COHSASA role players to enhance the quality assurance procedures and practices. Perform quality improvement audits and survey monthly and report to senior management. Identity facilitate and co-ordinate all quality improvement plans. Ensure implementation of National core standard and provincial initiatives (patients Right Charter, Batho Pele programmers etc.). Ensure that all facilities conduct patients Experience of Care and waiting time’s surveys. Ensure planning, Co-ordination implementation, monitoring and evaluation of the quality assurance programmers within the district, Co-ordinate all aspects of National Core Standards. Programmer including assessments and activities to achieve National Core Standards accreditation.co-ordinate peer review
assessments. Visit facilities maintain reports of such visits. Ensure all facilities develop Quality Improvement Plans, action plan and submit monthly quarterly and annual reports. Conduct District assurance meetings provide training and update clinical and non-clinical staff on quality issues. Ensure clinical and nursing audits are conducted to evaluate patient care. Participate in adverse events, complaints and various other related committees to improve quality. Ensure all facilities conduct patient Experience of care and waiting times surveys Co-ordinate Batho Pele and good governance programmers.

ENQUIRIES: Mr. C D Mnisi Tel No: (017) 811 1642
APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350.
FOR ATTENTION: Mr. M A Dhladhla
POST 39/198: LECTURER GRADE 1-2 PN-D1-2 (CLINICAL SUPERVISOR) REF NO: MPDOH/NOV/19/19 (X2 POSTS)

CENTRE: Mpumalanga College Of Nursing (Ehlanzeni District)

SALARY: R383 226 – R471 333 per annum. (OSD requirements) (Depending on the years of experience in terms of relevant OSD)

REQUIREMENTS: Basic R245 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse PLUS a Post-Basic qualification in Nursing Education registered with SANC. Current registration with SANC. (PN-D1). A minimum of 4 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing (PN-D2) A minimum of 14 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognisable experience in Nursing Education after obtaining the 1year post-basic qualification in Nursing Education.

DUTIES: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practises. Teaching of clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Provision of quality nurse training through professional training programmes and curricula as directed by the professional scope of practice and standards as determined by the health facility. Demonstrate effective communication with students, supervisors and other lecturers, including report writing and presentation skills. Work as part of the education team to ensure good nurse training. Work effectively, co-operatively amicably with students and other persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organise own work and manage training programmes in order to meet training outcomes as determined by the health facility. Demonstrate the ability to perform research work relevant to nursing education and related subjects to enhance the quality of nursing education. Able to apply computer technology and programmes to enhance the level of educational programmes.

ENQUIRIES: Mr. I Zitha Tel No: (013) 755 5100
APPLICATIONS: The District Manager; Ehlanzeni District Office; Private Bag X 11 278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200
FOR ATTENTION: Ms. Innocent Mthombeni Tel No: (013: 7555 100
POST 39/199: LECTURER GR 1-2 (REPLACEMENT) REF NO: MPDOH/NOV/19/20 (X2 POSTS)

CENTRE: Rob Ferreira Hospital (Ehlanzeni District)

SALARY: R383 226 – R471 333 per annum. (OSD requirements) (Depending on the years of experience in terms of relevant OSD)

REQUIREMENTS: Grade 12/Matric Certificate. Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Post basic qualification in Nursing Education registered with the SANC. Grade 1: A minimum of 4 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognisable experience in Nursing Education after obtaining the 1year post-basic qualification in Nursing Education.
DUTIES: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Teaching of clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant training facility. Provision of quality nurse training through professional training programmes and curricula as directed by the professional scope of practice and standards as determined by the relevant health training facility. Demonstrate effective communication with students, supervisors and other lecturers, including report writing and presentation skills when required. Work as part of the education team to ensure good nurse training. Work effectively, co-operatively amicably with students and other persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organise own work and manage training programmes in order to meet training outcomes as determined by the health training facility. Demonstrate the ability to perform research work relevant to nursing education and related subjects to enhance the quality of nursing education. Able to apply computer technology and programmes to enhance the level of educational program.

ENQUIRIES: Mr. I Zitha Tel No: (013) 755 5100
APPLICATIONS: The District Manager; Ehlanzeni District Office; Private Bag X 11 278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.
FOR ATTENTION: Ms. Innocent Mtombeni Tel No: (013) 755 5100
POST 39/200: PROFESSIONAL NURSE (PN-B1 – THEATRE) REF NO: MPDOH/NOV/19/21

SALARY: R383 226 – R444 276 per annum. (OSD requirements) (Depending on the years of experience in terms of relevant OSD)
CENTRE: Bethal Hospital (Gert Sibande District)
REQUIREMENTS: Post-Basic qualifications accredited with SANC in terms of Government Notice R425 i.e. Diploma/Degree in General nursing plus a post basic qualification in Operating Theatre accredited with SANC in terms of Government notice R212 in Operating Theatre as specialty. Knowledge and understanding of nursing legislation legal and ethical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality and nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.
DUTIES: Effectively communicate with patients, supervisors and promoting and advocating proper care. Work co-operatively and amicably with persons of diverse intellectual, cultural, racial 127 or religious differences. Must be able to plain and organize own work and that of support personnel to ensure proper nursing care.

ENQUIRIES: Mr. C D Mnisi Tel No: (017) 811 1642
APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350.
FOR ATTENTION: Mr. M A Dhladhla
POST 39/201: PROFESSIONAL NURSE SPECIALTY GRADE 1 (PNB-1 OPERATING THEATRE) REF NO: MPDOH/NOV/19/22

SALARY: R383 226 – R444 276 per annum. (OSD) (OSD requirements) (Depending on the years of experience in terms of relevant OSD)
CENTRE: Sabie Hospital (Ehlanzeni District)
REQUIREMENTS: Basic qualifications accredited with the SANC in terms of Government Notice R425 (diploma/degree in Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwife. PLUS A post basic qualification in Medical and Surgical Nursing Science: Operating Theatre. A minimum of 4 years appropriate and recognizable experience in nursing after registration as a professional nurse with SANC. (Proof of service records to be attached). Annual receipt with SANC to practice for 2019. (Proof of registration to be attached). Submission of certified copies of documents (certification should not be older than 3 months). Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills. Problem solving and decision making skills. Good supervisory and teaching skills.
DUTIES: Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Implement and co-ordinate clinical nursing and support services within the Theatre unit. Establish and implement quality assurance within the unit. Ensure effective and efficient
management systems. Develop and implement comprehensive nursing care plans for the hospital. Ensure that the nursing and health care is practiced in accordance with the relevant prescripts. Participate in multidisciplinary quality teams educating and training the nursing team. Gather health related data to ensure optimal future planning. Manage KRA’s of subordinates. Ensure adherence to the Batho Pele Principles and Patient Right Charter.

ENQUIRIES: Mr. I Zitha Tel No: (013) 755 5100
APPLICATIONS: The District Manager; Ehlanzeni District Office; Private Bag X 11 278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.
FOR ATTENTION: Ms. Innocent Mthombeni Tel No: (013) 7555 100

POST 39/202: PROFESSIONAL NURSE (PN-B1) (REPLACEMENT) REF NO: MPDOH/NOV/19/23 (X8 POSTS)

SALARY: R383 226 – R444 276 per annum. (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance

CENTRE: (Gert Sibande District: Mengerszen Clinic Amersfoort Clinic Kempville Clinic Piet Retief Town Clinic Sead Clinic Emthonjeni Clinic Winnifred Maboea Clinic Kwa Zanele Clinic

REQUIREMENTS: Basic qualification accredited by the SANC in terms of Government Notice 425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows for registration with the SANC as a professional Nurse plus a post-basic nursing qualification with a duration of at least one(1) year, accredited with SANC in terms of Government Notice No.R212 in the relevant specialty. Current proof of registration with the South African Nursing Council as a Professional Nurse. Nine (9) years appropriate or recognizable experience in nursing after registration as a Professional Nurse in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience after post-basic qualification in the relevant specialty. Good leadership and management abilities.

DUTIES: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Maintain constructive work relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multidisciplinary team work). Participate in the analysis and implementation of nursing guidelines, practice standards and procedures. Monitor and ensure proper utilization of human, financial and physical resources. Utilize information technology and other management information systems to manage information for the enhancement of service delivery at CHC.

ENQUIRIES: Ms. Glory Tel No: (013) 766 3340
APPLICATIONS: The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.
FOR ATTENTION: Ms. Glory Mokone

POST 39/203: PROFESSIONAL NURSE GR1 (PNB1) REF NO: MPDOH/NOV/19/24 (X2 POSTS)

SALARY: R383 226 – R444 276 per annum. (OSD requirements) (Depending on the years of experience in terms of relevant OSD)

CENTRE: Evander Hospital; Amajuba Memorial Hospital (Gert Sibande District)

REQUIREMENTS: Basic qualification accredited by the SANC in terms of Government Notice 425 (i.e. Diploma/Degree in Nursing and Midwife) as a professional Nurse and Midwife. At least two years’ experience as a Theatre Nurse. Registered with SANC as a Registered Nurse and Midwife. Good relations. Ability to work under pressure. At least 4 years as a Professional Nurse. Knowledge and understanding of Nursing legislation and related legal and ethical nursing
practice accordance with the scope of practice and standards as determined by the relevant health facility.

**DUTIES**: Promote quality nursing care as directed by professional scope of standards as determined by the relevant health facility. Effectively communicate with the patients, supervisors and other clinicians, including report writing when required, display concern for patient, promoting and advocating proper care. Work as part of the multi-disciplinary team to ensure good nursing care, co-operatively and amicable with persons of diverse intellectual, racial or religious differences. Must be able to plan and organize own work and that of support personnel to ensure proper nursing care.

**ENQUIRIES**: Mr. C D Mniisi Tel No: (017) 811 1642

**APPLICATIONS**: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350.

**FOR ATTENTION**: Mr. M A Dhladhla

**POST 39/204**: PROFESSIONAL NURSE GR1 (PN-B1) REF NO: MPDOH/NOV/19/25 (X2 POSTS)

**SALARY**: R383 226 – R444 276 per annum. (OSD requirements) (Depending on the years of experience in terms of relevant OSD)

**CENTRE**: Themba Hospital (Ehlanzeni District)

**REQUIREMENTS**: Basic qualification accredited by the SANC in terms of Government Notice 425 (i.e. Diploma/Degree in Nursing and Midwife) as a professional Nurse and Midwife. At least two years’ experience as a Theatre Nurse. Registered with SANC as a Registered Nurse and Midwife. Good relations. Ability to work under pressure. At least 4 years as a Professional Nurse. Knowledge and understanding of Nursing legislation and related legal and ethical nursing practice accordance with the scope of practice and standards as determined by the relevant health facility.

**DUTIES**: Promote quality nursing care as directed by professional scope of standards as determined by the relevant health facility. Effectively communicate with the patients, supervisors and other clinicians, including report writing when required, display concern for patient, promoting and advocating proper care. Work as part of the multi-disciplinary team to ensure good nursing care, co-operatively and amicable with persons of diverse intellectual, racial or religious differences. Must be able to plan and organize own work and that of support personnel to ensure proper nursing care.

**ENQUIRIES**: Mr. I Zitha Tel No: (013) 755 5100

**APPLICATIONS**: The District Manager; Ehlanzeni District Office; Private Bag X 11 278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200. 

**FOR ATTENTION**: Ms. Innocent Mthombeni Tel No: (013) 755 5 100

**POST 39/205**: PHYSIOTHERAPIST GRADE 1 REF NO: MPDOH/NOV/19/26

**SALARY**: R317 976 – R361 872 per annum. (OSD requirements) (Depending on the years of experience in terms of relevant OSD)

**CENTRE**: Carolina Hospital (Gert Sibande District)

**REQUIREMENTS**: BSC Physiotherapy or appropriate qualification that allows registration with the HPCSA as a Physiotherapist. Registration with the HPCSA in the relevant profession as an independent practice. Registration with the HPCSA as an independent practice. Extensive experience in the assessment and treatment of critical patients (Neurosurgery, Orthopaedic, ICU etc.). Extensive management, administrative and supervisory experience. Ability to function within a multi-disciplinary team setting, to be flexible and to work independently. Good problem-solving, conflict resolution, interpersonal, organizational and communication skills. Willingness to work under pressure. Computer literacy.

**DUTIES**: Manage a clinical load and develop Physiotherapy services in all the sections of the institution. Assist in the management, policy formulation, and operational planning process of the unit. Supervise and develop personnel in team including mentoring Physiotherapists at a more junior level. Undertake quarterly evaluations and training of allocated operational staff and students. Co-ordinate all administrative activities regarding the patients, clinical area and in the unit. Supervise and train students. Participate in outreach programmes.

**ENQUIRIES**: Mr. C D Mniisi Tel No: (017) 811 1642

**APPLICATIONS**: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350.
FOR ATTENTION: Mr. M A Dhladhla
POST 39/206: SENIOR ADMINISTRATIVE OFFICER: AUXILIARY SERVICES REF NO: MPDOH/NOV/19/27

SALARY: R316 791 per annum. (Level 08) plus benefits
CENTRE: Matikwane Hospital (Ehlanzeni District)
REQUIREMENTS: Degree or Diploma in Administration plus 3 years relevant experience. Computer literacy. Good interpersonal and communication skills verbal and written. Knowledge of Batho Pele Principles and customer care. Willing to work under pressure. Be prepared to work on shifts. Knowledge of Departmental policies, prescripts and practices. Problem solving skills, analytical thinking, maintaining discipline and conflict resolution. Organizing skills, creativity, job information, planning, decision making, supervision and control. Budgeting and reporting.

DUTIES: Management of Logistical Services. Ensuring its and procedures will be an added that Public private party service calls are logged responded to and analyzed in line with the Public Private Party (PPP) Agreement. Manage the capturing of service calls and monitor data capturing task for logged calls. Manage office space and accommodation requirements. Oversee Auxiliary Services (cleaning, hygiene, pest control, waste management, gardens and grounds, etc.) for offices occupied by Drug Efficiently Administration. Manage document Reproduction Switchboard Services, Telecommunication services, Service Contracts and Food aid Services.

ENQUIRIES: Mr. I Zitha Tel No: (013) 755 5100
APPLICATIONS: The District Manager; Ehlanzeni District Office; Private Bag X 11 278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.

FOR ATTENTION: Ms. Innocent Mthombeni Tel No: (013) 755 5100
POST 39/207: SOCIAL WORKER GRADE 1 REF NO: MPDOH/NOV/19/28

SALARY: R257 592 – R298 614 per annum. OSD requirements depending on qualifications and relevant years of experience
CENTRE: Kwamhlangle Hospital (Nkangala District)
REQUIREMENTS: Bachelor Degree in Social Work, registration as a Social Work with the SACSSP. Submission of valid proof of registration with the council. A valid drivers’ License. Knowledge and understanding of Social dynamics, human behaviour, social system, legislation, policies, ethical practices governing field and intake programmes and social empowerment interventions. Skills and Competencies: Have the ability to intervene and resolve conflict of complex nature, problem solving, and project management, and research, interpersonal, reporting, planning and organizing skills.

DUTIES: Interpreting, applying and implementing Social Work legislation, policies and guidelines relating to field and intake. Implementing operational plan of social work intervention for field and intake. Developing problem solving interventions and preventative measures for alleviating distress to individuals, groups, families and communities. Conducting social work research programs. Developing and creating stakeholders support mechanisms and networks. Implement prevention programmes linked to celebration of national days.

ENQUIRIES: Ms. S Matheba Tel No: (013) 658 1070
APPLICATIONS: The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.

FOR ATTENTION: Ms. S Matheba
POST 39/208: ADMINISTRATIVE OFFICER REF NO: MPDOH/NOV/19/29

SALARY: R257 508 per annum. (Level 07) Plus Benefits
CENTRE: Provincial Office
REQUIREMENTS: Grade 12 Certificate plus 05 years’ experience or Degree or Diploma in Public Administration with relevant experience. Knowledge of PFMA and Treasury Regulations. Computer literacy. Good interpersonal and communication skills verbal and written. Budgeting and willing to work under pressure. Knowledge of Batho Pele Principles and customer care. Knowledge of Departmental policies, prescripts and practices. Problem solving skills, analytical thinking, maintaining discipline and conflict resolution. Organizing skills.
DUTIES: Render administrative and logistic support services for the Directorate Clinical Support. Ensure acquisition of goods and services as per operational plan. Ensure that payments to service providers are processed on time for services rendered. Assist the Directorate in preparing and costing of operational plans, budget projections, budget adjustments and budget pressures. Approve the Directorate requisitions on LOGIS system. Request BAS Reports. Monitor expenditure. Consolidate reports. Assist with the management of invoices for the laboratory and blood services. Manage Directorate, Hospital Transfusion and Laboratory Committee and stakeholder meetings, invitations, filling of minutes and records.

ENQUIRIES: Ms. Glory Tel No: (013) 766 3340

APPLICATIONS: The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext. 2, Mbombela, 1200.

FOR ATTENTION: Ms. Glory Mokone

POST 39/209: FOOD SERVICE MANAGER REF NO: MPDOH/NOV/19/30

SALARY: R257 508 per annum. (Level 07) plus benefits

CENTRE: Amajuba Memorial Hospital (Gert Sibande District)

REQUIREMENTS: Degree/National Diploma in Food Management or relevant qualification or Grade 12 plus 8 years relevant experience. Knowledge of Food Service Management. Operations and basic computer literacy will be recommended. Excellent communication (written and verbal) skills. Prior knowledge of stock and key control required. Good interpersonal, analytical and problem solving skills. Ability to work as a team and independently under pressure. Have effective leadership skills. Valid driver’s license.

DUTIES: The direct control and Supervisors and food production staff. The Planning of menus and recipes for normal diets. The ordering of supplies, control the storage and issuing thereof. Inputs into the planning, budget and control expenditure in the kitchen by means of cost effective measures and the implementation of prescribed guidelines/procedures. The planning, implementation and evaluation of food services staff.

ENQUIRIES: Mr. C D Mnisi Tel No: (017) 811 1642

APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuren Street; Ermelo, 2350.

FOR ATTENTION: Mr. M A Dhladhla

POST 39/210: PROFESSIONAL NURSE GRADE 1: GENERAL STREAM REF NO: MPDOH/NOV/19/31 (X14 POSTS)

Re-Advertisement

SALARY: R256 905 – R297 825 per annum (OSD requirements depending on the years of experience in terms of relevant OSD)

CENTRE: Mmamethlake Hospital (Nkangala District)

REQUIREMENTS: Registration with South African Nursing Council as General Nurse and Midwife. Ability to work independently must be able to work under pressure and manage heavy patient loads. Good interpersonal skills, commitment and dedication. Ability to implement and manage changes.

DUTIES: Provide health care service in the hospital Help with supervision and performance and evaluation of junior staff members. Implement appropriate measures and system to ensure quality patient. Provide nursing care within scope of practice. Ensure the implementation of Patient Rights Charter and Batho Pele Principles. Educate staff and patients Work closely with the community provide comprehensive and quality nursing care according to the standards and guidelines keep concise and legible records and ensure that nurses do likewise manage medication Adhere to Batho Pele Principles and Patient Rights Charter

ENQUIRIES: Mr. I Zitha Tel No: (013) 755 5100

APPLICATIONS: The District Manager; Ehlanzeni District Office; Private Bag X 11 278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.

FOR ATTENTION: Ms. Innocent Mthombeni Tel No: (0137) 7555 100

POST 39/211: PHARMACIST ASSISTANT (POST – BASIC) REF NO: MPDOH/NOV/19/32

SALARY: R208 383 – R234 738 per annum. (OSD requirements depending on years of experience and qualifications)
CENTRE: Sikhululwe Clinic (Nkangala District)
REQUIREMENTS: Grade 12, Post Basic Pharmacist's Assistant qualification, registered with the South African Pharmacy Council (SAPC). Proof of current registration with SAPC. Appropriate post registration experience will be an added advantage. Good interpersonal skills, ability to work under pressure and professionalism. Knowledge and skills: Pharmacy and Public service legislation, communication skills (written / verbal). Mathematical skills and Computer literacy.

DUTIES: Perform all duties falling within the scope of practice of Post Basic Pharmacist's Assistant under direct supervision of a Pharmacist, including but not limited to the following: Assist with the manufacturing of non-sterile or sterile medicine according to formulas and SOPs. Re-packaging of medicines. Distribution and control of medicines. Reading and preparation of a prescription. Selection, labelling and supply of medicine in an appropriate container following the interpretation and evaluation of a prescription. Stock control and management, including ordering, receipt, storage and distribution of medicines according to legislation. Dispensing of medicines and providing information, education and counselling of patients to promote health.

ENQUIRIES: Ms. S Matheba Tel No: (013) 658 1070
APPLICATIONS: The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.
FOR ATTENTION: Ms. S Matheba

POST 39/212: PHARMACIST ASSISTANT (POST – BASIC) REF NO: MPDOH/NOV/19/33
SALARY: R208 383 – R234 738 per annum. (OSD requirements depending on years of experience and qualifications)
CENTRE: Middelburg Hospital (Nkangala District)
REQUIREMENTS: Grade 12, Post Basic Pharmacist's Assistant qualification, registered with the South African Pharmacy Council (SAPC). Proof of current registration with SAPC. Appropriate post registration experience will be an added advantage. Good interpersonal skills, ability to work under pressure and professionalism. Knowledge and skills: Pharmacy and Public service legislation, communication skills (written/verbal). Mathematical skills and Computer literacy.

DUTIES: Perform all duties falling within the scope of practice of Post Basic Pharmacist's Assistant under direct supervision of a Pharmacist, including but not limited to the following: Assist with the manufacturing of non-sterile or sterile medicine according to formulas and SOPs. Re-packaging of medicines. Distribution and control of medicines. Reading and preparation of a prescription. Selection, labelling and supply of medicine in an appropriate container following the interpretation and evaluation of a prescription. Stock control and management, including ordering, receipt, storage and distribution of medicines according to legislation. Dispensing of medicines and providing information, education and counselling of patients to promote health.

ENQUIRIES: Ms. S Matheba Tel No: (013) 658 1070
APPLICATIONS: The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.
FOR ATTENTION: Ms. S Matheba

CENTRE: Eerstehoek Clinic (Gert Sibande District)
REQUIREMENTS: A degree B Pharmacy or equivalent qualification from a recognized Training institution with the South African Council as a pharmacist. A valid driver’s license.

DUTIES: Manage the pharmacy facility in terms of applicable legislation, regulation and policies. Manage resource (financial, human, information, pharmaceutical stork and equipment. Perform risk management and networking (internal and external). Facilitated health workers education. Ensure of proper selection and procurement of drugs and surgical items for the hospital. Candidates should be prepared to work compressed hours.

ENQUIRIES: Mr. C D Mnisi Tel No: (017) 811 1642
APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350.
FOR ATTENTION: Mr. M A Dhladhla

POST 39/214: CHIEF AUXILIARY SERVICES OFFICER: GRADE 1 REF NO: MPDOH/OCT/19/35 (X2 POSTS)

SALARY: R196 407 per annum plus benefits
CENTRE: Ehlanzeni District:
          Mbombela Sub-District (X1 post)
          Nkomazi Sub-District (X1 post)
REQUIREMENTS: Grade 12 Certificate plus 05 years’ experience or Degree or Diploma in Public Administration with relevant experience in malaria control. Good interpersonal relationship, Leadership skill Valid code 10 (C1) drivers’ license + Professional Driving Permit.
DUTIES: A broad scope of interrelated duties that include malaria spraying, assist in training of spray operators, malaria case investigations, foci investigation and clearing by implementing relevant strategies, vector surveillance, epidemiology surveys Assist in scientific surveys, supervision of field staff, malaria health education, Collection, management and reporting of malaria control field data, Health education and promotion in malaria endemic localities and facilities.

ENQUIRIES: Mr. I Zitha Tel No: (013) 755 5100
APPLICATIONS: The District Manager; Ehlanzeni District Office; Private Bag X 11 278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.

FOR ATTENTION: Ms. Innocent Mthombeni Tel No: (013 7555 100)

POST 39/215: ARTISAN: GRADE A REF NO: MPDOH/NOV/19/36

SALARY: R190 653 – R211 596 per annum. (OSD requirements) (Depending on the years of experience in terms of relevant OSD)
CENTRE: Themba Hospital (Ehlanzeni District)
REQUIREMENTS: Grade 10 certificate, Trade Test in Electrical. One year post qualification, experience and code 8 drivers’ license. Skills: problem solving and analysis, team work, customer focus and responsiveness, computer skills and technical report writing.
DUTIES: Assemble installation and maintenance of electrical equipment. Repair, replacement and installation of lights, heaters, stoves etc, trace, repair or replace faulty cables. Distribution of board wiring .Assist with wiring and rewiring maintenance of standby plants. Control panel’s request and quantify material. Do work plans and assess the managed.

ENQUIRIES: Mr. I Zitha Tel No: (013) 755 5100
APPLICATIONS: The District Manager; Ehlanzeni District Office; Private Bag X 11 278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.

FOR ATTENTION: Ms. Innocent Mthombeni Tel No: (013 7555 100)
ANNEXURE U

PROVINCIAL ADMINISTRATION: NORTHERN CAPE
OFFICE OF THE PREMIER

APPLICATIONS: for the post quoting the relevant reference number to: Senior Manager, Human Resources Administration, Private Bag X5016, Kimberley, 8300 or hand deliver at JW Sauer Building, Office of the Premier, Ground Floor (Security).

FOR ATTENTION: Mr. V. Fredericks

CLOSING DATE: 15 November 2019

NOTE: The NC Provincial Government is an equal opportunity, affirmative action employer, and women and persons with Disabilities are encouraged to apply. During appointment the Office of the Premier will consider its Employment Equity Plan. Applications must be submitted on form Z83, obtainable from any Public Service Department and should be accompanied by originally certified copies (date not later than three (3) months) of qualifications as well as a comprehensive CV in order to be considered, failure to comply with these instructions will disqualify applications from being processed. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). No faxed applications will be accepted. The successful candidates will be subject to a process of security vetting and verification of qualification. All applicants should please note that correspondence will be limited to successful candidates only, if you have not been contacted within six (6) weeks after the closing date of this advertisements, please accept that your application was unsuccessful. The Office of the Premier reserves the right not to fill the posts.

MANAGEMENT ECHELON

POST 39/216: HEAD OF DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM
REF NO: HOD/DEDAT/10/2019
(Five-year employment contract)

SALARY: R1 521 591 per annum (All-inclusive remuneration package consists of a basic salary and flexible portion structured according to personal needs, plus 10% non-pensionable Head of Department allowance.)

CENTRE: Kimberley

REQUIREMENTS: A relevant post graduate qualification (NQF level 8) as recognised by SAQA supported by at least 8 years’ experience at Senior Management level of which at least 3 years must be with any organ of State as defined in the Constitution, Act 108 of 1996. The successful candidates will champion accelerated, efficient, effective and development oriented service delivery in pursuit of the National Development Plan and the Medium Term Strategic Framework within the over-arching context of the Northern Cape Government's vision of a Modern, Growing and Successful Province. Competencies: Proven strategic and leadership qualities, project and financial management skills. An innovative person who will ensure the highest standard of service delivery. Excellent problem solving and analytical skills, people management and empowerment attributes. The successful candidate must also display the highest standard of ethical and moral conduct and the ability to communicate at all levels. Moreover, honesty, integrity, analytical thinking and research are pre-requisites. A valid driver's licence and computer skills, advanced knowledge of relevant legislation such as the Public Finance Management Act (PFMA), Treasury Regulations, Supply Chain Management policy framework, Public Service Act and Regulations are further prerequisites. Inherent Responsibilities As Head Of Department Responsible for all function/duties as Head of Department in terms of the Public Service Act and the Public Service Regulations the successful candidate will be expected to: Develop and implement a departmental strategic plan both for the in year and the MTEF period plus 2 years; Take all the necessary steps to ensure that the department is organized and structured in a manner that will enable the effective and efficient delivery of the Department’s mandate; Be responsible for all functions/duties as Accounting Officer in terms of the Public Finance Management Act and Treasury Regulations; Monitor and ensure compliance with all applicable legislation; Provide strategic management leadership through planning, organizing, monitoring and controlling the performance of the Department. Reporting to the MEC for Finance, Economic Development and...
Tourism, the successful candidate will function as the Head of Department with the following main functions.

**DUTIES:**
To lead and coordinate integrated economic planning and development; To drive the economic development strategies of the province; To facilitate strategies to enhance the competitiveness of priority sectors of the economy, in line with the industrial development strategy; Ensuring the collecting, processing, maintaining and reporting on economic and other social data; Influencing policy direction for economic and infrastructure development; Facilitating sustainable and inclusive economic growth supporting decent and sustainable employment; Facilitating the implementation of economic transformation strategies and policies; Creating an enabling environment for SMMEs and Cooperatives to succeed in order to improve the quality of life of the people of the Northern Cape Province; Stimulating economic growth through industry development, trade and investment promotion; Ensuring that businesses in all sectors are regulated and an environment created whereby consumers are effectively protected; Ensuring the creation of an enabling business environment that reduces hurdles to business growth, increasing economic investment that subsequently contributes to job creation; Promoting and facilitating economic empowerment programmes; Ensuring efficient and effective macro tourism planning, industry transformation, quality assurance, regulation, promotion and development of tourism; Providing guidance, support and direction in terms of tourism policies, legislation and strategies; Ensuring the promotion of a safe and secure environment for visitors and tourism entrepreneurs; Ensuring the promotion of Tourism Service Excellence; and developing and implementing a plan to accelerate provincial tourism industry transformation.

**ENQUIRIES:**
Ms. G. Matlaopane Tel No: 053 838 2938

**POST 39/217:** HEAD OF DEPARTMENT OF PROVINCIAL TREASURY REF NO: HOD/PT/10/2019
(Five-year employment contract)

**SALARY:** R1 521 591 per annum (All-inclusive remuneration package consists of a basic salary and flexible portion structured according to personal needs, plus 10% non-pensionable Head of Department allowance.)

**CENTRE:** Kimberley

**REQUIREMENTS:**
A relevant post graduate qualification (NQF level 8) as recognised by SAQA supported by at least 8 years' experience at Senior Management level of which at least 3 years must be with any organ of State as defined in the Constitution, Act 108 of 1996. The successful candidates will champion accelerated, efficient, effective and development oriented service delivery in pursuit of the National Development Plan and the Medium Term Strategic Framework within the overarching context of the Northern Cape Government's vision of a Modern, Growing and Successful Province. Competencies: Proven strategic and leadership qualities, project and financial management skills. An innovative person who will ensure the highest standard of service delivery. Excellent problem solving and analytical skills, people management and empowerment attributes. The successful candidate must also display the highest standard of ethical and moral conduct and the ability to communicate at all levels. Moreover, honesty, integrity, analytical thinking and research are pre-requisites. A valid driver’s licence and computer skills, advanced knowledge of relevant legislation such as the Public Finance Management Act (PFMA), Treasury Regulations, Supply Chain Management policy framework, Public Service Act and Regulations are further prerequisites. Proven strategic and leadership qualities, project and financial management skills. An innovative person who will ensure the highest standard of service delivery. Excellent problem solving and analytical skills, people management and empowerment attributes. The successful candidate must also display the highest standard of ethical and moral conduct and the ability to communicate at all levels. Moreover, honesty, integrity, analytical thinking and research are pre-requisites. A valid driver’s licence and computer skills, advanced knowledge of relevant legislation such as the Public Finance Management Act (PFMA), Treasury Regulations, Supply Chain Management policy framework, Public Service Act and Regulations are further prerequisites. Inherent Responsibilities As Head Of Department Responsible for all function/duties as
Head of Department in terms of the Public Service Act and the Public Service Regulations the successful candidate will be expected to: Develop and implement a departmental strategic plan both for the in year and the MTEF period plus 2 years; Take all the necessary steps to ensure that the department is organized and structured in a manner that will enable the effective and efficient delivery of the Department’s mandate; Be responsible for all functions/duties as Accounting Officer in terms of the Public Finance Management Act and Treasury Regulations; Monitor and ensure compliance with all applicable legislation; Provide strategic management leadership through planning, organizing, monitoring and controlling the performance of the Department. Reporting to the MEC for Finance, Economic Development and Tourism, the successful candidate will function as the Head of Department with the following main functions.

**DUTIES**

Preparing the Provincial Budget; Exercising control over the implementation of the Provincial Budget; Promoting and enforcing transparency and effective management in respect of revenue, expenditure, assets and liabilities of the Provincial Government, State Institutions and Public Entities; Developing and implementing Fiscal Policies that are consistent with National Macroeconomic and Fiscal objectives; Enforcing the implementation of National and Provincial Treasury norms and standards, including prescribed procurement systems, standards and Generally Recognised Accounting Practice, uniformly classified systems, provisioning, banking, cash management and investment framework policies; Implementing Treasury norms and standards provided for in the Public Finance Management Act (PFMA); Complying with the annual Division of Revenue Act (DORA), monitoring and assessing the implementation of that Act in public entities; Supporting Provincial Government Institutions and Public Entities to build capacity for efficient, effective, and transparent financial management and internal control; Inspecting any system of financial management and internal control applied by Provincial Government Institutions; Intervening by taking appropriate steps to address serious and persistent material breaches of the PFMA by a provincial department or public entity, including the withholding of funds; Implementing Treasury norms and standards provided for in the Municipal Finance Management Act (MFMA); Issuing provincial instructions which are consistent with the PFMA and MFMA; Monitoring compliance with the MFMA by municipalities within the Northern Cape Province; Monitoring the preparation of municipal budgets by municipalities within the Northern Cape Province; Supporting Municipalities to implement the MFMA; and intervening in Municipalities that fail to implement their core mandate.

**ENQUIRIES**

Ms. G. Matlaopane Tel No: 053 838 2938
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

CLOSING DATE: 18 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 39/218

COMMUNICATION CLERK: COMMUNICATION SERVICES REF NO: AGR 2019-55

SALARY: R173 703 per annum (Level 05)

CENTRE: Department of Agriculture, Western Cape Government

REQUIREMENTS: Grade 12 (Senior Certificate or equivalent qualification). Recommendation: A valid Code B (or higher) driving licence; Administration experience; A post graduate qualification in an administration or communication related field; Ability to perform physical work such as erecting of banners and carrying heavy items; Willingness to travel when required. Competencies: A good understanding of administration and Asset Management; Verbal and written communication skills; Proven computer literacy (MS Office); Good interpersonal skills; Pay attention to detail.

DUTIES: Render an administrative support service to the sub-programme Communication; Assist with planning, organising and execution of departmental events by rendering support; Perform vehicle maintenance and administrative support activities of sub-programmes GG vehicles; Control and distribute the promotional stock and communication material; Render a media monitoring support service.

ENQUIRIES: Ms M James at Tel No: (021) 808 5196

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

CLOSING DATE: 18 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 39/219

ASSISTANT DIRECTOR: ASSURANCE SERVICES REF NO: DEDAT 2019-36

SALARY: R376 596 per annum (Level 09)

CENTRE: Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS: An appropriate 3 year tertiary qualification (National Diploma/B-Degree) majoring in Auditing and/or Financial Accounting; A minimum of 3 years relevant experience in Internal Control and Governance or similar environment. Recommendation: None. Competencies: Knowledge of the following: Development and Budget processes; Financial norms and standards; Public
Service Anti-Corruption Strategy and Fraud prevention measures; Principles and Practices of Financial Accounting; Internal Control Tools and Techniques; Government Accounting Standards; Risk management frameworks; Government financial systems; Human Resource Management; Communication (written and verbal) skills; Proven computer literacy; Analytical thinking and strategic thinking skills; Monitoring evaluation and reporting skills; Research skills; Ability to analyse, conceptualise and implement policy.

**DUTIES**

Render an administrative support service to the sub-programme Communication; Assist with planning, organising and execution of departmental events by rendering support; Perform vehicle maintenance and administrative support activities of sub-programmes GG vehicles; Control and distribute the promotional stock and communication material; Render a media monitoring support service.

**ENQUIRIES**

Ms M Abrahams at Tel No: (021) 483 9138

**DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING**

**APPLICATIONS**

Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

**CLOSING DATE**

18 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 39/220**

LOGIS SYSTEM CONTROLLER: RISK AND PERFORMANCE MANAGEMENT REF NO: EADP 2019-53

**SALARY**

R257 508 per annum (Level 07)

**CENTRE**

Department of Environmental Affairs and Development Planning, Western Cape Government

**REQUIREMENTS**

An appropriate 1-2-year post-school qualification Certificate or higher; A minimum of 3 years appropriate experience. Recommendation Working knowledge of the following: Supply Chain Management; Logistical Information System (LOGIS) functions. Competencies: Knowledge of the following: Applicable legislative and framework; Public Finance and Management Act (PFMA), regulations and guidelines; Supply Chain Management regulations, notes, circulars, policy frameworks; Preferential Procurement Policy Framework Act and its associated regulations; Public management practices; Financial management and supply chain management services; Written and verbal communication skills.

**DUTIES**

Perform the following functions: Local Government Information systems controller functions: Compile and maintain LOGIS user access and work profile and enforce correct handling of passwords; Central supplier database (CSD) functions; Western Cape Supplier Database and Integrated Procurement Solutions (IPS); Risk and performance functions; Ensure all reports are verified before presentation to management.

**ENQUIRIES**

Mr Z Davids at Tel No: (021) 483 4723

**DEPARTMENT OF HEALTH**

In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

**NOTE**

It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

**ERRATUM**

Kindly note that the post of Administrative Officer: Supply Chain Management (Warehouse), Chief Directorate: Metro Health Services advertised in Public Service Vacancy Circular 36 dated 11 October 2019 with Ref No: 36/420, the closing date has been extended to 01 November 2019.
OTHER POSTS

POST 39/221: **MEDICAL PHYSICIST GRADE 1 TO 3**

**SALARY**
- Grade 1: R662 190 per annum
- Grade 2: R750 024 per annum
- Grade 3: R857 559 per annum

**CENTRE**
- Tygerberg Hospital, Parow Valley

**REQUIREMENTS**
- Minimum educational qualification: An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Physicist. Registration with professional council: Registration with the HPCSA as a Medical Physicist. Experience: **Grade 1**: None after registration with the HPCSA as a Medical Physicist. **Grade 2**: 8 Years appropriate experience after registration with the HPCSA as a Medical Physicist. **Grade 3**: 16 Years appropriate after registration with the HPCSA as a Medical Physicist.
- Inherent requirement of the job: Willingness to work after hours and overtime.
- Competencies (knowledge/skills): Ability to work under pressure and meet deadlines. Be a highly motivated and methodical individual who pays attention to detail with exceptional standards for accuracy. Capable of using initiative for problem solving, recognising the need for action, consider possible risks and taking responsibility for results. Good communication, interpersonal relationship, research, development and teaching skills. Knowledge of the statutory regulations regarding the medical use of ionising radiation, particularly concerning diagnostic radiology. Potential to develop management skills. Skills pertaining to the scope of the profession of medical physicists. Understand the physics of radiotherapy-, diagnostic X-ray and nuclear medicine equipment, computers and software; and have a thorough knowledge of diagnostic radiology physics.

**DUTIES**
- Active participation and assistance with the management of the research and development programme of the Medical Physics Department. Active participation in the routine execution of clinically related medical physics tasks. Assistance with the lecturing in the teaching and training programme of the Medical Physics Department. Assisting with management of staff and departmental administration. Co-ordinate and supply physics support in the Department of Diagnostic Radiology. Ensure compliance with Department of Health: Radiation Control regulations in Diagnostic Radiology. Assistance with equipment tender preparation, evaluation and commissioning. Responsibility for the management of the dosimetry, quality assurance and radiation protection functions of Medical Physics in the Department of Diagnostic Radiology, with support to Radiation Oncology.

**ENQUIRIES**
- Mr C Trauernicht Tel. No: (021) 938-6027, E-mail: cjt@sun.ac.za

**APPLICATIONS**
- Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)

**NOTE**
- No payment of any kind is required when applying for this post. Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. Please note that the aforesaid concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status).

**CLOSING DATE**
- 15 November 2019

POST 39/222: **ASSISTANT MANAGER NURSING: SURGERY (SPECIALTY: OPHTHALMOLOGY OR ORTHOPAEDICS)**

**SALARY**
- R614 991 (PN-B4) per annum

**CENTRE**
- Groote Schuur Hospital, Observatory

**REQUIREMENTS**
- Minimum educational qualification: Basic R425 qualification (diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in either Medical and Surgical Nursing Science; Ophthalmological Nursing or Medical and Surgical Nursing Science; Orthopaedic Nursing. Registration with professional council: Registration with the SANC as Professional Nurse.
Experience: A minimum of 10 years appropriate/recognisable experience after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period must be appropriate recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel, PowerPoint). In-depth knowledge and understanding of nursing legislation, related legal and ethical practices and guidelines, relevant public sector legislation, People Management and Finance policies and procedures. Excellent problem solving, conflict resolution, leadership skills and ability to work independently and under pressure.

DUTIES

Provide innovative leadership in the allocated area to realise the strategic goals and objectives of the Nursing Division. Co-ordination of the provision of person-centered care by setting standards as well as involvement in policy and guideline development. Monitoring the standard of nursing care as well as guidance and participation in improvement projects with regard to quality of care. Effective management of human and financial resources. Coordinate the provision of effective training and research to ensure professional growth and adherence to ethical standards. On call duties and after hour duties for the Nursing Division.

ENQUIRIES

Mr A Mohamed Tel No: (021) 404-2092

APPLICATIONS

Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications”).

NOTE

No payment of any kind is required when applying for this post.

CLOSING DATE

15 November 2019

POST 39/223

OPERATIONAL MANAGER NURSING (SPECIALTY: OPERATING THEATRE COMPLEX AND CSSD)

Chief Directorate: Metro Health Services

SALARY

R562 800 per annum

CENTRE

Mowbray Maternity Hospital

REQUIREMENTS

Minimum educational qualification: A post basic qualification in Operating Theatre Nursing Science with a duration of at least one year, accredited with SANC. Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Experience: A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post basic qualification in the relevant speciality. Registration with professional council: Proof of registration with the SANC as Professional Nurse with the proof of current registration i.e. annual licensing receipt for 2019. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays, on night duty when required. Competencies (knowledge/skills): Ability to effectively communicate in at least two of the three official languages of the Western Cape. Ability to function independently as well as part of a multi-disciplinary team. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Computer literacy (MS Word and Excel). Effective communication, interpersonal, leadership, decision making and conflict resolution skills. Good organisational skills and the ability to function under pressure. Knowledge and insight of relevant legislation and policy related to nursing within the Public. Coordinate the provision of training and research effectively.

DUTIES

Execute the duties of a surgical scrub sister with regard to all surgical specialties to ensure a high standard of patient care. Maintain professional growth/ethical standards, self-development and develop required standards of infection control. Manage the utilization and supervision of all resources effectively and control of the Central Sterilisation Unit. Provision of effective support to nursing services and Hospital Management. The appointed candidate will be responsible for the coordination and rendering of optimal, holistic and quality theatre within standards and a professional/legal framework.

ENQUIRIES

Ms KE Moore Tel No: (021) 659 5550
APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)

NOTE: No payment of any kind is required when applying for this post.

CLOSING DATE: 15 November 2019

POST 39/224: OPERATIONAL MANAGER NURSING GRADE 1 (SPECIALTY: OPHTHALMOLOGY)

SALARY: R562 800 (PN-B3) per annum

CENTRE: Groote Schuur Hospital, Observatory

REQUIREMENTS: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in Medical and Surgical Nursing Science: Ophthalmological Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in Ophthalmology Nursing Science after obtaining the one year post-basic qualification as mentioned above. Inherent requirement of the job: Perform after-hour and weekend duties for the department and the hospital. Competencies (knowledge/skills): Principles of Management: Supervisory, problem solving, conflict resolution and interpersonal skills. Leadership, communication skills and computer literacy. Knowledge of Nursing legislation, related legal and ethical nursing practices and framework, labour relations legislation and relevant public sector policies and protocols. Human Resources and Financial Management, including computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook). Extensive knowledge in General Nursing and the relevant Nursing Speciality.

DUTIES: Provide innovative leadership in the allocated area to realise the strategic goals and objectives of the Nursing Division. Responsible for the co-ordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant Department. Provide effective support and management of human, material and financial resources, as well as Functional Business FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research.

ENQUIRIES: Mr A Mohamed Tel. No. (021) 404-2071

APPLICATIONS: Applications are submitted online via: www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE: No payment of any kind is required when applying for this post.

CLOSING DATE: 15 November 2019

POST 39/225: OPERATIONAL MANAGER NURSING GRADE 1 (PRIMARY HEALTH CARE)

Central Karoo District

SALARY: R562 800 (PN-B3) per annum (Plus a non-pensionable rural allowance of 12% of basic annual salary)

CENTRE: Kwa-Mandlenkosi Clinic, Beaufort-west Sub-district

REQUIREMENTS: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science: Health Assessment, Treatment and Care R48 accredited with the SANC. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills):
Good interpersonal and leadership skills. Strong sense of responsibility. Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human resource and financial policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word and Excel).

**DUTIES**

Manage, control and act in facet of Health, Support, Security, Cleaning-Infection control and Ground services. Personnel matters including supervision and performance management, finances and procuring as well as implanting of policies, prescripts and protocols regarding the mentioned facets. Manage planning to practice a holistic health service on a short-/medium-/long term basis. Manage implementation of Ideal Clinic measures to achieve expected Ideal Clinic status. Organise a cost-effective service daily. Ensure that all personnel undergo training according their Individual Development and Performance Plan. Participate in community involvement. Collect, verify and submit accurate statistics timeously.

**ENQUIRIES**

Mr W J Erasmus Tel No: (023) 414-8200

**APPLICATIONS**

Applications are submitted online via: www.westerncape.gov.za/health-jobs (click “online applications”).

**NOTE**

No payment of any kind is required when applying for this post.

**CLOSING DATE**

15 November 2019

**POST 39/226**

**CLINICAL PROGRAMME COORDINATOR (CLINICAL NURSE TRAINING)**

West Coast District

**SALARY**

R444 276 per annum

**CENTRE**

West Coast District Office

**REQUIREMENTS**

Minimum educational qualification: Basic R425 qualification (diploma/degree) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the job, incumbent to maintain registration with the SANC). Registration with the professional council: Current registration with SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate/reconisnable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB Manual) driver's licence and willingness to travel in the district or as required. Competencies (knowledge/skills): Ability to interpret and apply policies as well as analyses of Health System Information. Knowledge of development and analysis of protocols and guidelines, Acts and procedures. Project management skills as well as good report writing skills and facilitation skills. Experience and ability to transfer knowledge and skill in a group as well as individual setting. At least two years’ practical experience in training and facilitation will be an advantage. Good interpersonal relations, leadership and communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Computer literate (MS Word, Excel, PowerPoint).

**DUTIES**

Manage the People development and training functions within the sub district by overall integrated planning, coordination and facilitation of nurse training programs. Coordinate and facilitate the development of learning opportunities for all nursing staff. Manage and lead the implementation of the informal nurse training programs. Facilitate and coordinate the clinical accompaniment/mentorship programmes. Effective management and utilisation of allocated resources.

**ENQUIRIES**

Ms AR Louw Tel No: (022) 709-5066

**APPLICATIONS**

Applications are submitted online via: www.westerncape.gov.za/health-jobs (click “online applications”).

**NOTE**

No payment of any kind is required when applying for this post.

**CLOSING DATE**

15 November 2019

**POST 39/227**

**INDUSTRIAL TECHNICIAN SUPERVISOR: CLINICAL ENGINEERING**

**SALARY**

R316 791 per annum

**CENTRE**

Tygerberg Hospital

**REQUIREMENTS**

Minimum educational qualification: National Diploma for Technicians (T- or N- or S- Stream) (or equivalent) in electronic Engineering or registration with the
Engineering Council of South Africa (ECSA) as a professional Engineering Technician. Experience: Appropriate practical experience with the repair and maintenance of medical imaging equipment (i.e. X-rays, ultrasound). The candidate should have experience within other disciplines of Clinical Engineering. Inherent requirements: Valid (Code B/EB) drivers licence and own reliable transport in order to perform above-mentioned duties. Willingness and ability to perform physically challenging work. Willingness to work overtime, perform standby and call-out duties. Competencies (knowledge/skills): Computer literate. Excellent ability in fault-finding and repair of imaging equipment. Good knowledge of IT networking. Good written and verbal communication in at least two of the three official languages of the Western Cape. Knowledge of the Occupational Health and Safety Act. Repair and maintenance X-ray/Imaging and related medical equipment.

**DUTIES:** Adhere to all hospital and legal requirements, protocols and procedures. Carry out maintenance, repairs, routine inspection and evaluation of medical imaging and related hospital equipment. Compile technical specifications for medical imaging equipment. Ensure compliance with the Occupational Health and Safety Act. General administrative duties as required by Clinical Engineering ie. Write reports, specifications and record keeping of departmental activities and of medical equipment. Liaise with hospital staff and private sector employees. Manage service contracts.

**ENQUIRIES:** Mr JD du Preez/Ms M Rossouw Tel No: (021) 938-4634

**APPLICATIONS:** Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)

**NOTE:** No payment of any kind is required when applying for this post.

**CLOSING DATE:** 15 November 2019

**POST 39/228:** FOOD SERVICE AID
West Coast District

**SALARY:** R102 534 per annum

**CENTRE:** Citrusdal Hospital

**REQUIREMENTS:** Minimum educational qualification: Basic literacy and numerical skills. Experience: Appropriate experience in food service environment, cooking and kitchen cleaning. Inherent requirements of the job: Must be physically fit to operate heavy duty cleaning equipment and handle heavy cooking equipment. Work shifts and overtime which include weekends and public holidays. Competencies (knowledge/skills): Knowledge of hygiene, occupational health, HACCP and safety principals. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Knowledge and reading of recipes and preparing food accordingly to the quantity of meals needed.

**DUTIES:** Assist in the receipt and storage of all provisions and stock in the foodservice unit. Preparation and production of all normal and therapeutic diets. Weighing, dishing and distribution of foods to the wards. Clean all areas, utensils and equipment in the Food Service Department. Follow and adhere to Health and Safety prescripts. Follow and adhere to elementary control measures and standard operating procedures.

**ENQUIRIES:** Ms NW Smit Tel No: (022) 921-2153

**APPLICATIONS:** The Manager Medical: Citrusdal Hospital, Private Bag X14, Citrusdal, 7300.

**FOR ATTENTION NOTE:** No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test.

**CLOSING DATE:** 22 November 2019

**POST 39/229:** GENERAL WORKER STORES

**SALARY:** R102 534 per annum

**CENTRE:** Robertson Hospital, Langeberg Sub-district

**REQUIREMENTS:** Minimum requirement: Basic numeracy and literacy skills. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to travel and work overtime. Competencies (knowledge/skills): Good interpersonal and communication skills. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.

**DUTIES:** Assist the Provisioning Clerk with the handling of heavy stock. Receiving of goods and issuing of goods. Deliver store stock to end-users and rotate store stock (first in, first out). Move hospital equipment as required (tables, desks,
chairs, etc). Perform certain messenger duties between the stores and other departments within the hospital environment. Clean various stores and non-storage areas within the main stores.

ENQUIRIES: Ms M Le Kay Tel. No: (023) 626-8524
APPLICATIONS: The Manager: Medical Services, Robertson Hospital, Langeberg Sub District Office, Private Bag X617, Robertson, 6705.
FOR ATTENTION: Ms TM Padiachy
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 22 November 2019

POST 39/230: GROUNDSMAN

SALARY: R102 534 per annum
CENTRE: Groote Schuur Hospital, Observatory
REQUIREMENTS: Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in cleaning/gardening of large institutions. Appropriate experience with garden machinery and tools safely and efficiently. Inherent requirements of the job: Be physically able to move/lift heavy equipment, do strenuous manual labour and be on your feet for long periods of time. Willingness to work overtime over weekends and Public Holidays. Competencies (knowledge/skills): Good communication and interpersonal skills. Able to work independently, as well as part of a team. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Good problem-solving skills. Ability to effectively multi-task.

DUTIES: Maintain and clean hospital grounds. (Maintain gardens, cut trees, tend to flower beds and weed eradication.) Support to colleagues and supervisor. Maintain garden tools and equipment. Cut grass effectively and neat.

ENQUIRIES: Mr J Peterson Tel No: (021) 404-2315
APPLICATIONS: The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
FOR ATTENTION: Mr M Benjamin
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 22 November 2019

POST 39/231: STERILISATION OPERATOR (X2 POSTS)
Overberg District

SALARY: R91 947 per annum (6/8th), R76 623 per annum (5/8th)
CENTRE: Hermanus Hospital (X1 Post)
Otto Du Plessis Hospital (X1 Post)
REQUIREMENTS: Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Experience and appropriate knowledge of CSSD. Competencies (knowledge/skills): Knowledge of the Sterilisation process. Good interpersonal and numerical skills. Ability to work in a team environment and independently. Effective cleaning and packing abilities of heavy equipment. Good reading and writing skills in at least two of the three official languages of the Western Cape.

DUTIES: (key result areas/outputs): Deliver/collection soiled equipment to and from the sterilisation and various other departments with a heavy duty trolley, including related duties in the operating theatres. Decontaminate, package, control and sterilize of instruments, and other equipment in the department. Operate autoclaves and instrument washing machines. Issue sterile stock according to the departmental needs. Fold and sterilize linen packs. Monitor, control and maintain stock levels.

ENQUIRIES: Hermanus Hospital: Ms N Bouwer (028) 313-5203, Otto Du Plessis Hospital: Ms KA Bezuidenhout, Tel. No: (028) 424-2652
APPLICATIONS: The Overberg District: Private Bag X07, Caledon, 7230.
FOR ATTENTION: Ms A Brits
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 22 November 2019

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: 18 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


SALARY: R733 257 per annum (Level 11) (All-inclusive salary package)
CENTRE: Department of Local Government, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years relevant management level experience in the field of Disaster Management. Recommendation Registered as a Disaster Management Practitioner with the Disaster Management Institute of Southern Africa (DMISA) as recognised by SAQA (South African Qualification Authority); Willingness to work irregular hours and overtime in emergency situation.
DUTIES: Management of: An Indicative Disaster Risk Profile; Comprehensive disaster risk and vulnerability assessments; Provide Municipal Disaster Management Centre’s with support in maintaining a credible risk profile; The establishment and maintenance of Geographical Information System; Implementation of disaster Early Warning System and special intervention programmes for high risk hazards; Manage human resources and related functions as well as the finances in the sub-directorate.
ENQUIRIES: Mr S Carstens at Tel No: (021) 937 6309

DEPARTMENT OF THE PREMIER

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za
CLOSING DATE: 18 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


SALARY: R376 596 per annum (Level 09)
CENTRE: Department of the Premier, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree) with a minimum of 3 years’ experience in systems development and analysis; A valid Code B driving licence. Recommendation: Experience in the following: Web development; Software Development (SDLC) Oracle PL/SQL, Oracle Forms and Reports; JavaScript knowledge; System Analysis and Design Principles (SDLC). Competencies: Knowledge of the following: Education related systems; Human Resource and Finance related systems; Online booking systems; Technical standards/procedures; Project Management; Conflict
Management; National and International IT policies and trends; Programming languages-Oracle PL/SQL, Oracle Forms and Reports, Java Script, Ajax; Oracle database-Develop, maintain database tables, views, functions and stored procedures; Planning and organising skills; Ability to work as part of a team; Communication (written and verbal) skills in two of the three official languages of the Western Cape; Good decision making skills; Problem solving skills.

**DUTIES**: Software development: Develop, construct and implement application programs; Design programs from program specifications; System analysis: User requirements gathering and analysis; Develop functional and technical specifications to meet the business needs of clients; Quality control: Ensure technical and functional standards are observed; Responsible for quality control as well as code walk through; Liaison with client: Liaise with client departments with regards to system requirements; Produce reports and spreadsheets based on ad-hoc client requirements.

**ENQUIRIES**: Mr A Bosman at Tel No: (021) 483 5275

**PROVINCIAL TREASURY**

**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

**CLOSING DATE** : 18 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 39/234** : **FINANCIAL ANALYST: NORMATIVE FINANCIAL COMPLIANCE (PFMA)**

**REF NO:** PT 2019-44

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

**CENTRE** : Provincial Treasury, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Finance, Law or Commerce; Minimum of 3 years' proven relevant experience in a financial legislative environment of which 1 year must relate to Internal Control; A valid code B driving licence. Recommendation: Relevant experience in an internal control environment; Report writing and administrative procedures relating to financial legislation; Willingness to travel as required. Competencies: Knowledge of the following: Project Management; Process improvement; PFMA and Governance environment; Administrative procedures relating to financial legislation and internal control working environments; Working norms and standards; (Public Finance Management Act); National Treasury Regulations; National and Provincial Treasury Directives; National Treasury Internal Audit Framework; Analytical ability; Communication (verbal and written) and report writing skills; Proven computer literacy in MS Office; leadership and presentation skills.

**DUTIES** : Research develop and update financial governance norms and standards for the department; Monitor, evaluate and report on compliance with the Public Finance Management Act; Maintain and implement the CGRO and FMCMM processes; Annual analysis and evaluation of audit outcomes and submission of reports to Cabinet and SCOPA; Co-ordinate the development of internal control related standards to enhance systems of internal control; Support institutions with implementation of the Governance and Internal Control Framework and internal control related standards; Co-ordinate the work of the internal control forum.

**ENQUIRIES** : Mr F Jacobs at Tel No: (021) 483 4169

**POST 39/235** : **REGISTRY CLERK: RECORDS MANAGEMENT**

**REF NO:** PT 2019-43

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

**CENTRE** : Provincial Treasury, Western Cape Government
REQUIREMENTS: Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant experience in an internal control environment; Report writing and administrative procedures relating to financial legislation; Willingness to travel as required. Competencies: A good understanding of the following: Record Keeping Procedures; Electronic Record keeping; Disposal process; Opening of post; Written and verbal communication skills; Computer literacy in MS Office.

DUTIES: Provide a registry services by handling all incoming and outgoing correspondence; Opening and closing of files manually and electronically according to the classification system; Retrieval of files; Opening and sorting of mail; Daily franking of post and courier of documents; Maintenance of registers; Assist with management of departmental circulars; Process files and documents for archiving/disposal.

ENQUIRIES: Ms M Ross at Tel No: (021) 483 6216

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: 18 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


SALARY: R384 228 per annum (OSD as prescribed)

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid code B driving licence. Recommendation: None. Competencies: Knowledge of the following: Social work services and human behaviour; Analytical, diagnostic, assessment tools, evaluation methods and processes; Personnel Management and practices; Supervision Framework for Social Workers; Social Work legislation related to children; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Good communication (written and verbal) skills; Proven computer literacy; Organising and planning skills; Project planning skills; Psycho social intervention skills; Report writing; Presentation and facilitation skills; Analytical and problem-solving skills; Client orientation and customer focus skills.

DUTIES: Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered; Attend to any other matters that could result in, or stem from, social instability in any form; Supervise employees; Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.

ENQUIRIES: Mr Q Arendse at Tel No: (021) 763 6209

POST 39/237: ASSISTANT DIRECTOR: CORPORATE SERVICES RELATIONS MANAGEMENT REF NO: DSD 2019-117

SALARY: R376 596 per annum (Level 09)

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 3 years' relevant experience.
Recommendation: None. Competencies: Knowledge of the following: National and Provincial instruments, systems, legal and regulatory frameworks guiding human resource management in the Public Service; Business of the CSC and the obligations toward the Department; Departmental operational management systems and procedures; Business and organisational structure of the Department; Communication skills (verbal and written); Planning and organising skills; Problem solving skills; Proven computer literacy; Monitoring Evaluation and reporting skills; Numeracy and statistical skills; Conflict resolution.

DUTIES: Monitor, assess and report on the service delivery of the Corporate Services Centre to the Department in terms of the CSC level agreement; Facilitate the periodic internal review of the CSC service level agreement to ensure that the department's service delivery requirements are met; Perform various operational functions and serve as nodal point; Collate and consolidate inputs/reports required by stakeholders including the CSC; Facilitate follow-up actions on all human resource management issues; Perform the necessary supervisory/management functions.

ENQUIRIES: Mr G Laubscher at Tel No: (021) 483 3072

POST 39/238: ASSISTANT DIRECTOR: SUPPORT SERVICES REF NO: DSD 2019-118

SALARY: R376 596 per annum (Level 09)

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 3 years administrative and supervisory experience. Recommendations: Working knowledge of the following: Office administration and accommodation; Finance prescripts; Treasury instructions and Telecommunications exposure; Supply Chain Management. Competencies: Knowledge of the following: Occupational Health and Safety Act (Act 85 of 1993); Government Immovable Asset Management Act (GIAMA) and Western Cape Government accommodation procedures; National and Provincial instruments and legislation pertaining to human resources; Security management legislation and prescripts; Telecommunications; Computer literacy in MS office package (Word, Access, PowerPoint and Excel); Excellent communication skills (verbal and written); Numeracy skills; Monitoring, evaluation and reporting; Conflict resolution skills; ability to analyse, conceptualise and implement policy; Presentation skills.

ENQUIRIES: Mr M Robinson at Tel No: (021) 483 4635

POST 39/239: SOCIAL WORKER: SOCIAL WORK SERVICES (ELSIES RIVER) REF NO: DSD 2019-122

SALARY: Grade 1: R257 592 - R298 614 per annum (OSD as prescribed)
Grade 2: R316 794 - R363 801 per annum (OSD as prescribed)
Grade 3: R384 228 - R445 425 per annum (OSD as prescribed)
Grade 4: R472 551 - R581 178 per annum (OSD as prescribed)

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. Grade 1: No experience; Grade 2: A minimum of 10 years - appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years - appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; 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 and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

**ENQUIRIES**: Ms C Engel at Tel No: (021) 483 7675

**POST 39/240**: SOCIAL WORKER: SOCIAL WORK SERVICES (MILNERTON) REF NO: DSD 2019-123

**SALARY**
- Grade 1: R257 592 - R298 614 per annum (OSD as prescribed)
- Grade 2: R316 794 - R363 801 per annum (OSD as prescribed)
- Grade 3: R384 228 - R445 425 per annum (OSD as prescribed)
- Grade 4: R472 551 - R581 178 per annum (OSD as prescribed)

**CENTRE**: Department of Social Development, Western Cape Government

**REQUIREMENTS**: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. **Grade 1**: No experience; **Grade 2**: A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3**: A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **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 and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

**ENQUIRIES**: Ms C Engel at Tel No: (021) 483 7675
POST 39/241 : SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (ELSIES RIVER) REF NO: DSD 2019-120

SALARY : Grade 1: R148 215 - R166 830 per annum (OSD as prescribed)
          Grade 2: R176 982 - R199 188 per annum (OSD as prescribed)
          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 licence. 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 licence.

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 licence.

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 : Mr E October Tel No: (021) 832 0731

POST 39/242 : SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (DELFt) REF NO: DSD 2019-121

SALARY : Grade 1: R148 215 - R166 830 per annum (OSD as prescribed)
          Grade 2: R176 982 - R199 188 per annum (OSD as prescribed)
          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 licence. 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 licence.

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 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence.
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 licence; 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 licence.

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; 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: Mr E October Tel No: (021) 832 0731

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

CLOSING DATE: 18 November 2019 (Unless Indicated Otherwise)

NOTE: Only applications submitted online will be accepted unless indicated otherwise. 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 39/243: DEPUTY DIRECTOR: DEPARTMENTAL PROGRAMME OFFICE REF NO: TPW 2019-191

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

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

REQUIREMENTS: A 3-year tertiary qualification (National Diploma/B- Degree or higher); A minimum of 3 years' management level experience in Project Management or similar environment; A valid code B driving license. Recommendation: Project Management Certification. Competencies: Knowledge of the following: Project and programme theory, principles and methodology (PMBOK, APMBOK,
DUTIES: Act as the departmental custodian for Programme and Project management (PPM) methodologies and standards in conjunction with the provincial project office; Assist the Chief Director: Policy & Strategy Integration to ensure departmental programmes and projects correspond with their original strategic intent and scope. Manage the executive dashboard (EDP) at departmental level; Support PPM processes and provide technical support for assurance and reporting; Human capital management.

ENQUIRIES: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncape.gov.erecruit.co.za

APPLICATIONS:

POST 39/244: DEPUTY DIRECTOR: ASSESSMENT REF NO: TPW 2019-145

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

Centre: Department of Transport and Public Works, Western Cape Government

Requirements: An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years' management level experience; A valid code B (08) driving licence. Recommendation: LLB Degree; Monitoring and compliance experience; Legal/ Regulatory experience; Investigative research and report writing experience; Strategic Management and public relations; High-level of emotional intelligence contributing too healthy functioning, as well as the distress and experience of traumatic stress. Competencies: Extensive working knowledge of the following: Change Management; Project Management; National Land Transport Amendment Bill (NTLA); Public Transport and related procedures, rules, regulations and acts (WCRFA of 1986); Inter-governmental relations and engagements; Information Management practices; Mediation and Conflict Management Practices; Ability to work under pressure and meet tight deadlines; Conflict resolution; Complex report writing; Planning, mediation, negotiation and punctuality; Excellent communication (written and verbal) skills; Proven computer literacy.

DUTIES: Conduct inquiries in terms of the Western Cape Road Transportation Act, Amendment Law (Law 8 of 1996); Receive, handle and resolve complaints using a central complaints database; Monitor Compliance of the Standard Constitution and Code of Conduct; Chair and attend to hearings in terms of Section 7A(20) of the Transportation Act Amended Law 8 of 1996; Capacitate Minibus Taxi Industry; Provide an Investigation and Mediation service; Make recommendations to the Provincial Taxi Registrar with regard to any matter which may be referred to it and which relates to the exercise of performance of the Registrar's powers and duties.

ENQUIRIES: Mr SH Jacobs at Tel No: (021) 863 2020

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncape.gov.erecruit.co.za

NOTE: Kindly take note of the following provision when you apply for the position advertised: National Land Transport (Act 5 of 2009) Section 13: Impartiality. The following person and their spouses, partners and immediate family members must be impartial, have no direct financial or business interest in any sector of the public transport industry, and may not decide or adjudicate on a matter in which they have such an interest: (a) Members of the National Public Transport Regulator, Provincial Regulatory entities and municipalities directly involved in dealing with applications concerning operating license; (b) Members of the transport appeals tribunal established by section 3 of the Transport Appeals Tribunal Act 1998 (Act NO.39 of 1998) (C) officials of planning authorities directly responsible for the development of integrated transport plans; (d) Officials directly involved in the management and execution of public transport related law enforcement; and (e) Officials operating or working at testing stations contemplated in the National Road Traffic act, Or such a member or official who has been such person in the year prior to his or her appointment. (2) No Serving member of Parliament or of a provincial legislature or council of a municipal council, or a person who has been such a member or councillor in the previous year, may be a member official contemplated in subsection (1) (a), (b), (c), (d) or (e).


**POST 39/245**  
PROFESSIONAL ENGINEER (PRODUCTION LEVEL): GEOMETRIC DESIGN  
REF NO: TPW 2019-208

**SALARY**  
Grade A: R718 059 - R766 278 per annum  
Grade B: R809 631 - R872 220 per annum  
Grade C: R925 734 - R1 090 458 per annum  
(Salary will be determined based on recognisable prior experience as per OSD as prescripts).

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

**REQUIREMENTS**  
Engineering Degree (B Eng/ BSC (Eng)) or relevant qualification; A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer Or have submitted with ECSA for Professional registration as a Professional Engineer (proof of payment to be submitted with application) and compulsory registration with ECSA as a Professional Engineer will then be applicable within 6 months from appointment; A valid code B driving licence. Recommendation: Proficient in the use of Bentley OpenRoads Designer/Civil 3D or similar geometric design software packages; Experience across various design stages – concept, preliminary, detail - for multidisciplinary geometric design projects; Experience in: Compiling/preparing tender documents; Supervising technical staff /teams; Project management and report writing. Competencies: Knowledge of the following: Engineering design and analysis; Legal compliance; Computer-aided engineering applications; Basic legal background (Contract Management); Programme and project management; Strategic capability and leadership; Module equipment operating skills; Professional judgment; Networking; Financial management skills; Communication (written and verbal); Customer focus and responsiveness; Analytical skills; Proven computer literacy.

**DUTIES**  
Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Plan and manage engineering projects; Human capital development; Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principals and code of practice; Office administration and budget planning; Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Research and development; Continuous professional development to keep up with new technologies and procedures; Liaise with relevant bodies/councils on engineering-related matters.

**ENQUIRIES**  
Mr M Hendrickse at Tel No: (021) 483 3107

**APPLICATIONS**  
Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

**POST 39/246**  
ENGINEERING TECHNOLOGIST (PRODUCTION LEVEL): TECHNICAL SUPPORT SERVICES (GEOMETRIC DESIGN)  
REF NO: TPW 2019-205

**SALARY**  
Grade A: R344 271 - R371 130 per annum  
Grade B: R391 854 - R422 139 per annum  
Grade C: R448 035 - R527 772 per annum  
(Salary will be determined based on post registration experience as per OSD prescript).

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

**REQUIREMENTS**  
Bachelor of Technology in Engineering (B Tech) or relevant qualification; Three years post qualification Engineering Technologist experience required; A valid code B driving licence; Compulsory registration with ECSA as a Professional Engineering Technologist. Recommendation: Proficient in the use of Bentley OpenRoads Designer/Civil 3D or similar geometric design software packages; Experience across various design stages – concept, preliminary, detail - for multidisciplinary geometric design projects; Experience compiling/preparing tender documents and supervising technical staff /teams Competencies: Knowledge of the following: Technical: Project management; Technical design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Networking; Professional Judgment; Generic: Problem solving and analysis; Decision making; Team leadership; Creativity, Self-management; Customer focus and responsiveness; Communication skills; Computer skills; Planning and Organising; People management.
DUTIES: Provide technological advisory services: Support Engineers, Technicians and associates in field, workshop and office activities; Promote safety standards in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Solve broadly defined technological challenges through application of proven techniques and procedures; Develop, maintain and manage current technologies; and Identify and optimize technical solutions by applying engineering principles; Perform administrative and related functions: Compile and submit monthly and quarterly reports; Provide inputs to the operational plan; and Develop, implement and maintain databases; Research and development: Keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; To liaise with relevant boards/councils on engineering-related matters.

ENQUIRIES: Mr M Hendrickse at Tel No: (021) 483 3107
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za


SALARY: R316 791 per annum (Level 08)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: A National Diploma (T/N/S stream or equivalent qualification) Or N 3 with a passed trade test in the building environment Or Registration as an Engineering Technician. A minimum of 3 years’ experience in the built environment; A valid driving licence. Recommendations: Experience in the preparations of tender documentations and specifications; Willingness to travel regularly. Competencies: Knowledge of the following: Preparation of tender documentations and specifications; Adjudication of tenders, plans and working drawings and the ability to interpret Bills of Quantities; Verbal and written communication skills; Interpersonal relations; Proven computer literacy (MS Office); Technical competence in mechanical matters, familiar with contract administration, Occupational Health Safety Act and relevant regulations.

DUTIES: Undertake inspections of buildings and compilation of reports; Assist with the preparation of budget; Provide estimates of costs for proposed maintenance and minor work projects; Prepare tender documentation and specifications; Supervise and exercise quality control on projects; Manage contract administration.

ENQUIRIES: Mr D Johnson Tel No: (021) 483 5869
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za


SALARY: Grade A: R311 859 - R332 799 per annum
Grade B: R353 226 - R380 775 per annum
Grade C: R402 045 - R473 574 per annum
(Salary will be determined based on post registration experience as per OSD prescript).

CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: An appropriate 3-year National Diploma or higher qualification in Engineering (as recognised by SAQA); Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician on appointment or you must be registered within 6 months after date of appointment (proof of registration application must be submitted): A minimum of 3-years post qualification technical (Engineering) experience; A valid driving licence (Code B). Competencies: Knowledge of the following: Maintenance work on roads, road reserves, land use changes, sub-divisions, road signs and road safety; Compilation of tenders and contract administration; Relevant legislation and specifications (Act on advertising and closure of roads - Act 21 of 1940, Road Ordinance 19 of 1976, Ordinance on land use planning 15 of 1985, Disciplinary code, SABS codes, Occupational Health and Safety; Verbal and written communication skills; Good people skills; Proven computer literacy skills; High level of reliability; Problem solving skills; Proven managerial, negotiation and organisational skills.
DUTIES: Exposure in preparation of estimates of cost or road maintenance projects; Provide assistance to local authorities, contractors and consultants; Enforce safety rules; Exposure in surveying; Planning and organising the construction site (including line marking functions); Ability to assist in the investigation and comment on applications for road accesses, way leaves and road signs; Ability to manage team discipline; Support other related duties in support of the District Roads Engineer.

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://westerncape.gov.erecruit.co.za

**POST 39/249**

**ADMINISTRATIVE OFFICER: EPWP COMPLIANCE MONITORING REF NO: TPW 2019-196**

**SALARY**: R257 508 per annum (Level 07)
**CENTRE**: Department of Transport and Public Works, Western Cape Government
**REQUIREMENTS**: An appropriate 3-year National Diploma (or higher qualification); A minimum of 1-year relevant experience; A valid driving licence. Recommendations: An appropriate 3-year B-Degree. Competencies: Knowledge of the following: Information Management; Principles and processes for providing customer and personal services; Quality control; Public Administration; Written and verbal communication and report writing skills; Proven computer literacy.

DUTIES: Conduct participant inductions within the set-up of the EPWP (Expanded Public Works Programme); Conduct on-site verifications; Design, implement and manage data process flow; Draft reports; Provide administrative support to the Assistant Manager; Analyse EPWP (Expanded Public Works Programme) performance data.

ENQUIRIES: Mr A Klaas (021) 483 0982
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncape.gov.erecruit.co.za

**POST 39/250**

**ADMINISTRATIVE OFFICER: TRANSPORT OPERATIONS REF NO: TPW 2019-204**

**SALARY**: R257 508 per annum (Level 07)
**CENTRE**: Department of Transport and Public Works, Western Cape Government
**REQUIREMENTS**: An appropriate 3-year National Diploma (or higher qualification); A minimum of 2 years’ administrative experience. Recommendation: A valid driving licence; Experience in Human Resource related matters. Competencies Knowledge of admin procedures and systems; Written and verbal communication skills; Problem analysis, solving and decision-making skills; Proven computer literacy.

DUTIES: Assist in the coordination of Human Resource functions for the Chief Directorate; Responsible for physical and electronic document management; Collect, analyse and collate information as requested; Update and maintain various registers and databases for the unit; Prepare reports and/or presentations on all areas of work of the section; Assist in preparation of financial and budget matters; Remain up to date with legislation, prescriptions, policies and procedures applicable to the work terrain.

ENQUIRIES: Mr L Anthony at Tel No: (021) 483 8226
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncape.gov.erecruit.co.za

**POST 39/251**

**ADMINISTRATION CLERK: ADMINISTRATION AND FINANCIAL SERVICES REF NO: TPW 2019-207**

**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). Recommendation: Relevant administrative experience; Experience in the following: Project support; Processing information on BizProject, e-Works, BAS (Basic Accounting System), MyContent and SITS (Supplier Invoice Tracking System). Competencies: A good understanding of the following: Applicable legislations; Procurement procedures; Proven computer literacy (MS Office); Written and verbal communication skills.

DUTIES: Render administrative and reception assistance to professional staff regarding filing, GG transport, telephone accounts and invoices; Assist with the ordering
and issuing of stationery; Processing of payments; Compiling of claims; Assist with the copying, filing, faxing and scanning of documentation within the component; Draft and type submissions, default letters, arrange meetings and agendas and taking of minutes and general correspondence; Data capturing; Relieve as secretary; Coordination of training requirements; Logistical arrangements.

ENQUIRIES: Mr S Oliver at Tel No: (021) 483 4816
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

POST 39/252: ADMINISTRATION CLERK: ROAD SAFETY MANAGEMENT REF NO: TPW 2019-211

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). Recommendation: Experience in an administration environment. Competencies: Good understanding of the following: Clerical duties, practices as well as the ability to capture data and collecting statistics; Proven computer literacy; Written and verbal communication skills; Interpersonal relations; Planning and organising skills; Ability to work in a team.

DUTIES: Logistical arrangements for personnel; Attend staff meetings; Take and distribute minutes of staff meetings; Assist with public enquiries; Typing of documents and reports for section operations; Provide administrative services for the regions; Ensure the proper completion and regular scrutiny of all records and returns concerning transport; Assist with the completion of forms for payments; Assist with the capturing of payments on BAS system; Monitor and control inventory assets.

ENQUIRIES: Ms N September at (021) 483 6971
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

POST 39/253: OPERATOR: MECHANICAL WORKSHOP (BELLVILLE) REF NO: TPW 2019-200

SALARY: R173 703 per annum (Level 05)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: Grade 10 certificate or equivalent; A minimum of 6 years’ relevant experience; A valid code EC driving license with a professional drivers permit (PDP) is required. Recommendation: Relevant experience in operating a Forklift/Overhead Cranes/ Truck Mounted Cranes Competencies: A good understanding of the following: Loading, offloading and transporting (normal and abnormal) of Road Construction Plant and Equipment such as Graders, Loaders, Rollers, Sweepers, Trucks, Vans, Buses; Written and verbal communication skills; Mechanical work to assist Artisans in the workshop; Draw up reports; Good interpersonal relations; Ability to work under pressure and meet deadlines; Good planning and problem solving skills.

DUTIES: Responsible for the transporting, loading and securing the Road Construction Plant and Equipment in the correct way as prescribed, on the Trailer; Supervise Trade Worker Aid; Maintain occupational health and safety standards; Responsible to see that the services are done on time and check for leakages/wear and tear; Testing of all Road Construction Plant on the test ground; Emergency assistants at all times (local and at the Field Offices).

ENQUIRIES: Mr R Oliver at Tel No: (021) 959 7700
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

NOTE: Applicants from relevant local communities will receive preference. Candidates will be subjected to a medical fitness test as prescribed by the Construction Regulations as contained in the OHS, Act 85/1993. Candidates will be required to complete a practical exercise as part of the interview process.

POST 39/254: OPERATOR: SPECIAL LINE MARKING (PAARL) REF NO: TPW 2019-214

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 special line markings in a concrete construction
DUTIES: Repainting of road marking; Painting of new road markings; Pre-marking of lines; Operation and maintenance of plant (road marking machine, flat truck and bakkie); Maintenance and reparations of roads; Traffic accommodation according to SARTSM; Administrative duties inclusive of completion of logs and toolbox talks.

ENQUIRIES: Mr SH Jacobs at Tel No: (021) 863 2020

APPLICATIONS: To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to 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.


SALARY: R124 914 per annum plus 37% in lieu of service benefits (As prescribed by OSD)

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

REQUIREMENTS: A Technical Matric Certificate or (N stream) with Mathematics and Science as passed subjects; Candidates must be under the ages of 21 years. Recommendations: Exposure to: Diesel/motor theory and/or Graphics and design; Valid driving licence. Competencies: Technical and mechanical analysis knowledge; Production, process knowledge and skills; Communication (verbal and written) skills; Analytical and decision making skills; Creativity.

DUTIES: Attend technical college as prescribed and produce designs and objects according to the year program; Inspect equipment and construction plant with the Artisan for technical/mechanical faults; Repair construction equipment and machinery according to standards; Test repaired construction equipment and machinery with the Artisan against specifications; Training in service and maintenance of road construction plant, equipment and machinery according to schedule; Keep and maintain job record and other registers.

ENQUIRIES: Mr I Louw at Tel No: (021) 959 7700

APPLICATIONS: to: Bellville Mechanical Workshop, Robert Sobukwe Road, Bellville Postal Deliveries: Private Bag X 2, Kasselsvlei, 7533. You may use only one application platform as only one application will be accepted. Applicants from relevant local communities will receive preference.

NOTE: You may apply online by visiting https://westerncapegov.erecruit.co or manually. To apply manually 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. Hand Deliveries (Between 08:00 am to 16:00 pm)

SALARY  :  R124 914 per annum plus 37% in lieu of service benefits (As prescribed by OSD)

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

REQUIREMENTS  :  A Technical Matric Certificate or (N stream) with Mathematics and Science as passed subjects; Candidates must be under the ages of 21 years. Recommendations: Exposure to: Fitting and turning theory and/or Graphics and design; Valid driving licence. Competencies: Technical and mechanical analysis knowledge; Production, process knowledge and skills; Communication (verbal and written) skills; Analytical and decision making skills; Creativity.

DUTIES  :  Attend technical college as prescribed and produce designs and objects according to the year program; Inspect equipment and construction plant with the Artisan for technical/mechanical faults; Repair construction equipment and machinery according to standards; Test repaired construction equipment and machinery with the Artisan against specifications; Training in service and maintenance of road construction plant, equipment and machinery according to schedule; Keep and maintain job record and other registers.

ENQUIRIES  :  Mr I Louw at Tel No: (021) 959 7700

APPLICATIONS  :  to: Bellville Mechanical Workshop, Robert Sobukwe Road, Bellville Postal Deliveries: Private Bag X 2, Kasselsvlei, 7533. You may use only one application platform as only one application will be accepted. Applicants from relevant local communities will receive preference.

NOTE  :  You may apply online by visiting https://westerncapegov.erecruit.co or manually. To apply manually 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. Hand Deliveries (Between 08:00 am to 16:00 pm)

POST 39/257  :  ROAD WORKER: ROAD MAINTENANCE (CAPE WINELANDS) REF NO: TPW 2019-192 (X6 POSTS)

SALARY  :  R102 534 per annum (Level 02)

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

REQUIREMENTS  :  Ability to read and write/ Adult Basic Education and Training (ABET). Recommendations: Appropriate working experience in the following: Building, maintenance and repair of roads; Operating of minor construction machines and hand tools; Civil construction activities. Competencies Working knowledge of roads construction methods, materials and equipment; Civil Construction activities; Communication skills; Ability to work under pressure and meet deadlines; Reliable; Able to work in a team and independently; Flexibility; Ability to follow written and verbal instructions.

DUTIES  :  Support road specialists in the maintenance and building of roads; Perform manual labour; Undertake general duties to support road specialists with respect to maintenance, repair, building and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well as related activities.

ENQUIRIES  :  Mr A Moerat at Tel No: (021) 863 2020

APPLICATIONS  :  To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to 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.

POST 39/258
ROAD WORKER: ROAD CONSTRUCTION/ROAD MAINTENANCE (CAPE WINELANDS) REF NO: TPW 2019-193 (X10 POSTS)

SALARY: R102 534 per annum (Level 02)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: Ability to read and write/ Adult Basic Education and Training (ABET). Recommendations: Appropriate working experience in the following: Building, maintenance and repair of roads; Operating of minor construction machines and hand tools; Civil construction activities; Willing to travel and stay over when necessary. Competencies: Working knowledge of roads construction methods, materials and equipment; Civil Construction activities; Communication skills; Ability to work under pressure and meet deadlines; Reliable; Able to work in a team and independently; Flexibility; Ability to follow written and verbal instructions.

DUTIES: Perform manual labour; Undertake general duties to support road specialists with respect to maintenance reparation, building and cleaning of roads, which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures, as well as related activities.

ENQUIRIES: Mr SH Jacobs at (021) 863 2020
APPLICATIONS: To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to 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.

POST 39/259
ROAD WORKER: ROAD MAINTENANCE (CAPE WINELANDS) REF NO: TPW 2019-194 (X6 POSTS)

SALARY: R102 534 per annum (Level 02)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: Ability to read and write/ Adult Basic Education and Training (ABET). Recommendations: Appropriate working experience in the following: Building, maintenance and repair of roads; Operating of minor construction machines and hand tools; Civil construction activities. Competencies: Working knowledge of roads construction methods, materials and equipment; Civil Construction activities; Communication skills; Ability to work under pressure and meet deadlines; Reliable; Able to work in a team and independently; Flexibility; Ability to follow written and verbal instructions.

DUTIES: Support road specialists in the maintenance and building of roads; Perform manual labour; Undertake general duties to support road specialists with respect to maintenance, repair, building and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well as related activities.

ENQUIRIES: Mr LD Louw 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.


SALARY: R102 534 per annum (Level 02)

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

REQUIREMENTS: Ability to read and write/Adult Basic Education and Training (ABET). Recommendations: Above average gardening experience; Gardening machinery operator experience. Competencies A good understanding of the following: Occupational Health and Safety Act; Gardens and grounds maintenance; Ability to work under pressure, independently as well as in a team and perform routine tasks; Ability to handle routine work and follow instructions; Communication skills.

DUTIES: Irrigation Maintenance and Repairs; Mowing of lawns; Trimming/Pruning different kinds of plants; Machinery Operator (brush cutter, chainsaw, hedge trimmer, pole pruner, Ride-on mower); Detect and report malfunctioning of gardening equipment and tools; Repair minor defects of gardening equipment and tools; Spraying of chemicals on flower beds and on hard surfaces for weeds, harmful pests and diseases; Manual Weeding, Fertilizing and Planting; General cleaning of the entire estate and the surrounding perimeters; Grounds maintenance (sweeping, scrubbing, general paving, well executed pathways).

ENQUIRIES: Ms Y Sihawula at Tel No: (021) 422 1677

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@wcedonline.westerncape.gov.za. Applications not submitted on or before the closing date as well as faxed copies will not be considered.

WESTERN CAPE EDUCATION DEPARTMENT (WCED)

APPLICATIONS: Applications must be submitted by using the following URL https://wcedonline.westerncape.gov.za/home/, via Google Chrome or Mozilla Firefox. The applicants are advised to read the foreword available on the WCED website before applying for the post/s.

NOTE: All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.
OTHER POST

POST 39/261
TECHNICAL SPECIALIST: OFFICE OF THE PROVINCIAL MINISTER:
EDUCATION REF NO: 320
Job Purpose: To provide technical and research expertise in the Office of the Minister.

SALARY: R733 257 per annum. Contract position linked to the term of the Minister
CENTRE: Cape Town
REQUIREMENTS:
An appropriate Law/ Legal degree plus 6-10 years’ experience. Knowledge:
Extensive knowledge of the constitutional, legal and institutional arrangements and systems governing the South Africa public sector. Knowledge of constitutional law; administrative law; contractual law; commercial law; environmental law; planning and development law; interpretation of statutes; civil and criminal procedure; law of evidence; criminal law; and Magistrates and Superior Courts’ Acts and Rules. Knowledge of the policies of the government of the day, with specific reference to the provincial growth and development strategy of the Western Cape. Knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape. Knowledge of Constitutional, legal and institutional arrangements governing the South Africa public sector. Knowledge of inter-governmental and international relations. Knowledge of financial management processes. Skills: High level communication skills. High level written skills. Computer skills. Diplomacy and teamwork. Ability to delegate and enhance capacity within the Office. Negotiation skills. Management skills. Ability to work under pressure. Ability to work independently and without direct supervision /guidance.

DUTIES:
Provide advice to the Provincial Minister on national and provincial education laws, prescripts and legal precedents relevant to the powers and functions of the Provincial Minister, and the Education Department. Proactively advise or alert the Provincial Minister on emerging factors that could lead to possible litigation. Provide advice on legal aspects in memoranda and appeals that are submitted to the Provincial Minister for decision. Act as liaison between the CSC (Branch Legal Services) and the Provincial Minister on education-related matters that are dealt with by Legal Services. Advise on the implementation and management of frameworks for the Provincial Minister. Provide advice on the development of policies and strategies pertaining to the provision of basic education. Advise, in collaboration with Legal Services, the Provincial Minister on draft national and provincial legislation and policy pertaining to the provision of basic education. Establish and maintain appropriate internal controls and reporting systems to meet performance expectations. Be willing to work after business hours, when required.

ENQUIRIES:
Ms L Elliott Tel No: (021) 483 6573
CLOSING DATE:
15 November 2019